

**Headland Parish Council**  
**Minutes from Meeting held on Monday, 25th November 2024**

**IN ATTENDANCE**

Councillors: M. Wright (Chair), S. Lee, A. Hay, A. Turner, M. Jorgeson, S. Gaiety, P. Andrews, A. Jackson & A. Muller-Nicholson

**Clerk to the Council:** M. Ellett

**1. Appointment of Chair**

Councillor Wright was nominated as Chair to the Council, seconded by Councillor Jorgeson.

No nomination for Vice-Chair – to be carried forward to next meeting.

**2. Apologies:**

Apologies for absence were received and accepted from Councillors' H. White, J. Wenman, A. Smith and S. Moore.

**3. Declaration of Interest**

No declaration of interests were received.

**4. Minutes:**

A copy of the Minutes of the meeting held on Monday, 28<sup>th</sup> October 2024 had been forwarded with the agenda. The minutes were confirmed and approved as a true record.

**5. Matters Arising:**

**5.1 Headland Conservation Area Report**

It was noted that the Plan was referred to an Extraordinary Meeting of the Full Council on Thursday, 28<sup>th</sup> November 2024 at 7pm in the Council Chamber at the Civic Centre. It was being proposed that the Plan is further developed by a new Conservation Advisory Group which will include residents and together they can produce a Plan that meets the aims of Hartlepool Council and works for residents. It was hoped that the Parish Councillors would get a chance to speak at the meeting to put forward some of the issues raised by residents. Members were advised to attend to support the proposal.

**6. Finance Report**

An updated Finance Report for 2024-25 forwarded with the agenda was accepted.

**7. Clerk's Report**

**7.1 Update on gov.uk domain and email address**

Clerk informed members that the gov.uk domain and email address was almost set up which had not been a straightforward process. The email address could only be purchased via an approved registrar so Clerk and IT support chose NetwiseUK Ltd which had been recommended by another Parish Council. NetwiseUK Ltd emailed a link to apply for £100 Government funding which we were successful in obtaining. Our IT support will maintain the website and NetwiseUK Ltd will maintain the email domain which will incur an annual maintenance cost.

## **7.2 Invoice for approval: Auditor**

The invoice for the Internal Audit was approved for payment.

## **7.3 Budget Preparation**

Once the outstanding invoices were updated on the financial software, budget preparations would be started with interim budget being prepared for the next meeting.

## **8. Auditor's Interim Audit Report**

The Interim Audit Report had been forwarded to members with the agenda. Clerk informed members that there was still a number of points to action from the Internal and External Audit reports but the Parish Council was making good progress.

The Report was accepted by members.

## **9. Budget and Precept**

A budget report had been forwarded to members prior to the meeting.

Clerk informed members that the Precept Letter usually came from Hartlepool Borough Council at the beginning of December. Clerk noted that based on the estimated planned expenditure, it was advised to propose a precept of £25,000 to allow for contingencies/additional inflation costs. Clerk also noted that election costs were expected to rise so would need to put any savings into reserves at the end of 2025-26 to allow for this.

Members agreed to wait for notification from Hartlepool Borough Council and to call an Extraordinary Meeting to determine the Precept.

## **10. Research on Christmas Tree (Seagrove Nurseries)**

Councillor Wright noted that alternative options were looking too expensive. The cost to Hartlepool Borough Council for the Christmas tree included putting it up, adding the lights and disposing of the tree. Members agreed to remain with Hartlepool Borough Council and the traditional option for the meantime.

## **11. Feedback from Council Meetings**

No updates to report.

Due to work commitments, Chair unable to attend the Parish Liaison Meeting on 9<sup>th</sup> December. Councillor Jorgeson to attend on behalf of Headland Parish Council.

## **12. HBC Committee Meetings**

Clerk informed that she had nominated Councillor Gaiety for Adult & Community Based Services and Councillor Lee for Economic Growth and Regeneration Committees. Once approved, they would then receive appropriate documentation to attend the meetings. Clerk to establish when this will be.

There were no further nominations for the other Committees.

## **13. Planning Applications**

- H/2024/0325 – 4 Radcliffe Terrace, Hartlepool, TS24 0QA – no objections had been received from members to this planning application.

#### **14. Correspondence**

- *Dog fouling on promenade (Councillor Hay)*  
Councillor Hay had been approached by a work colleague who was put off visiting the Headland due to the amount of dog fouling along the promenade. It was noted that more Enforcement Officers had been employed.  
Clerk to email Garry Jones at HBC re dog fouling.
- *Email regarding Headland Fish Quay* – Clerk reported that an email had been received from a regular visitor to the Headland who believed visitor numbers to the Headland would increase if some way was found to make part of Friendship Lane/Sunniside, fish quay and docks area viewable, accessible and visitor friendly.  
Clerk to forward email to AS to raise with Joseph Rowntree Foundation and Chair.

#### **15. Councillors Items for future agenda**

- Dog fouling
- Lifeguards for next year 2025-26.
- Handrails on St. Hilda's following letter to Durham Diocese.

Councillor Andrews asked which members of the Parish Council were attending the Bombardment Service on 16<sup>th</sup> December to lay the poppy wreath on behalf of the Headland community. Councillors Jorgeson and Gaiety to attend. Clerk to email Heugh Battery to confirm time.

Councillor Andrews also raised that it would have been nice for more Parish Councillors to attend the Remembrance Parade as all Parish Councillors used to attend. It was noted that some Parish Councillors had attended Victory Square and others were not available.

Councillor Jackson was unable to attend the last meeting but had made enquiries about writing to the Bishop of Durham regarding funding for handrails for St. Hilda's Church. A letter to be sent to a contact at Durham Diocese from the Parish Council and an update to be given at the next meeting.

#### **16. Ward Councillor Update:**

Apologies had been received from Ward Councillor Dodds.

#### **17. Public Questions:**

3 members of the public were in attendance.

A member of the public raised a question about communication and profile raising and the Parish Council thinking about how to publish what is happening as not everyone has access to social media.

It was noted that Minutes/agendas were published on the Parish office window/website and the Parish Council was looking at reviewing/repairing the noticeboards. A newsletter was produced in the past but printing costs would be very expensive.

**18. Date of next meeting** was confirmed as Monday, 27<sup>th</sup> January 2025 at 6.45pm in the Croft Room.

EXCLUSION OF THE PUBLIC: The Council may at any point pass a resolution that under the Public Bodies (Admission to Meetings) Act 1960, the public and the press shall be excluded from the meeting during consideration of any item of business if publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted, e.g. employment matters; terms of commercial tenders and negotiations for contracts; and legal proceedings preparation or advice.

#### **19. Clerk's contract and appraisal**

As agreed at the last meeting, the Clerk provided members with the relevant costings for a request to change the working hours to 30 hours per month to allow for more flexibility and was in line with neighbouring parish councils. Members agreed to this request.

The Clerk also noted that in accordance with Employment Legislation, a Job Evaluation and appraisal should be undertaken annually. Clerk to prepare relevant paperwork and to arrange a meeting with the Employment Committee.

The meeting adjourned at 8.10 pm.