

**Headland Parish Council**  
**Minutes from Meeting held on Monday, 30<sup>th</sup> June 2025**

- Present:** Chair: S. Gaiety  
Councillors: A. Hay, A. Muller-Nicholson, S. Lee, A. Turner, M. Jorgeson  
Clerk to the Council: M. Ellett
- hp25-2615    **To accept Apologies for Absence**  
No apologies for absence had been received at the time of the meeting.
- hp25-2616    **Declarations of Interest on items on the agenda**  
None received
- hp25-2617    **To approve Minutes of the Meetings held on 19<sup>th</sup> May 2025**  
The minutes of the Meetings held on 19<sup>th</sup> May 2025 (Annual Parish Meeting and Annual Meeting of the Parish Council) had been forwarded with the agenda.  
**RESOLVED** the above minutes were confirmed and approved as a true record.
- hp25-2618    **Matters Arising:**
- **Market Stalls**  
No further update was available.  
**RESOLVED** – to be forwarded to next meeting.
- hp25-2619    **Clerk's Report**
- **Police Update**  
A resident had contacted the Parish Council about a campaign called Hartlepool Connected. Clerk had contacted PCSO Duffield and PC Gareth Roberts. Leaflets on Hartlepool Connected to be delivered to the Parish Council and a meeting to be set up with Clerk and Chair with PC Gareth Roberts.  
**RESOLVED** Update to be provided following their meeting with PC Gareth Roberts.
  - **Vacancies via Co-Option**  
No signatures had been received by Hartlepool Borough Council.  
**RESOLVED** Parish Council to fill the 2 vacancies via its Co-option Procedure.
  - **Register of Interest Forms 2024-25**  
Only 3 forms had been returned.  
**RESOLVED** Members to complete and return to Parish Clerk as soon as possible.
- hp25-2620    **Financial**
- **AGAR Return 2024-25**  
**RESOLVED** Following a few amendments, AGAR for 2024-25 had been submitted within the timescale.
  - **Finance Report 2025-26**  
An updated Finance Report for 2025-26 was circulated to members with the agenda.  
**RESOLVED** Finance Report accepted by members.
  - **Invoices for Payment**  
Office Lease - £1,500

Headland Carnival Committee - £1,000

**RESOLVED** Invoices approved for payment.

- **Board of Resolute**

Due to the number of changes in Chair within the Parish Council, a Board of Resolute had to be completed to update the Bank Mandate.

**RESOLVED** Approved by members and to be updated as soon as possible.

- **Insurance Renewal**

Clerk updated members on insurance renewal which was designed specifically for Parish Councils.

**RESOLVED** approved by members for renewal.

hp25-2621

**Members Reports of Attendance at Meetings/Events on behalf of the Council:**

Councillor Gaiety gave an update from the Adult and Community Based Services Committee. A benefit to the Headland was the possibility of a community hub in the library which will bring extra services, i.e. job searches and adult literacy and opening hours for the library to be increased.

**RESOLVED** the information was received and noted.

hp25-2622

**Plants on Northgate Shops/Triangle outside Heron Foods**

Councillors were not present to give an update on plants on Northgate Shops.

*Triangle outside Heron Foods* – Clerk had contacted Hartlepool Borough Council and an update was given. HBC will continue to maintain this area until a suitable design solution can be found to replace what is already there.

**RESOLVED** The above was received and noted and Clerk to continue to liaise with HBC and give an update as and when information is received.

hp25-2623

**Community Event Update**

- **Links with local schools**

An update was given by Councillor Lee in that herself and Councillor Gaiety had been to meet the Headteacher of St. Bega's School around a campaign to get the students involved in designing posters around dog poo and littering. Councillor Lee to talk to students on the role of the Parish Council. Schools, if agreed by members, to be offered £250 to support the school initiatives. Contact had been made with both schools but St. Helen's had not yet responded.

**RESOLVED** Members approved to St. Bega's School being given £250.

- **Feedback re Campaign on the Headland**

Clerk gave an update following feedback from Helen Towes, Economic Growth Officer (Tourism) regarding the Campaign on the Headland. A possible suggestion was supporting the cost of the activity packs should the campaign be repeated.

**RESOLVED** Clerk to give an update once further information was received from Helen Towes.

Councillor Jorgeson updated members on possible future events from the PFC Trust/Hartlepool Sport.

hp25-2624

**Planning Applications**

- H/2025/0126 – 20 Gladstone Street, Hartlepool, TS24 0PE – Change of use from dwelling house to 3no. apartments and installation of new dark grey uPVC windows (retrospective). Installation of 1no. velux rooflights to both side

elevations – no objections had been received by members and submitted to HBC Planning Department.

hp25-2625

### **Correspondence**

- **Hartlepool Big Town Tidy Up**

Clerk had contacted Hartlepool Big Town Tidy Up following their request to attend a meeting. Their enquiry was around them being involved on Carnival Day.

**RESOLVED** Clerk had referred them to Headland Carnival Committee regarding this.

- **Enquiry via website re damaged lamp post**

A resident had reported a damaged lamp post on the Hartlepool Borough Council's portal numerous times, but the lamp post had not been repaired so they asked the Parish Council for help. Clerk had emailed Hartlepool Borough Council on behalf of the resident and asked them to confirm when the lamp post had been repaired but there had been no reply.

**RESOLVED** Ward Councillors noted this.

- **Headland Paddling Pool**

An email had been received via Councillor Jorgeson from Sarah Scarr of Hartlepool Borough Council, regarding a proposal for the Parish Council to take over the emptying and filling of the Paddling Pool.

**RESOLVED** Further discussion and possibly a Working Party to be set up to discuss the proposal.

hp25-2626

### **Ward Councillor Update:**

Ward Councillors Nelson and Dodds were in attendance and gave an update as follows:

- *Ward Surgeries* – Ward Surgeries had been arranged with various dates, times and venues to encourage more public participation. The first was on 19<sup>th</sup> July at 11am at Heugh Battery Museum. Dates to be emailed to Clerk.
- *Economic Growth and Regeneration Committee* – 2 Headland Councillors attend the meeting plus Ward Councillor Dodds as Vice Chair so good representation for the Headland.
- *Headland Paddling Pool* – Confirmation received that it will be finished in time for the summer holidays.
- *Social Dance Group* – looking for new members. It is held on a Wednesday afternoon in the Borough Hall from 1-3pm.

Ward Councillors were thanked for their attendance and the update.

hp25-2627

### **Councillors Items for future agenda**

Councillor Muller-Nicholson raised the issue of litter bins on the playground which had been raised with Hartlepool Borough Council previously. Discussion ensued and it was suggested that Councillor Muller-Nicholson pursues her concerns on the Parish Council's behalf.

hp25-2628 **Public Questions:**  
9 members of the public were in attendance.

A member of the public felt the Parish Council should ask for the paddling pool protocol and the cost of it. A brief discussion ensued and, as noted earlier, further discussions would take place around this.

Other public questions were noted and answered.

hp25-2629 **Date of the next meeting** was confirmed as Monday, 28<sup>th</sup> July 2025 at 6.45pm in the Croft Room, Borough Buildings.

The meeting adjourned at 7.40pm.

**CERTIFIED AS A TRUE RECORD**

**Chair:** .....

**Date:** .....