

Headland Parish Council
Minutes from Meeting held on Monday, 29th September 2025

- Present:** Chair: S. Gaiety
Councillors: S. Lee, A. Turner, M. Jorgeson, A. Muller-Nicholson, P. Andrews and A. Jackson
- Clerk to the Council: M. Ellett
- hp25-2646 **To accept Apologies for Absence**
Apologies for absence were received and accepted from Councillors Hay and White.
- hp25-2647 **Declarations of Interest on items on the agenda**
None received.
- hp25-2648 **To approve Minutes of the Meeting held on 28th July 2025**
The minutes of the Meeting held on 28th July 2025 had been forwarded with the agenda.
RESOLVED the above minutes were confirmed and approved as a true record.
- hp25-2649 **Matters Arising:**
- **Police Update**
Clerk reported that following the last meeting, PC Gareth Roberts had visited the office. Clerk had updated him on current issues. Updated posters were received and displayed in the window of the Parish Council office. PC Gareth Roberts to re-visit in October.
Ward Councillor Dodds informed members that PC Gareth Roberts had moved from Headland Ward and would email the Clerk with details of the new PC for Headland Ward.
RESOLVED – the information was received and noted and an update to be given as and when available.
- hp25-2650 **Clerk's Report**
- **Change of Accountant for payroll administration**
At the beginning of August, Clerk had received notification that the Accountant providing payroll administration for the Parish Council was ceasing trading. The Accountant recommended was £100 more expensive than the current provider. Following enquiries, Clerk had established an Accountant that would provide the payroll administration for the same cost as the current provider. The company was WM Fortune & Son and was recommended by a neighbouring Parish Council. Clerk noted that there would be a delay with the payroll administration until the new provider had received the necessary correspondence.
RESOLVED – members accepted WM Fortune & Son as the new provider for payroll administration.
 - **Annual Audit**
Clerk informed members that the External Audit report had been received with a few minor points to action. The Notice of Conclusion of the audit had been placed on the website and in the Parish Council window.
RESOLVED – the information was received and noted and Clerk was thanked for all her hard work with the audit.

- hp25-2651 **Financial**
- **Finance Report 2025-26**
An updated Finance Report for 2025-26 was circulated to members with the agenda. Clerk highlighted that the VAT reclaim had been received.
RESOLVED - Finance Report accepted by members.
 - **Savings Account update**
An updated Savings Account Report was circulated to members with the agenda.
RESOLVED – Savings Account update accepted by members.
 - **Bank Mandate**
Clerk informed members that the Bank Mandate was now complete. Councillor Gaiety and Clerk had full access and Councillor Jorgeson had limited access.
RESOLVED – the information was received and noted.
- hp25-2652 **Members Reports of Attendance at Meetings/Events on behalf of the Council:**
Councillor Gaiety had been nominated for the Headland Conservation Area Advisory Committee – no meetings had taken place as yet.
Councillor Gaiety had been nominated to represent all the Parish Councils at the Hartlepool Board Meeting.
RESOLVED – updates would be given when information was received.
- hp25-2653 **Planning Applications**
- H/2025/0194 – Old Friarage Field, Moor Terrace, Hartlepool – Erection of fence/gate along the west boundary
 - H/2025/0181 – St. Helen’s Primary School – Amended plans
 - H/2023/0398 – 59 Northgate, Hartlepool, TS24 0JX – Retrospective application for change of use of the ground floor unit to shop use and creation of a two-bedroom residential flat at first floor level, together with the erection of a single-storey rear extension, installation of new rear windows, replacement of front windows, application of render to front and rear. Change of use of land and erection of enclosure to the rear and create yard area to be used in association with 59 Northgate.
RESOLVED – No objections had been received from members.
- hp25-2654 **Co-option of Councillors**
Clerk informed members that 3 enquiries had been made but no applications had been received. There were 4 vacancies which would be re-advertised with a closing date of 21st October in order to bring any applications to the next meeting.
RESOLVED – Members to spread the word and Councillor Lee to push further on social media.
- hp25-2655 **Correspondence**
- Email re Borough Hall
An email had been received regarding costs to hire the Borough Hall with the costs more than doubling for many groups. Councillor Gaiety had approached Hartlepool Borough Council regarding this who confirmed that the prices had never been increased for the last 5 years.
A member of the Wintertide Team also confirmed that costs had doubled. She stated that other Borough Councils supported events in their area and another Borough Council had agreed to help, but not Hartlepool Borough Council.

Following the email, the Borough Hall had closed due to a structural issue in the main auditorium.

A lengthy discussion ensued and it was **RESOLVED** that a group be formed to take this forward. A meeting to be sought with Hartlepool Borough Council as a lot of businesses will be affected on the Headland if the Borough Hall remained closed.

hp25-2656

Ward Councillor Update:

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

- *Borough Hall* – had been the main issue. It had been confirmed that the lift would back in use by Thursday, 2nd October.
- *Admiral Court* – Hartlepool Borough Council were currently waiting on services to disconnect utilities and it would be then demolished. It was likely to take a couple of months for utilities to be disconnected and, once demolished, the land would be sold. £50,000 had been spent to date on the site but the costs would be recouped. HBC would facilitate the sale of the land. It was hoped that this would be done by the end of the year.
- *Neighbourhoods Survey* – had been completed. There would be a further phase of consultation for Ward Plans. The money was from Central Government and the next phase would be community led. Ward plans were going in for the first 4 years and what it can be spent on. Councillor Gaiety was attending the meetings representing Headland Parish Council.

RESOLVED – The information was received and noted and Ward Councillors were thanked for their attendance.

hp25-2657

Councillors Items for future agenda

None received.

Councillor Gaiety asked if the Parish Council could support the Wintertide Team following the closure of the Borough Hall. Vikki Jackson from the Wintertide Team thanked the Parish Council for its £500 donation and noted that they had received massive support from the Headland community. Venues being used for the activities were the Baptist Church, Sports Hall, Croft Room and Constables Bar.

hp25-2658

Public Questions:

6 members of the public were in attendance.

A resident raised the issue of the kittiwakes. Although they had gone, the mess was a health hazard and needed addressing. The resident was advised to log it with Hartlepool Borough Council and the Ward Councillors also to raise it.

Carl Jorgeson from Hartlepool Sport gave an update on the next phase of the Neighbourhood Consultation Plan and informed members of some events/activities that were taking place.

Councillor Jorgeson raised the issue of the flags that had been put up on lampposts very close to the festoon lighting. He said the Parish Council had a duty under the Town and Country Planning Act 1990 to protect the lights which were owned by the

Parish Council. Councillor Gaiety said it was not up to the Parish Council to remove the flags. HBC were not removing the flags either. Councillor Jorgeson wished to raise it as a concern in case there was any damage caused to the festoon lights.

hp25-2659 **Date of the next meeting** was confirmed as Monday, 27th October 2025 at 6.45pm in the Croft Room, Borough Buildings.

The meeting adjourned at 7.50pm.

CERTIFIED AS A TRUE RECORD

Chair:

Date: