

**Headland Parish Council**  
**Minutes from Meeting held on Monday, 27<sup>th</sup> October 2025**

- Present:** Chair: S. Gaiety  
Councillors: S. Lee, A. Turner, M. Jorgeson, A. Muller-Nicholson, P. Andrews, A. Jackson, A. Hay and H. White  
  
Clerk to the Council: M. Ellett
- hp25-2660    **To accept Apologies for Absence**  
There were no apologies for absence.
- hp25-2661    **Declarations of Interest on items on the agenda**  
None received.
- hp25-2662    **To approve Minutes of the Meeting held on 29<sup>th</sup> September 2025**  
The minutes of the Meeting held on 29<sup>th</sup> September 2025 had been forwarded with the agenda.  
**RESOLVED** the above minutes were confirmed and approved as a true record.
- hp25-2663    **Matters Arising:**
- **Borough Hall**  
Councillor Gaiety had attended a few meetings and it was moving forward. It was hoped official information would be received soon.  
Councillor Lee thanked Councillor Gaiety for attending the meetings over the last couple of weeks and keeping the Borough Hall at the forefront.  
**RESOLVED** – an update to be given as and when available.
- hp25-2664    **Budget for 2026-27**  
Clerk noted that preparations were underway and members would be updated at next meeting.  
**RESOLVED** – budget update to be given at November meeting.
- hp25-2665    **Clerk's Report**
- **Attendance of a meeting of Parish Clerks -15<sup>th</sup> October**  
*Register of Interest Forms* – Clerk reminded members that these were a legal part of councillors' role and should be completed within 28 days of receiving them from Hartlepool Borough Council each year.  
*Staff changes within Hartlepool Borough Council* – There have been a number of changes within Hartlepool Borough Council. Clerk to update members when information received from Hartlepool Borough Council.  
*Parish Council Elections* – Headland Parish Council's confirmed as May 2027. Further information to be given to members when available.
  - **2026-27 Precept**  
Clerk had emailed Finance Department at Hartlepool Borough Council for figures and will give an update at next meeting.  
**RESOLVED** – the information was received and noted and further updates to be given as and when received.

- hp25-2666     **Financial**
- **Finance Report 2025-26**  
An updated Finance Report for 2025-26 was circulated to members with the agenda. Clerk noted that an invoice had now been received from Wintertide Festival CIC for the donation of £500 which was allocated in the 2025-26 budget. **RESOLVED** - Finance Report accepted by members and the invoice to Wintertide Festival CIC was approved by members for payment.
- hp25-2667     **To receive, review and approve the following Policies:**
- Standing Orders
  - Complaints Procedure
  - Health & Safety Policy
  - Code of Conduct
  - Co-option Policy
- Councillor Lee highlighted a few points to be actioning.  
**RESOLVED** – Clerk noted the points to be actioned and Policies were approved.
- hp25-2668     **Members Reports of Attendance at Meetings/Events on behalf of the Council:**  
Councillor Lee had attended the Economic, Growth and Regeneration Committee Meeting and gave an update to members. The Production Village and Church Street work was ongoing. The TVCA Working Plan was discussed. The statistics on people on sick leave and those not working of working age was higher than expected so money was being invested in that and looking at a community project to create thriving places and empowering people to take back control.  
It was noted that this was now ‘Pride in Place’ and various areas were being considered such as shopping precincts and play areas. Discussions on how money was to be spent was still in early stages and updates would be given as and when available.  
**RESOLVED** the information was received and noted.
- hp25-2669     **Planning Applications**
- H/2025/0287 –12 Hays Gardens, Hartlepool, TS24 0AJ – Erection of a single storey rear extension
  - H/2025/0320 – 6 Friar Terrace, Hartlepool, TS24 0PF – Erection of a single storey rear extension with mono pitched roof to incorporate a new kitchen amenities
  - H/2025/0297 – 1 St. Hilda Crescent, Hartlepool, TS24 0JB – Erection of a flat-roof single storey rear extension with roof light, and replacement of front, side and rear doors to dwelling (demolition of existing pitched-roof single storey rear extension)
  - H/2025/0280 – 14 Albion Terrace, Hartlepool, TS24 0QL – Listed building consent for the partial removal of internal walls, removal of ceiling finishes and replacement of concrete floor to lower ground floor (retrospective)
- RESOLVED** – No objections had been received from members.
- hp25-2670     **To receive written application for the office of Parish Councillor and to co-opt a candidate to fill an existing vacancy**  
One application had been received and circulated to members. Unfortunately, the candidate was unable to attend the meeting due to being on holiday.  
**RESOLVED** – Application to be considered at the next meeting.

hp25-2671

**Correspondence**

- *Email re from Denise McGuckin re update on Northgate Shops*  
Thirteen were still waiting for the valuation report back from Savills from the commercial review which had been delayed due to difficulties providing data for them to undertake valuations. It was believed they now had everything they needed and were waiting for a revised date for the final report. It was understood they were potentially considering the removal of the canopy instead of replacing and it was suggested they liaise with HBC's Estates Team to look at how best to progress this.
- *Email from Sarah Scarr re resident representation on Conservative Area Advisory Committee*  
Resident representatives were being sought to be part of the Hartlepool Conservation Area Advisory Committee. Details on how to apply had been put on the Parish Council's Facebook page and the closing date for applications was 31<sup>st</sup> October so if members knew any residents who would want to take part on this group, then advise them to apply.

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

hp25-2672

**Ward Councillor Update:**

No Ward Councillors were in attendance and no apologies were received at the time of the meeting.

Following the meeting, an update was received from Ward Councillor Dodds as follows:

- TVCA Local Growth plan – Councillor Nelson has attended a recent workshop being held to develop the local growth plan. He has strongly pushed for the Headland to be considered in terms of funding and tourism, and how we develop of local economy on the Headland. This is ongoing and will continue to update.
- Discussions continue with officers around the canopy on Northgate shops. There had been mention from Thirteen Group about the potential to remove the canopy as one of the options. Councillor Dodds has strongly pushed back against this and officers were meeting with Thirteen soon and will be taking this position.
- Pride in Place – There will be a huge push starting soon around Pride in Place. There will be additional team working around the town to clean up the town and make it a nicer place to live. Days of action will be happening, keep an eye out on social media and in the local press and their FB page and they will highlight all events taking place in and around the Headland.
- Currently no further updates on the Borough Hall, there are discussions to be had with leadership and officers, which will be relayed once they happen.
- Anchor Court utilities were in the process of dislocation and demolition should be underway before year end.

hp25-2673

**Councillors Items for future agenda**

None received.

hp25-2674 **Public Questions:**  
2 members of the public were in attendance.

A possible suggestion that the public funding money be used for the Rock Pool Project.

hp25-2675 **Date of the next meeting** was confirmed as Monday, 24<sup>th</sup> November 2025 at 6.45pm in the Croft Room, Borough Buildings.

The meeting adjourned at 7.20pm.

**CERTIFIED AS A TRUE RECORD**

**Chair:** .....

**Date:** .....