Headland Parish Council
Minutes from Meeting held on Monday, 28th September 2026

Present: Chair: S. Gaiety
Councillors: A. Hay, A. Jackson, M. Jorgeson, P. Andrews, A. Muller-Nicholson, A. Turner, C. Templeman, G. Murphy & H. White

Clerk to the Council: M. Ellett

hp26-2744 **To accept Apologies for Absence**
Apologies for absence were received and accepted from Councillor Davies-Luke.

hp26-2745 **Declarations of Interest on items on the agenda**
Councillors Gaiety and Jorgeson declared a Disclosable Pecuniary Interest in Item 10 (Planning Applications).

hp26-2746 **Resignation & Appointment of Vice Chair**
A resignation had been received from Councillor Lee. On behalf of members, Councillor Lee was thanked for her time and commitment to the Parish Council.
Following Councillor Lee's resignation, Councillor Murphy had expressed an interest in Vice Chair. Councillor Jorgeson proposed Councillor Murphy and this was seconded by Councillor Templeman.
RESOLVED Councillor Murphy was appointed as Vice Chair.

hp26-2747 **To approve Minutes of the Meeting held on 27th July 2026**
The minutes of the meeting held on 27th July 2026 had been forwarded with the agenda.
RESOLVED the above minutes were confirmed and approved as a true record.

hp26-2748 **Matters Arising:**

- *Flagpole Update*
  Following inspection of flagpoles, there was no need for repairs. The weights needed bringing down which Hartlepool Borough Council kindly helped with. A previous councillor and Councillor Murphy had agreed to fly the flags and this had been built into the Financial & General Risk Assessment. Clerk had printed off the official days when the flags needed to be flown and this would be reviewed on an annual basis.
  RESOLVED Financial & General Risk Assessment updated.
- *Update on Planter*
  Following the last meeting, Clerk had met with the gardener from Hartlepool Borough Council who agreed to help set it up in October. Councillor Lee was sorting the planters for Northgate shops but following her resignation, it was suggested to set up a working group to look at the areas the Parish Council managed and liaise with Hartlepool Borough Council.
  RESOLVED Clerk to email members.

hp26-2749 **Clerk's Report**

- *Police Contact*
  Clerk updated members following her contacting the PCSO and Police Officer for

the Headland following the threatening telephone message. Discussion ensued. Councillor Jackson noted that the Parish Council, as employers, had a duty to protect staff against threatening behaviour.
Clerk had introduced herself to the Community Hub and measures discussed due to her working alone in the office.
RESOLVED Councillor Gaiety to investigate this further regarding the Police.

- *Clerk's annual leave*
  Clerk on holiday from 6th to 17th October. Out of office to be put on emails and emails would be checked before and immediately after holidays.
  RESOLVED Information received and noted.

hp26-2750 **Financial**

- *To accept Finance Report 2026-27*
  An updated Finance Report for 2026-27 was circulated to members with the agenda. Clerk noted that VAT reclaim for 2025-26 had been received.
  RESOLVED Finance Report accepted by members.
- *To accept Savings Account 2026-27*
  An updated Savings Account Report for 2026-27 was circulated to members with the agenda.
  RESOLVED Savings Account Report accepted by members.
- *Budget Preparation 2027-28*
  Clerk was starting the budget preparations for 2027-28. A request had been received from Regent Square Gardens for the Parish Council to pay for the brown bins. Discussion ensued. Clerk also suggested the consideration of pop-up banners/suggestion box/gazebo for the Parish Council to have a presence at events to establish the views of electorates.
  RESOLVED Clerk to contact Hartlepool Borough Council regarding brown bins for Regent Square Gardens and Members agreed to discuss the presence at events/explore ways of engaging with electorates further at the Future Projects Committee meetings.

hp26-2751 **To receive, review and approve the following Policies:**

- *Financial & General Risk Assessment*
  Clerk had updated with Insurance details/flagpole repairs and Lone Working details.
  RESOLVED The Financial & General Risk Assessment was accepted by members.
- *Lone Working Policy*
  The Lone Working Policy had been emailed to members prior to the meeting. This only applied to employees. Councillor Murphy raised the question of councillors, on rare occasions, working on their own. Clerk to address. A risk assessment was needed for employees working alone and a medical update to be reviewed each year.
  RESOLVED Following minor amendments, Lone Working Policy to be adopted and Councillor Murphy to undertake a risk assessment with Clerk.
- *Grant Application Policy*
  The Grant Application Policy had been emailed to members prior to the meeting.
  RESOLVED Grant Application Policy accepted by members.

hp26-2752 **Members Reports of Attendance at Meetings/Events on behalf of the Council**:
No updates.

Clerk noted that Councillor Lee attended the Housing, Growth and Communities meeting held at Hartlepool Borough Council on Wednesdays at 5pm.
RESOLVED Councillor Templeman to attend.

hp26-2753 **Planning Applications**
Councillors Gaiety and Jorgeson declared a Disclosable Pecuniary Interest and did not participate in the discussion.

- H/2026/0215 – 14 Cliff Terrace, Hartlepool, TS24 0PU – Replacement of doors and windows to front elevation, dormer window to attic and stepped access with railing from basement.
- H/2026/0138 – Spion Kop Arm adjacent Leas Grove, Hartlepool – Application for construction of footway and cycleway to include associated engineering/levels works and installation of associated paraphernalia.
- H/2026/0251 – St Helens Primary School, Durham Street, Hartlepool, TS24 0HG – Section 73A application to vary condition 20 of planning permission H/2025/0181 (Demolition of existing buildings and erection of a new two storey school building and associated car parking, cycle parking, landscaping, hard courts, playing field, external canopies, bin store and substation) to vary wording of condition 20 (playing field standards).
- H/2026/0234 – 8 Beacon Street, Hartlepool, TS24 0EZ – Erection of a single storey side extension to create a garage.
- H/2026/0161 – 44 Town Wall, Hartlepool – APPROVED.

RESOLVED Information received and noted.

hp26-2754 **Correspondence**
None received.

hp26-2755 **Future Projects Committee Report**
A brief discussion took place
RESOLVED – Councillor Templeman and Clerk to arrange another meeting in November.

hp26-2756 **Ward Councillor Update**
Ward Councillor Gaiety gave the following update:

- Matt Wilton, Chief Executive of the Hartlepool Borough Council, will visit for a walk-around on Wednesday, 11th November.
- Discussions underway with Thirteen about the shops; they plan to spend money on them, but the timeline is not yet confirmed.
- Work on the Paddling Pool is in the early stages and will likely be done in phases due to high costs. Funding is being sought from sources like Pride and Place and the Tees Valley Authority.
- The railings on the seafront have been repaired. An effort is being made to stock spare railings to ensure faster repairs in the future.
- The Hartlepool Conservation Area Advisory Committee has restarted, with its first meeting held on Tuesday.

- The ‘Pride and Place’ application will launch next week on the Hartlepool Borough Council website, with a press release expected.

RESOLVED Information received and noted.

hp26-2757 **Councillors Items for future agenda**

- Town Wall – starting to suffer – needs repairing.
- Alternative access to and from Headland.

hp26-2758 **Public Questions:**

3 members of the public were in attendance.

A resident noted that Jonathan Brash MP had visited St. Hilda’s Church and lights and handrail were discussed. Funding was being looked at. Councillor Turner confirmed this and Councillor Murphy was happy to be involved.

hp26-2759 **Date of next meeting**

RESOLVED the next meeting will take place on Monday, 26th October 2026 at 6.45pm in the Croft Room, Borough Buildings.

The meeting adjourned at 8pm.

CERTIFIED AS A TRUE RECORD

Chair: ……..

Date: …….