

**Minutes for the Monthly Parish Meeting of Croxdale and Hett Parish Council**  
**Wednesday 14 March 2018, 7.00 pm**  
**Hett Village Hall**

**Parish Council Members Present:**

Councillor L Griffiths (Chair), Councillor R Burton, Councillor J Garner, Councillor P Kerrison, Councillor M Ord, Councillor A Watt, Councillor I Watt and Councillor W Watt.

**Also Present:**

County Councillor S Dunn.

**150/17. Apologies for Absence:**

Apologies of absence was received from Councillor K Summerson and County Councillors J Blakey and M McKeon.

**151/17. Declarations of Interest:**

There were no declarations of interest.

**152/17. Policing:**

The Clerk reported Jill Billingham of Foster Terrace had been in contact on 7 March 2018 regarding the Citroen / Mitsubishi / Subaru car garages offloading vehicles using and obstructing the bus lane and also parking on the grass verges. The PCSO Officer, advised the Parish to approach the garage(s) in the first instance.

The next PACT meeting is scheduled to take place on Thursday 15 March 2018, 7.00 pm, Croxdale Community Centre.

**Resolved: Clerk to write to the car garages accordingly and inform Mrs Billingham of progress / response.**

**153/17. Public Participation**

Linda Burton was in attendance.

**154/17. Minutes**

The Minutes of the meeting held on the 14 February 2018 were agreed as a true record and signed by the Chairman.

**155/17. Matters Arising**

**i. Fencing at Hett Lane:**

Clerk had followed up a response from Salvin which was subsequently received on 13 March 2018; that DCC (Brian Buckley) agreed to look at placing reflectors on the concrete posts and tubular fencing structure which was put in place by DCC 20+ years ago.

**Resolved: For Members' information.**

**ii. Croxdale Beck:**

An update from County Councillor McKeon was reported, confirming the metal gates have been cleaned by a machine, therefore the situation should be improved. DCC has also

investigated the bridge and surrounding area; which requires improvements and repairs. These have been commissioned and it's likely they will be complete by April.

**Resolved: For Members' Information.**

**iii. Litter Pick at Leeman's Lane:**

Clerk reported that she contacted DCC on 20 February 2018 regarding the litter pick at Leeman's Lane and confirmed the exact location. However, Councillor I Watt confirmed it had still not taken place.

**Resolved: Clerk to contact DCC further regarding the litter pick.**

**iv. Croxdale Inn Car Park Rent:**

Clerk informed Members rent monies were still outstanding, however, it is not due until 23 March 2018. County Councillor Dunn reported there is new signage at the Croxdale Inn which may be a distraction to drivers. However, no reports have been received from residents to date.

**Resolved: For Members' Information.**

**v. Traffic Issues – Sunderland Bridge / Croxdale / Hett:**

Clerk confirmed there is no update from David Battensby, DCC, as of yet following attendance at the last meeting. Discussion took place on the following:

Proposed Survey Questions – County Councillor Dunn to circulate the proposed survey questions for comments.

**Resolved: County Councillor S Dunn to action.**

Refuse Collection - Johnson Terrace – awaiting a response from DCC on residents request for waste vehicle not to enter the back street.

**Resolved: Clerk to follow up progress.**

Road Plainings – Hett and Croxdale – specific locations / photos to be provided where road plainings are required for pot holes at Hett, Front Street East, Johnson Terrace, Foster Terrace and Cross Street. County Councillor Dunn suggested the Parish may be able to obtain enough Tarmac free of charge from Tarmac Quarry of Coxhoe, if the Parish are then able to make arrangements for the pot holes to be filled.

It was questioned, are the unadopted roads at Foster Terrace / Cross Street / Front Street East the responsibility of Salvin and therefore should be made liable in repairing the roads? Clerk to ascertain responsibility from copy of the deeds.

**Resolved: Councillors Griffiths and Ord to action for Hett and Croxdale respectively. Clerk to contact Land Registry / DCC accordingly regarding responsibility of roads.**

Councillor Burton reported a large / deep pot hole on Croxdale Bridge that requires attention and repair following recent snow. County Councillor Dunn to report to DCC.

**Resolved: County Councillor Dunn reported this in the meeting to the Highways Officer and confirmed an urgent inspection is to take place, the following day.**

**i. Street Names – Hett:**

Clerk confirmed a site visit took place on 21 February 2018, with Clerk, Councillor Griffiths and Susan Murray of DCC. The locations of street signs were agreed at North Street, East Street, South View, West Street and Leeman’s Lane. Timescales is 2 months from the nameplates being ordered to external supplier installation.

**Resolved: For Members’ Information.**

**ii. Croxdale Cemetery – Late Margaret Etherington:**

Clerk had written to Alison Taylor and is currently awaiting a response regarding the additional cemetery plots.

On a separate issue relating to Croxdale Cemetery, Councillor Ord reported there are large pieces of stone contained within the Cemetery near the fencing, which was left over as a result of preparing a grave for burial. It was agreed the Clerk would contact John Todd to see if this can be removed.

**Resolved: For Members’ Information. Clerk to contact Cemetery Attendant accordingly.**

**iii. Sunderland Bridge Village Green:**

Clerk informed Members of the response received from Mr Garfitt regarding the grass cutting arrangements at Sunderland Bridge. Mr Garfitt is to consult his neighbours on whether residents are to remain cutting the greens or revert to DCC.

**Resolved: For Members’ Information.**

**iv. Hett Pond Restoration:**

Confirmation of the Parish Council’s approval was relayed to DCC & Mr Ogden.

**Resolved: For Members’ Information.**

**v. Parish Council Owned Benches:**

Clerk reported that Councillor Summerson confirmed the only seats the Parish is not responsible for are those around the bungalows on the A167 roundabout and the one at the bus stop near the shop at Front Street East. Councillor Griffiths requested for a schedule of all Parish Council owned benches.

**Resolved: Clerk to co-ordinate schedule of Parish Council owned benches.**

**vi. Allotment Request – Mr Firby:**

Confirmation of the Parish Council’s approval was relayed to Mr Firby.

**Resolved: For Members’ Information.**

**156/17. Parish Clerk Update / Correspondence:**

**vii. Civic Dinner Invitation:**

Clerk informed Members of invitation to Mayor and Mayoress of Durham’s Civic Dinner on 23 March 2018, at a cost of £30.00 per person.

**Resolved: Members to contact the Clerk if interested in attending.**

**viii. Parish Council Website:**

Clerk requested approval in relation to additional web pages to be created for the Parish website for 'news' and 'transparency' as discussed initially on 12 July 2017. Approximate costs has been confirmed as £200.00. Members agreed to this request.

**Resolved: Clerk to arrange for new web pages to be created accordingly.**

**ix. Defibrillator Funding:**

Clerk informed Members that £1,427.00 is to be received in due course for the purchase of the Defibrillator and Cabinet for Croxdale Community Centre. Both items are to be purchased in 2017/18 financial year.

**Resolved: For Members' Information.**

**x. Farmer – Hett:**

A farmer of Hett had approached Councillor Griffiths requesting for a sign to be erected on his field regarding the public right of way that is used by members of the public which has caused damage to his crops by people walking on them instead of the footpath. The Clerk confirmed the signage is not the responsibility of DCC or the Parish Council, it would be the responsibility of the farmer, if he chose to put one in place.

**Resolved: Councillor Griffiths to relay information to the farmer accordingly.**

**157/17. Financial Matters:**

**i. Financial Report for the Period 1 April 2017 – 14 March 2018:**

A financial update prepared by the Clerk was circulated to Members which included a detailed schedule of receipts and payments for the financial year to date and bank reconciliation to 14 March 2018. The current net bank balances totalled £4,831.99.

The following cheque payments were approved:

Cheque Number – 400360 - Miss C Maddison – Clerk's Wages - £258.40

Cheque Number – 400361 – HMRC – Tax & NI Contributions – £64.40

Cheque Number – 400362 – Miss C Maddison – Broadband Subscription - £37.99

**Resolved: For Members' Information.**

**158/17. Review of Governance Documents:**

The following governance documents were discussed; the Clerk highlighted the only change was to the Council's Standing Orders to reflect the venue change of Hett Village Hall and Croxdale Community Centre. It was also noted the Data Protection Policy may also need updating following the implementation of GDPR in May 2018. No amendments or queries were received and were therefore approved and endorsed with immediate effect.

- (i) Standing Orders
- (ii) Financial Regulations
- (iii) Members Code of Conduct
- (iv) Risk Assessment
- (v) Disciplinary Policy
- (vi) Grievance Policy
- (vii) Data Protection

- (viii) Complaints Procedure
- (ix) Social Media Policy
- (x) Assets Register
- (xi) Cemetery Policy

The Clerk had developed a new cemetery policy for adoption, which was also approved, and will be reviewed on an annual basis.

**Resolved: For Members' information.**

**159/17. Allotment Holder Regulations Feedback:**

Clerk provided a schedule of feedback received from allotment holders in relation to the proposed revised regulations effective from 01 April 2019. It was agreed to amend point 10 relating to water charges and point 2 relating to the % of garden that is required to be cultivated. Suggestions were put forward regarding future rent collection methods which was noted for future consideration.

Discussion took place with regard to allowing bonfires on allotment sites for burning of garden waste only. It was agreed to look at DCCs policy on allowing bonfires on DCCs allotment sites in the first instance.

There was reports of overhanging tree branches that required cutting. Councillor Ord agreed to look at this.

**Resolved: Clerk to amend the regulations accordingly and confirm DCCs policy regarding bonfires on allotments. Councillor Ord to look at the overhanging trees.**

**160/17. Hett Village Greens**

Councillor Griffiths gave an update in relation to the proposed works for Hett Village Greens Project. Funding has been secured from DCC for £1,500 for the purchase of grass seeds, whilst discussion has been ongoing with a local farmer at Hett for carrying out the ground preparation works. Councillor Griffiths has also being in discussion with a resident from Hett regarding the option of allowing the greens to grow over the summer to assess and establish what we already have before we consider sowing the seeds in September. A further site visit is to be arranged with DCC, Clerk, Councillor Griffiths and Anne Hutton of Hett in due course.

Clerk is to contact DCC for a detailed schedule of grass cutting works within the Parish to ascertain the exact locations and cost.

**Resolved: For Members' information. Clerk to arrange site visit accordingly.**

**161/17. Planning Issues:**

The Clerk reported the Parish Council has received the following planning application for comment / objection:

Barnmoor Filling Station - Change of use from Hand Car Wash (Sui Generis) to Fuel Filling Station

**Resolved: For Member's Information – no specific comments / objections were made with regard to the above planning application.**

## **162/17. County Councillor Reports**

County Councillor Dunn gave an update in relation to: Spennymoor AAP was being held on 15 March 2018 (Councillor Ord scheduled to attend). Funding for tree planting in the Parish, suggestions with locations to be fed back to County Councillor Dunn. County Councillors are looking to providing salt bins at strategic points, with DCC providing the salt. Locations to be identified and fed back to County Councillor Dunn. County Councillors are looking at providing funding for power supply installation for village Christmas tree on A167 roundabout at Croxdale, with the Parish contribution towards the cost of the tree and decorations. Scheme to be initially consulted with residents.

Councillor Burton commented there are no activities for children at Croxdale Community Centre - events / classes are more aimed at adults. Councillor Griffiths gave details of the arrangements that are in place at Hett known as KET - (Kids Entertainment Team) that organise events linked to Hett Village Hall Association, which could be applied in Croxdale if there are any volunteers to take this forward. It was noted, it is not the responsibility of Croxdale Community Association to organise such activities, it is individual groups / associations that wish to use the Community Centre as a venue.

**Resolved: For Members' Information.**

## **163/17. AOB:**

### **Dog Waste - Croxdale:**

Councillor Ord reported problems of dog waste at Fairways, Front Street East, Croxdale. Clerk to report to the Neighbourhood Wardens in the first instance, however, they will require further Intel such as breed of dog, description of owner for this to be monitored.

**Resolved: Clerk to report to DCC accordingly.**

## **164/17. Date and Time of Next Meeting:**

It was agreed that the next meeting would be held on Wednesday 11 April 2018 at 7.00 pm, Croxdale Community Centre.