

Hetton Town Council



Minutes of meeting held on

Monday 15 October 2018 at The Hetton Centre

Present: Cllrs M Adamson, V Costello, R Coulson, J Cunningham, J Defty, R Elvin, D Geddis (Deputy Town Mayor), J Heron, R Heron, K Pearson (Town Mayor), S Waterston and C Willis.

In attendance:

Graeme Keedy, Town Clerk (TC)
Members of the Public (MoP) x 14

1) Apologies for absence:

Apologies for absence had been received from Cllr K Alcock (meeting commitment), Cllr J Blackburn (meeting at Sunderland Civic Centre), Cllr C McGlinchey (leave commitment), Cllr J Cummings (work commitment), Cllr J Green (travel commitment), Cllr P Holt (work commitment), Cllr K Hepple (ill health), Cllr D Turner(unavailable), Cllr D Wallace (ill health).

Town Council resolved to approve these apologies.

2) Declarations of Interest

Cllr J Cunningham declared an interest relating to item 13 (Dept of Transport draft order).

3) Public participation

MoP: Ritchie's Garage, Station Road to Bog Row - the "beck" is full of rubbish and requires clearing out.

MoP: Eskdale Street, Peat Carr Estate - 2 x abandoned Jaguar cars - been there around two years - removal required.

MoP: White road markings required by The Quay, Hetton le Hole.

MoP: How much money has been spent by Sunderland City Council on road makings between Houghton Road to Snipper's Gate?

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3) Public participation cont ...

MoP: Following a premises fire in Richard Street, Hetton, this street is closed - the signage is placed after the turn from Front Street - causing problems for drivers as this is one-way and causes difficulty when needing to turn around. Queried what will happen to the fire damaged premises?

MoP: Expressed concern at the damage caused to business premises owned by a Member and extended her solidarity.

Town Council resolved that TC refer all matters to the CX at Sunderland City Council for attention.

4) Minutes

a) Town Council resolved to approve the minutes of the meeting of Hetton Town Council held on Monday 17 September 2018.

b) Town Council resolved to approve the minutes of the meeting of the Events and Special Activities Committee meeting held on Wednesday 26 September 2018.

5) Reports from Members

The following issues were reported by Members:

Cllr J Heron: new Gleeson estate at Hetton Downs - dropped kerbs are required. Also bus shelter needs to be replaced.

Cllr R Coulson: requests the extension of 30 mph speed limit on "old" A690 in East Rainton due to new housing development.

Cllr C Willis: Significant accumulation of dumped rubbish at Byers Street and Byers Square, Hetton le Hole. Rat sightings also at this location.

Cllr K Pearson: reports of rat sightings at new North Road housing development (Persimmon) - former allotments site.

Cllr S Waterston: Victory Street East, Hetton le Hole - accumulation of dumped commercial waste requires removal, also rat sightings.

Town Council resolved that TC refer all matters to the CX at Sunderland City Council for attention.

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6) Financial report

Town Council resolved to approve the financial report and expenditure outlined below:

Income: Sunderland City Council (second instalment of 18/19 precept) £32,753.00

Expenditure:

Town Clerk re-imburement

Tesco (wireless mouse) £8.00

Tesco (pack 5 x expandable wallets) £2.50

Sub Total: £10.50

Other expenditure

NEREO (Annual subscription to Advisory service for 18-19) £354.00

Mazars (External audit fee for AGAR 17-18) £360.00

Northern Services (Franking machine maintenance contract Nov 18 - Nov 19) £150.00

DC Services (Website maintenance: Oct 18 - Sept 19) £432.00

Sunderland City Council
(Recharge of salary for previous TC incl. on-costs for part 17/18 and part 18/19) £17,757.68

EE - monthly plan charge - 4 October 18 £30.80

Sub Total: £19,084.48

Combined Total: £19,094.98

Barclays Current account balance: £34,313.28

Barclays Reserve account balance: £46,300.72

Expenditure - Town Mayor allowance:

Seaham Town Council Charity event - 24 Oct 18 (2 @ £6.00 each) £12.00

Barnard Castle Town Council Charity event - 28 Oct 18 (2 @ £15.00 each) £30.00

Caroline Taxis (payee S Hopps):Taxi fares - 3 x Mayoral functions: £69.60

Total: £111.60

Co-op Bank balance: **£1612.64**

Cllr R Elvin raised a number queries unrelated to the agenda item about the contract terms of the former Town Clerk. Following a firm response from Cllr R Heron, it was resolved that current TC undertake research to clarify and understand the position.

7) Application for Community Grant Award

Cllrs M Adamson and J Heron declared an interest and took no part in the discussion relating to this item.

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Signed:

Date:

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7) Application for Community Grant Award cont ...

TC advised members that an application had been received from Easington Lane Senior Citizens Club.

Cllr R Heron expressed a view that this item needed to be first considered by the Finance Committee. TC responded that meetings of full Council took precedence over Committees and it was legitimate to consider.

TC confirmed that the application had been supported by the required financial information.

Town Council resolved to approve a grant of £200.00 to Easington Lane Senior Citizens Club.

8) Annual Governance and Accountability Return (AGAR) 2017-2018

TC referred Members to the previously circulated documentation and highlighted the comments of the External Auditor relating to procedural shortfalls. TC re-iterated his previously stated view that some aspects would also be likely to have an adverse affect on 18-19 AGAR.

Town Council resolved to:

Approve the Annual Governance and Accountability Return 2017-2018.

Note the contents and recommendations of the External Auditor and request Town Clerk to take steps to implement the necessary improvements.

9) General Data Protection Regulations (GDPR)

TC referred members to the previously circulated report and sought approval to implement his recommendations essential for Hetton Town Council to meet its' GDPR obligations.

Cllr R Heron advised the meeting that the previous Town Clerk had been liaising with Sunderland City Council on this topic and they would be providing formal advice and guidance to HTC.

TC advised that he was unaware of any involvement by SCC.

Town Council resolved that TC make enquiries with SCC Legal Section to establish the extent and nature of their involvement with HTC on this topic.

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10) Update from Town Clerk including local issues

TC updated Members on the following:

EE had verbally confirmed that the iPhone 5 S reported as lost in March 2018 had been "disabled".

There had been no need to transfer £5000.00 to the Barclays Community Account as agreed as he had reached agreement with a creditor to temporarily delay a payment, pending receipt of the second instalment of the precept from SCC.

The training course offered by CDALC relating to Bullying and Harassment had been offered free of charge but had subsequently been cancelled.

SCC had provided a holding response to the local issues raised by MoP's and Members at the September 18 meeting. More detailed feedback would be provided.

11) Town Mayor activities

Cllr K Pearson verbally reported that she had attended the following engagements in her capacity as Town Mayor:

Hetton Lakes presentation for rally cross event

Houghton Feast switch-on event

Houghton Feast Civic Service

Charity Coffee morning for St Benedict's Hospice.

Easington Lane Church - inauguration of Rev. Timothy Wall

Cllr Pearson added that the events formed part of an ongoing approach to develop community links.

Town Council resolved to note the Town Mayor's report.

12) Planning applications

There were no comments in respect of the two previously notified planning applications.

18/01623/SUB - Hetton Le Hill Farm, Elemore Lane, Easington Lane, DH5 0QX

18/01741/FUL - Hetton Lyons Workshop, Colliery Lane, Hetton le Hole, DH5 0BG

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13) Dept. of Transport Draft Order -

Proposed stopping up of Highway Nicholas Street, Hetton le Hole, DH5 9EE

Cllr J Cunningham declared an interest and left the meeting for the duration of the discussion.

Cllr R Heron suggested that clarity be sought from the developer re location of walkways through the site.

Town Council resolved that a site meeting be arranged with the developer (Gleeson).

14) Events

TC referred Members to the previously circulated report.

Town Council resolved to note the contents of the report and approve expenditure of £4720.12 for Christmas illuminations.

15) Proposed Improvements to Financial Management systems

TC advised Members that current financial management arrangements at HTC relied entirely on outmoded manual systems and that Council was supported by the services of an external accountant at a cost of £500.00/ annum. TC held the view that financial management systems and controls require urgent modernisation.

TC advised that he had initiated enquiries via the County Durham Association of Local Councils to establish which systems other local councils were utilising. Several responses highlighted Rialtas Business Systems. A direct enquiry was subsequently made to Rialtas by TC and their quotation had been circulated in advance of the meeting.

Town Council resolved to approve expenditure of £639.00 (plus VAT) for the purchase of the Alpha product provided by Rialtas Business Systems, subject to the satisfactory delivery of an online product demonstration.

16) Membership of Events and Special Activities Committee

Town Council resolved to change membership of the Committee through the replacement of Cllr J Green with Cllr R Coulson.

17) County Durham Association of Local Council

Town Council resolved to nominate Cllr D Geddis as its' representative on CDALC Executive Committee.

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18) General correspondence

Town Council resolved to receive correspondence and take action as detailed below:

Sunderland City Council:

Grangetown Retail Area Improvement Scheme - Traffic Order 2018 - **Noted**

Newcastle Road

50 mph speed limit and conversion of footway to shared use cycle track - **Noted**

Burdon Road and Park Road, Hendon - conversion of footway to shared use cycle track - **Noted**

Payroll and Pension Service Offer - email dated 12 October 18:

TC to seek quotations from other payroll service providers for a minimum 12 months contract period and to table a report at a future meeting for consideration and decision.

19) Date and time of next meeting

Town Council resolved that the date and time of the next meeting would be: Monday 19 November 2018 commencing at 19.15 hrs in The Hetton Centre.

GK 13 11 18

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Signed:

Date: