

Hetton Town Council



Minutes of meeting held on

Monday 18 March 2019 at The Hetton Centre

Note: The meeting was audio and video recorded throughout.

Present

Cllrs J Blackburn, R Coulson, J Cunningham, J Defty, R Elvin, D Geddis (Deputy Town Mayor), J Green, J Heron, R Heron, C McGlinchey, K Pearson (Town Mayor), D Turner, D Wallace, S Waterston and C Willis.

In attendance

Graeme Keedy, Town Clerk (TC)
Members of the Public (MoP) x 6

1) Apologies for absence

Apologies for absence had been received from or on behalf of Cllr M Adamson (family commitment), Cllr K Alcock (unwell), Cllr J Cummings (work commitment), Cllr P Holt (ill health). Town Council resolved to approve the apologies received.

2) Declarations of Interest

There were no declarations of interest.

3) Public participation

The following issue was raised:

Member of public (MoP) Concerns about potential health implications of 5G lighting if introduced in SCC area.

4) Minutes

Subject to the incorporation of a correction relating to the geographic location of Hetton Delight (Item 5), Town Council resolved to approve the minutes of the meeting of Hetton Town Council held on 18 February 2019.

5) Reports from Members

Cllr R Coulson:

Reported the swiftness of Sunderland City Council in repairing a pothole in East Rainton notified at the January meeting.

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Reports from Members cont ...

Cllr K Pearson:

Memorial Clock above Whitfield Pharmacy, 5 Front Street Hetton le Hole showing incorrect time.

Parking on pavement outside McMurchie Butcher, Caroline St, Hetton-le-Hole, DH5 9DB - requests installation of bollards or railings to prevent problem.

Trees in grounds of Hetton le Hole Nursery (owned by SCC), Victoria St, Hetton le Hole, DH5 9DG are overgrown and restricting light to nearby residential properties.

Cllr R Elvin:

Advised that at a future meeting, he wished to report upon a proposal for the introduction of free Wi-Fi in Hetton.

Cllr D Geddis:

Advised Town Council that he had received reports of a possible knife attack in Moorsley. This was reported in the context of national media coverage relating to knife crime.

6) Update from Town Clerk

TC reported that he had received feedback from SCC to those issues reported at January 19 meeting. A printed copy of the response was circulated to Members present and this had additionally been emailed. The response included contact details for Northumbria Police and TC reported that he would follow this up.

TC advised that there were only a limited number of tickets remaining for the Town Mayor's fundraising event to be held on 23 March and encouraged Members to attend.

TC reported that opportunities for Town Council to participate in the Great British Spring Clean had been unable to be progressed. This was due to advice received from the Society of Local Council Clerks that the Purdah period placed limitations on the Town Council's involvement.

TC advised Town Council that all Declaration of Interest forms had been returned to SCC. An officer from Governance Services had subsequently been in contact to advise that some forms did not contain address details. TC would contact the Members affected. Members were additionally advised that they should also report any interests they have in allotments or garages.

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Signed:

Date:

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7) Financial report

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

Income:

| | |
|--|----------|
| Eppleton Quarry Products - Community Grant 18-19 | £5000.00 |
| Barclay's account interest Q4 18/19 | £14.12 |

Expenditure:

| | |
|---|--------|
| Town Clerk re-imburement: | |
| Go North East (return travel to SCC) | £4.00 |
| Tesco | |
| (2 x 500 A4 paper@ £2.75, 1x pack pocket wallets @ £2.50, 3 x A4 ring binders @£1.00) | £11.00 |

Sub-total: £15.00

| | |
|---|-----------|
| Town Clerk net salary (Mar 19) | £ 1010.39 |
| HMRC (combined employer/employee liabilities) | £448.10 |
| NEST Pension (combined employer/employee contributions) | DD £38.83 |

| | |
|---|-----------|
| SLCC Enterprises Ltd (training session 6 March 19 for TC) | £36.00 |
| Konica Minolta (photocopying costs Nov 18 - Feb 19) | £20.75 |
| EE (invoice 4 Mar 19) | DD £32.81 |

Sub-total: £1586.88

Total: £1601.88

| | |
|--|------------------|
| Barclays Current account balance @ 14 Mar 19: | £6741.15 |
| Anticipated current account balance if all paid: | £5139.27 |
| Barclays Reserve account balance: | £28337.34 |
| Expenditure - Town Mayor allowance: | Nil |
| Co-op Bank balance: | £1262.84 |

Following a query from Cllr R Elvin about an expected final salary payment to SCC relating to the former Town Clerk and a request for more information from Cllr R Heron, Town Council resolved that Town Clerk be requested to provide a written explanation to Members.

8) Banking arrangements

TC reported that new and revised signatory arrangements with Barclays were at an advanced stage following a visit to the Town Council office of a Barclay's Branch Manager who had undertaken to personally oversee the process following the difficulties experienced over a prolonged period.

TC added that the option to utilise on-line banking facilities was now available to Town Council and he recommended that this be explored in line with Town Council's previously stated commitment to update banking arrangements. Town Council resolved to note the verbal report of TC and proceed to internet banking subject to the necessary checks and balances being in place. TC undertook to provide a further update in due course.

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9) Hetton Town Council website

TC reported that he had received from CDALC, details of Public Sector Bodies (Websites and Mobile Applications) - Accessibility Regs 2018.

He explained that the Town Council website would need to be compliant by September 2020. This would require a redesign of the website. This will have an associated cost and budget implications.

In the meantime, TC would meet with the website supplier to establish what modifications could be made within the existing SLA to make the existing site more user friendly and navigable.

10) Planning applications

TC reported that none had been received.

11) Application for Community Grant Award

TC tabled the application received from St. Michaels Catholic Primary School for £300.00 for playground improvements.

Following discussion, principally around the eligibility (or otherwise) of the applicant organisation being based outside of the HTC area, Town Council resolved that the application be put in abeyance.

Town Council further resolved that Town Clerk develop a Community Grant Award policy (to include eligibility criteria) for consideration at a future meeting.

12) Councillor personal details

TC reported that he had identified personal information on file for current and former Members, the extent of which included date of birth and NI nos.

TC advised that there was no legitimate reason for Town Council to request or hold those specific details, and accordingly he would redact or dispose of this information in line with document retention guidelines.

Town Council resolved to note the TC's comments and task TC with developing a document retention schedule.

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Item 13: General correspondence

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

British Weights and Measures Association:

Pedestrian distance signs - units of measurements **(Noted)**

Co. Durham Association of Local Councils:

Legal Topic Notes: Data and Handling complaints **(Noted)**

Funding opportunities for under 18's **(Refer to Hetton Comp for info)**

Public Sector Bodies (Websites and Mobile Applications) - Accessibility Regs 2018 **(Noted - item 9)**

Presentations - Larger Councils Forum **(circulate to Members)**

14) Date and time of next meeting

Town Council resolved that the date and time of the next meeting would be:
Monday 15 April 2019 commencing at 19.15 hrs in the Hetton Centre.

The meeting closed at 20.00 hrs.

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Signed:

Date: