

## HEDLEYHOPE PARISH COUNCIL

### Minutes of the Parish Council meeting held on 27 March 2025 at 7.30 pm in the Village Hall, East Hedleyhope

#### Present

**Chair:** Sarah Woodroffe (SW)

**Cllrs:** Peter Ayling (PA), Deb Warde (DW)

**Officer:** Gillian Bell (Clerk)

**Members of the public:** One (from item 9)

#### 1. Apologies for Absence

Cllr Marion Wilson, PCSO Paige Hart

#### 2. Declarations of Interest

None to declare.

#### 3. Public Participation

No issues raised.

#### 4. County Councillor's Report

A written report from Cllr Marion Wilson had been circulated.

- *Bishop Auckland Food Festival* returns on Saturday 12 and Sunday 13 April. There will be over 140 traders as well as cookery demonstrations from a line up of celebrity chefs and a range of street entertainment.
- *Durham Brass Festival* – the festival will run from Sunday 13 to Sunday 20 July 2025 and will be headlined by Bill Ryder-Jones, who will be performing his critically-acclaimed album 'lechyd Da' with the NASUWT Riverside Band at Gala Durham.

#### 5. PCSO briefing

No report was received.

#### 6. Minutes and recommendations therein agreed from previous meeting on 20 February 2025

Proposed by DW, seconded by PA.

#### 7. Budget update

*Balance as of 27 March 2025:*

Income: £30,151.57

Expenditure: £31,569.98

*Earmarked project expenditure:*

Seat repair and installation: £1000

Exterior painting of village hall: £1260

**8. Appointing a new Internal Auditor**

Following a suggestion from Cornsay Parish Council, the Clerk had contacted Lesley Baxter to discuss carrying out the internal audit this year. She had confirmed that she would be willing to do this and to complete the relevant section of the AGAR. It was agreed to appoint Lesley as the internal auditor for 2024/25.

**9. To discuss and approve the Risk Assessment**

The draft updated risk assessment had been circulated for comments. It was recommended that regular visual checks on the play area were carried out and logged in order to reduce the risk of an insurance claim. SW and PA offered to undertake monthly checks and report these to the Clerk. It was agreed that the risk assessment be approved.

**11. Matters relating to the village hall, village green and nature reserve**

***Upgrading the kitchen***

SW had the kitchen plan for the original layout which could be used for additional quotes for supply of the units and appliances and for fitting. It was noted that the overall cost would need to include splashbacks and new flooring, and a plan also needed to be created and priced for the alternative layout suggested by DW. It was agreed to obtain a quote for the whole refit before identifying possible funding sources.

***Village hall WiFi***

A TalkMobile SIM had been purchased and the router would be set up in the hall. The Clerk had contacted Geowarmth regarding the WLAN card for the heating control unit and would follow up.

***Cupboards in the main room***

DW suggested removing the doors and painting the cupboard in the main room to create a display area. All agreed and DW will take this forward.

***Wind Farm Community Fund and S106 funding applications - update***

A third quote for the paving for the new bench outside the hall was still needed to complete the Wind Farm Community Fund application. SW had suggested a new self-closing gate for the play area and the cost would be approximately £1200 (supply only). It was agreed that the Clerk would seek quotes for the paving and to fit the gate.

**13. Future issues of the newsletter**

DW suggested that future newsletters be produced by the Community Association, and feature more community news, with a section for an update from the Parish Council. These could be produced two-to-three times per year or when there were sufficient items for inclusion. All agreed.

**14. Members' reports**

None to receive.

## 15. Clerk's report

### *Financial*

*Payments made in January and February 2025:*

G Bell	£ 447.63	February salary & IT costs
Octopus Energy	£ 121.93	Village hall electricity charges – Feb 2025
Durham County Council	£ 263.84	Supply and fit new fly killer
Lloyds Bank	£ 4.25	Monthly service charge

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**Total:** £ 837.65

*Payments received:*

Little Green Hut Art Group	£ 20.00	Village hall hire (March and April)
Cuppa 'n' Cake	£ 20.00	Village hall hire (February)

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**Total:** £ 40.00

Petty cash float: **£5.90**

- It was agreed that the Clerk's salary be paid by standing order on the last day of the month.
- The Art Group had decided to continue to use Woodlands Hall but would like to hire the village hall on an ad hoc basis.
- The Unity Trust Bank account had been opened and the Clerk would arrange the transfer of reserves from the Lloyds account as agreed previously.
- DCC had installed the new fly killer in the hall.
- Tony Reeve had offered, for free, a 37 inch TV for use in the hall. As there is a projector and screen already available, it was agreed that the TV would not be needed. The Clerk will let Tony know.
- Suzanne Reeve had reported that there was an issue with mice in the kitchen again. It was agreed to put down more bait blocks and monitor the situation.

16. **Date of next meeting:** Thursday 24 April 2025 at 7.30 pm

The meeting closed at 8.40 pm.

Signed

Cllr Sarah Woodroffe  
Chair  
24 April 2025