

HEDLEYHOPE PARISH COUNCIL

Minutes of the Annual General Meeting of the Parish Council held on 22 May 2025 at 7.30 pm in the Village Hall, East Hedleyhope

Present

Cllrs: Peter Ayling (PA), Deb Warde (DW), Sarah Woodroffe (SW)

Officer: Gillian Bell (Clerk)

Also present: Judith Patrick (JP), Tony Reeve (TR), Sarah Stuart (SS), Jean Thorburn (JT) (item 9)

1. Election of Chair

SW was elected Chair of the Council for the next year.

2. Election of Vice Chair

DW was elected Vice Chair of the Council for the next year.

3. Apologies for Absence

PCSO Paige Hart

4. Declarations of Interest

None to declare.

5. Public Participation

No issues raised.

6. County Councillor's Report

The newly elected ward councillors would be invited to the June meeting.

7. PCSO briefing

A written report had been circulated.

- There was a report of a male taking a dead deer from the land and dead hares had been found around a farm at Cornsay Colliery. A poaching warning letter had been issued.
- Ten metal hurdle gates, two large galvanised steel gates and a set of weighting scales had been stolen from three separate farms in the area but no suspects had been identified.

8. Minutes and recommendations therein agreed from previous meeting on 27 March 2025

Proposed by DW, seconded by SW.

9. **To consider applications for co-option to the Parish Councillor vacancies**

There are currently six vacancies on the council. JP, TR, SS and JT had been invited to the meeting to discuss their applications to be co-opted as parish councillors. It was agreed that if they wished to go ahead they should contact the Clerk who would arrange for the completion of the Declaration of Acceptance of Office and ROI forms.

10. **Budget update**

Balance as of 22 May 2025:

Income: £7290.76

Expenditure: £ 745.11

Earmarked project expenditure:

Seat repair and installation: £1000

Exterior painting of village hall: £1260

The bank reconciliation for April 2025 had been circulated.

The annual accounts for 2024/25 had also been circulated. It was noted that costs had increased in the last financial year and that expenditure continued to exceed income, requiring the use of reserves.

10. **Financial regulations, standing orders and code of conduct**

The Council's financial regulations and standing orders had been updated in line with NALC guidelines. There were no changes to the code of conduct. It was agreed that the financial regulations, standing orders and code of conduct be adopted.

11. **Asset Register**

Eighteen chairs in the village hall had been donated in January 2025 but there were no other changes over the past year. It was agreed that the asset register be approved.

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

Upgrading the kitchen

SW shared the design plans for the new kitchen from Howdens and had contacted three fitters to provide quotes. The cost of the kitchen and flooring would be around £4700 excluding VAT and the expected total cost, including fitting, was likely to be around £10,000. Isla Ballard from Durham Community Action had suggested had suggested applying for funding through the National Lottery.

Wind Farm Community Fund and S106 funding applications - update

The Clerk had submitted the S106 funding application for £4156.60 to cover maintenance work on the play area and a new self-closing gate. The Wind Farm Community Fund application would be submitted once the result of the S106 request was known.

13. **Repairs to the bridge near Rose Terrace**

PA reported that several of the planks on the bridge below Rose Terrace were rotten and the bridge was unsafe. This had been reported to DCC, who owned the site, but no action had yet been taken

14. **Members' reports**

None to receive.

15. **Clerk's report**

Financial

Payments made in March, April and May 2025:

G Bell	£ 447.63	March salary & IT costs
TalkMobile	£ 9.45	Village hall WiFi
Octopus Energy	£ 90.59	Village hall electricity charges – Mar 2025
G Bell	£ 19.28	Printer cartridge
CDALC	£ 34.08	Annual subscription renewal
Lloyds Bank	£ 4.25	Monthly service charge
Wave	£ 70.99	Village hall water charges – Jan to April 2025
G Bell	£ 447.63	April salary & IT costs
TalkMobile	£ 6.95	Village hall WiFi
Octopus Energy	£ 52.82	Village hall electricity charges – Apr 2025
Lloyds Bank	£ 5.05	Monthly service charge

Total: £ 1188.72

Payments received:

Cuppa 'n' Cake	£ 20.00	Village hall hire (March)
DCC	£ 5919.27	Precept & LCTRS grant
HMRC	£ 1321.49	VAT reclaim
Cuppa 'n' Cake	£ 20.00	Village hall hire (May)
R Wright	£ 30.00	Village hall hire (May)

Total: £ 7310.76

Petty cash float: £1.88

Postage	£3.15	S106 application
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Total: £3.15

- The Clerk had completed the AGAR and was waiting for the internal auditor's report.
- There would be a requirement for the Parish Council to have a gov.uk, org.uk or co.uk website domain to comply with AGAR requirements next year, as well as a generic email account hosted on the same domain. The Clerk would investigate the costs involved.
- The play area inspection had been arranged for June.

16. **Date of next meeting:** Thursday 26 June 2025 at 7.30 pm

The meeting closed at 8.15 pm.

Signed

Cllr Sarah Woodroffe
Chair
26 June 2025