

**THE MINUTES OF THE MEETING OF THE WHEATLEY HILL PARISH COUNCIL  
HELD ON 26 SEPTEMBER 2022**

**Present:** Councillor J Miller (Chair)  
Councillors E Carr, M Goyns, J Huntington,  
B Miller, L Stewart, C Stogdale, L White

**The Chair asked Members to observe a minute's silence as a mark of respect following the death of Her Majesty the Queen**

**1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor J Collingwood.

**2 DECLARATIONS OF INTEREST**

Councillor C Stogdale declared an interest in item 7(1)(a).

**3 The minutes of the last meeting held on 11 July 2022 together with those of the special meeting held on 1 August 2022, copies of which had been circulated to each Member, were approved and signed by the Chair.**

**MATTERS ARISING**

Minute number 10(2) - Parking – Wheatley Hill Primary School

Councillor J Huntington was present at the meeting held on 20 June 2022 to discuss parking at Wheatley Hill Primary School.

**4 PUBLIC QUESTIONS**

There was no public present at the meeting.

**5 POLICE**

There was no Police report.

Members were advised that the Neighbourhood Warden had prepared a monthly report which detailed incidents across the whole division, including Wheatley Hill, details of which were outlined.

The Chair advised that the next PACT meeting would be held on 27 October 2022 at 5.30pm in Wheatley House.

**RESOLVED** that the information given, be noted.

**6 COUNTY COUNCILLORS REPORT**

Councillor J Miller provided an update on the following parish and county wide issues.

- County Councillors had attended a number of services for Her Majesty the Queen, including the services in Wheatley Hill at All Saints Church and the Cemetery.
- The Community Action Team (CAT) were coming to Wheatley Hill to undertake a programme of work between 10 October and 24 December 2022. Representatives

from the CAT would be attending the October meeting of the Parish Council to provide an introduction and overview of the project.

- Councillor Miller had arranged for Members to visit Police Headquarters on 22 September 2022. The visit included a tour of the control room which had been beneficial to Members.
- There were ongoing issues related to Anti-social behaviour on the Front Street. The police and Durham County Council were aware of the issues and were working to resolve the problem.
- An open manhole cover at Moor View had been reported to Durham County Council.
- Following a site visit to Gore Burn Nature Reserve work would start to tackle the problems. The area had also been highlighted as a problem area to the CAT.
- County Councillors had attended a meeting with Manchester Council to discuss their empty buildings strategy and gain an insight into how they tackled empty buildings.
- Believe Housing had appointed new neighbourhood officers for Wheatley Hill and Councillor Miller had a meeting scheduled with them.
- Councillor Miller had met the newly appointed centre manager at the Greenhills Centre and hoped to build a good working relationship.
- County Councillors had attended a meeting with Durham County Council to discuss warm hubs during the coming winter months.
- A survey was available for any members of the public who wished to take part in a Devolution consultation.

RESOLVED that the information given, be noted.

## 7 CORRESPONDENCE

### (1) Requests for Financial Assistance

#### (a) Wheatley House Senior Citizens Club

The Clerk reported the receipt of a request for financial assistance from Wheatley House Senior Citizens Club.

RESOLVED that a donation of £100 be made from the Section 137 Budget.

#### (b) Durham Hospitals Radio

The Clerk reported the receipt of a request for financial assistance from Durham Hospitals Radio.

RESOLVED that no donation be made.

#### (c) Great North Air Ambulance Service

The Clerk reported the receipt of a request for financial assistance from the Great North Air Ambulance Service.

RESOLVED that a donation of £100 be made from the Section 137 Budget.

#### (d) All Saints Church

The Clerk reported that at a Special Meeting of the Parish Council held on 1 August 2022 Members agreed to a financial donation of £250 to All Saints Church to assist with costs associated with a family trip to South Shields. Members were advised that the trip did not take place therefore the donation was not paid.

RESOLVED that the information given, be noted.

**(2) Community Action Team**

The Clerk reported that the Community Action Team (CAT) were planning a project in Wheatley Hill that would run from 10 October to 24 December 2022. The project aimed to tackle local housing and environmental issues.

Members were advised that representatives from the CAT would be attending the October meeting of the Parish Council to provide an introduction and overview of the project.

**RESOLVED** that the information given, be noted.

**(3) Civility and Respect Pledge**

The Clerk reported the receipt of correspondence from the County Durham Association of Local Councils (CDALC) inviting the Parish Council to sign up to the civility and respect pledge.

Members were advised that nationally throughout the local authority sector, there was concern about the impact bullying, harassment, and intimidation was having on local councils, councillors, clerks and council staff.

The National Association of Local Councils, One Voice Wales, the Society of Local Council Clerks and county associations had responded to this by establishing a Civility and Respect Working Group to oversee the Civility and Respect Project. The Project had devised a Take the Pledge document to draw attention to these problems and help define the right behaviours within councils to prevent bullying and to support councils demonstrating high standards of conduct.

**RESOLVED** that Wheatley Hill Parish Council sign up to the civility and respect pledge.

**(4) Peterlee Town Council – Santa’s Wish**

The Clerk reported the receipt of correspondence from Peterlee Town Council which gave details of Santa’s Wish, a project which provided toys and gifts to families in need in East Durham.

**RESOLVED** that the information given, be noted.

**8 PLANNING APPLICATIONS**

**DM/22/01869/FPA** – Installation of perforated shutters to bay window and door in front of premises and to access door to rear at 19 Alexandra Terrace, Wheatley Hill

**DM/22/01247/FPA** – Demolition of existing derelict agricultural building and construction of single-storey linked dwelling at The Granary, Old Wingate Farm, Green Lane, Wingate, Trimdon Station

**DM/22/02640/VOC** – Application to remove Condition 8 (Acoustic Report) of planning permission (DM/22/00865/FPA) at site of former 3 to 5 Front Street, Wheatley Hill

**DM/22/02187/FPA** – Erection of bungalow at land south of 18 Weardale Park, Wheatley Hill

**RESOLVED** that the information given, be noted and consideration of application DM/22/02187/FPA be deferred to the October meeting of the Parish Council.

**9 HEAD GROUNDPERSONS REPORT**

The Clerk reported that routine work had been undertaken in the Cemetery and around the village since the last meeting, details of which were outlined to Members.

RESOLVED that the information given, be noted.

## 10 CLERK'S REPORT

### (1) Allotments

#### (a) Fencing

The Clerk reported that the boundary fencing at the allotments could not be finished until the area was cleared of rubbish.

Quotations had been sought to excavate and remove the rubbish and it would be necessary to hire in equipment and a skip. A verbal quotation of £250 per day had been received from WBL Groundworks for the hire of a digger with an operator.

It was suggested that WBL Groundworks be asked for a written quotation with an estimate of how many days would be required to clear the area. It was appreciated that it was difficult to determine how many days would be required until they started digging.

RESOLVED that WBL Groundworks be requested to provide a written quotation for the hire of a digger with an operator.

#### (b) Plot 6 and 7

The Clerk reported that due to the poor condition of plot 6 and 7 a letter was sent to both tenants advising that immediate improvements were required.

RESOLVED that the information given, be noted.

#### (c) Plot 4

The Clerk reported the receipt of a request from the tenant of plot 4 to install a small wooden fence at the front of plot 4. The area was full of weeds and the tenant would like to tidy the area up by planting flowers.

RESOLVED that approval be granted for the installation of a small wooden fence to the front of plot 4.

#### (d) Plot 13

The Clerk reported the receipt of a request from the tenant of plot 13 to designate the plot as a stable block.

Due to the demand for allotments at the site it was RESOLVED that the request to designate plot 13 as a stable block be refused.

### (2) Annual Governance and Accountability Return 2022

The Clerk reported that Mazars LLP had completed the annual audit for the year ended 31 March 2022.

Members were advised that Mazars had reviewed Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR) and in their opinion the information was in accordance with proper practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

RESOLVED that the information given, be noted.

(3) Defibrillators

(a) All Saints Church

The Clerk reported that All Saints Church had obtained permission for the installation of an external defibrillator at the Church. The Parish Council had paid £1,398 to Wel Medical for the equipment and T Sharples, Durham Rotary had been contacted to organise installation.

RESOLVED that the information given, be noted.

(b) Training Session

The Clerk reported that a training session provided by the Northeast Ambulance Service would be held in the Community Centre on Tuesday 18 October 2022 at 1pm.

RESOLVED that the information given, be noted.

(c) Changing Rooms

The Clerk reported that following an application to the County Councillors Small Grants Fund the Parish Council had received £859 funding for a portable defibrillator and indoor cabinet to be located at the changing rooms.

Members were advised that Mr B Carr had also been gifted 2 portable defibrillators. One was given to the Working Men's Club and the other was donated to a local football team. This brought the total number of defibrillators in the village to 7.

RESOLVED that the information given, be noted.

(4) Changing Rooms

The Clerk reported that Mr B Carr had requested permission to erect a fence around the football changing rooms to prevent youths congregating and causing damage.

Members were advised that due to the ground levels a ramp was needed to allow easier access to the changing rooms. Durham County Council had been approached to ask if they were able to help or provide advice in relation to this.

RESOLVED that the information given, be noted and Mr Carr be granted permission to erect a fence around the changing rooms.

(5) Cemetery Bungalow

The Clerk reported that major work to the Cemetery Bungalow roof was undertaken earlier this year at a cost of £3,622. Further work was required and Durham County Council who had undertaken the original work had provided a quotation of £5,963 plus VAT.

RESOLVED that the quotation for the work to the Cemetery bungalow in the amount of £5,963 plus VAT from Durham County Council be accepted.

(6) Remembrance Sunday 2022

The Clerk reported that this year's annual Remembrance Day service to be held on Sunday 13 November 2022 would be organized by the Royal British Legion.

RESOLVED that the information given, be noted and further developments be awaited.

(7) Lamppost Poppies

The Clerk reported that approval had previously been granted to purchase lamppost poppies from the Royal British Legion.

Members were advised that the lamppost poppies cost £3 each, and it was proposed to erect them on the lampposts between All Saints Church and the Cemetery on Remembrance Sunday.

The Clerk advised that 100 poppies had been purchased from the Royal British Legion at a cost of £300.

RESOLVED that the information given, be noted.

(8) Land Opposite Wheatley Hill Primary School

Members had previously been advised that Wheatley Hill Primary School had acquired a piece of land opposite the school. The school intended to convert the land into a car park and quotations had been sought to tarmac the area, erect fencing, and install dropped kerbs.

Details of the quotations received were outlined together with possible sources of funding for the project.

RESOLVED that the information given, be noted and further developments be awaited.

11 MEMBER ISSUES

(1) Potholes – Black Lane

Members reported potholes at the entrance to Black Lane heading towards the Scouts hut and to the rear of Rock Farm Mews.

RESOLVED that the matter be reported to Durham County Council.

(2) West House

Members reported that West House was completely overrun with weeds and an overgrown shrub was encroaching onto the footpath, the whole area needed cutting back.

RESOLVED that the matter be referred to Durham County Council.

(3) Potholes – Co-op Food Store

Members reported potholes at the front of the Co-op food store. Several of the holes had been filled but were coming out.

RESOLVED that the matter be reported to Durham County Council.

(4) Street Lighting

Members reported that the lights were off at the zebra crossing at Vincent's corner and all along the Front Street.

RESOLVED that the matter be reported to Durham County Council.

(5) Thornley Road – Graffiti

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Members reported graffiti at 1 Thornley Road.

**RESOLVED** that the matter be reported to Durham County Council.

### (6) Caravan Park – A181

Members asked for an update on enforcement action at the caravan park located on the A181.

The Chair reported that this had previously been referred to planning enforcement but to date no action appeared to have been taken.

**RESOLVED** that the information given, be noted.

### (7) Hedge – Marley Fields

Members asked for an update on the overgrown hedge opposite Marley Fields. The Chair reported that the owner of the land had been asked to cut the hedge back. The Chair agreed to chase this up.

**RESOLVED** that the information given, be noted.

### (8) Church Street

Members reported youths congregating at a property in Church Street and causing a nuisance. There was also rubbish to the rear of Church Street that needed to be cleared.

**RESOLVED** that the matter be referred to the Police and the Neighbourhood Warden.

## 12 PAYMENTS

The following schedule of payments was circulated together with figures for all income and expenditure at 31 August 2022.

PAYMENT	PAYABLE TO	DETAIL	COST	VAT	TOTAL
Direct Debit	British Gas	Gas - Heritage Centre	60.69	3.03	63.72
Direct Debit	e-on Next	Electric - Heritage Centre	61.64	3.08	64.72
Internet Banking	Zurich Municipal	Annual Insurance Premium	5,694.23		5,694.23
Internet Banking	Co-op Funeralcare	Gravdigging	80.00		80.00
Internet Banking	Dignity Funerals Ltd	Gravdigging	80.00		80.00
Internet Banking	WEL Medical Ltd	Defibrillator and External Cabinet - All Saints Church	1,165.00	233.00	1,398.00
Internet Banking	J Davies	Reimbursements	242.74	48.54	291.28
Internet Banking	J Thompson	Telephone Allowance	25.00		25.00
Internet Banking	Payroll	Wages - August 2022	4,783.87		4,783.87
Internet Banking	HMRC/DCC	PAYE/Pension - August 2022	2,862.23		2,862.23
Internet Banking	JAC's Accountancy Limited	Payroll Services - August 2022	30.00	6.00	36.00
Direct Debit	British Telecom	Telephone/Internet	29.47	5.90	35.37
Invoice 63	Co-Op Bank	Service and Commission Charges	15.05		15.05
Direct Debit	British Gas	Gas - Heritage Centre	90.32	4.51	94.83

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Direct Debit	British Gas	Gas - Heritage Centre	90.32	4.51	94.83
Direct Debit	e-on Next	Electric - Heritage Centre	58.47	2.92	61.39
Internet Banking	Whites	Cemetery Booklets	170.00		170.00
Internet Banking	MKM	Cemetery Supplies	14.70	2.94	17.64
Internet Banking	CDS Security & Fire	Annual Maintenance Charge	509.00	101.80	610.80
Internet Banking	Durham County Council	Website hosting and Support	641.66	128.33	769.99
Internet Banking	J Davies	Reimbursements	224.02	43.71	267.73
Internet Banking	CDS Security & Fire	Callout Charge	85.00	17.00	102.00
Internet Banking	Mazars	Annual Audit Fee	440.00	88.00	528.00
Internet Banking	J Thompson	Reimbursement - Lamp Post Poppies	300.00		300.00
Internet Banking	J Thompson	Telephone Allowance	25.00		25.00
Internet Banking	Wheatley House Senior Citizens Club	Section 137 Donation	100.00		100.00
Internet Banking	Great North Air Ambulance	Section 137 Donation	100.00		100.00
Internet Banking	Anglian Water Business	Water - Allotments	69.11		69.11
Internet Banking	Payroll	Wages - September 2022	4,783.67		4,783.67
Internet Banking	HMRC/DCC	PAYE/Pension - September 2022	2,862.43		2,862.43
Internet Banking	JAC's Accountancy Limited	Payroll Services - September 2022	30.00	6.00	36.00
Direct Debit	British Telecom	Telephone/Internet	29.47	5.90	35.37
Invoice 64	Co-Op Bank	Service and Commission Charges	13.75		13.75
<b>TOTAL</b>			<b>25,676.52</b>	<b>700.66</b>	<b>26,377.18</b>

**RESOLVED** that the information given, be noted and the payments be approved.

### 13 RISK MANAGEMENT

The Clerk advised that there was nothing to report.

### 14 EXCLUSION OF THE PRESS AND PUBLIC

**RESOLVED** that under the provisions of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following item of business on the grounds that personal and confidential information would be disclosed.

### 15 Greenhills Centre

The Chair provided a report on the current situation at the Greenhills Centre.

**RESOLVED** that the information given, be noted.

..... Signed

.....Dated