

**THE MINUTES OF THE ANNUAL MEETING OF THE WHEATLEY HILL PARISH COUNCIL  
HELD ON MONDAY 13 MAY 2024**

**Present: Councillors E Carr, J Collingwood, M Goyns,  
J Huntington, B Miller, J Miller, C Stogdale, L White**

**1 ELECTION OF CHAIR**

**RESOLVED** that Councillor J Miller be elected Chair of Wheatley Hill Parish Council for the ensuing year.

Councillor Miller accepted the office of Chair and thanked Members for their confidence in him and continued support.

**2 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor L Stewart.

**3 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4 APPOINTMENT OF VICE-CHAIR**

**RESOLVED** that Councillor J Collingwood be appointed Vice-Chair of Wheatley Hill Parish Council for the ensuing year.

**5 APPOINTMENT OF INTERNAL AUDITOR**

**RESOLVED** that Mr G Fletcher be appointed Internal Auditor to Wheatley Hill Parish Council for the ensuing year.

**6 APPOINTMENT TO SUB-COMMITTEES**

**RESOLVED** that the following appointments be made:-

**Cemetery Sub-Committee**  
Councillors E Carr, M Goyns, C Stogdale

**Allotment Sub-Committee**  
Councillors J Huntington, B Miller, J Miller, L White

**Personnel Sub-Committee**  
Councillors M Goyns, J Miller, L Stewart, L White

**7 REPRESENTATIVES ON OUTSIDE BODIES**

**RESOLVED** that the following Members be appointed to serve as representatives of the Parish Council on the external bodies listed for the forthcoming year:-

**Area Action Partnership**  
Councillor L White

**Citizens Advice County Durham**  
Councillor L Stewart

## Wheatley Hill Parish Council – 13 May 2024

Durham Rural Community Council  
Councillor L Stewart

East Durham Association of Town and Parish Councils  
Councillors E Carr, B Miller and J Miller

Smaller Councils Forum - CDALC  
Councillors J Miller and L Stewart

### 8 DATE AND TIME OF ORDINARY MEETINGS OF WHEATLEY HILL PARISH COUNCIL

RESOLVED that meetings of Wheatley Hill Parish Council be held on the second Monday of each month commencing at 6pm, except for August where no council meeting would be held due to recess. Meeting dates were subject to change with the consent of the Chair of the Parish Council.

- 9 The Minutes of the last Meeting held on 8 April 2024, a copy of which had been circulated to each Member, were approved and signed by the Chair.

### 10 POLICE MATTERS

There was no Police report.

### 11 COUNTY COUNCILLORS REPORT

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

- A street light at Woodlands Avenue was reported to Durham County Council.
- Durham County Council had confirmed they were responsible for Wingate Lane and issues related to a blockage and resurfacing had been reported to them.
- There was a sinkhole on Wingate Lane. Traffic lights were in place and would remain there until the necessary repairs were undertaken.
- The Community Safety team and Police were actively involved in issues related to anti-social behavior at Moor View and actions were in place.
- The chicane on Thornley Road had been reported several times.
- Parking problems at Stoker Crescent had been reported to Believe Housing and off-street parking was being discussed.
- Following an incident outside the primary school, where a child was hit, Councillor Miller contacted Directors at Durham County Council to request a meeting. To date no meeting has been held. The County Council had advised that the area was on the future schemes list to be assessed and if feasible additional formal parking restrictions would be proposed. Parking enforcement had been located at the school for 2 weeks and fines had been issued.
- Hedgehog signs would be installed along Black Lane within 3 months.
- Tress had been removed at Watson Close.
- Councillor Miller was invited to the opening exhibition of the Dog People Project on 21 May at the Heritage Centre. As part of the project QR codes were erected at 34 locations, including the Heritage Centre, Workingmens Club, Wheatley House and the Greenhills Centre.
- Councillor Miller had met with the Greenhills Centre to discuss the Fun and Food Programme. A further meeting was scheduled for next week.
- Councillor Miller had met with the Police Inspector to discuss various issues throughout the Division.
- Councillor Miller had met with Dere Street Homes to discuss Phase 2 of Marley Fields.
- The Northeast Mayoral Combined Authority elections were held on 2 May 2024 and Kim McGuiness was elected.

## Wheatley Hill Parish Council – 13 May 2024

- The Police and Crime Commissioner elections were held on 2 May 2024 and Joy Allen was re-elected.
- Durham County Councils Annual General Meeting would be held 22 May 2024.

RESOLVED that the information given, be noted.

### 12 CORRESPONDENCE

#### (1) Letter of Thanks

The Clerk reported the receipt of thanks from the East Durham Communities Cancer Support Group following financial assistance from the Parish Council.

RESOLVED that the information given, be noted.

#### (2) Dog People Project – Opening Exhibition

The Clerk reported the receipt of an invitation for Members to attend the opening exhibition of the Dog People Project on 21 May 2024.

RESOLVED that Councillors E Carr and C Stogdale be authorised to attend.

#### (3) Update - Request for Hedgehog Signs

The Chair reported that following the last meeting Durham County Council had advised that they hoped to install hedgehog warning signs along Meadow View within the next 3 months. The resident who had initially requested the signs had been advised of the situation.

RESOLVED that the information given, be noted.

### 13 PLANNING APPROVAL

DM/23/02737/FPA – Change of use from betting shop (sui generis) at ground floor to post office (class E) and first floor to form part of flat and alterations to shop front at 26 - 27 Alexandra Terrace, Wheatley Hill DH6 3JW

RESOLVED that the information given, be noted.

### 14 CLERK'S REPORT

#### (1) Internal Audit 2023/2024

The Clerk reported the receipt of the internal audit report for 2023/2024 undertaken by Mr G Fletcher.

Members were advised that every smaller authority in England that received either gross income or expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return (AGAR) at the end of each financial year. The AGAR was made up of 3 sections including an annual internal audit report which was completed by the Parish Council's independent internal auditor.

The internal audit concluded that all the key controls contained within the internal audit section of the AGAR were examined and found to be working satisfactorily.

RESOLVED that the internal audit report for 2023/2024 be accepted.

#### (2) Effectiveness of Internal Control

## Wheatley Hill Parish Council – 13 May 2024

Consideration was given to the report of the Clerk which reviewed the effectiveness of the council's internal controls to support the Annual Governance Statement, a copy of which had been circulated to each Member.

**RESOLVED** that the report be accepted.

### (3) Annual Governance and Accountability Return for the Year Ending 31 March 2024

The Clerk reported that Wheatley Hill Parish Council were required to complete the appropriate part of the Annual Governance and Accountability Return (AGAR) which applied to them. As the Parish Council had gross income and expenditure which exceeded £25,000 it would be required to complete Form 3.

The Clerk proceeded to take Members through Section 1, Annual Governance Statement, which was approved and then Section 2, Statement of Accounts which was also approved.

**RESOLVED** that Sections 1 and 2 of the Annual Governance and Accountability Return for the year ending 31 March 2024, be approved and signed by the Chair.

### (4) Youth Project

The Clerk reported that at the last meeting Members agreed to a financial contribution of £6,500 towards the youth sessions being delivered in Wheatley Hill by Durham City Youth Project.

Members were advised that a new youth worker had been appointed and the youth sessions were due to start again in Wheatley Hill week commencing 20 May 2024.

**RESOLVED** that Durham City Youth Project be paid £6,500 to deliver youth sessions in Wheatley Hill.

### (5) Cemetery – Unstable Memorials

The Clerk reported that following routine inspections a number of memorials in the Cemetery were found to be unstable. Members were provided with details of the actions that had been taken to secure the unstable memorials.

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

### (6) D Day – 6 June 2024

The Clerk reported that a poppy wreath had been purchased for the Parish Council to lay on D Day which was 6 June 2024. The official D Day flag would be flown on the day and the stone cemetery display would be a large poppy.

Members were advised that the local branch of the Royal British Legion had been asked to join the Parish Council in marking the day.

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

### (7) Heritage Centre

The Clerk reported details of a new 2 year contract with e-on Next to supply the gas and electricity to the Heritage Centre.

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

### (8) Greenhills Centre – Grass Cutting

## Wheatley Hill Parish Council – 13 May 2024

The Clerk reported that the Greenhills Centre had asked if the Parish Council would assist with grass cutting at the play park located at the Centre.

**RESOLVED** that the Parish Council assist the Greenhills with grass cutting at the play park.

### 15 MEMBER ISSUES

#### Road Sign

Members reported that the wording on the road sign located at the chicane on the road between Wheatley Hill and Thornley was unclear and in need of repair. The lack of wording made it unclear who had right of way which could lead to an accident.

**RESOLVED** that the road sign be reported to Durham County Council.

### 16 PAYMENTS

The following schedule of payments was circulated together with figures for all income and expenditure as at 31 May 2024.

PAYMENT	PAYABLE TO	DETAIL	COST	VAT	TOTAL	
Direct Debit	British Gas	Gas - Heritage Centre	121.68	6.08	127.76	
Direct Debit	E-on Next	Electric - Heritage Centre	86.52	4.33	90.85	
Internet Banking	Durham County Council	Summer/Winter Bedding	1,602.43	320.49	1,922.92	
Internet Banking	Horns	Hanging Baskets/Weedkiller/Grass Seed	473.97	94.79	568.76	
Internet Banking	J Davies	Reimbursements	330.28	63.15	393.43	
Internet Banking	Durham County Council	Trade Waste	1,633.32		1,633.32	
Internet Banking	J Thompson	Telephone Allowance	25.00		25.00	
Internet Banking	Durham City Centre Youth Project	Funding for Youth Sessions	6,500.00		6,500.00	
Internet Banking	Payroll	Wages - May 2024	5,545.57		5,545.57	
Internet Banking	Councillors M Goyns & L Stewart	Attendance Allowance	410.76		410.76	
Internet Banking	HMRC/DCC	PAYE/Pension - May 2024	3,464.49		3,464.49	
Internet Banking	HMRC	P11D Payment	317.40		317.40	
Internet Banking	JAC's Accountancy Limited	Payroll Services - May 2024	61.00	12.20	73.20	
Direct Debit	British Telecom	Telephone/Internet	34.80	6.96	41.76	
Invoice 84	Co-Op Bank	Charges	15.75		15.75	
			<b>TOTAL</b>	<b>20,622.97</b>	<b>508.00</b>	<b>21,130.97</b>

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

### 17 RISK MANAGEMENT

The Clerk advised that there was nothing to report.

..... Signed

..... Dated