

## HEDLEYHOPE PARISH COUNCIL

### **Minutes of the Parish Council meeting held on 23 October 2025 at 7.30 pm in the Village Hall, East Hedleyhope**

#### **Present**

**Chair:** Sarah Woodroffe (SW)

**Cllrs:** Judith Patrick (JP), Sarah Stuart (SS), Jean Thorburn (JT), Deb Warde (DW)

**Officer:** Gillian Bell (Clerk)

#### **1. Apologies for Absence**

Cllr Tony Reeve

#### **2. Declarations of Interest**

DW declared a personal interest in item 9 as her brother-in-law is the owner of Pennine IT Services.

#### **3. Public Participation**

No members of the public present.

#### **4. County Councillor's Report**

No report received.

#### **5. PCSO briefing**

No report received.

#### **6. Minutes and recommendations therein agreed from previous meeting on 25 September 2025**

Proposed by DW, seconded by SS.

#### **7. Budget update**

*Balance as of 23 October 2025:*

Income: £8025.96

Expenditure: £5871.39

*Earmarked project expenditure:*

Seat repair and installation: £1000

The bank reconciliation for September 2025 had been circulated, together with a summary of the budget for the six months from April to September and projections to March 2026. Income (excluding project grants) was higher than 2024/25 and expenditure projected to be approximately £1000 lower than last year.

The Clerk reported that the 2024/25 audit had now been completed. The completion notice and external auditor's report were available on the website.

## 8. **Data Protection Policy and Privacy Policy**

These policies, together with the Data Retention Policy, covered the Council's responsibilities in relation to data protection and UK GDPR. Drafts had been circulated and following discussion, it was agreed to adopt both policies. The Clerk would add these to the website.

## 9. **Parish Council website, gov.uk domain and emails**

DW had obtained a quote from Pennine IT Services for a new website and on-going support, together with domain, emails and hosting from 20i. The updated list of quotes had been circulated and the costs were discussed. It was noted that using 20i would cost £120 per year and Pennine IT Services could provide support for the website on a pay-as-you-go basis. This was considerably cheaper than the annual packages offered by other companies, which varied from £200 - £370. The website was discussed and it was agreed to replace the current site with a new WordPress site, which could be expanded to include more information. It was agreed that the Clerk would contact Pennine IT Services to discuss a new website and arrange for the gov.uk domain and emails to be set up through 20i.

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

### *Upgrading the kitchen*

SW had been unable to obtain further quotes from the list of fitters supplied by Howdens. DW suggested approaching a local handyman service and agreed to contact the owner. JT also agreed to ask for the details of a friend's kitchen fitter.

### *New tables and chairs for the village hall*

DW had looked at several options including a mixture of oblong, round and square tables for the hall. One option, which would seat 36 people, would cost around £2252, with the cost of seat pads to be added. She would measure the space in the hall again before providing a final price. An application could then be made to the larger of the three Windfarm Community Fund grants.

### *Windfarm Community Fund applications - update*

The Clerk had received notification that both applications had been approved.

### *S106 play area project - update*

The Clerk was waiting for Wicksteed to provide an installation date for the self-closing gate and reported that DCC had given an extension of the grant until 31 August 2026 to allow for painting the multi-play unit. Richard Curtis had looked again at the surface repairs and had informed the Clerk that additional supplies would be needed. The total price for the repair was now £324.40 higher than the original quote. The Clerk had contacted DCC to ask if this could still be claimed through the S106 grant and was waiting for a reply. It was agreed that since the work needed to be carried out as it was a safety issue, the Parish Council would pay the difference if necessary.

### *Work on the meadow*

DCC had removed the old fencing and had installed new stiles and kissing gates, together with posts for the new fence. It was understood that winter grazing was intended for the meadow once the work was complete. The Clerk would contact the Ecology team again for an update on future management.

11. **Future Projects**

No additional projects were suggested.

12. **Changing the day of future parish council meetings**

JP made a request to change the day of parish council meetings as it was difficult for her to attend on Thursdays. It was agreed to move the meetings to Tuesday evenings at 7.30 pm.

13. **Members' reports**

None to report.

14. **Clerk's report**

***Financial***

*Payments made in September and October 2025:*

G Bell	£ 461.28	September salary & IT costs
TalkMobile	£ 7.30	Village hall WiFi – September
Octopus Energy	£ 59.27	Village hall electricity charges: Sept 2025
Lloyds Bank	£ 4.25	Monthly service charge
<b>Total:</b>	<b>£ 532.10</b>	

*Payments received:*

Unity Trust Bank	£ 56.93	Interest
<b>Total:</b>	<b>£ 56.93</b>	

*Petty cash float: £1.88*

- *Remembrance Sunday* – it was agreed to put up the Unknown Women in War statue and poppy bunting.
- *Heating service* – it was agreed that the Clerk would contact Geowarmth to arrange the annual heating service.
- *Wayleave agreement* – the finalised agreement had not yet been received from Northern Powergrid and the Clerk would follow this up.

15. **Date of next meeting:** Tuesday 25 November 2025 at 7.30 pm

The meeting closed at 8.40 pm.

Signed

Cllr Sarah Woodroffe  
Chair  
25 November 2025