

HORDEN PARISH COUNCIL
Minutes of Meeting held 4th November 2010

Present: Councillor J White (Chairman)
 Councillors R Brown, J Clark, M Clark, E Connor, W Hill, T Jones, G Patterson, G Phillips, M Robinson and W Smith

Staff: Mr P Davison (Clerk), Mrs G M Crute (Assistant Clerk), Mr J Bush (Parks & Cemetery Manager)

Also present: PC A Holland

HPC **Apologies for Absence.**

10/11/078 **RESOLVED:** Apologies RECEIVED and approved for G Jones, G Lavery, D Maddison and E Wood

HPC **Minutes of the Meeting of Horden Parish Council held 7th October 2010**

10/11/079 **RESOLVED:** That the minutes be confirmed as a correct record, to be signed by the Chairman.

HPC **Matters Arising – Clerk’s Report.**

10/11/080

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| P&C 10/11/037 | Centrefield Pavilion Room Alteration – The Clerk had written to Mr Robinson requesting sight of the appropriate insurances and detailed plans of the proposal before progressing any further. The Clerk advised that he was still awaiting plans. |
| P&C 10/11/039 | Green Flag Peoples Choice Award 2010 – The Assistant Clerk had arranged the buffet. |
| F&GP10/11/074 | Audit of Accounts for the Year Ending 31/03/10 – The Clerk had written to the External Auditor outlining the parish council’s concerns and proposed plan of action. A response had been received and will be included for the next meeting |
| F&GP 10/11/076 | Donation Policy Review – The Clerk had amended the policy to include a process for grantees to follow. |
| HPC 10/11/071 | East Durham Horse Fayre – A meeting will be arranged between the Clerk and Durham County Council to address the parish council’s concerns. A meeting between the Clerk, Chairman, Head of Social Inclusion, Cabinet Member for Social Inclusion and Horden’s County Councils is scheduled for 16 th November. |
| HPC 10/11/074 | NALC Larger Local Council’s Committee Nomination – Councillor George Patterson’s nomination was submitted. |

RESOLVED: That the information be NOTED.

HPC **Items Tabled for Information.**

10/11/081

- “Fireman too hot to handle” – Wednesday 29th September 2010
- “Accused of £12k burglary” – Thursday 30th September 2010
- “A new look for St Mary’s” - Thursday 30th September 2010
- “Industrial disease death” – Saturday 2nd October 2010
- “Facelift for church hall” – Monday 4th October 2010
- “Village blooming with three awards” - Wednesday 6th October 2010
- “National award for cemetery” - Friday 8th October 2010
- “45-year-old found dead in his home” - Monday 11th October 2010
- “Club celebrates 40th anniversary” – Wednesday 13th October 2010
- “Horden hit four” – Saturday 16th October 2010
- “Have a say on crime” - Saturday 16th October 2010
- “Witness appeal” – Wednesday 20th October 2010

"Disabled man is attacked" – Thursday 21st October 2010

RESOLVED: that the information, be NOTED.

HPC
10/11/082

Police Report.

The Chairman welcomed PC A Holland to the meeting. PC Holland advised Members on the crime statistics for the period 7th October to 3rd November 2010

Recorded Incidents in Horden	
Burglary	16
Vehicle Crime – Theft of	
Vehicle Crime – Theft from	
Thefts	11
Rowdy, Nuisance Behaviour	54
Criminal Damage	8

Councillor Connor enquired about the recent break-ins at Station Road Allotments, whether these had been reported and if anyone had been arrested in connection with the livestock that had been killed. PC Holland advised that there were some incidents recorded for these thefts, however, he was unaware of any arrests made, but would ensure and update was provided at the next meeting.

RESOLVED that the information given, be NOTED

HPC
10/11/084

Public Participation.

There were no members of the public present.

PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 4th November 2010

- Present:** Councillor T Jones (Chairman)
 Councillors R Brown, J Clark, M Clark, E Connor, W Hill, G Patterson, G Phillips, M Robinson, W Smith and J White
- Staff:** Mr P Davison (Clerk), Mrs G M Crute (Assistant Clerk), Mr J Bush (Parks & Cemetery Manager).
- Apologies:** Councillors G Jones, G Lavery, D Maddison and E Wood

- P&C** **Parks & Cemetery Manager's Report.**
10/11/040 The report previously circulated covered the period 27th September to 24th October 2010.
RESOLVED: that
- i) the information given, be NOTED;
 - ii) congratulations be expressed to the Parks and Cemetery staff for the hard work undertaken on the Third Street Allotment;
 - iii) an item be place on a future meeting with regard to potential usage for Third Street Allotment;
 - iv) the Parks and Cemetery Manager and Clerk progress the issue of salting and winter gritting with the County Council.

- P&C** **Damage/Incident Reports.**
10/11/041 The Clerk advised Members of the following damage/incident reports:-

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|----------|----------|---|
| 11.10.10 | Incident | SWC – A gentleman had taken a seizure in SWC Foyer. An Ambulance was called, the Clerk waited with gentleman, ambulance arrived within 10 minutes. The gentleman refused treatment so ambulance staff called for Police to assist. Police interviewed gentleman and allowed him to leave as he was "capable". |
| 15.10.10 | Incident | Welfare Park (Bottom Drive) – two flower beds missing approximately 15 flowers, which had been carefully taken out. Police informed. Plants replaced. |

RESOLVED: that the information given, be noted.

- P&C** **Thorpe Road Cemetery.**
10/11/042 The Clerk updated Members on the progress made to date regarding the Thorpe Road Cemetery. He had written to the landowner twice with no response and had been in contact with ICCM to obtained a revised quote for them to make an assessment of the land and it's suitability for use as a cemetery.
RESOLVED: that
- i) the information given, be NOTED;
 - ii) a monthly update be provided on progress made on the Thorpe Road Cemetery extension.

- P&C** **Horden Ladies Bowls Club.**
10/11/043 Members gave consideration to correspondence received from Horden Ladies Bowls Club who were requesting permission to install a cooker and a microwave in the Tea Room at the Bowls Club.
RESOLVED: that permission be granted, subject, to all relevant health and safety and environmental health regulations being in place.

- P&C** **Remembrance Sunday 2010.**
10/11/044 The Clerk updated Members on the order of proceedings for Remembrance Sunday, a copy of which had been previously circulated with the agenda.

RESOLVED that

- i) the information given, be NOTED;
- ii) thanks be expressed to the Clerk for the work undertaken on producing the order of proceedings.

P&C
10/11/045 **Draft Sport and Leisure Strategy 2010-12.** Members gave consideration to the draft Sport and Leisure Strategy, which had been previously circulated. The Clerk advised on the effects/benefits for Horden and issues for concern. Members expressed concern regarding the swimming pool provision for the east of the County; that there was no reference to the Heritage Coast in the document.
RESOLVED that the Clerk write to Durham County Council advising of the Parish Council's concern/issues on the above strategy.

P&C
10/11/046 **Stayplton Drive MUGA.** The Clerk provided Members with an indepth update on progress made to date with regard to the Stayplton Drive, MUGA.
RESOLVED: that the information given, be NOTED.

P&C
10/11/047 **Dog Fouling.** Councillor W Smith advised that he had received numerous complaints from residents throughout the Horden area regarding the amount of dog fouling in the village.
RESOLVED: that the Clerk write to Durham County Council expressing their concern about the dog fouling problems being currently encountered.

P&C
10/11/048 **Exclusion of the Press and Public.** **RESOLVED:** that in accordance with Section 100(A) of the Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985 the press and public be excluded from the meeting for the following item of business on the grounds that it involves confidential information.

P&C
10/11/049 **Thorpe Road Exhumation Request.** Members gave consideration to the correspondence received from Sintons Solicitors requesting the Parish Council's written consent as the burial authority to both the disinterment and re-interment of Mrs Margaret Rose Murray's remains.
RESOLVED: that the Clerk write to the Sintons Solicitors, advising that the owner of the Exclusive Right of Burial would need to accede to the request prior to any consent being given by the Parish Council.

FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 4th November 2010

Present: Councillor E Connor (Chairman)
 Councillors R Brown, J Clark, M Clark, W Hill, T Jones, G Patterson, G Phillips, M Robinson, W Smith and J White

Staff: Mr P Davison (Clerk), Mrs G M Crute (Assistant Clerk)

Apologies: Councillors G Jones, G Lavery, D Maddison and E Wood

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F&GP 10/11/086 **Parish Council Financial Status – Bank Balances.**
 The Clerk reported the bank balances as at 31/10/2010 being £518724.50
RESOLVED: That the information be NOTED.

F&GP 10/11/087 **Income and Expenditure Report to 31/09/2010.**
 The report was circulated at the meeting.
RESOLVED: That the report be NOTED.

F&GP 10/11/088 **Cash Cheques.**
 The Clerk requested a cash cheque totaling £350 for November (£200 Admin and £150 SWC) be endorsed for payment.
RESOLVED: To ENDORSE cheques for payment.

F&GP 10/11/089 **Bank Transfer.**
 The Clerk informed Members that the transfer for October was £46,148.22
RESOLVED: To ENDORSE transfers.

F&GP 10/11/090 **Invoices for endorsement for payment**
RESOLVED: To ENDORSE the following invoices for payment:

SUPPLIER	DATE	DESCRIPTION	AMOUNT
BOC	30.09.10	Co2 Monitor-Sept	25.91
Bookers	08.10.10	Bar Supplies	401.85
Bookers	27.10.10	Bar Supplies	242.76
Bookers	15.10.10	Bar Supplies	469.46
British Gas	08.10.10	Elec – Memorial Park	13.79
British Gas	08.10.10	Elec – Works Building	306.49
British Gas	08.10.10	Elec – Welfare Ground	69.49
British Gas	08.10.10	Elec – Comm Pavilion	189.57
British Gas	09.10.10	Elec - Cemetery	-45.55
British Gas	10.10.10	Elec - Cemetery	62.66
British Gas	08.10.10	Elec - Cemetery	59.79
British Gas	11.10.10	Elec - SWC	534.54
British Gas	11.10.10	Elec - HCWAFC	57.60
Co-operative Bank	01.11.10	Bank Charges - October	45.49
Durham County Council	19.10.10	Annual gas servicing	619.10
Easington Tyre & Auto Centre	31.07.10	Puncture Repair	8.00
H.B. Clark	08.10.10	Bar Supplies	216.53
H.B. Clark	15.10.10	Bar Supplies	324.79
Haswell Catering Services	09.04.10	Buffet	176.25
Haswell Catering Services	26.10.10	Buffet	41.13
Haswell Catering Services	15.10.10	Buffet	41.13
Haswell Catering Services	11.10.10	Buffet	41.13
Harbro Electrical Limited	15.07.10	Candle Lampcandle	41.13
Homecare	21.10.10	DIY Supplies	25.01
Informnorth	08.10.10	Newsletter	851.87
Innerglass Limited	20.10.10	Katrin white 2 Ply towel mulifold	175.96
Innerglass Limited	14.10.10	Mini jumbo/hand towel/foaming handwash	271.03
Innerglass Limited	26.10.10	Handtowels	-140.71
Innerglass Ltd	01.11.10	Cleaning Supplies SWC	81.80
ITC Services limited	31.10.10	Internet	41.13
MacDonald Martin Limited	12.10.10	Services- emergency lights	88.13
MacDonald Martin Limited	12.10.10	Services- fire alarms/emergency light	88.13

MacDonald Martin Limited	12.10.10	Services- fire alarms/emergency light	88.13
MacDonald Martin Limited	12.10.10	Services- fire alarms/emergency light	92.83
Machine Mart	12.10.10	Chain saw & hose equipment	133.76
MKM Building Supplies	20.10.10	DIY Supplies	14.57
Maxwells DIY	18.10.10	DIY Goods	5.91
Molson Coors	22.10.10	Bar Supplies	524.63
ProTec	22.10.10	Boots & Wellingtons	71.51
NTE Limited	01.10.10	Telephone Maintenance	81.46
Quirepace BV	05.10.10	2 x Vacuum Cleaners	481.75
Shell	17.10.10	Fuel	359.87
Sornel Limited	18.10.10	Supply, deliver + install PA equipment	560.49
St Johns Ambulance	11.10.10	First Aid Cover	51.82
S & N Workwear	05.10.10	Clothes	164.44
S & N Workwear	05.10.10	Clothes	194.96
Stephenson's Station cottages timber	26.10.10	Take down & replace fencing	1600.00
TJ's Heating & Home Improvements	14.10.10	Fitting & Repairs To park house toilets	210.00
Viking Direct	21.10.10	Laptop, projector ect.	1507.83
Viking Direct	08.10.10	Stationery/refuse sacks	154.55
Viking Direct	20.10.10	Stationery	101.09
Viking Direct	03.11.10	Stationery	55.72
Vodafone	12.10.10	Mobile Phones	131.82
Wilf Husbands	14.10.10	Topsoil - 16 Tonne	150.40

Invoice Total for October £12162.93

F&GP Members/Officers Allowances.

10/11/091 The Clerk advised he had received a participation claim from Councillor E Connor and travelling expenses claim from the Clerk totaling £615.63.
RESOLVED: That the payments be ENDORSED.

F&GP Social Welfare Centre Sub-Committee.

10/11/092 **RESOLVED:** that
i) the minutes be NOTED;
ii) Minute No. SWC 10/11/039 - be APPROVED;
 Minute No. SWC 10/11/040 - be APPROVED.

F&GP Memorial Park Fencing Tender.

10/11/093 The Clerk advised on three quotations received for fencing for Memorial Park. Quotation A - £2,372.99 excluding VAT; Quotation B - £2,040.00 excluding VAT ; Quotation C - £3137.00
RESOLVED: that Quotation B from Northeast Ironcraft in the sum of £2040.00 be APPROVED.

F&GP Horden Regeneration Partnership Project Brief.

10/11/094 Councillor J Clark spoken on behalf of Horden Regeneration Partnership regarding the proposed development of an area of derelict land at Seymour Street, Horden for use as a community space which can be used by members of the public in general and utilised by local schools as a educational resource. The Partnership were in the process of providing a business plan to submit to funders, however, they would need to find a body to take on a lease for the area and the public liability insurance. In this regard a lease agreement could be obtained from Durham County Council and public liability insurance would be in the region of £300.
RESOLVED: that the Clerk investigate the staffing implications further and report back to the next meeting.

F&GP Budget 2011/12.

10/11/095 The Clerk updated Members on the budget work that that had been undertaken and that there were three options to be submitted to the Council at the next meeting.
RESOLVED: the information given, be NOTED.

- F&GP** **NJC Car Allowance Rates.**
10/11/096 Members gave consideration to correspondence received from National Employers for Local Government Services regarding the NJC Car Allowance Rates
RESOLVED: that the information given, be NOTED.
- F&GP** **Disciplinary Investigations for Officers Training.**
10/11/097 Members gave consideration to the attendance of the Clerk at above training event to be held at the George Washington Hotel, Washington on 30th November 2010 at £120 plus VAT.
RESOLVED: that the Clerk be AUTHORISED to attend the above event.
- F&GP** **Staff First Aid Training.**
10/11/098 Members gave consideration to the staff first aid and re-training at St Johns Ambulance, Meadowfield, Durham on 25/26th November 2010 at £737 plus VAT for 3 staff re-trainees and 1 new trainee)
RESOLVED: that other providers for first aid training be investigate and reported back to the next meeting.
- F&GP** **Traffic Regulation Order (Windsor Terrace).**
10/11/099 Members gave consideration correspondence received from Durham County Council regarding the above Traffic Regulation Order to introduced a no waiting/no loading at any time restriction at the above location.
RESOLVED: that the information given, be NOTED.
- F & GP** **Traffic Regulation Order (Dene Terrace Area).**
10/11/100 Members gave consideration correspondence received from Durham County Council regarding the above Traffic Regulation Order to introduced a no waiting/no loading at any time restriction at the above location.
RESOLVED: that the information given, be NOTED.
- F & GP** **Traffic Regulation Order (Sandringham Crescent/Langthorne Avenue).**
10/11/101 Members gave consideration correspondence received from Durham County Council regarding the above Traffic Regulation Order to introduced a no waiting/no loading at any time restriction at the above location.
RESOLVED: that the information given, be NOTED.
- F&GP** **Planning Applications.**
10/11/102 **PL/5/2010/00463** - Proposed Rear Extension at 41 Cotsford Lane, Horden
RESOLVED: that the information given, be NOTED.

FULL PARISH COUNCIL
Minutes of Meeting held 4th November 2010

Present: Councillor J White (Chair)
 Councillors R Brown, J Clark, M Clark, E Connor, W Hill, T Jones, G Patterson, G Phillips, M Robinson and W Smith

Staff: Mr P Davison (Clerk), Mrs G M Crute (Assistant Clerk)

Apologies: Councillors G Jones, G Lavery, D Maddison and E Wood

HPC **Draft Scheme of Delegation.**

10/11/085 Members gave consideration to the draft Scheme of Delegation provided by Durham County Council with regard to service delegations to town and parish councils.

RESOLVED: that this item be DEFERED to the December meeting for further discussion.

HPC **Double Taxation.**

10/11/086 Members gave consideration to copy correspondence received by the Chair of County Durham Association of Local Councils regarding Double Taxation.

RESOLVED: that the Clerk respond to Durham County Council regarding the Parish Councils concerns that the double taxation issues was not being reviewed.

HPC **Comprehensive Spending Review 2010.**

10/11/087 The Clerk updated Members on the implications of the 2010 Comprehensive Spending Review on the Parish Council.

RESOLVED: that the information given, be NOTED.

HPC **Section 106 Agreement Review 2010.**

10/11/088 The Clerk advised Members on a training session he had attended on Community Infrastructure Levy which was to work alongside Section 106 Agreements. The Clerk highlighted to Members areas of concern for the Parish Council.

RESOLVED: that the information given, be NOTED.

HPC **Publicity Code of Recommended Practice.**

10/11/089 Members gave consideration the Publicity Code of Recommended Practice issued by the Communities and Local Government and any potential implications for the Parish Council.

RESOLVED: that the information given, be NOTED.

Councillor E Connor declared a personal interest as she is a member of the Horden Banner Committee. Councillor G Phillips declared a personal interest as she is related to a member of the Banner Committee.

HPC **Horden Colliery Banner Custodianship.**

10/11/090 The Clerk updated Members on a request he had received from Horden Banner Committee to display the current banner in St Mary's Church Hall. This has given rise to the issue of the banner being displayed when not in use.

RESOLVED: that the information given, be NOTED

HPC **Exclusion of the Press and Public.**

10/11/091 **RESOLVED:** That in accordance with Section 100(A) of the Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985 the press and public be excluded from the meeting for the following item of business on the grounds that it involves confidential information.

HPC **NJC Job Evaluation Exercise.**
10/11/092 Members gave consideration to the notes Workers Council meeting held on 29th November 2010 with regard to the NJC Job Evaluation Exercise. The Clerk further updated Members on the procedure that was to be undertaken in this regard. Members requested that they have sight of the job evaluation questionnaire prior to circulation to staff.

RESOLVED: that:-

- i) the information given, be NOTED;
- ii) a Personnel Sub-Committee be convened for Thursday 11th November at 12.30 pm.

HPC **Draft Sickness Policy.**
10/11/093 The Clerk advised Members that the consultation period for the draft sickness policy had expired and he had not received any questions or queries on the policy.

RESOLVED: that the Sickness Policy be ADOPTED.

Councillor E Connor and Councillor T Jones declared personal interests and left the meeting.

HPC **Staffing Matters.**
10/11/094 The Clerk circulated the resignation letter received from the SWC Supervisor and advised that the content constituted a formal grievance which the full council were required to address.

RESOLVED: that:-

- i) a grievance hearing of the full parish council be convened for 2pm Thursday 11th November.
- ii) Councillors G Patterson, R Brown and W Hill be included and comprise any subsequent appeals panel required.