

HORDEN PARISH COUNCIL
Minutes of Meeting held 5th January 2012

Present: Councillor J White (Chairman)
 Councillors R Bagnall, J Clark, M Clark, E Connor, W Hill, G Lavery, D Nicol,
 G Phillips, I Roberts, M Robinson, W Smith and E Wood.

Staff: Mr P Davison (Clerk), Mrs J S Hunt (Assistant Clerk), Mr C Muir.

Also Present: Ins D Coxon, Sgt I Dickinson, PCSO N Holmes and PCSO K Taylor.

HPC **Apologies for Absence.**
11/12/094 There were no apologies.

HPC **Minutes of the Meeting of Horden Parish Council held 1st December 2011.**
11/12/095 **RESOLVED** that;

- i. the minutes be NOTED.
- ii. Minute no: HPC 11/12/089 – be APPROVED.

HPC **Matters Arising – Clerk's Report**
11/12/096 There were no matters arising that were not covered in the Agenda.
RESOLVED: that the information given, be **NOTED**.

HPC **Items Tabled for Information.**
11/12/097 **Hartlepool Mail**

Wednesday 23rd November 2011	"Be good neighbours"
Thursday 24th November 2011	"Helping the heroes and the hospice"
Friday 25th November 2011	"Delight as new cross put in place"
Saturday 26th November 2011	"Horden kids make their mark"
Tuesday 6th December 2011	"School wins top eco-award again"
Tuesday 6th December 2011	"Dig in to help village bloom"
Thursday 15th December 2011	"Horden and legend Honour part company"
Monday 19th December 2011	"Horden caretaker takes heart"

Peterlee Star

Thursday 24th November 2011 "Chairman raises funds for homeless heroes"
RESOLVED: that the information given, be **NOTED**

HPC **Police Report:**
11/12/098 The Chairman welcomed to the meeting Ins Dave Coxon, Sgt Ian Dickinson, PCSO Natalie
 Holmes and PCSO Kelly Taylor, who reported on incidents covering December 2011.

Police Report:

Recorded Incidents in Horden	
Burglary	3
Vehicle Crime – theft of	5
Vehicle Crime – theft from	0
Thefts	5
Rowdy, Nuisance Behaviour	40
Criminal Damage	4

There were no recorded incidents in Grants Houses.

Ins D Coxon updated Members on the incident that took place in the village on the night of 1st January 2012. He also gave clarification on the situation with regard to IPCC and stated that the Police will maintain regular updates for the Parish Council and the local community.

He also advised that the Police are aware of a number of rumours going around in connection with this incident and that if anyone is made aware of any rumours, to inform the Police in order for them to take appropriate action.

Councillor E Connor advised Ins Coxon that in her role as a Councillor she had previously signed a witness signature for a gun licence. She enquired as to whether this was the correct decision to make. Ins Coxon advised that this would be a matter for any individual to personally decide.

Members expressed their thanks and requested that the Police be commended on the way that they have conducted themselves with regard to the recent incident in the village. Ins Coxon expressed his thanks for the help and support that the Police have had from the community of Horden throughout this particular incident.

Councillor G Lavery advised that there had not been any reply to the letter that was sent previously with regard to the request for extra policing within the village.

RESOLVED that;

- i. the information given, be **NOTED**.
- ii. that a second letter be sent to Police Headquarters with regard to extra policing within the village.

HPC
11/12/099

Public Participation.

There were no members of the public currently present.

PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 5th January 2012

Present: Councillor M Clark (Chairman)
 Councillors R Bagnall, J Clark, E Connor, W Hill, G Lavery, D Nicol,
 G Phillips, I Roberts, M Robinson, W Smith, J White and E Wood.

Staff: Mr P Davison (Clerk), Mrs J S Hunt (Assistant Clerk), Mr C Muir.

Apologies: There were no apologies.

P&C **Parks & Cemetery Manager's Report.**

11/12/054

The report previously circulated covered the period 21st November to 18th December 2011. The Clerk advised Members that he had received the route maps but that they didn't include all streets. He also advised that he had contacted Durham County Council for an updated map.

Councillor E Connor enquired about the pumping of water from the overflowing drains, she advised that the water was so deep that it was impassible. C Muir advised that this was because of the cemetery being on a lower gradient than the main road, which is where the water is overflowing from.

Councillor I Roberts advised that there was a hole located where the drain was and that there was no warning notice. Mr Muir advised that he would forward this concern to the Parks and Cemetery Manager.

RESOLVED that;

- i. the information given, be **NOTED**.
- ii. the cemetery staff be commended for their excellent work.

P&C **Damage/Incident Reports.**

11/12/055

The Clerk advised Members of the following damage/incident reports:-

28/11/11 Damage Social Welfare Centre – Roof, gutter & fascia.
 Tiles were blown off roof during high winds. Front gutter
 and fascia loose.
 Contacted Wearside Contractors to for quote to repair
 damage.

 Zurich Insurance notified.

30/11/1 Damage Welfare Park
 Security light and attached cable removed from position in
 main Football Grandstand.
 Reported and estimate received for replacement from
 Electrician.

Incident No: DHM3D11-2011-193

RESOLVED that: that the information given, be **NOTED**.

P&C **Thorpe Road Cemetery.**

11/12/056

The Clerk advised Members that he had received a reply from Durham County Council with regard to the two options for Thorpe Road Cemetery. He advised that option one, the site at Grants Houses in Horden, will not be considered for sale as this is being earmarked for another use. Option two, the site at the Grasslands in Horden, there is no decision as to whether to consider this land for sale. A discussion ensued.

RESOLVED: that the Clerk to investigate further and to report back.

- P&C**
11/12/057 **Ambulance House Café.**
The Clerk advised Members that there were nine tenders sent out and only one returned for the tender for Ambulance House Café. He also advised that he would be assessing the returned tender and if the necessary criteria has been met, then a separate Parks and Cemetery meeting would be convened to discuss the matter further and that if the criteria has not been met, then Members would have to decide on the next course of action.
RESOLVED: that the Clerk's actions be **ENDORSED**.
- P&C**
11/12/058 **Queens Diamond Jubilee Working Group.**
The Clerk advised Members that this was a one-off special event and that the costs have been incorporated within the budget for 2012/13. He suggested that a temporary working group be set up to plan for the organisation of this event and that this working group include members of the public. The group would then report back to the full parish council for approval.
RESOLVED: that a temporary Queens Diamond Jubilee working group be set up and that the initial meeting to be organised for 26th January 2012 2pm to be held at the Social Welfare Centre.
- P&C**
11/12/059 **Hornden Station Road Allotments Association.**
The Clerk updated Members on the situation with regard to the Station Road Allotments. A brief discussion ensued.
RESOLVED: that the Clerk further investigate the cost of repairs to the gates and to prioritise allocation of monies for said costs.
- P&C**
11/12/060 **Number 2 Rugby Pitch.**
The Clerk updated Members on the situation with regard to the Rugby Club and the improvements of the number 2 rugby pitch. He advised that the Rugby Club had approached him for assistance with the grant funding application. The Rugby Club had been advised by the Rugby Union that they could possibly qualify for a grant of up to £100,000, on the basis that the Parish Council supply them with a 25 year lease. As this would not be possible it was suggested that the Parish Council apply for the grant funding to make these improvements in place of the Rugby Club.
RESOLVED: that the Clerk to make an application on behalf of the Parish Council; on the basis that the application would not require any funding being supplied by the parish council.

FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 5th January 2012

Present: Councillor E Connor (Chairman)
 Councillors R Bagnall, J Clark, M Clark, W Hill, G Lavery, D Nicol,
 G Phillips, I Roberts, M Robinson, W Smith, J White and E Wood

Staff: Mr P Davison (Clerk), Mrs J S Hunt (Assistant Clerk).

Apologies: There were no apologies.

F&GP **Parish Council Financial Status – Bank Balances.**

11/12/126 The Clerk reported the bank balances as at 31/12/2011 being £508,229.12.
RESOLVED: That the information be NOTED.

F&GP **Income and Expenditure Report to 30/12/2011.**

11/12/127 The report was circulated at the meeting.
RESOLVED: That the report be NOTED.

F&GP **Cash Cheques.**

11/12/128 The Clerk requested a cash cheque totaling £250 (Admin) be endorsed for payment.
RESOLVED: To ENDORSE cheques for payment

F&GP **Bank Transfer.**

11/12/129 The Clerk informed Members that the transfer for December was £27,100.96.
RESOLVED: that the information given, be **NOTED**.

F&GP **Invoices for endorsement for payment.**

11/12/130 **RESOLVED:** To ENDORSE the following invoices for payment:

SUPPLIER	INVOICE DATE	DESCRIPTION	AMOUNT £	
Angel Springs	30.11.11	Water Cooler Rental	31.00	310877
Ashley Gases	05.12.11	SWC - CO2 / N2CO2	17.94	310878
BOC Manchester	30.11.11	SWC - CO2 Gas Monitor	29.16	DD
Booker	09.12.11	SWC - bar supplies/consumables	178.97	DD
British Gas	28.11.11	SWC Gas	506.06	DD
Co-op Bank	01.12.11	BACS Charges	42.17	DD
Davmar	29.11.11	Safety Boots & Tabard	25.98	310879
Diesels TVC	05.12.11	Repairs to mower & service/repair pick up	387.60	310880
Durham County Council	13.12.11	Macinery Repairs	78.82	310881
Easington Tyre Centre	18.11.11	Replacement Tyre	66.50	310882
Eurooffice	08.12.11	Stationery	49.58	310883
Gordon Fletcher	29.11.11	Internal Audit	250.00	310884
Greenlay Limited	02.11.11	Funnel Filters	104.42	310885
Innerglass Ltd	01.12.11	SWC Cleaning Supplies	250.34	310886
Integrated Office Systems	15.12.11	Heavy Duty Refuse Sacks	93.00	310887
ITC Service	31.10.11	Static Service	42.00	DD
John Barron (PATS)	12.12.11	Pick up MOT	40.00	310888
Lloyd	21.11.11	Machine Repair - travel/labour/parts	290.52	310889
Lloyd	08.12.11	Wheels & Track Grip for Condor	240.00	310889
M&M Productions	06.12.11	Pantomime - 18/01/2012	1674.00	310890
M&M Productions	06.12.11	Pantomime - 19/01/2012	1674.00	310890
Mastercopy	15.12.11	Cost per copy - Photocopier	166.79	310891
Maxwells DIY	30.11.11	Various DIY	103.94	310892
Molson Coors	02.12.11	SWC Bar Supplies	486.71	DD
NTE Ltd	01.12.11	Telephone Lines & Maintenance	80.08	DD
Rigby Taylor	21.11.11	Winter & Summer Fertiliser	111.60	310893
Rigby Taylor	18.11.11	Winter & Summer Fertiliser	552.60	310893
Scottish Power	23.11.11	Electricity - Bowls & Grandstand	68.83	DD
Scottish Power	13.12.11	Electricity - SWC x3 months	1031.59	DD

Scottish Power	23.11.11	Electricity Works Build/Café x5 months	887.64	DD
Scottish Power	23.11.11	Electricity Cricket & Rugby x5 months	86.25	DD
Scottish Power	07.12.11	HCWAFRC Electricity x1 month	110.03	DD
Scottish Power	23.11.11	Credit to cancel previous invoice	-49.49	
Scottish Power	23.11.11	Credit to cancel previous invoice	-534.70	
Shell UK	02.12.11	Fuel	207.59	DD
Sornell Ltd	30.11.11	SWC Moon Star Laser Light	149.00	310894
St John's Ambulance	26.10.11	First Aid Fun Day	76.80	310895
Treasured Memories	18.11.11	Memorial Wall Plaque	143.22	310896
Viking Direct	15.12.11	Laminating Machine	107.99	RET
Viking Direct	15.12.11	x200 2nd Class Stamps	75.48	310898
Viking Direct	15.12.11	x200 2nd Class Stamps	-3.48	310898
Vodafone	14.12.11	Mobile Phones	135.37	DD
		Invoice Total for December	£10,065.90	

F&GP
11/12/131

Members/Officers Allowances.

The Clerk advised he had received participation allowance and travel expenses for Councillors M Robinson, G Phillips and J White, totaling £1167.35.

RESOLVED: that the payments be **ENDORSED**.

F&GP
11/12/132

Seymour Street Community Space.

Councillor J Clark advised Members on the situation with regard to Seymour Street and its change of use. She advised that if the Parish Council apply for planning permission on behalf of the Regeneration Partnership the cost would be 50% cheaper.

RESOLVED: that the Parish Council to apply on behalf of the Regeneration Partnership.

F&GP
11/12/133

Precept 2012/13..

Members gave consideration to the precept for 2012/13, which had previously been circulated.

RESOLVED that;

- i. that the 2012 precept be set at £475,614.
- ii. the office staff be commended for their efforts in cutting office costs.

F&GP
11/12/134

Council Reserves.

Members gave consideration to the council reserve report, which had been previously circulated.

RESOLVED: that the information given be **NOTED**.

F&GP
11/12/135

Internal Audit Plan 2011/12.

Members gave consideration to the Internal Audit Plan 2011/12, which had been previously circulated.

RESOLVED: that the report be **NOTED**.

F&GP
11/12/136

Internal Audit Report: Creditors.

Members gave consideration to the Internal Audit Report – Creditors, which had been previously circulated.

RESOLVED: that the report be **NOTED**.

F&GP
11/12/137

Internal Audit Report: Budgetary Control.

Members gave consideration to the Internal Audit Report – Creditors, which had been previously circulated.

RESOLVED: that the report be **NOTED**.

F&GP
11/12/138

Omega Year End Accounts Training.

The Assistant Clerk advised Members on the two options with regard to costs for the Year End Accounts Training.

RESOLVED: that the training be **ENDORSED**.

- F&GP**
11/12/139 **Durham Pre-School Learning Alliance.**
The Clerk advised Members on correspondence received from Durham Pre-School Learning Alliance thanking them for their donation.
RESOLVED: that the letter be RECEIVED and displayed on the noticeboard.
- F&GP**
11/12/140 **Flower and Vegetable Show Working Group.**
Members gave consideration to the set up of the above working group.
RESOLVED: that the Clerk arrange an initial meeting to and that that meeting to include representatives from the Allotments Society and the Parish Council.
- F&GP**
11/12/141 **DCC Land Grazing Review.**
The Clerk gave a brief update on the situation with regard to DCC Land Grazing Review.
RESOLVED: that the information given, be **NOTED.**

FULL PARISH COUNCIL
Minutes of Meeting held 5th January 2012

- HPC**
11/12/100 **Minutes of the Personnel Sub-Committee meeting held on 9th December 2011.**
RESOLVED: that the minutes be confirmed as a correct record to be signed by the Chairman.
- HPC**
11/12/101 **Councillor D Nicol.**
The Chairman welcomed Mr D Nicol to the Parish Council.
RESOLVED: that Mr D Nicol accepted the position of Councillor and signed the Declaration of Acceptance of Office.
- HPC**
11/12/102 **Co-Option of Parish Councillor.**
Members gave consideration to the nomination from Mr. D. Langan.
RESOLVED: that Mr. D. Langan be co-opted to the parish council.
- HPC**
11/12/103 **Horden In Bloom Dispensation.**
The Clerk advised Members that it was not necessary for a dispensation with regard to Horden In Bloom as there was not more than 50% prejudicial interest.
RESOLVED: that the information given, be **NOTED.**
- HPC**
11/12/104 **NALC Results for Election to Committees.**
The Clerk advised Members on the correspondence with regard to NALC Results for Election to Committees.
RESOLVED: that the information given, be **NOTED.**
- HPC**
11/12/105 **Standards Committee Press Release.**
Members gave consideration to correspondence received from Standards for England regarding the above.
RESOLVED: that the information given, be **NOTED.**
- HPC**
11/12/106 **Members Register of Interests.**
The Clerk advised Members of the need to submit new forms if applicable.
RESOLVED: that the information given, be **NOTED.**
- HPC**
11/12/107 **Horden DPPO's.**
Members gave consideration to correspondence received with regard to the current location of Designated Public Place Orders within the village, which had been previously circulated.
RESOLVED: that the information given, be **NOTED.**
- HPC**
11/12/108 **Horden Horse Fayre 2012.**
The Clerk updated Members on the situation with regard to Horden Horse Fayre 2012. He advised that he had attended the meeting at Durham County Council in December and that there were no representatives from Durham County Council in attendance. He also advised that the Parish Council's views had been put forward with regard to parking issues. A long discussion ensued.
RESOLVED: that a letter be sent to Durham County Council representatives for the area with regard to non-attendance.

- HPC**
11/12/109 **Parish Council Meeting Structure Review.**
Members gave consideration to the report from the Clerk on the Parish Council Meeting Structure Review, which had been previously circulated and the recommendations therein. The Clerk advised that the current concurrent meeting structure of the Parish Council is illegal and that ideally the meetings should be separated and held on different days. A long discussion ensued.
RESOLVED that;
- i. the meeting structure of the Parks and Cemetery Committee and the Finance and General Purposes Meetings remain unchanged.
 - ii. the sub-committees membership not be restricted to those holding positions as Chairman and Vice-Chairman of other Committees.
 - iii. that the Budget sub-committee not be dissolved.
 - iv. that the Governance sub-committee not be dissolved.
 - v. that the SWC sub-committee not be dissolved.
- HPC**
11/12/110 **SWC Sub-Committee Member Vacancy.**
Members gave consideration to nominations for the SWC Sub-Committee.
RESOLVED: that Mr D Nicol be elected.
- HPC**
11/12/111 **Risk Management Training for Members.**
The Clerk advised Members on Risk Management Training which would be done in-house by the Clerk.
RESOLVED: the Clerk to arrange suitable training.
- HPC**
11/12/112 **Royal Garden Party 2012.**
Members gave consideration to the submission of a nomination for the Royal Garden Party 2012.
RESOLVED: that Councillor J Clark be the Parish Council's nomination.
- HPC**
11/12/113 **DCC Chairman's Medal.**
Members gave consideration to the submission of a nomination for DCC Chairman's Medal.
RESOLVED: that no nominations be submitted.
- HPC**
11/12/114 **Exclusion of the Press and Public.**
RESOLVED: That in accordance with Section 2 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 it involves information prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- HPC**
11/12/115 **HCW AFC Issues.**
The Clerk gave a brief update on the situation with regard to HCW AFC issues. He advised Members of the confirmation of receipt of the letters and that he had received correspondence from the Charity Commission confirming that they do not have an issue with the Parish Council and that as far as they are concerned that the matter is now at a close. He also advised that Morton's Solicitors suggested that the Parish Council take the clubs offer of the pitch fees alone, however only as a part payment.
RESOLVED: that the full monies due be paid, otherwise instruct to Mortons to serve court papers.