

HORDEN PARISH COUNCIL
Minutes of Meeting held 6th June 2013

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

Staff: Mr P Davison (Clerk), Mrs J S Hunt (Assistant Clerk),
 Mr J Bush (Parks and Cemetery Manager)

Also Present: PC Glen Davies.

HPC **Apologies for Absence.**
13/14/048 There were no apologies.

HPC **Minutes of the Meeting of the Horden Parish Council Annual General Meeting**
13/14/049 **and Ordinary Meeting held 9th May 2013.**
RESOLVED: That the minutes be confirmed as a correct record to be signed by the
 Chairman, subject to the amendment of HPC 13/14/029 to read Vice Chairman Councillor
 M Clark.

HPC **Matters Arising – Clerk’s Report.**
13/14/050

P&C 13/14/003 Damage/Incident Reports – The Clerk had written to Durham
 Constabulary regarding the lack of feedback received on incidents.

F&GP 13/14/012 Proposed Planning Applications – The Clerk had contacted
 Durham County Council to object to planning application PL/5/2013/0085.

RESOLVED: That the information be NOTED.

HPC **Items Tabled for Information.**
13/14/051 **Hartlepool Mail**
 There were no items for information.

HPC **Police Report.**
13/14/052 The Chairman welcomed to the meeting PC Davies who reported on incidents covering
 the period 02.05.13 to 06.06.13.

Recorded incidents in Horden	309
Burglary	8
Vehicle Crime – theft of	3
Vehicle Crime – theft from	
Thefts	
Rowdy, Nuisance Behaviour	77
Criminal Damage	12

PC Davies gave a brief update with regard to PACT priorities in the area.

He also gave feedback on two incidents that had been reported in previous months, the
 first being the incident that took place within the SWC car park and the second with
 regard to the theft of various tools from within the Welfare Park. Councillor J Clark
 requested that PC Davies look further into the incidents of speeding at Hawthorne
 Crescent and its consideration as a PACT priority.

RESOLVED: that the information given, be NOTED.

HPC **Public Participation.**
13/14/053 There were no members of the public present.

PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 6th June 2013

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

Staff: Mr P Davison (Clerk), Mrs J S Hunt (Assistant Clerk), (Parks and Cemetery Team Leader).

Apologies: There were no apologies.

P&C **Parks & Cemetery Manager's Report.**
13/14/007 The report previously circulated covered the period 22nd April to 19th May 2013.
 The Parks and Cemetery Manager advised Members that the Green Flag Judges and himself would be meeting at the SWC on Friday 14th June 2013 and that all are welcome to attend.

RESOLVED: that the information given be NOTED.

P&C **Damage/Incident Reports.**
13/14/008 The Clerk advised Members of the following damage/incident reports:-

02.05.13 Damage Memorial Park
 Upon opening the Park a large piece of rubber flooring had been discovered to have been ripped off the swing area.
 Rubber matting replaced and incident reported to Supervisor.
 Police informed, incident no: DHM 02-05-13 0053.

RESOLVED: that the information given, be NOTED.

P&C **Thorpe Road Cemetery Extension.**
13/14/013 The Clerk updated Members on the progression of the above. He advised that he had just had communication from the landowners providing details of his agent to progress the matter further.

RESOLVED: to ENDORSE the Clerk's actions to pursue negotiations

FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 6th June 2013

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

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

Apologies: There were no apologies.

F&GP 13/14/013 **Parish Council Financial Status – Bank Balances.**
 The Clerk reported the bank balances as at 31/05/2013 being £577, 721.65.
RESOLVED: That the information be NOTED.

F&GP 13/14/014 **Income and Expenditure Report to 30/04/2013.**
 The report was circulated at the meeting.
RESOLVED: That the report be NOTED.

F&GP 13/14/015 **Cash Cheques.**
 The Clerk requested a cash cheque totaling £390 (£300 Admin and £90 Teddy Bears Picnic) be endorsed for payment.

F&GP 13/14/016 **Bank Transfer.**
 The Clerk informed Members that the transfer for May was £22,046.93.
RESOLVED: To ENDORSE transfers.

F&GP 13/14/017 **Invoices for endorsement for payment.**
RESOLVED: To ENDORSE the following invoices for payment:

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Payment Ref:
AJM Construction	12.04.13	Damp repairs to Cricket Club wall	£80.00	311570
Angel	30.04.13	Water Cooler Rental	£34.42	DD
Ashley Gases	21.05.13	CO2/N2CO2	£18.96	311571
Ashley Gases	29.04.13	CO2 / N2CO2	£18.96	311571
Baker Ross	17.05.13	Various arts 'n' crafts supplies	£314.04	311572
BOC	30.04.13	SWC Cellar CO2 monitor	£30.60	DD
Booker	17.05.13	Bar supplies	£399.84	DD
British Gas	08.05.13	Gas - SWC	£1,188.97	DD
British Gas	14.05.13	Electricity - SWC	£472.10	DD
British Gas	14.05.13	Electricity - Works building	£69.77	DD
British Gas	14.05.13	Electricity - HCW AFC	£90.71	DD
British Gas	14.05.13	Electricity - New Sports Pavillion	£10.53	DD
British Gas	14.05.13	Electricity - Cemetery	£131.39	DD
British Gas	15.05.13	Welfare Ground - Electricity	£28.30	DD
British Telecom	14.05.13	Line rental - alarm	£3.75	DD
British Telecom	14.05.13	Broadband	£235.20	DD
Castle Eden Beer Company	03.05.13	Scorpion Lager	£168.00	311565
Castle Eden Beer Company	24.05.13	Scorpion Lager	£84.00	311565
Castle Eden Beer Company	31.05.13	Scorpion Lager	£168.00	311565
CDALC	30.04.13	CDALC subscription 2013/2014	£931.82	311475
CISWO	25.03.13	Allotment Rent 2013/2014	£309.55	311503
D.C.C.	02.05.13	Service Kubota, repair roller	£660.67	311574
D.C.C.	22.05.13	Lift service - SWC	£60.43	311574
D.C.C.	24.05.13	Lift service - Café	£60.43	311574
D.C.C.	28.04.13	SWC Premises Licence	£180.00	311574
DAVMAR	24.04.13	Uniform	£84.36	311573
Innerglass	10.05.13	Various cleaning supplies	£358.01	311575
Innerglass	29.04.13	Hiball goblets	£90.34	311575
Iris	17.05.13	PAYE Master annual licence fee + pension	£267.60	311562
JRB Enterprise	21.05.13	Dog bags	£183.60	311576
MacDonald Martin	25.04.13	Service of fire ext. etc - SWC	£112.20	311577
MacDonald Martin	25.04.13	Service of fire ext. Memorial Park	£6.96	311577
MacDonald Martin	25.04.13	Service of fire ext. Sunderland Road	£6.96	311577
MacDonald Martin	25.04.13	Service of fire alarm & Lights Football Stadium	£90.00	311577
MacDonald Martin	25.04.13	Service of fire ext. Bowls Pavillion	£24.36	311577
MacDonald Martin	25.04.13	Service of fire ext. Cricket Pavillion	£10.44	311577
MacDonald Martin	25.04.13	Service of fire ext. Grandstand	£13.92	311577
MacDonald Martin	25.04.13	Service of fire ext. etc - Café	£26.40	311577

MacDonald Martin	25.04.13	Service of fire alarm & Lights - Café	£90.00	311577
MacDonald Martin	25.04.13	Service of emergency lights - Works Building	£90.00	311577
MacDonald Martin	25.04.13	Service of fire ext. Works Building	£20.88	311577
MacDonald Martin	25.04.13	Service of fire alarm & Lights - SWC	£90.00	311577
MacDonald Martin	30.04.13	SWC Fire Risk Assessment	£150.00	311577
Maxwells DIY	30.04.13	Plywood, paint, tape	£82.56	311578
MKM	15.05.13	Ceramic tiles	£42.02	311579
Molson Coors	03.05.13	Bar supplies	£724.98	DD
Molson Coors	17.05.13	Bar supplies	£249.94	DD
Molson Coors	24.05.13	Bar supplies	£325.56	DD
NAC	19.05.13	NAC Membership Fees 2013/2014	£78.00	311580
Network Rail	15.05.13	Water pipe rental 24.06.13 - 23.06.14	£31.56	311581
Niramax	05.05.13	Trade Waste	£81.92	311582
Niramax	12.05.13	Trade Waste	£102.40	311582
Niramax	19.05.13	Trade Waste	£94.52	311582
Niramax	26.05.13	Trade Waste	£118.14	311582
Niramax	30.04.13	Trade Waste	£116.96	311582
NTE	01.05.13	Telephone charges	£139.86	DD
Premier Ironcraft	08.05.13	Repairs to trailer	£350.00	311583
Protec Direct	02.05.13	Chukka boots	£135.72	311584
PRS for Music	05.02.13	SWC music licence	£680.08	311490
RBS	24.05.13	Year end - on site	£623.82	311585
Rigby Taylor	14.05.13	Grass seed	£155.40	311586
Rigby Taylor	21.05.13	Weed killer	£83.40	311586
Shell UK	02.04.13	Fuel	£172.30	DD
Shell UK	02.05.13	Fuel	£160.26	DD
Shell UK Ltd	15.05.13	Fuel	£133.16	DD
South Durham Refrigeration	21.05.13	Refrigeration contract	£372.00	311587
Spaldings	17.05.13	Chainsaw	£372.10	311588
Steadfast Security	23.05.13	Maintenance - Alarm	£103.20	311589
TESS	30.04.13	Portaloo - Cemetery	£92.57	311590
The Co-op	01.05.13	BACS charges	£41.81	DD
The Co-op	02.04.13	BACS charges	£40.40	DD
Trevor Jones	07.05.13	Repairs to Memorial Park Door	£255.00	311591
Viking	07.05.13	Stationery, envelopes	£35.69	311592
Vodafone	15.05.13	Mobile phones	£95.40	DD
Zurich	15.05.13	Insurance	£702.05	311595
Zurich	15.05.13	Insurance	£17,915.88	311594
Invoice Total for May 2013			£32,125.01	

F&GP
13/14/018

Members/Officers Allowances.

The Clerk advised he had received Participation Allowance and travel expenses for Councillors W Hill and J Clark, D Nicol and M Clark totaling £2353.49.

RESOLVED: That the payment be APPROVED.

F&GP
13/14/019

Social Welfare Centre Sub-Committee.

RESOLVED: that the minutes be NOTED.

F&GP
13/14/020

Audit of Accounts for the Year Ended 31/03/13.

Members gave consideration to the Audit of Accounts for the Year Ended 31 March 2013.

- (a) Members gave consideration to the report of the Internal Auditor.
RESOLVED: that the report of the Internal Auditor be APPROVED, and the Clerk address the issues arising in the action plan.
- (b) Members gave consideration to the Statement of Accounts which had been previously circulated.
RESOLVED: that the Statement of Accounts be APPROVED.
- (c) Members gave consideration to the Annual Governance Statement which had been previously circulated.
RESOLVED: that the Annual Governance Statement be APPROVED.
- (d) Members gave consideration to the Earmarked Reserves which had been previously circulated.
RESOLVED: that the Earmarked Reserves be APPROVED.
- (e) Members gave consideration to the Grant Donations which had been previously circulated.
RESOLVED: that the report be NOTED.

F&GP **Debtor Report for the Year Ended 31/03/13.**
13/14/021 Members gave consideration to the above report which had been previously circulated.
RESOLVED: that the Clerk's recommendations be APPROVED.

F&GP **Late Payments (Bad Debts) Policy.**
13/14/022 Members gave consideration to the above policy.
RESOLVED: that the new Late Payments (Bad Debts) Policy be APPROVED.

F&GP **Internal Audit Plan 2013/14.**
13/14/023 Members gave consideration to the Internal Audit Plan 2013/2014 which had been previously circulated.
RESOLVED: that the information given, be APPROVED.

F&GP **Asbestos Awareness Training.**
13/14/024 Members gave consideration to the attendance of 14 members of staff (Parks, Cemetery and SWC) to be held at Spennymoor Town Council on 24th and 25th June 2013 at a total cost of £560 + VAT.
RESOLVED: that the above training be APPROVED.

F&GP **NAC Conference "The Future of Local Government".**
13/14/025 Members gave consideration to attendance to the above conference to be held at the Dalmeny Hotel, Lytham St. Annes on the 28th – 30th June 2013 at a cost of £295 + VAT per delegate plus accommodation costs of £60 +VAT per night.
RESOLVED: that no-one attend the training.

F&GP **Temporary Road Closure Notices at Darlington Ave, North Ave, Sunderland Ave and York Ave.**
13/14/026 **RESOLVED:** that the information given, be NOTED.

Councillor Tait declared a prejudicial interest and left the room at 7.56pm.

F&GP **Proposed Planning Applications.**
13/14/027 **PL/5/2013/0191** – Erecting of smoking shelter at Horden Rugby Club, Northumberland Street for Horden Rugby Supporters Club.
RESOLVED: that the information given, be NOTED.

Councillor Tait re-entered the room at 8.00pm.

FULL PARISH COUNCIL
Minutes of Meeting held 6th June 2013

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

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

Apologies: There were no apologies.

HPC **Minutes of the Personnel Sub-Committee Meeting held 16th and 23rd May**
13/14/054 **2013.**
RESOLVED: that the minutes be NOTED.

HPC **Personal Interests Guide.**
13/14/055 Members gave consideration to the Personal Interests Guide, which had been previously
 circulated.
RESOLVED: that the information given, be NOTED.

HPC **Local Council's Working Group.**
13/14/056 Members gave consideration to the Local Council's Working Group, which had been
 previously circulated.
RESOLVED: that the information given, be NOTED.

HPC **Exclusion of Press and Public.**
13/14/057 **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 **Apprentice Gardener.**
13/14/058 The Clerk gave a brief update on the situation with regard to the current Apprentice
 Gardener. He advised that he would be convening a meeting of the Personnel
 Sub-Committee to discuss and consider further if no prompt response was forthcoming.
RESOLVED: that the information given, be NOTED.