

HORDEN PARISH COUNCIL
Minutes of Meeting held 5th December 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, and L Williams.

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

Also Present: PCSO Dave Edson.

HPC
13/14/111 **Apologies for Absence.**
 There were no apologies.

HPC
13/14/112 **Minutes of the Meeting of Horden Parish Council held 26th November 2013.**
RESOLVED: That the minutes be confirmed as a correct record to be signed by the
 Chairman subject to P&C 13/14/037 Location of Dog Bins – be amended to omit the word
 'dog' and HPC 13/14/105 County Durham Plan – be amended to omit the word 'housing'
 and to add 'and their relevance to Horden'.

HPC
13/14/113 **Matters Arising – Clerk's Report.**

P&C 13/14/037 **Location of Dog Bins** – The Cotsford Park dog bin has been re-positioned.
HPC 13/14/103 **CDALC Larger Local Council Forum** – Councillor W Smith had been
 nominated as one of the three candidates representing County
 Durham and NALC informed.

RESOLVED: That the information be NOTED.

HPC
13/14/114 **Items Tabled for Information.**
 There were no items for information.

HPC
13/14/115 **Police Report.**
 The Chairman welcomed to the meeting PCSO Dave Edson who reported on the following
 incidents covering the period 7th November to 5th December 2013:

| | |
|-----------------------------------|-----|
| Recorded incidents in Horden | 218 |
| Burglary | 0 |
| Vehicle Crime – Theft of and from | 5 |
| Thefts | |
| Anti-Social Behaviour | 41 |
| Criminal Damage | 9 |

Grants Houses reported incidents:

PCSO Edson gave a brief update on the report given. He also advised Members on a new
 initiative. Project Kraken is a national campaign which aims to increase vigilance along
 the UK's coastline and encourage the community to work together to help combat any
 criminal or suspicious activity at harbours and marinas.

RESOLVED that the information given, be NOTED.

HPC
13/14/116 **Public Participation.**
 There were no members of the public currently present.

Councillor L Williams left the meeting at 6.25pm.

PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 5th December 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, and L Williams.

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

Apologies: There were no apologies.

P&C 13/14/039 **Parks and Cemetery Manager's Report.**
 The report previously circulated covered the period 28th October to 24th November 2013.

RESOLVED: that the information given, be NOTED.

P&C 13/14/040 **Damage/Incident Reports.**

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

07.11.13 Incident Stapylton Drive
 Salt bin missing – salt tipped out on to path. Workmen who were repairing pathway near salt bin advised that they had discovered 14 of their plastic fencing had been burnt on the bonfire.
 Police Informed – incident no: 0712013/0296.
 Salt bin removed from pathway.

14.11.13 Damage Welfare Park
 Security locks taken from entrance gates at the top of Grandstand and middle gate separating Cricket field and Football Ground.
 Police Informed – incident no: 237141113.
 Locks replaced.

RESOLVED: that the information given, be NOTED.

P&C 13/14/041 **Thorpe Road Cemetery Extension.**
 The Assistant Clerk gave a brief update, which had been provided by the Clerk, on the progress of the Thorpe Road Cemetery Extension. It was advised that there was no further update from the environment agency at present. It was also advised that a meeting date needed to be agreed for the Cemetery Development Sub-Committee for further discussions on consultation.

RESOLVED: that the information given be NOTED and that a meeting date be arranged in the New Year.

P&C 13/14/042 **Location of Dog and Grit Bins.**
 Members gave consideration to the distribution and location of dog and grit bins.

The Parks and Cemetery manager advised that Durham County Council had provided an up-to-date map and details, which had been previously circulated, in conjunction with the Parish Council and that they were fully aware of missing and or broken bins as this information had been collated by Durham County Council and forwarded to the Parish Council for information purposes only.

A lengthy discussion ensued with regard to the Parish Council's winter gritting arrangements and consideration given to the purchase of additional grit bins for areas deemed a priority.

RESOLVED that;

- i. provided finances allow, to purchase an additional 5 grit bins for the following areas;

- a) no.2, North Street, Horden, b) Stapylton Drive, Horden, c) Salvation Army, Horden, d) Alder Road, Horden and e) Aged Miners Homes, Horden.
- ii. that this item be a standard agenda item annually.
that Durham County Council be contacted with regard to progress on missing or broken bins.

**P&C
13/14/043**

Councillors G Phillips and J Clark declared a personnel interest but did not leave the room.

Cotsford Park Play Area.

Members gave consideration to the removal of trees at Cotsford Park Play Area.

The Parks and Cemetery Manager advised that a survey had taken place, the results of which had been previously circulated. He also advised that the removal of trees would not be a problem.

RESOLVED: that removal of trees be APPROVED.

**P&C
13/14/044**

Stapylton Drive MUGA.

Councillor J Clark advised Members that she had been copied into correspondence by Mr. Pearson regarding the MUGA pitch. She proceeded to report on the historical background of the planning application committee and Horden Parish Council.

A lengthy discussion ensued with regard to the historical background of the transfer of the land known as the MUGA pitch.

RESOLVED that: this item be placed on a future agenda for further discussion and that the Clerk prepare a report to include all relevant information, documentation, Parish Council minutes and resolutions and the Parish Council's historical involvement with planning application, builders, receivers and Police reports regarding the MUGA/play areas in order to fully inform Members prior to further discussion and resolutions.

**P&C
13/14/045**

Church Green Village Green Status.

The Assistant Clerk updated Members on correspondence received from Durham County Council with regard to the application to register land as Village Green at Church Green, Horden.

RESOLVED: that the information given be NOTED and that the Clerk register the land with the Land Registry Office, if not already done so.

FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 5th December 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, J White and L Williams.

Staff: Mrs J S Hunt (Assistant Clerk)

Apologies: There were no apologies.

F&GP **Parish Council Financial Status – Bank Balances.**
13/14/086 The Clerk reported the bank balances as at 29/11/2013 being £562,135.04.

RESOLVED: That the information be NOTED.

F&GP **Income and Expenditure Report to 31/10/2013.**
13/14/087 The report was circulated at the meeting.

A local Member enquired as to the invoicing schedule for Peterlee Town Council.

RESOLVED: That the report be NOTED and that Peterlee Town Council be invoice for the full amount at the beginning of every financial year.

F&GP **Cash Cheques.**
13/14/088 The Clerk requested a cash cheque totaling £230 (£200 Admin and £30 Cemetery) be endorsed for payment.

F&GP **Bank Transfer.**
13/14/089 The Clerk informed Members that the transfer for November was £50,702.17.

RESOLVED: To ENDORSE transfers.

F&GP **Invoices for endorsement for payment.**
13/14/090

| SUPPLIER | DATE | DESCRIPTION | AMOUNT | Payment Ref: |
|--------------------------|----------|--|---------|--------------|
| Allstar | 27.11.13 | Fuel | £96.01 | DD |
| Allstar | 11.09.13 | Fuel | £118.39 | DD |
| Allstar | 18.09.13 | Fuel | £86.82 | DD |
| Allstar | 25.09.13 | Fuel | £101.40 | DD |
| Allstar | 02.10.13 | Fuel | £128.08 | DD |
| Allstar | 09.10.13 | Fuel | £215.34 | DD |
| Allstar | 16.10.13 | Fuel | £136.86 | DD |
| Allstar | 23.10.13 | Fuel | £96.20 | DD |
| Allstar | 30.10.13 | Fuel | £137.05 | DD |
| Allstar | 13.11.13 | Fuel | £62.45 | DD |
| Allstar | 20.11.13 | Fuel | £95.85 | DD |
| Angel Springs Limited | 31.10.13 | Water Cooler Rental | £34.42 | DD |
| Ashley Gases | 11.11.13 | CO2 | £8.76 | 311841 |
| Ashley Gases | 25.11.13 | CO2 & N2CO2 | £18.96 | 311841 |
| BOC | 31.10.13 | SWC Cellar CO2 Monitor | £31.98 | DD |
| Booker | 08.11.13 | Bar Supplies | £601.81 | DD |
| Booker | 26.11.13 | Various cleaning supplies | £65.91 | DD |
| Booker | 26.11.13 | Bar supplies, coffee, tea, sugar | £130.58 | DD |
| British Gas | 01.11.13 | Gas charges - SWC | £718.18 | DD |
| British Gas | 09.11.13 | Electricity - Community Sports Pavillion | £20.51 | DD |
| British Gas | 13.11.13 | Electricity - SWC | £645.13 | DD |
| British Gas | 13.11.13 | Electricity - Memorial Park | £29.45 | DD |
| British Gas | 13.11.13 | Electricity - HCW AFC | £125.19 | DD |
| British Gas | 13.11.13 | Electricity - Welfare Ground | £51.43 | DD |
| British Gas | 13.11.13 | Electricity - Cemetery | £192.38 | DD |
| British Telecom | 13.11.13 | Alarm line rental | £6.15 | DD |
| Castle Eden Beer Co. | 29.11.13 | Bar Stock | £168.00 | 311832 |
| Castle Eden Beer Company | 15.11.13 | Bar Supplies | £84.00 | 311832 |
| Castle Eden Beer Company | 22.11.13 | Bar Supplies | £84.00 | 311832 |
| CDALC | 13.11.13 | 20 copies - Good Councillors Guide | £55.10 | 311842 |

| | | | | |
|------------------------------|----------|---|-------------------|--------|
| CDALC | 06.11.13 | 1 copy Local Councils Explained | £46.81 | 311842 |
| Concept | 06.11.13 | Cost per copy | £37.14 | DD |
| DAVMAR Workwear | 04.10.13 | Uniform | £33.84 | 311843 |
| Durham County Council | 30.10.13 | Fit new fuel filters and clean out Kubota | £230.63 | 311845 |
| Durham County Council | 07.11.13 | Repair Stihl Strimmers | £45.00 | 311845 |
| Glasdon | 18.11.13 | Slimline Grit Bin | £169.26 | 311846 |
| Homecare | 25.11.13 | Various DIY supplies | £120.69 | 311847 |
| Innerglass | 08.11.13 | Cleaning supplies - SWC | £181.12 | 311848 |
| Innerglass | 21.11.13 | Glasses, plastic cups | £68.28 | 311848 |
| J.J. Dell & Co. | 18.11.13 | Allotment Rent 2012 | £1,435.00 | 311844 |
| Lighting Centre | 23.11.13 | Tulip glass shades | £116.00 | 311826 |
| LWC | 01.11.13 | Bar Supplies | £380.99 | DD |
| LWC | 01.11.13 | Bar Supplies | £198.28 | DD |
| LWC | 15.11.13 | Bar Supplies | £23.98 | DD |
| LWC | 15.11.13 | Bar Supplies | £391.66 | DD |
| LWC | 22.11.13 | Bar Supplies | £360.58 | DD |
| LWC | 29.11.13 | Bar Stock | £573.66 | DD |
| M & M theatrical productions | 03.12.13 | Pantomime | £1,674.00 | 311860 |
| M & M theatrical productions | 03.12.13 | Pantomime | £1,674.00 | 311860 |
| MacDonald Martin | 28.10.13 | Fire alarm service - Green Leaf Café | £90.00 | 311849 |
| MacDonald Martin | 28.10.13 | Fire alarm service - Works Building | £90.00 | 311849 |
| MacDonald Martin | 28.10.13 | Fire alarm service - Welfare Hall | £90.00 | 311849 |
| MacDonald Martin | 28.10.13 | Fire alarm service - Football Stadium | £90.00 | 311849 |
| Maxwells DIY | 31.10.13 | Carbon Lawn Flexo Rake | £23.39 | 311850 |
| N.T.E. | 01.11.13 | Telephone and Internet Charges | £157.81 | DD |
| Niramax | 31.10.13 | Trade Waste | £60.54 | 311851 |
| Niramax | 10.11.13 | Trade Waste | £83.36 | 311851 |
| Niramax | 17.11.13 | Trade Waste | £67.04 | 311851 |
| Niramax | 24.11.13 | Trade Waste | £84.16 | 311851 |
| Ords Group | 07.11.13 | Envelopes, year planners | £71.09 | 311852 |
| Protec Direct | 15.11.13 | Uniform | £181.14 | 311853 |
| Protec Direct | 19.11.13 | Uniform | £38.38 | 311853 |
| Protec Direct | 15.11.13 | Chukka Boots, Wellingtons | £181.14 | 311853 |
| Protec Direct | 19.11.13 | Wellington Boots | £38.38 | 311853 |
| Quirepace | 18.11.13 | Hoover bags | £111.36 | 311821 |
| Re-mod | 11.11.13 | New boiler for Park House | £1,460.00 | 311854 |
| TESS | 31.10.13 | Portaloo | £95.65 | 311855 |
| The Co-op | 01.11.13 | Bank Charges | £45.36 | DD |
| Vodafone | 14.11.13 | Mobile Phone Charges | £95.31 | DD |
| Weardale Construction | 08.11.13 | Replacement guttering - Welfare House | £930.00 | 311856 |
| Weardale Construction | 02.12.13 | Repairs to Park House Roof | £2,100.00 | 311856 |
| | | Invoice Total October 2013 | £15,261.42 | |

RESOLVED: To ENDORSE the invoices for payment

**F&GP
13/14/091**

Members/Officers Allowances.

The Assistant Clerk advised she had received participation allowance for Councillor G Phillips and travel expenses for Councillors W Smith and J White and one for the Clerk totaling £843.22.

Much discussion ensued with regard to a local Members travel expenses.

RESOLVED That;

- i. the payments be ENDORSED.
- ii. the Parish Council seek re-imburement of expenses for the election of representatives for the NALC LLC Committee.

**F&GP
13/14/092**

Social Welfare Centre Sub-Committee.

Members gave consideration to the Social Welfare Centre Sub-Committee minutes which was held on 21st November 2013.

RESOLVED that;

- i. the minutes be NOTED.
- ii. to APPROVE recommendations.

F&GP

Donation Request: Durham Constabulary.

13/14/093 Members gave consideration to correspondence received from Durham Constabulary with regard to a donation request.

RESOLVED: that no donation be given.

F&GP
13/14/094 **Internal Audit Report: Creditors.**
Members gave consideration to the Internal Audit Report.

Much discussion ensued with regard to items 7, 8, 9 and 10.

RESOLVED: that the Clerk provide a more factual report to address the issues of 7, 8, 9 and 10.

F&GP
13/14/095 **SWC Automatic Door Quotation.**
Members gave consideration to the above quotation and were advised that this expenditure was not included in the budget.

A lengthy discussion ensued with regard to the financial implications of said quotation.

RESOLVED;

- i. that an alarm bell be installed on the outside of the building near the entrance doors and signage to alert the public that staff assistance is available should it be required and that signage be installed to warn users of the heavy doors.
- ii. to seek further quotations under the proper tender process (Contracts s.11 of the Financial Regulations) for bi-folding doors.

F&GP
13/14/096 **Budget and Precept 2014/15.**
Councillor J White gave a brief verbal report regarding the Budget Sub-Committee.

Councillor J Clark also reported briefly on issues discussed regarding the users of the Recreation Ground.

RESOLVED: that the information given, be NOTED and to await the formal recommendations of the Full Council Meeting in January 2014.

F&GP
13/14/097 **Acceptance Criteria for Subsistence Expenses and Mileage Claims.**
Much discussion ensued with regard to the recording of Members approved duties and the acceptance criteria for subsistence expenses and mileage claims.

RESOLVED: that the Clerk prepare and present the proposed new Financial Regulation to firmly establish the criteria for approved duty entitlements in relation to subsistence expenses and mileage claims and for this to be presented at the next meeting.

F&GP
13/14/098 **Planning Applications.**
CE/13/01314/FPA – Single storey side and rear extension at 3 Eve Street, Horden for Mr and Mrs D Herd.

FULL PARISH COUNCIL
Minutes of Meeting held 5th December 2013

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 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, and L Williams.

Staff: Mrs J S Hunt (Assistant Clerk).

Apologies: There were no apologies.

HPC **East Durham Association of Town and Parish Councils.**
13/14/117 Members gave consideration to correspondence received from East Durham Association of Town and Parish Councils with regard to raised concerns around Traveler Encampments and The Annual Horse Fair.

RESOLVED: that the information given, be NOTED.

HPC **CDALC Newsletter.**
13/14/118 Members gave consideration to correspondence received from CDALC.

RESOLVED: that the information given, be NOTED.

HPC **Neighbourhood Protection Team Update October 2013.**
13/14/119 Members gave consideration to correspondence received from Durham County Council's Neighbourhood Protection Team Performance Report for October 2013.

RESOLVED: that the information given, be NOTED.

HPC **Notice of Designation of a Neighbourhood Areas by Monk Heselden Parish Council.**
13/14/120 Members gave consideration to correspondence received from Durham County Council with regard to the above.

RESOLVED: that the information given, be NOTED.

HPC **Updates from Members Delegated to Outside Bodies.**
13/14/121 Councillor J Clark advised that currently there is no mechanism for Members delegated to outside bodies to feedback information to Parish Council meetings.

A brief discussion ensued and it was

RESOLVED: that this be a standard monthly agenda item.

HPC **CDALC Funding for Secretariat.**
13/14/122 Members gave consideration to correspondence received from CDALC with regard to the future Funding for Secretariat.

RESOLVED: that the information given, be NOTED.

HPC **Horden Mechanics Social Club Christmas Dance.**
13/14/123 Members gave consideration to the allocation of tickets which had been donated by Horden Mechanics.

RESOLVED: that Councillors G Phillips and M Robinson be allocated the tickets.

HPC **Nomination for the Royal Garden Party 2014.**
13/14/124 Members gave consideration to nominations for the Queen's Garden Party to be held on Thursday 30th May 2013.

RESOLVED: that Councillor J Clark be nominated.