

HORDEN PARISH COUNCIL
Minutes of Meeting held 6th February 2014

Present: Councillor J Clark (Chairman)
 Councillors E Connor, D Langan, D Nicol, G Phillips, M Robinson, D Tait, L Williams
 and E Wood.

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

Also Present: PCSO Charlotte Naisby.

HPC **Apologies for Absence.**

13/14/134 **RESOLVED:** That the apologies received for Councillors R Bagnall, M Clark, W Hill,
 I Roberts, W Smith and J White be APPROVED.

HPC **Minutes of the Meeting of Horden Parish Council held 9th January 2014.**

13/14/135 **RESOLVED:** That the minutes be confirmed as a correct record to be signed by the
 Chairman.

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

13/14/136

P&C 13/14/047	Damage and Incident Reports – The Clerk had passed on the reports to the police to seek further updates.
P&C 13/14/049	Thorpe Road Cemetery Toilet Block – The toilet block has been completed, inspected and the keys handed over.
F&GP 13/14/091	Members/Officers Allowances – The Council is still awaiting a definitive response from NALC.
F&GP 13/14/109	Budget and Precept 2014/15 – The Clerk had sent the request for the precept to DCC.
F&GP 13/14/111	Acceptance Criteria for Subsistence Expenses and Mileage Claims – The Clerk had made the amendments required.
HPC 13/14/132	Members delegated to Outside Bodies – The Clerk had updated the Councils standing orders with the standing order adopted.

RESOLVED: That the information be NOTED.

HPC **Items Tabled for Information.**

13/14/137 There were no items for information.

HPC **Police Report.**

13/14/138 The Chairman welcomed PCSO Naisby to the meeting who reported on the following
 incidents:

Recorded incidents in Horden	191
Burglary	2
Vehicle Crime – Theft of and from	16
Thefts	
Anti-Social Behaviour	31
Criminal Damage	

PCSO Naisby advised on the current PACT priorities which included off road bikes and
 anti-social behaviour.

Councillor Langan entered the room at 6.15pm.

RESOLVED that the information given, be NOTED.

HPC **Public Participation.**

13/14/139 There were no members of the public currently present.

PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 6th February 2014

Present: Councillor J Clark (Chairman)
 Councillors E Connor, D Langan, D Nicol, G Phillips, M Robinson, D Tait, L Williams and E Wood.

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

Apologies: Councillors R Bagnall, M Clark, W Hill, I Roberts, W Smith and J White.

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

13/14/050 The report previously circulated covered the period 23rd December to 26th January 2014. Councillor Connor expressed residents thanks for the prompt placing of an additional grit bin at Roseby Road.

Councillor Langan made an enquiry with regard to whether or not separate water meters were in place for each user of the park. The Parks and Cemetery Manager advised that there were separate water meters.

Councillor Langan then enquired as to the procedure for reading the water meters. The Parks and Cemetery Manager advised that in the past they were read on a regular basis but haven't been done since the previous Clerk left.

The Clerk stated that the water meters would be read on a monthly basis.

Councillor J Clark advised Members of a meeting recently attended with Durham County Council, in which they were advised that no-one should be purchasing additional grit bins.

RESOLVED: that the information given, be NOTED.

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

13/14/051

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

06.01.14	Damage	<u>Social Welfare Centre</u> Meeting Room damaged by what looks like air rifle pellet holes, windows laminated so still in tact. Police informed. Crime no: EE1400122
12.01.14	Damage	<u>Welfare Park</u> Found lock cut off rugby gates with bolt cutters. Police informed. Crime no: 159/EE/140011

RESOLVED that: the information given, be NOTED.

P&C **Thorpe Road Cemetery Consultation**

13/14/052

Members gave consideration to the draft consultation for Thorpe Road Cemetery Extension.

A lengthy discussion ensued and it was

RESOLVED that:

- i. the Clerk make the necessary amendments as discussed.
- ii. that the amended consultation document be taken to the Cemetery Development Sub-Committee and that said Committee be delegated the authority on this occasion to approve the final draft.

FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 6th February 2014

Present: Councillor E Connor (Chairman)
 Councillors J Clark, D Langan, D Nicol, G Phillips, M Robinson, D Tait, L Williams and E Wood.

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

Apologies: Councillors R Bagnall, M Clark, W Hill, I Roberts, W Smith and J White.

F&GP 13/14/112 **Parish Council Financial Status – Bank Balances.**
 The Clerk reported the bank balances as at 31/01/14 being £474,196.68.
RESOLVED: That the information be NOTED.

F&GP 13/14/113 **Income and Expenditure Report to 31/12/2013.**
 The report was previously circulated. There were a number of requests for clarification regarding some items of income and expenditure. The Clerk advised that these would be further investigated and reported back for Members information.
RESOLVED: That

- (i) £1,000 be transferred by way of virement from the Flower and Vegetable Show Prize Money and £355 from the Flower and Vegetable Show Other Fees budgets and placed into the SWC Buildings budget.
- (ii) The report be NOTED.

F&GP 13/14/114 **Cash Cheques.**
 The Clerk requested a cash cheque totaling £130 (£100 Admin and £30 Cemetery) be endorsed for payment.

F&GP 13/14/115 **Bank Transfer.**
 The Clerk informed Members that the transfer for January was £26,948.13.
RESOLVED: To ENDORSE transfers.

F&GP 13/14/116 **Invoices for endorsement for payment.**

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Payment Ref:
Allstar	15.01.14	Fuel	£56.02	DD
Angel Springs Ltd	31.12.13	Water Cooler Rental	£34.42	DD
Ashley Gases	06.01.14	CO2 and N2CO2	£18.96	311918
Ashley Gases	20.01.14	N2CO2	£10.20	311918
BOC	31.12.13	Cellar CO2 Monitor	£31.98	DD
Booker	09.01.14	Bar Stock	£68.21	DD
Booker	22.01.14	Pop for Pantomime	£43.34	DD
British Gas	15.01.14	Electricity - Memorial Park	£49.96	DD
British Gas	15.01.14	Electricity - Sports Pavillion	£27.08	DD
British Gas	15.01.14	Electricity - HCW AFC	£122.72	DD
British Gas	15.01.14	Electricity - Welfare Ground	£45.12	DD
British Gas	15.01.14	Electricity - SWC	£535.97	DD
British Gas	15.01.14	Electricity - Cemetery	£115.08	DD
Castle Eden Beer Company	24.01.14	Bar Stock	£168.00	311907
Concept	15.01.14	Cost per copy	£263.70	DD
Davmar Workwear Ltd	13.12.13	Workwear	£768.42	311919
Davmar Workwear Ltd	31.12.13	Workwear	£100.26	311919
Durham County Council	13.01.14	Annual Gas Service	£718.86	311920
Durham County Council	20.01.14	Replacement radiators and pipework	£980.05	311920
Durham County Council	28.01.14	Parish Council Election Costs	£3,921.86	311920
ESE Direct	20.12.13	Grit Bins 350ltr	£544.32	311921
Go2 Electrical Services	20.01.14	Remedial work arising from E.I.C.R.	£1,505.00	311910
Gordon Fletcher	28.11.13	Internal Audit Provision	£250.00	311922
Harbro Lighting and Electrical	20.12.13	Panel Heater	£100.78	311923
Horn's Garden Centre	31.12.13	Hire of wagon & equipment for xmas tree	£100.00	311924
Innerglass	07.01.14	Various cleaning supplies	£304.49	311925

Innerglass	08.01.14	Hand Towels 2ply white	£80.02	311925
Innerglass	22.01.14	Incorrect delivery of paper towels	-£132.14	311925
LWC	24.01.14	Bar Stock	£390.23	DD
Maxwells DIY	30.12.13	Various DIY supplies	£93.51	311926
MKM Building Supplies	17.01.14	Fencing, nails, sand, cement	£380.68	311927
N.E.R.E.O.	14.01.14	DBS	£51.20	311929
N.T.E.	01.01.14	Telephone and internet charges	£146.78	DD
Niramax	12.01.14	Trade Waste	£53.52	311928
Niramax	13.10.13	Trade Waste	£77.22	311928
Niramax	19.01.14	Trade Waste	£68.94	311928
Niramax	26.01.14	Trade waste	£52.14	311928
Niramax	31.12.13	Trade Waste	£71.70	311928
O'Briens	31.12.13	Paper recycling	£13.20	311930
Ords Group	21.01.14	Envelopes, dry wip markers	£35.42	311931
Ords Group	22.01.14	A4 Copier paper	£157.74	311931
P&P Windows	28.01.14	Replacement toilet window	£106.00	311932
SLCC	08.01.14	Legal Publications	£59.90	311934
Sornel Ltd	20.01.14	Mega tri bar, leads	£70.88	311933
TESS	31.12.13	Portaloo	£95.65	311935
Vodafone	15.01.14	Mobile Phone Charges	£94.81	DD
Invoice Total January 2014			£12,852.20	

RESOLVED: To ENDORSE the invoices for payment

F&GP 13/14/117 **Members/Officers Allowances.**
The Clerk advised he had received participation allowance for Councillor D Langan and travel for himself totaling £589.93.
RESOLVED: that payments be ENDORSED.

F&GP 13/14/118 **SWC Sub-Committee Minutes of Meeting held 23rd January 2014.**
RESOLVED: that the minutes be NOTED.

F&GP 13/14/119 **Governance Sub-Committee Minutes of Meeting held 23rd January 2014.**
RESOLVED: that the minutes be NOTED.

F&GP 13/14/120 **Internal Audit Review 2013/14.**
Members gave consideration to the above which had been previously circulated.
RESOLVED: that the Internal Audit Review for 2013/14 be APPROVED.

F&GP 13/14/121 **Corporate Risk Review 2013/14.**
Members gave consideration to the above which had been previously circulated.

The Clerk advised Members on the situation with regard to the Co-operative Bank.

A brief discussion ensued and it was
RESOLVED: that the Corporate Risk Review 2013/14 be APPROVED.

F&GP 13/14/122 **SWC Automatic Door Quotations.**
The Clerk advised Members on the report which had been previously circulated. A lengthy discussion ensued with regard to the nature of the service required. The Clerk advised of the procedure required if Members wished to rescind a previous resolution and if the requisite amount of signatures were received, the item would be placed on a future agenda.
RESOLVED: that the information given, be NOTED.

F&GP 13/14/123 **Durham Miners Association.**
Members gave consideration to the placing of an advertisement in the brochure for 2014 Durham Miners Gala.
RESOLVED: that a quarter page advertisement be placed in line with last years advertisement.

F&GP **Donation Request: Great North Air Ambulance.**
13/14/124 Members gave consideration to correspondence received from the Great North Air Ambulance with regard to a donation request.
RESOLVED: that the item be deferred until next month pending enquiries by the Clerk as to the granting of any previous donation in 2013/14.

F&GP **Non-Payment of Basic Allowance to Co-opted Members.**
13/14/125 Councillor Langan advised that the report which had been previously circulated was in relation to the Members allowance Scheme recently approved. A brief discussion ensued with regard to travel/subsistence allowance and boundaries and the payment of basic allowance to co-opted Members.

Councillor Phillips advised a decision that may have been made in previous years with regard to the Parish boundaries for travel allowance.

RESOLVED: that the minutes of the previous decision regarding Parish boundaries for travel allowance be retrieved should they exist.

F&GP **Planning Applications:**
13/14/126 CE/13/01706/FPA – Boundary fencing to cleared site at Carlton Bingo, Sunderland Road, Horden for Carlton Clubs Ltd.
RESOLVED: that the preferred boundary fencing be green palisade fencing with boarding behind.

CE/13/01704/FPA – General purpose agricultural building for the rearing of calves at Woodland, Horden for Mr & Mrs K Baraowsky.

RESOLVED: that the information be NOTED.

FULL PARISH COUNCIL
Minutes of Meeting held 6th February 2014

Present: Councillor J Clark (Chairman)
 Councillors E Connor, D Langan, D Nicol, G Phillips, M Robinson, D Tait, L Williams and E Wood.

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

Apologies: Councillors R Bagnall, M Clark, W Hill, I Roberts, W Smith and J White.

HPC **Neighbourhood Protection Team Update December 2013.**

13/14/140 Members gave consideration to correspondence received from Durham County Council's Neighbourhood Protection Team Performance Report for December 2013, which had been previously circulated.

RESOLVED: that the information given, be NOTED.

HPC **EDATPC Travellers Report.**

13/14/141 Members gave consideration to the above report which had been previously circulated. A brief discussion ensued and it was agreed that the Clerk forward the Parish Council's Meeting dates to J Stephenson at Durham County Council.

RESOLVED: that the information given, be NOTED.

HPC **DCC Chairmans Medal Nominations.**

13/14/142 Members gave consideration to the nominations for Durham County Councils Chairmans Medal.

RESOLVED: that Councillor I Roberts be nominated.

HPC **World War I Centenary Commemoration.**

13/14/143 Members gave consideration to the World War I Centenary Commemoration. The Clerk advised that there would be funding available from the National Lottery Fund and that advice and assistance would also be available if required. A lengthy discussion ensued and it was

RESOLVED: that the Clerk seek representatives from Community Groups to form a working group and that Councillors D Langan and E Wood be included.

Parish Council Insurance.

HPC The Clerk advised Members on the report which had been previously circulated. He further advised that he had met with a representative of Zurich recently and that he would be trying to secure a discount on a further long term agreement.

13/14/144 **RESOLVED:** that the information given, be NOTED.

Durham Association News.

HPC Members gave consideration to correspondence received with regard to the above.

13/14/145 **RESOLVED:** that the information given, be NOTED.

CDALC Local Area Committees.

HPC Members considered a proposal from S Ragg regarding the amalgamation of local area committees in order to increase participation.

13/14/146 **RESOLVED:** that Members feedback to Mr. Ragg supporting the proposal.

DCC Customer First Strategy.

HPC Members considered the customer first strategy from Durham County Council.

13/14/147 **RESOLVED:** that the information given, be NOTED.

Members Delegated to Outside Bodies.

HPC Councillor E Connor gave a brief update on Health Watch held at the Health Works building in Easington.

13/14/148 Councillor J Clark gave a brief update on the East Durham Association of Town and Parish Councils Committee.

RESOLVED: that the information given, be NOTED.