

HORDEN PARISH COUNCIL
Minutes of Meeting held 5th June 2014

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

Staff: Mrs J S Hunt (Assistant Clerk), Miss G Rowe (A&F Officer), Mr J Bush (Parks and Cemetery Manager)

Also Present: PCSO David Edson, Mr John Maudling (Chairman of Cotsford Park Working Group), Mr Danny Michalowicz (Accent Homes), Mr Darren Meadows (Member of Public).

HPC 14/15/040 **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and approved for Councillor J White.

HPC 14/15/041 **Minutes of the Annual General Meeting of Horden Parish Council held 1st May 2014.**
RESOLVED: That the minutes be confirmed as a correct record to be signed by the Chairman.

HPC 14/15/042 **Minutes of the Horden Parish Council Meeting held 1st May 2014.**
RESOLVED: That the minutes be confirmed as a correct record to be signed by the Chairman.

HPC 14/15/043 **Matters Arising – Clerk’s Report.**

P&C 14/15/004	C.I.S.W.O. – letter sent 6 th May 2014.
P&C 14/15/005	Sunderland Road Changing Rooms – BDN had been contacted for permission to disclose the report.
P&C 14/15/006	Horden Comrades Football Club – letter sent.
P&C 14/15/007	Sunderland Road Pavillion Lease – Mr Robinson had been sent a letter of termination.
P&C 14/15/008	Inclusive Park Swing – a letter of acknowledgement had been sent and the swing removed the next day.
HPC 14/15/020	Cllr J Clark advised she has resigned from her role as Vice-Chairman on the Horden Recreation Ground Committee.

A Member enquired as to whether there had been a response from CISWO, the Assistant Clerk advised a reply had just been received and a Working Group meeting will be arranged shortly.

RESOLVED: That the information be NOTED.

HPC 14/15/044 **Items Tabled for Information.**
 There were no items for information.
RESOLVED: that the information, be NOTED.

06:07pm Cllr W Hill & W Smith entered the Meeting.

HPC 14/15/045 **Police Report.**
 The Chairman welcomed to the meeting PCSO David Edson who reported on the following incidents:-

Recorded incidents in Horden	259
Burglary	2
Vehicle Crime – theft of and from	12
Thefts	0
Anti-social, Nuisance Behavior	25
Criminal Damage	8

PCSO Edson advised there are still PACT priorities in place in relation to off road bikes, a warrant for drugs was carried out in Horden last week with drugs and cash seized and that Neighbourhood Watch would be doing a week of action encouraging people to sign up for the scheme.

Cllr E Connor advised she had received several complaints regarding Hardwick House and the adjacent property with regard to noise nuisance from motorbikes and anti-social behavior in and around the property and requested that the area be a PACT priority.

RESOLVED: that the information given, be NOTED.

HPC **Public Participation.**

14/15/046 The Chairman welcomed Mr John Maudling to the meeting. Mr Maudling introduced himself and proceeded to give an update on the progress of the Cotsford Park Working Group. He advised Members that the Working Group are at the funding application stage but as there is currently no ownership of the land at Cotsford Park it has become a stumbling block. Mr Maudling requested that Horden Parish Council consider registering the land.

Mr Maudling further requested that if the funding applications were to be successful whether Horden Parish Council would consider placing the order for the play equipment. The Chairman thanked Mr Maudling for attending and advised that this was on the agenda for discussion later in the meeting.

RESOLVED: *The Chairman, under Standing Order S.26 ss (d) move without notice that the order of business be changed to proceed to Full Parish Council Item 1 as the representative was currently present.*

HPC **Update from Accent Housing**

14/15/047 The Chairman welcomed Mr Danny Michalowicz to the meeting. Mr Michalowicz introduced himself as Accent Home's new Project Officer and proceeded to advise Members on the future plans and priorities by Accent Homes including the removal of metal shutters and plans to tackle fly tipping.

RESOLVED: that the information, be NOTED.

PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 5th June 2014

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, L Williams, E Wood.

Staff: Mrs J S Hunt (Assistant Clerk), Miss G Rowe (A&F Officer), Mr J Bush (Parks and Cemetery Manager).

Also Present: Darren Meadows (Member of Public).

Apologies: Councillor J White.

P&C **Parks & Cemetery Manager's Report.**
14/15/009 The report previously circulated covered the period 21st April to 25th May 2014.
RESOLVED: that the information given be **NOTED**.

P&C **Damage/Incident Reports.**
14/15/010 The Assistant Clerk advised Members of the following damage/incident reports:-

13.04.14, Incident, Welfare Park – Children misusing cradle swing.

06.05.14, Damage, Sunderland Road Playing Fields – Dog bin kicked off brackets, beyond repair.

20.05.14, Damage, Memorial Park – Metal fencing damaged around Memorial Clock.

RESOLVED: that the information given, be NOTED.

P&C **Horden Rugby Club.**
14/15/011 Request from Horden RFC previously circulated requesting the use of additional grounds.
RESOLVED:

- i. To clarify when and why the additional grounds are required.
- ii. If the additional use is required as an alternative due to the renovation of their current pitch to APPROVE use of Sunderland Road Playing Fields and if not the item be placed on the next agenda.

P&C **Stayplton Drive MUGA.**
14/15/012 Members gave consideration to correspondence previously circulated from Durham County Council stipulating their position on the MUGA and play area. A lengthy discussion ensued.
RESOLVED:

- i. That subject to the transfer of land to Horden Parish Council, the proposal from Durham County Council be ACCEPTED.
- ii. Durham County Council are to provide the following improvements as part of the proposal:
 - Disconnect and remove the existing lighting columns and make safe.
 - Re-spray the line markings, undertake a thorough cleanse of the area and replace the damaged bins.
 - Replace damaged play equipment and surfaces as required.

FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 5th June 2014

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, L Williams, E Wood

Staff: Mrs J S Hunt (Assistant Clerk), Miss G Rowe (A&F Officer).

Apologies: Councillor J White.

F&GP Parish Council Financial Status – Bank Balances.

14/15/013 The Assistant Clerk reported the bank balances as at 31/05/2014 being £545,450.51
RESOLVED: That the information be NOTED.

F&GP Income and Expenditure Report to 30/04/2014.

14/15/014 The report had been previously circulated.
RESOLVED: That the report be NOTED.

F&GP Cash Cheques.

14/15/015 The Assistant Clerk requested a cash cheque totaling £330.00 (£300 Admin/SWC and £30 Cemetery Petty Cash) and £500 from Horden Recreation Ground (Summer Activities) be endorsed for payment.
RESOLVED: to ENDORSE cheques for payment.

F&GP Bank Transfer.

14/15/016 The Assistant Clerk informed Members that the transfer for May was £43,213.82.
RESOLVED: To ENDORSE transfers.

F&GP Invoices for endorsement for payment.

14/15/017 **RESOLVED:** To ENDORSE the following invoices for payment:

SUPPLIER	INVOICE DATE	DESCRIPTION	AMOUNT £	PAID REF:
Allstar	30.04.14	Fuel	£311.31	D/D
Allstar	07.05.14	Fuel	£65.00	D/D
Allstar	14.05.14	Fuel	£359.00	D/D
Allstar	28.05.14	Fuel	£162.96	D/D
Angel Springs	30.04.14	SWC Water Cooler Rental	£35.62	D/D
Asbestos Surveys	11.02.14	Asbestos Management Sports Pavilion	£284.40	312052
Asbestos Surveys	11.02.14	Asbestos Management SWC	£342.00	312052
BOC	30.04.14	SWC CO2 Monitor	£31.98	D/D
Booker Wholesale	16.05.14	SWC Bar and Kitchen Supplies	£191.38	D/D
British Gas	13.05.14	Memorial Park Electricity	£29.90	D/D
British Gas	13.05.14	Horden AFC Ground Electricity	£89.42	D/D
British Gas	13.05.14	Welfare Park Electricity	£41.51	D/D
British Gas	13.05.14	Sports Pavillion Electricity	£7.54	D/D
British Gas	13.05.14	Cemetery Electricity	£75.68	D/D
British Gas	13.05.14	SWC Electricity	£574.49	D/D
BT	10.05.14	SWC Alarm Line Rental	£3.74	D/D
Concept Group	09.05.14	Photocopier Charges	£101.40	D/D
Co-operative Bank	01.05.14	BACS Charges	£41.40	D/D
Durham County Council	28.04.14	Premises Licence SWC	£180.00	312053
Durham County Council	02.05.14	Machinery Repair - Grasscutter	£29.26	312053
Durham County Council	15.05.14	Machinery Repair - Kubota	£602.08	312053
Durham County Council	21.05.14	Service SWC Lift	£60.00	312053
Durham County Council	22.05.14	Grease Cartridges	£20.21	312053
Durham County Council	23.05.14	Repair grasscutting machine	£75.64	312053
Durham County Council	29.05.14	Repair John Deere	£84.41	312053
Durham County Council	29.05.14	Fit PTO Cable to Kubota	£104.45	312053
DTA	09.05.14	Scorpion Lager	£168.00	312042
DTA	30.05.14	Scorpion Lager	£84.00	312042
Eurooffice	21.05.14	Paper and Stationery	£153.01	312054

Innerglass	02.05.14	SWC Cleaning Supplies	£256.27	312057
Innerglass	14.05.14	Banquet Roll	£106.63	312057
IRIS Payemaster	06.05.14	Renewal of payroll licence	£297.60	312040
Gordon Fletcher	22.05.14	Internal Audit 2013/14	£250.00	312055
Homecare	27.05.14	DIY Goods	£70.91	312056
LWC	02.05.14	SWC Bar Supplies	£443.16	D/D
LWC	15.05.14	SWC Bar Supplies	£881.73	D/D
Macdonald Martin	30.04.14	Call out Green Leaf damaged sensor	£84.00	312058
Machine Mart	22.04.14	Litterpickers	£19.18	312059
Machine Mart	23.05.14	Safety Boots	£22.99	312059
Maxwells DIY	30.04.14	Ply wood	£9.99	312060
MKM Building Supplies	20.05.14	Handsaw, screws and plywood	£114.88	312061
Mortons Solicitors	19.05.14	Legal Provision	£10,955.00	312062
Network Rail	14.05.14	Water Pipe Rental	£31.56	312063
Niramax	30.04.14	Trade Waste Collections	£71.70	312064
Niramax	04.05.14	Trade Waste Collections	£66.18	312064
Niramax	11.05.14	Trade Waste Collections	£68.94	312064
Niramax	18.05.14	Trade Waste Collections	£68.94	312064
Niramax	18.05.14	Debit Note - No collection Welfare Park	-£25.38	D'note
Niramax	25.05.14	Trade Waste Collections	£88.38	312064
Niramax	31.05.14	Trade Waste Collections	£60.54	312064
Northumbrian Water	12.05.14	Cemetery Water Rates - 12 months	£406.51	std.ord
Northumbrian Water	13.05.14	Welfare Assoc. Water Rates - 12 months	£3,175.80	std.ord
NTE	01.05.14	Phone Line, Call and Internet Charges	£151.93	D/D
Protec	25.04.14	Safety Boots and Wellies	£71.10	312065
RBS	09.05.14	Financial Year End & Mileage Charge	£669.72	312066
Regal Print	22.05.14	Recreation Ground Purchase Order Books	£134.40	312067
Rigby Taylor	30.05.14	Grass Seed	£133.04	312068
South Durham Refrigeration	14.05.14	Cellar & Bottle Coolers Annual Maintenance	£372.00	312069
TSL	22.05.14	Supply & spread 40 tonnes sports sand	£2,736.00	312070
Vodafone	15.05.14	Mobile Phones	£84.30	D/D
Wilf Husband	21.05.14	Topsoil	£230.40	312071
		Invoice Total for May 2014	£26,418.19	

F&GP Members/Officers Allowances.

14/15/018 The Assistant Clerk advised she had received participation allowances and travel expenses for Councillors D Nicol, J Clark, M Clark and E Connor totaling £1,732.49.

RESOLVED: That the payments be **APPROVED**.

F&GP Social Welfare Centre Sub-Committee.

14/15/019 a) Minutes of Meeting 29th April 2014 previously circulated. Cllr J Clark expressed that she did not agree with the proposed reduction in room hire for Slimming World.

RESOLVED:

- i. SWC13/14/84 be APPROVED.
- ii. SWC13/14/86 be APPROVED.
- iii. The information be NOTED.

b) Minutes of Meeting 22nd May 2014 previously circulated.

RESOLVED: The information be NOTED.

F&GP Cemetery Development Sub-Committee.

14/15/020 Minutes of Meeting 15th May 2014 previously circulated.

RESOLVED:

- i. CDC13/14/005 be APPROVED.
- ii. The information be NOTED.

F&GP Audit of Accounts for Year Ended 31/03/2014.

14/15/021 Members gave consideration to the Audit of Accounts for Year Ended 31st March 2014.

a) Members considered the report of the Internal Auditor previously circulated.

RESOLVED: On recommendation from the Internal Auditor:

- i. A stamp reconciliation system be put into place.
- ii. A new bank account for Horden Recreation Ground be set up with TSB, Horden.

- iii. A new accounting system be set up for Horden Recreation Ground with the costs incurred recharged to Horden Recreation Ground.

8:15pm Cllrs R Bagnall and W Smith left the meeting.

- b) Members gave consideration to the Statement of Accounts previously circulated.
RESOLVED: that the Statement of Accounts be APPROVED.

8.18pm Cllr R Bagnall re-entered the Meeting.

- c) Members gave consideration to the Annual Governance Statement previously circulated
RESOLVED: that the Annual Governance Statement be APPROVED.
- d) Members gave consideration to the Earmarked Reserves previously circulated
RESOLVED:
- i. That the Earmarked Reserves for 2013/14 by APPROVED.
 - ii. That the Earmarked Reserves for 2014/15 be placed on the next agenda with a copy of the Strategic Plan.

F&GP Debtor Report.

- 14/15/022 A Debtors Report for 2013/14 was previously circulated.
RESOLVED: That any debtors be refused services for 2014/15 until their debts are settled and the information given, be NOTED.

F&GP Standing Orders and Financial Regulations.

- 14/15/023 Previously circulated.
RESOLVED: That the Standing Orders and Financial Regulations be APPROVED.

F&GP County Durham and Cleveland County Training Partnership.

- 14/15/024 Details of training course, 'Paper Chase, Who Can Do What and How' Tuesday 15th July 2014, previously circulated.
RESOLVED: That the Assistant Clerk, Cllrs E Connor, I Roberts, R Bagnall attend and Cllr W Smith be contacted to ascertain whether he wishes to attend.

F&GP Hartlepool & District Hospice.

- 14/15/025 Members gave consideration to correspondence received from Hartlepool & District Hospice requesting a donation.
RESOLVED: that a donation of £50.00 be GRANTED.

F&GP East Durham Community Transport.

- 14/15/026 Members gave consideration to correspondence received from East Durham Community Transport requesting a donation.
RESOLVED: that a donation of £50.00 be GRANTED.

F&GP Haswell & District Mencap.

- 14/15/027 Members gave consideration to correspondence received from Haswell & District Mencap requesting a donation.
RESOLVED: that a donation of £50.00 be GRANTED.

FULL PARISH COUNCIL
Minutes of Meeting held 5th June 2014

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

Staff: Mrs J S Hunt (Assistant Clerk), Miss G Rowe (A&F Officer).

Apologies: Councillor J White.

HPC **Personnel Sub-Committee Minutes 14th April 2014.**

14/15/048 Previously circulated.

RESOLVED: That the information be NOTED.

HPC **The Co-operative Bank.**

14/15/049 Report regarding new banking arrangements previously circulated.

RESOLVED:

- i. To set up FD Online with the Co-operative Bank.
- ii. The Administration & Finance Officer work with the Finance & General Purposes Chairman and Vice-Chairman to set a procedure on payment of wages and single bacs payments.
- iii. Financial Regulations are amended accordingly.
- iv. Three members of staff are given access including the Clerk, Assistant Clerk and Administration & Finance Officer.
- v. The information be NOTED.

HPC **Funding for Play Provision.**

14/15/050 Cllr J Clark advised Members that the East Durham AAP have a Holiday Activities Fund available, for activities aimed at Autumn 2014 and Spring 2015, which is aimed at areas with little or no play provision, a brief discussion ensued.

RESOLVED: To apply for funding and the information be NOTED.

HPC **Cotsford Park Play Area.**

14/15/051 Cllr J Clark advised Members on the current situation at Cotsford Park play area, whilst the land is a registered village green it is not registered as to belonging to anyone.

RESOLVED: That Horden Parish Council register the land.

HPC **Representation on Outside Bodies.**

14/15/052 Cllr E Connor summarised the Horden Colliery Residents Association Meeting which she attended 27th May 2014.

Cllr M Robinson summarised the Horden North Residents Association Meeting which she attended 3rd June 2014.

RESOLVED: That the information given, be NOTED.