

HORDEN PARISH COUNCIL
Minutes of Meeting held 22nd January 2015

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 and E Wood.

Staff: Ms J S Hunt (Assistant Clerk), Miss G Rowe (Admin & Finance Officer) and Mr J Bush (Parks and
 Cemetery Manager).

Also Present: Darren Meadows (Member of the Public).

HPC **Apologies for Absence.**
 14/15/117 There were no approved apologies for absence.

HPC **Minutes of the Meeting of Horden Parish Council held 4th and 11th December 2014 and**
 14/15/118 **14th January 2015.**
RESOLVED: That the minutes be confirmed as a correct record to be signed by the Chairman subject to
 the following amendment:-
 i. Minutes of Meeting 14th January 2015 - A letter was read out with regard to Councillor Langan's
 absence at the meeting.
 It was further **RESOLVED** that item P&C 14/15/038 – "Item P&C 14/15/025" be placed on the next
 Finance and General Purposes Committee Agenda to consider its resindment and "Apologies for
 Absence" be placed on the next Full Parish Council Meeting Agenda.

HPC **Matters Arising – Clerk's Report.**
 14/15/119 There were no matters arising that were not already covered on the agenda.
RESOLVED: that the information given, be NOTED.

HPC **Items Tabled for Information.**
 14/15/120 There were no items tabled for information.

HPC **Police Report.**
 14/15/121 There were no representatives from the Police currently present.
RESOLVED: that the Chairman, under Standing Order S.12 ss. (d) move without notice that the order of
 business be changed and defer the Police Report until they arrive.

HPC **Public Participation.**
 14/15/122 There were no members of the public present who wished to speak.

PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 22nd January 2015

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 and E Wood.

Staff: Ms J S Hunt (Assistant Clerk), Miss G Rowe (Admin & Finance Officer) and Mr J Bush (Parks and
 Cemetery Manager).

Also Present: Darren Meadows (Member of the Public).

Apologies:

P&C **Parks & Cemetery Manager's Report.**
14/15/040 Report previously circulated covering the period 24th November to 4th January 2015. Cllr J Clark enquired
 about the Christmas tree lights being left on overnight, the Parks and Cemetery Manager advised that
 currently there was no timer facility but he would seek costs for this. Cllr J Clark thanked the staff for the
 replacement of the salt bin at Edenvale Estate and the speed in which it was done.

The Parks and Cemetery Manager advised Members on the situation in regard to the park opening times
 on Christmas Day.

RESOLVED: That the information be NOTED and the park opening times on Christmas Day be placed on
 the next agenda.

P&C **Damage/Incident Reports.**
14/15/041 There were no damage and incident reports.

P&C **Cemetery Development Sub-Committee**
14/15/042 The Assistant Clerk advised Members that she was looking to set a date for the meeting to update
 Members on the progress.
RESOLVED: that the meeting take place on Tuesday 10th February at 12 noon.

FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 22nd January 2015

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 and E Wood.

Staff: Ms J S Hunt (Assistant Clerk), Miss G Rowe (Admin & Finance Officer).

Also Present: Darren Meadows (Member of the Public).

Apologies:

F&GP 14/15/097 **Parish Council Financial Status – Bank Balances.**
 The Assistant Clerk reported the bank balances as at 31/12/2014 being £485,043.87
RESOLVED: that the information be NOTED.

F&GP 14/15/098 **Income and Expenditure Report to 29/11/2014**
 The report was circulated prior to the meeting.
RESOLVED that the report be NOTED.

F&GP 14/15/099 **Cash Cheques.**
 The Assistant Clerk requested a cash cheque totaling £230 (£200 Admin/SWC and £30 Cemetery) be endorsed for payment.
RESOLVED: to ENDORSE cheque for payment.

F&GP 14/15/100 **Bank Transfer.**
 The Assistant Clerk informed Members that the transfer for December 2014 was £46,444.05.
RESOLVED: To ENDORSE transfers.

F&GP 14/15/101 **Invoices for endorsement for payment.**
RESOLVED: To ENDORSE the following invoices for payment:

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Payment Ref:
A1 Trophies	03.12.2014	Engraved Name Badges SWC	£8.40	BACS
All Star Business	24.12.2014	Fuel Charges	£49.02	D/D
All Star Business	07.01.2015	Fuel Charges	£112.06	D/D
Angel Springs	31.12.2014	SWC Water Cooler	£35.62	D/D
Ashley Gases	22.12.2014	SWC Cellar Gases	£17.52	BACS
Black Box Security	19.12.2014	CCTV annual maintenance	£90.00	BACS
Booker Wholesale	16.12.2014	SWC Cleaning & Bar Supplies	£351.26	D/D
Booker Wholesale	09.01.2015	SWC tea, coffee, sugar & panto drinks	£111.02	D/D
BOC	31.12.2014	SWC Co2 Monitor	£32.88	D/D
British Gas	12.12.2014	SWC Gas x3 months	£610.83	D/D
British Gas	11.12.2014	Welfare Park Electricity	£67.43	D/D
British Gas	11.12.2014	Sports Pavilion Electricity	£8.04	D/D
British Gas	11.12.2014	Memorial Park Electricity	£19.70	D/D
British Gas	11.12.2014	SWC Electricity	£535.86	D/D
British Gas	23.12.2014	SWC Gas x3 months	£3,262.74	D/D
British Gas	30.12.2014	Sunderland Road Electricity (Aug - December)	£237.95	312307
CDALC	23.12.2014	Policies, Media & H&S training x4 members	£120.00	BACS
Cemetery Development Svcs.	23.12.2014	Risk Assessment & Plans	£7,080.00	BACS
Co-operative Bank	01.12.2014	FD Online and fees	£55.02	D/D
Diesels TVC	21.11.2014	Supply & fit new bearings to zip line	£168.00	BACS
DTA	12.12.2014	Scorpion Lager	£84.00	312295
DTA	19.12.2014	Scorpion Lager	£84.00	312295
Durham County Council	03.12.2014	Supply bearings for rotary gangs	£31.02	BACS
Durham County Council	03.12.2014	Repair Wessex Rollers	£90.00	BACS
Durham County Council	03.12.2014	supply & repair zip line play equipment	£125.14	BACS
Durham County Council	12.12.2014	SWC Lift Service	£60.00	BACS
Eurooffice	07.01.2015	Stationery	£38.12	BACS

Go2 Electrical Services	06.01.2015	SWC Floodlight Installation	£210.00	BACS
Greenlay	07.08.2014	Service & Repairs Ride-On at Cemetery	£226.79	BACS
Harbro Electrical	04.12.2014	SWC Floodlights	£326.09	BACS
Homecare	31.12.2014	DIY Supplies	£102.53	312308
Horn's Garden Centre	31.12.2014	Hire of Hi-Ab Wagon to lift Xmas Tree	£100.00	BACS
John Barron (PATS)	08.12.2014	MOT Pick up & Repair windscreen wiper	£45.00	312309
LWC Wholesale	12.12.2014	SWC Bar Supplies	£698.68	D/D
LWC Wholesale	19.12.2014	SWC Bar Supplies	£829.10	D/D
Maxwells DIY	31.12.2014	Specialist Cleaner, Tape, x8 Ball Floats	£26.90	BACS
Mortons Solicitors	10.12.2014	Legal Provision	£9,485.00	312310
Mortons Solicitors	09.01.2015	Legal Provision - mediation	£7,200.00	312310
Niramax	07.12.2014	Trade Waste	£56.40	312311
Niramax	14.12.2014	Trade Waste	£64.80	312311
Niramax	21.12.2014	Trade Waste	£74.21	312311
Niramax	28.12.2014	Trade Waste	£40.80	312311
NTE Ltd	01.12.2014	Internet & Telephone Maint. (to end of contract)	£45.82	D/D
O'Briens	31.10.2014	Recycle Trade Waste	£13.20	BACS
O'Briens	30.11.2014	Recycle Trade Waste	£13.20	BACS
Select Telecom	30.11.2014	Telephone Lines & Calls (1.5 months)	£179.42	D/D
Treasured Memories	05.12.2014	Memorial Plaque	£153.06	BACS
Trevor Jones	26.11.2014	Repair & Replace Works Build Light	£152.00	BACS
Vodafone	15.12.2014	Mobile Phones	£241.92	D/D
Invoice Total for December 2014			£33,770.55	

At 6:42pm PCSO Bowman and Roberts entered the Meeting.

HPC
14/15/123

The Chairman welcomed PCSO Nicola Bowman and PCSO Johnny Roberts to the meeting who reported on the following incidents:-

Recorded incidents in Horden	340
Burglary	14
Vehicle Crime – theft of and from	13
Thefts	
Anti-social, Nuisance Behavior	55
Criminal Damage	7

PCSO Bowman advised that the figures were higher as they covered the period 4th December 2014 to 22nd January 2015. She further advised there were three new PCSOs now in place but they were allocated to other areas and PCSO David Edson was still covering the Horden area.

A Member enquired about the procedure for reporting malicious emails directed at the Parish Council; PCSO Bowman advised there is a "Malicious Communications Act", the incidents would need to be logged through 101 and point of contact from the Parish Council for dealing with the Police would need to be established.

Cllr E Connor enquired about the recent burglaries that had taken place and how access was being gained to secure homes. PCSO Bowman advised that she would ask PCSO Edson to check the logs and advise at the next meeting.

The Chairman thanked both PSCOs for their attendance.

RESOLVED: that the information given, be NOTED.

At 7:00pm PCSO Bowman and Roberts left the Meeting. At this juncture the Finance & General Purposes Committee resumed.

F&GP
14/15/102

Members/Officers Allowances.

The Assistant Clerk advised she had received a participation allowance for £571.93 and travel expenses for £20.00 for Councillor J White.

RESOLVED: That the payments be APPROVED.

F&GP
14/15/103

Budget Sub-Committee Minutes of Meetings 17th December 2014 and 7th January 2015

RESOLVED:

- a) **17th December 2014 – to APPROVE recommendations:-**
- i. The fees for 2015/16 remain unchanged.
 - ii. The Parish investigate the possibility of providing a "headstone cleaning service".
 - iii. The Parish investigate the possibility of providing a "re-erecting of headstones service".
 - iv. Road repairs and improved drainage system be included in the expected planning of the new Thorpe Road Cemetery extension.
 - v. £5,000 be used for the conversion of the Chapel of rest.
 - vi. £40,000 be retained and placed in the Property Repair Reserve for the improvements to Sunderland Road Changing Room Facilities.
 - vii. £2,000 be retained and placed in the reserve for Play Equipment.
 - viii. £11,500 be used for pointing and cladding as identified (as part of a phased programme) in the Social Welfare Centre.
 - ix. £7,500 be used for replacement windows identified (as part of a phased programme) in the Social Welfare Centre.
 - x. £6,000 be used for wall tie replacement identified (as part of a phased programme) in the Social Welfare Centre.
 - xi. £2,500 be used for property surveys.
 - xii. £2,500 be used for the installation of mechanical door opening to meet DDA (as part of a phased programme) in the Social Welfare Centre.
 - xiii. £3,000 be used for the repairs to the Cricket Pavilion Changing Rooms.
 - xiv. £60,000 be retained for Legal Fees, to be transferred from the General Reserve.
 - xv. Any remaining funds in the capital purchases and major schemes 2014 budget to remain as a contingency.
- b) **7th January 2015 – to APPROVE recommendations:-**
- i. A wage review would be considered further following a Workers Council Meeting to be arranged.

F&GP
14/15/104

Fee Setting 2015/16.

Proposed fees previously circulated.

RESOLVED: That the fees be APPROVED with the following amendments:-

- i. Cemetery Fees – Child 1 month – 12 years – for a Horden resident, the charge be removed to £0.00.
- ii. Cemetery Fees – Ashes, Child 1 month – 12 years – for a Horden resident, the charge be removed to £0.00.

F&GP
14/15/105

Strategic Plan 2015.

Three year strategic plan previously circulated. The Assistant Clerk advised that this is a three year plan but this could be reviewed again next year.

RESOLVED: that the Strategic Plan be APPROVED with the view of reviewing the Elections next year.

F&GP
14/15/106

Council Reserves.

Reserves for 2014/15 previously circulated.

RESOLVED: that the Reserves be APPROVED.

F&GP
14/15/107

Budget and Precept 2015/16.

Members considered the proposed budgets previously circulated. A lengthy discussion ensued.

RESOLVED:

- i. That the £2,000 reserved for "In Bloom" be moved to "Other Grants".
- ii. To remove "In Bloom" nominal code.
- iii. That consideration of hosting the Pantomime be placed on the next agenda.
- iv. That the Precept be set at £481,188.00 at a 2.49% Increase.

F&GP
14/15/108

Mortons Solicitors.

Revised charging rates previously circulated.

RESOLVED: that the Assistant Clerk make enquiries to seek advice on existing client's fees.

F&GP
14/15/109

Planning Applications.

DM/14/03340/FPA – Rear conservatory and stable for Mr and Mrs K Barowsky.

RESOLVED: That the information be NOTED.

FULL PARISH COUNCIL
Minutes of Meeting held 22nd January 2015

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, and D Tait, L Williams, E Wood.

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

Also Present: Darren Meadows (Member of the Public).

Apologies:

HPC **National Association of Local Councils Newsletter.**
14/15/124 Previously circulated.

RESOLVED: that the information be NOTED.

HPC **Members Delegated to Outside Bodies.**

14/15/125 Cllr E Connor provided Members with an update on the Easington Area of Parish and Town Councils Meeting in which she attended on Tuesday 13th January 2015.

RESOLVED: that the information be NOTED.

HPC **Police and Crime Commissioner Consultation Event.**

14/15/126 Members considered attending the consultation even on Friday 30th January 2015.

RESOLVED: That any Member that wished to attend was able to claim travel expenses.

HPC **Royal Garden Party.**

14/15/127 Nominations were considered to attend the Queen's Garden Party on Tuesday 12th May 2015.

RESOLVED: That Cllr J Clark, I Roberts and W Smith be nominated.

HPC **Recording of Meetings under 'The Public Bodies (Admission to Meetings) Act 1960.**

14/15/128 The Assistant Clerk advised Members of the change in legislation for the recording of public meetings. Cllr L Williams wished it be noted that he objected to the recording of meetings.

RESOLVED: That recording equipment be purchased and stored appropriately and that Meetings are recorded for Minute purposes only.