

**HORDEN PARISH COUNCIL**  
**Minutes of Meeting held 5<sup>th</sup> March 2015**

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

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

**Also Present:** PCSO Nicola Bowman, Ian McLean (Member of the Public), John Seager (Member of the Public).

Prior to the commencement of the meeting the Chairman read the following *"I would like to advise Members of this Committee and Members of the Public that, in line with the amendment to 'the Public Bodies Admission to Meetings Act 1960, which came into force in August 2014, parts of this Meeting may be recorded by photographic, video and audio means"*.

**HPC** **Apologies for Absence.**  
**14/15/143** **RESOLVED:** Apologies RECEIVED and approved for Councillors L Williams and E Wood.

**HPC** **Minutes of the Meeting of Horden Parish Council held 12<sup>th</sup> February 2015.**  
**14/15/144** **RESOLVED:** That the minutes be confirmed as a correct record to be signed by the Chairman.

**HPC** **Matters Arising – Assistant Clerk's Report.**  
**14/15/145** There were no matters arising.

**HPC** **Items Tabled for Information.**  
**14/15/146** There were no items tabled for information.

*6:05pm Cllr D Langan entered the Meeting*

**HPC** **Police Report**  
**14/15/147** The Chairman welcomed PCSO Nicola Bowman to the meeting who reported on the following incidents:-

Recorded incidents in Horden	147
Burglary	5
Vehicle crime – theft of and from	4
Rowdy, Nuisance Behaviour	25
Criminal Damage	4

The Admin & Finance Officer advised Members that Inspector Warren Edwards had contacted her earlier in the day in response to the letter sent to him regarding the lack of Police presence and that he wished to arrange a meeting with Members to discuss their concerns.

The Chairman thanked PCSO Bowman for her attendance.

**RESOLVED:** That the information be NOTED and a suitable meeting date and time be arranged with Warren Edwards to enable as many Members as possible to attend.

*At 6:17pm Cllr I Roberts left the Meeting*

**HPC** **Public Participation**  
**14/15/148** There were no members of the public who wished to speak.

**PARKS AND CEMETERY COMMITTEE**  
**Minutes of Meeting held 5<sup>th</sup> March 2015**

**Present:** Councillor R Bagnall (Chairman)  
 Councillors J Clark, M Clark, E Connor, W Hill, D Langan, D Nicol, G Phillips, M Robinson, W Smith, D Tait, J White.

**Staff:** Ms J S Hunt (Assistant Clerk), Miss G Rowe (Admin & Finance Officer) and Mr C Muir (Parks and Cemetery Team Leader).

**Also Present:** Ian McLean (Member of the Public), John Seager (Member of the Public).

**Apologies:** L Williams, E Wood.

**P&C** **Parks & Cemetery Manager's Report.**  
**14/15/047** Report previously circulated covering the period 2<sup>nd</sup> to 22<sup>nd</sup> February 2015. The Parks and Cemetery Manager advised Members that he has carried out a tree survey and some trees would need to be removed by specialists as part of a phased program.

*At 6:18pm Cllr I Roberts entered the Meeting and took the Chair.*

*At 6:20pm Ian McLean and John Seager left the Meeting.*

Members discussed the staff structure at length.

**RESOLVED:** That the information be NOTED.

*At 6:35pm John Seager re-entered the Meeting.*

**P&C** **Damage/Incident Reports.**  
**14/15/048** 15.02.2015 Incident **Welfare Park**  
 Rugby Club – Ambulances attending the Welfare Park during a rugby match due to injury – park lock up delayed.

**RESOLVED:** that a letter be sent to the Rugby Club to investigate the incident further and a procedure put in place for future incidents of this nature.

**P&C** **Third Street Allotment.**  
**14/15/049** Mr John Seager introduced himself on behalf of Innovations and proceeded to give Members details of the service the company provide and their intentions for leasing the Allotment site.  
**RESOLVED:** that the item be deferred to the next meeting subject to legal clarification regarding leasing the plot to a private company.

*John Seager left the Meeting at 6:55pm*

**P&C** **Cemetery Development Sub-Committee Minutes of Meeting held 10<sup>th</sup> February 2015.**  
**14/15/050** Minutes of the Meeting previously circulated.  
**RESOLVED:** to APPROVE Recommendations:

- i. that option no.4 of the initial design be APPROVED with the addition of a pedestrian gate to the east side of the original cemetery.
- ii. that, as per option 2, fencing be erected to include the whole perimeter of the new extension and that two additional quotations be sought.

**P&C** **Cemetery Staff Room Arrangements.**  
**14/15/051** Members discussed at length the current staff room arrangements.  
**RESOLVED:** That quotations be sought for the next Meeting for the refurbishment of the Chapel of Rest for suitable staff room facilities.

**P&C** **Park Opening.**  
**14/15/052** Members considered closing the parks on Christmas and New Years Day.  
**RESOLVED:** That the parks remain closed on Christmas and New Years Day.

**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held 5<sup>th</sup> March 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, J White.

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

**Also Present:**

**Apologies:** L Williams and E Wood.

**F&GP 14/15/111** **Parish Council Financial Status – Bank Balances.**  
 The Assistant Clerk reported the bank balances as at 28/02/2015 being £406,743.02.  
**RESOLVED:** that the information be NOTED.

**F&GP 14/15/112** **Income and Expenditure Report to 31/01/2015.**  
 The report was circulated prior to the meeting.  
**RESOLVED** that the report be NOTED and a breakdown of code 1345 Cem-Vehicle Tax/Ins be provided at the next meeting.

**F&GP 14/15/113** **Cash Cheques.**  
 There were no cash cheques.

**F&GP 14/15/114** **Bank Transfer.**  
 The Assistant Clerk informed Members that the transfer for February 2015 was £23,549.95.  
**RESOLVED:** To ENDORSE transfers.

**F&GP 14/15/115** **Invoices for endorsement for payment.**  
**RESOLVED:** To ENDORSE the following invoices for payment:

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Payment Ref:	Re-charge Amount
All Star Business	04.02.15	Fuel Charges	£113.72	D/D	
All Star Business	11.02.15	Fuel Charges	£173.05	D/D	
All Star Business	18.02.15	Fuel Charges	£74.99	D/D	
Amazon	09.02.15	Recording Equipment	£139.02	312325	
Angel Springs	31.01.15	SWC Water Cooler	£35.62	D/D	
Ashley Gases	16.02.15	SWC Cellar Gases	£17.52	BACS	
Booker Wholesale	12.02.15	SWC Bar Supplies	£356.38	D/D	
British Gas	18.02.15	SWC Electricity 17/12/14 - 28/01/15	£776.42	D/D	
British Gas	18.02.15	Welfare Park Electricity 01/01/15 - 28/01/15	£33.73	D/D	
British Gas	18.02.15	Sports Pavilion Electricity 31/12/14 - 28/01/15	£8.06	D/D	
British Gas	18.02.15	Memorial Park Electricity 01/01/15 - 28/01/15	£40.62	D/D	
British Gas	18.02.15	Cemetery Electricity 17/12/14 - 28/01/15	£165.97	D/D	
British Gas	16.02.15	Full Credit Invoice 580142716 S'Land Rd Electricity	-£237.95	D/D	
British Gas	16.02.15	Part Credit on Actual Read S'Land Rd Electricity	-£84.91	D/D	
BT	10.02.15	SWC Alarm x3 months Line Rental	£3.74	D/D	
Concept	13.02.15	Photocopier Charges x3 months	£91.33	D/D	
Co-op Bank	02.02.15	FD Online & BACS Charges	£60.26	D/D	
Davmar	30.01.15	Staff Clothing and Footwear	£874.74	BACS	
Durham County Council	17.02.15	Repair Chainsaw Chain	£22.50	D/D	
HAGS SMP	30.01.15	Swing Seats & Chains Memorial Park	£369.60	BACS	
Homecare	26.02.15	DIY Goods	£78.56	BACS	
LWC Wholesale	13.02.15	SWC Bar Supplies	£358.72	D/D	
Machine Mart	04.02.15	Shovel, Grinder, Pruner	£75.55	BACS	
Machine Mart	09.02.15	Petrol Generator	£275.98	BACS	
Maxwells DIY	31.01.15	Timber, Plywood & Gloves	£74.23	BACS	
Niramax	31.01.15	Trade Waste	£28.56	312340	
Niramax	08.02.15	Trade Waste	£45.50	312340	
Niramax	15.02.15	Trade Waste	£46.51	312340	

Niramax	22.02.15	Trade Waste	£30.57	312340	
PAT Lavery	09.02.15	New Tyres Cemetery Van	£110.00	312341	
PRS for Music	17.02.15	SWC Music Licence	£532.14	BACS	
RBS Software	01.02.15	Bookign Software Maintenance	£208.80	BACS	
Rigby Taylor	19.02.15	Fertilizer	£380.10	BACS	
Select Telecom	31.01.15	Phone Lines, Calls & Internet	£130.42	D/D	
Shorts of Whitburn	07.02.15	Repair grass cutter blades	£284.79	BACS	
Vodafone	13.02.15	Mobile Phones	£84.30	D/D	
Weardale Construction	18.02.15	Repoint Pillars and facia SWC	£1,890.00	312331	
Invoice Total for February 2015			£7,669.14		

**F&GP**  
**14/15/116**

**Members/Officers Allowances.**

The Assistant Clerk advised she had received a participation allowance for Councillor D Langan for £571.93 and travel expenses for Councillor W Smith for £9.92, totaling £581.85.

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

**F&GP**  
**14/15/117**

**Audit of Accounts for Year Ended 31<sup>st</sup> March 2014**

Members discussed the conclusion of the External Audit at length.

**RESOLVED:** That the issue regarding "Council Resolutions" be clarified by BDO and the matter of the Personnel Sub-Committee Minutes not being approved by Full Council be investigated further.

**F&GP**  
**14/15/118**

**SWC Sub-Committee Minutes of Meeting held 26<sup>th</sup> February 2015.**

Minutes of the Meeting previously circulated.

**RESOLVED:** To APPROVE recommendations subject to iv Accent Housing Situation - for the article to include that the Parish Council support any groups or initiatives that are working towards reaching a satisfactory resolution regarding the housing situation.

- i. **SWC 14/15/047** - That free use be APPROVED subject to availability of the building and meetings are held within the opening times.  
**SWC 14/15/048**
- ii. Heritage Centre – article to be provided.
- iii. Peter Best Charity Football Match – details of attendance, how much was raised and photographs
- iv. Accent Housing Situation – to advise Horden Parish Council are not responsible for Horden housing.
- v. Proactive Councillors in the Village – with a view of detailing the volunteering roles in which some individuals are involved in such as School Governors, making meals for the elderly, Heritage Centre etc.

**F&GP**  
**14/15/119**

**Durham County Council Human Resources Training.**

Members considered attendance.

**RESOLVED:** That the Clerk, Assistant Clerk and managerial staff attend along with Councillors D Langan, W Smith, I Roberts and W Hill and that enquiries are made to check if there are any alternative dates as two of the dates provided clash with Council Meetings

**FULL PARISH COUNCIL**  
**Minutes of Meeting held 5<sup>th</sup> March 2015**

**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 and D Tait,

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

**Also  
 Present:**

**Apologies:** L Williams, E Wood

**HPC** **Apologies for Absence.**

**14/15/149** Members considered the procedure for submitting their apologies for absence and the current arrangements in the Standing Orders.

**RESOLVED:** that Standing Order 1 n) be amended to: "If prior to a meeting a Councillor (or their representative, if personally unable to comply) has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given" and that Standing Order 1 m) be amended to delete "and absent".

**HPC** **Accent Homes.**

**14/15/150** There were no representatives present to provide an update.

**HPC** **Members Delegated to Outside Bodies.**

**14/15/151** Cllr W Smith provided Members with an overview of the Larger Council's Meeting held 13<sup>th</sup> February 2015.

Cllr J White gave Members an update from the Youth and Community Centre Meeting held 3<sup>rd</sup> March 2015.

Cllr J Clark advised Members of a forthcoming Meeting of the EDAPTC.

**RESOLVED:** That the information be NOTED.

**HPC** **Resignation of Councillors M Robinson and G Phillips.**

**14/15/152** The Chairman read out both letters of resignation. Members thanked both G Phillips and M Robinson for their contribution over the years.

**RESOLVED:** That a formal letter of gratitude be sent to both G Phillips and M Robinson.

**HPC** **Exclusion of Press and Public.**

**14/15/153** **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** **Clerk's Sickness Absence.**

**14/15/154** The Chairman updated Members on the Clerk's sickness absence.

**RESOLVED:** That the information be NOTED.