

HORDEN PARISH COUNCIL
Minutes of Meeting held 9th July 2015

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

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

Also Present: PCSO Sarah Kinghorn

HPC 15/16/068 **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and approved for Councillors E Connor and W Smith.

HPC 15/16/069 **Minutes of the Meetings of Horden Parish Council held 10th June 2015.**
RESOLVED: that the minutes be confirmed as a correct record to be signed by the Chairman subject to the following amendments;

- (i) A transcript of the recording of item P&C 15/16/006 be provided for the September meeting.
- (ii) Councillor Langan that in reference to item F&GP 15/16/021, he wanted his name included to state that he did not agree with points two and seven on the Annual Governance Statement.
- (iii) In relation to item F&GP 15/16/021 resolution (iv) regarding the Internal Auditors Report, that point one be subject to independent investigation.
- (iv) In relation to HPC 15/16066 resolution (v), that the phrase "if resources allow" be removed.

Councillors J Clark and D Tait wished it to be recorded that they abstained from voting as they were not present at the meeting held 10th June 2015.

HPC 15/16/070 **Matters Arising – Clerks Report**

P&C 15/16/002	<u>Damage / Incident Reports</u> – A letter was sent to the Ambulance Service. The parish council have received no response at present.
P&C 15/16/005	<u>Damage / Incident Reports</u> – PCSO Edson has been contacted and an update requested on the last three months incidents reported.
P&C 15/16/006	<u>Cotsford Junior School</u> – School representatives attended a site visit and will assume the tenancy of the Third Street Allotment once the allotment agreement has been signed.
F&GP 15/16/010	<u>Green Leaf Café Picnic Tables</u> – The tables have arrived and been installed.
F&GP 15/16/019	<u>Invoices for endorsement for payment</u> - Haswell and district Mencap had been invoiced for the thorough clean of the café. The keys were returned. The invoice is still unpaid. HCWAFC Supporters club pay their lease fee on a monthly basis and are paid up to date. Creditors and Debtors reports are now included as agenda items. Cemetery costs will be included in a separate agenda item on September's meeting.
F&GP 15/16/021	<u>Audit of Accounts for the Year Ended 31st March 2015</u> – The Annual Return has been submitted to the External Auditor.
HPC 15/16/062	<u>Nomination for NALC Executive Representation</u> – The Clerk had written to CDALC and requested the item be considered at the next Larger Local Council's Forum.
HPC 15/16/66	<u>Staff Pay Award 2015/16</u> – Pay increases have been actioned accordingly. The staff have been informed.

RESOLVED: that the information be NOTED.

HPC **Items Tabled for Information****15/16/071** No items were tabled.**HPC** **Police Report****15/16/072** The Chairman welcomed to the meeting PCSO Sarah Kinghorn who reported on the following incidents:-

Recorded incidents in Horden 287

Burglary 3

Anti Social Behaviour 59

Thefts 10

Criminal Damage 5

RESOLVED: that the information given, be NOTED.**HPC** **Public Participation****15/16/073** There were no members of the public present.

PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 9th July 2015

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

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

Apologies: Councillors E Connor and W Smith

P&C **Parks and Cemetery Managers Report**
15/16/007

The Parks and Cemetery Manager summarised the report previously received, covering the period between 25th May – 28th June 2015. He advised that as £2,000 had been cut from the grounds maintenance budget for 2015, there would be a likely overspend in order to keep the sports pitches and greens to the required standard. Councillor Roberts stated she wished to thank the parks and cemetery staff for their hard work.

A lengthy discussion ensued with regard to the letting and cutting of grass at the Third Street Allotment and it was

RESOLVED: Members requested that the letting agreement and documents submitted to the Clerk from Cotsford Junior School be brought to the September meeting for their approval prior to the school being allowed access to the site.

P&C **Damage/Incident Reports**
15/16/008

10.06.15	Damage	<u>Welfare Park</u> Bottom Drive newly planted flower beds rode over and damaged and coping stones pulled from wall at Durham Avenue. Police informed – Officer dealing Glen
11.06.15	Incident	<u>Welfare Park</u> Two youths swinging the swings at smaller children and then they proceeded to try and damage the benches outside the café, youths asked to leave and staff verbally abused. Police informed. Incident no: 11-06-2015-387.
23.06.15	Incident	<u>Social Welfare Centre Car Park</u> A male removed the lid from the clothes recycling bin and stole a coat. Individual seemed intoxicated. Police informed and called in about 50 minutes later to advise they had found the individual and returned the coat.

Members continued to express their concern that inadequate feedback was being provided by the police in relation to incidents raised.

RESOLVED: that the incidents be NOTED.

P&C **Green Flag Award Ceremony**
15/16/009

Members gave consideration to the attendance at the Green Flag Award Ceremony, to be held in Oldham, Lancashire on Tuesday 21st July 2015.

RESOLVED: that Jimmy Bush and Walter Rudkin attend.

P&C **Exclusion of Press and Public**
15/16/010

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.

P&C **Sunderland Road Pavilion**
15/16/011

Members gave consideration to recommendations from the working group meetings held 4th June and 18th June 2015. Members further considered the architects plans, specifications, estimates and proposed contract. The Clerk summarised how the council could fund phase one of the project, which would require virements from other earmarked reserves. Much discussion ensued and it was

RESOLVED: that

- (i) The amendments to the minutes of the working group be approved.
- (ii) The submitted architects plans, specifications and proposed contract be approved.
- (iii) That the architect be appointed to manage phase one of the project.
- (iv) That the Sunderland Road pitches and pavilion are not available for hire until further notice.
- (v) To vire £3,500 from the Allotment reserve, £20,000 from the Property Repair reserve and use £16,270 from the General reserve, in conjunction with the existing Sunderland Road reserve to fund the project.

FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 9th July 2015

Present: Councillor D Nicol (Chairman)
 Councillors R Bagnall, J Clark, M Clark, W Hill, D Langan, J White, I Roberts, D Tait, L Williams
 and E Wood

Staff: Mr P Davison (Clerk) and Ms J Hunt (Assistant Clerk)

Apologies: Councillors E Connor and W Smith

F&GP **Parish Council Financial Status – Bank Balances**
15/16/025 The Clerk reported the bank balances as at 30th June 2015 being £479,266.05

RESOLVED: that the information be NOTED.

F&GP **Income and Expenditure Report to 31st May 2015**
15/16/026 Members considered the information previously circulated.

RESOLVED: that the information be NOTED.

F&GP **Debtor Report as at 31st May 2015**
15/16/027 Members considered the information previously circulated.

RESOLVED: that the information be NOTED.

F&GP **Creditor Report as at 31st May 2015**
15/16/028 Members considered the information previously circulated.

RESOLVED: that the information be NOTED.

F&GP **Cash Cheques**
15/16/029 The Clerk requested a cash cheque totally £200 (Admin) to be endorsed for payment.

RESOLVED: to ENDORSE cheque for payment.

F&GP **Bank Transfer**
15/16/030 The Clerk advised that the bank transfers for June was £50,793.66

F&GP **Invoices for endorsement for payment.**
15/16/031 Due to the invoice list not being included it was

RESOLVED: that the item be deferred to the next meeting.

F&GP **Members/Officers Allowances.**
15/16/032 The Clerk advised that he had received claims for the following:-
 Participation Allowance for Councillors R Bagnall, W Smith and L Williams totaling £1715.79.
 Travel Claims for Councillors D Langan and W Smith totaling £375.18.
 Travel Claim for the Clerk totaling £104.00.

RESOLVED: that the payments be APPROVED.

F&GP **Horden Children's Centre.**
15/16/033 Members gave consideration to correspondence received from Horden Children's Centre, Horden
 Nursery, Cotsford Infants School, requesting a donation.

RESOLVED: that no donation be given due to no financial information being provided as required
 in the application process.

F&GP **Workplace Pension Reform.**
15/16/034 Members gave consideration to the report of the Administration and Finance Officer, which had
 been previously circulated.

RESOLVED: That the recommendations in the report be approved.

F&GP
15/16/035

Welfare House Roof Repairs.

The Clerk advised that he had received two quotations for the repairs to Welfare House Roof and that the previous submitted quotations could not be used as they were rejected by Members in a previous meeting. The Clerk added that the repairs to the roof were urgent. A Member stated that the quotations were not for exactly the same work and contravened existing Financial Regulations.

RESOLVED: that the Clerk has a specification for the work commissioned and the quotation exercise recommenced.

A motion was passed by Members to defer the order of business due to time constraints

F&GP
15/16/036

Planning Applications.

DM/15/01766/FPA – Change of use from A1 cake shop to an A5 hot food takeaway for Mr R Mason at Co-operative Buildings, Cotsford Lane, Horden.

RESOLVED: to object to the planning application DM/15/01766/FPA on the grounds of traffic congestion in the surrounding area as a result of the change of use of the premises.

A motion was passed to reconvene the Finance and General Purpose Committee and Full Council meeting for a later date due to time constraints.

Meeting closed at 9.15pm

FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Re-Convened Meeting 16th July 2015

Present: Councillor D Nicol (Chairman)
 Councillors R Bagnall, J Clark, W Hill, D Langan, I Roberts, W Smith, D Tait, J White, L Williams and E Wood

Staff: Ms J Hunt (Assistant Clerk)

Apologies: Councillors E Connor and M Clark

F&GP
15/16/037

Invoices for endorsement for payment.

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Payment Ref:
All Star Business	10.06.15	Fuel Charges	£287.88	D/D
All Star Business	17.06.15	Fuel Charges	£203.89	D/D
All Star Business	24.06.15	Fuel Charges	£43.04	D/D
Ashley Gases	08.06.15	SWC Cellar Gases	£17.52	BACS
Booker	12.06.15	SWC Bar Supplies	£426.40	D/D
Booker	30.06.15	SWC Bar Supplies/Tea/Sweets	£430.54	D/D
British Gas	11.06.15	SWC Electricity 01/05/15 - 01/06/15	£518.88	D/D
British Gas	11.06.15	Cemetery Electricity 25/04/15 - 30/05/15	£96.53	D/D
British Gas	11.06.15	Welfare Park Electricity 29/04/15 - 28/05/15	£38.76	D/D
British Gas	11.06.15	Sports Pavilion Electricity 25/04/15 - 27/05/15	£38.65	D/D
British Gas	11.06.15	Memorial Park Electricity 29/04/15 - 28/05/15	£22.35	D/D
British Gas	19.06.15	SWC Gas Charges 27/03/15 - 17/06/15	£2,776.74	D/D
Co-op Bank	01.06.15	FD Online & BACS Charges	£59.84	D/D
Diesels TVC	21.05.15	Repairs to Maritime Crescent Roundabout	£696.00	BACS
Diesels TVC	21.04.15	Play Equipment & Machinery Repairs	£270.00	BACS
DTA	12.06.15	Scorpion Lager	£168.00	BACS
Durham County Council	16.06.15	Repairs to Gangs	£101.22	BACS
Durham County Council	18.06.15	Repairs to Strimmer and 2 Reels of Strimmer Cord	£183.00	BACS
Harbro Electrical	11.06.15	Light Element	£5.94	BACS
Homecare	23.06.15	DIY Supplies	£78.93	BACS
Horn's Landscaping	31.05.15	Turf for Cemetery	£54.76	
Innerglass	05.06.15	Glasses, Champagne Flutes & Goblets for Bar	£209.71	BACS
Innerglass	26.06.15	Hand Towels/toilet rolls/disinfectant/handwash	£253.99	
Karl Jeffery	11.03.15	Summer Events Puppet Show	£190.00	
Lloyd Ltd	09.06.15	Blade	£75.07	BACS
LWC Wholesale	12.06.15	SWC Bar Supplies	£386.60	D/D
LWC Wholesale	19.06.15	SWC Bar Supplies	£607.00	D/D
MKM Building Supplies	17.06.15	Nails and Wood	£50.88	BACS
Niramax	14.06.15	Trade Waste	£51.46	
Niramax	21.06.15	Trade Waste	£56.40	
Playsafety Limited	22.06.15	Annual Play Area Inspections	£554.40	
PPG	12.06.15	Green Gloss	£101.63	BACS
Screwfix	05.05.15	Safety Boots	£19.99	BACS
Select Telecom	30.04.15	Phone line rental, calls & Internet	£120.18	D/D
Select Telecom	31.05.15	Phone line rental, calls & Internet	£124.13	D/D
Sherburn Stone	08.06.15	Cement Mix	£270.86	BACS
Sornel	29.06.15	Mic Leads	£15.96	
Speedy Hire	31.05.15	Heavy Duty Breaker, Extension Lead, Chisel	£84.84	BACS
Treasured Memories	12.06.15	Memorial Plaque	£81.72	BACS
Trevor Jones	05.06.15	Custom made Waste Pipe for Bowls Pavilion	£85.00	
Trevor Jones	10.06.15	HCW AFC Immersion Heater Parts, Fitting Twice	£606.00	
Vodafone	15.04.15	Mobile Phones	£84.14	D/D
Vodafone	22.05.15	Mobile Phones (longer billing period)	£136.54	D/D
Zurich Municipal	09.06.15	2015/16 Insurance Premium	£13,167.59	
Invoice Total for June 2015			£23,852.96	

RESOLVED: that the invoices be endorsed for payment.

Councillor D Nicol declared a prejudicial interest in the following item and left the room at 7.45pm.

**F&GP
15/16/038**

Hackney Carriage and Private Hire Licensing Policy Consultation

Members considered the consultation previously circulated.

RESOLVED: Members had no further comments to make.

Councillor D Nicol re-entered the room at 7.47pm

**F&GP
15/16/039**

Planning Applications

- (i) **DM/15/01415/FPA** – Change of use from arable field to extended cemetery at Thorpe Road, Horden for Horden Parish Council
- (ii) **DM/15/01544/FPA** – First floor rear extension at 1, Cotsford Park Estate, Horden for Mr & Mrs D Rouse

RESOLVED: Members had no further comments to make.

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 Councillors R Bagnall, J Clark, M Clark, W Hill, D Langan, D Nicol, I Roberts, D Tait, L Williams and E Wood

Staff: Ms J Hunt (Assistant Clerk)

Apologies: Councillors E Connor and M Clark

HPC **Nomination for County Association Positions.**
15/16/074 Members gave consideration to nominations for the following:-
 (i) President
 (ii) Three Vice Presidents
 (iii) Honorary Treasurer
 (iv) Honorary Auditor

RESOLVED: that Councillor W Smith be nominated for a Vice President position and the current post holders be re-elected.

HPC **Grants Houses Mobile Polling Station**
15/16/075 Members considered the correspondence previously circulated.

RESOLVED: that the correspondence be noted.

HPC **One Point LAB Group.**
15/16/076 Members considered the request from One Point Service for Parish Council representation to attend the LAB meetings at Horden Children's Centre.

RESOLVED: that Councillor D Langan be nominated.

HPC **Members Delegated to Outside Bodies.**
15/16/077 Councillor J White updated Members with information from the last meeting from Horden Youth and Community Centre.

RESOLVED: that the information be NOTED.

HPC **Exclusion of Press and Public**
15/16/078 **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 **NJC Feasibility Study.**
15/16/079 Members considered the information previously circulated.

RESOLVED: that a sub-committee be formed with Councillors R Bagnall, D Langan, I Roberts, J White and D Tait to progress.

HPC **Recruitment of Staff.**
15/16/080 Members considered the correspondence previously circulated.

RESOLVED: that the council seek independent H.R. advice.

HPC **Internal Audit Report.**
15/16/081 Members considered the report of the Internal Auditor.

RESOLVED: that independent investigation is sought.

HPC
15/16/082

Stress Risk Assessment.

Members considered the information previously circulated. Due to time constraints, the Chairman closed the meeting.

RESOLVED: No resolution was made.

Meeting closed 9.25pm

Parks and Cemetery Committee
Minutes of Meeting held on 23rd July 2015

- Present:** Councillor I Roberts (Chairman)
Councillors R Bagnall, J Clark, M Clark, W Hill, D Langan, D Tait, D Nicol, W Smith and J White.
- Staff:** Mr P Davison (Clerk)
- Others Present:** Mr. G McCormack (Architect)
- Apologies:** Councillors L Williams, E Connor and E Wood.
- P&C 15/16/012** **Apologies for Absence**
RESOLVED: Apologies received and APPROVED for Councillors L Williams, E Connor and E Wood.
- P&C 15/16/013** **Public Participation**
There were no members of the public present.
- P&C 15/16/014** **Exclusion of Press and Public**
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.
- P&C 15/16/015** **Sunderland Road Pavilion Refurbishment**
Members considered the proposed variation on the council's approved tender process in order to facilitate the architect carrying out part of the work. Members were unsure of the capability or capacity of the list of proposed contractors on the list previously issued and the architect was asked to provide the names of suitable contractors and submit details of references or testimonials for Members to examine. It was acknowledged that due to extremely tight timescales, the tender exercise may already be underway after contractor details and references were sent out to Members.

With regard to timescales to the tender return, opening and subsequent architect's tender report, it was considered that the parish council would be in a position to agree to a suitable contractor at their meeting on 3rd September. Thereafter work to provisionally commence in late September with an approximate eight week completion schedule.

Members also considered suitable publicity with regard to the development and the possibility of an exercise in early September, which would be further considered at the meeting on 3rd September.

RESOLVED: that

- (i) Part (a) of the parish council's tender process as outlined in 11.4 of their approved Financial Regulations be waived.
- (ii) The architect seek up to six potential contractors to submit tender packs to and provide the Clerk with references and testimonials of the contractors.
- (iii) Parts (b) to (d) of the parish council's tender process as outlined in 11.4 of their approved Financial Regulations be implemented by the architect.
- (iv) Parts (e) and (f) of the parish council's tender process as outlined in 11.4 of their approved Financial Regulations be implemented as normal.
- (v) The persons present at the tender opening to be, Mr P Davison (Clerk), Councillors I Roberts and D Tait. Also in attendance Mr G McCormack (architect).
- (vi) Tenders to be opened at 12 noon, 20th August 2015.

P&C
15/16/016

Sunderland Road Pitch Use

Much discussion ensued with Members further considering use the playing fields at Sunderland Road while the pavilion was closed and the correspondence previously received.

The Clerk advised that no specific resolution had been previously made with the council preventing teams using the pitches. Several Members requested that the accuracy of the previous meeting be checked and the legality of Members listening to the recordings of meetings held as a Member requested to listen to the recording of the previous meeting.

The Clerk advised that letters and invoices had not been sent out to the teams pending appropriate resolutions and needed to do so. Based on pitch fees not being increased for two years and resources being spent on the pavilion, it was

RESOLVED: that

- (i) The pavilion remain closed until further notice.
- (ii) The Clerk change the locks on the pavilion building if he had not already done so.
- (iii) Pitch fees for users of Sunderland Road Playing Fields are to be charged at three quarters of their 2014 fee.
- (iv) No temporary facilities are to be provided in the interim.

