

## HORDEN PARISH COUNCIL

### Minutes of Meeting held 5<sup>th</sup> November 2015.

**Present:** Councillor J White (Chairman)  
Councillors C Cain, J Clark, E Connor, D Langan, D Nicol, I Roberts, G Robson, W Smith and D Tait.

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

**Also Present:**

*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.

**15/16/106** **RESOLVED:** Apologies RECEIVED and approved for Councillors R Bagnall, M Clark, W Hill, L Williams and E Wood.

**HPC** Minutes of the Meeting of Horden Parish Council held 1<sup>st</sup> October 2015.

**15/16/107** **RESOLVED:** That the minutes be confirmed as a true record to be signed by the Chairman, subject to the following amendments:-

HPC 15/16/094 Matters Arising – be amended to read "The Assistant Clerk has written to the Rugby Club. Who responded and advised they would be playing on the pitch for 2015/16 season".

P&C 15/16/035 Miners Sculpture – be amended to read "that the location of the statue, in support of the public consultation feedback and the careful consideration of suitable access, be in location number 2".

HPC 15/16/100 Members delegated to Outside Bodies – to be amended to read "Councillor W Hill updated Members with information from the last Horden Regeneration Partnership meeting he attended. In addition Councillor Clark updated Members on the situation with regard to the forthcoming railway station".

***Councillor Connor wished it to be noted that she did not vote for the amendment to item P&C 15/16/035 – Miners Sculpture.***

**HPC** Matters Arising.

**15/16/108**

HPC 15/16/056	<u>Police Report</u> The Clerk has written to the police regarding the SWC Supporters Club and also its licensee addressing the council's concerns. No response has been received from the Supporters Club at present.
P&C 15/16/021	<u>Thorpe Road Cemetery Purchase of Land at Horden Hall Farm</u> Durham County Council approved the planning application on 22 <sup>nd</sup> October 2015. The Council's solicitor and CDS have now been informed and enquiries are being made as to the cost of removal of the restrictive covenant with the Coal Authority. Further consideration of the cemetery extension and resultant costs to be incurred will be considered initially by the Budget Sub-Committee as part of the budget setting process in November.
P&C 15/16/035	<u>Miners Sculpture</u> Further progression of this item will be dealt with by the Horden Recreation Ground Committee.
F&GP 15/16/062	<u>Separation of Charity Accounts</u> The Charity Commission have been contacted for further information prior to the item being tabled for Members further consideration.
F&GP 15/16/063	<u>Capacity Report</u> Two meetings of the Budget Sub-Committee were convened and the recommendations once approved as a correct record will be considered as part of the budget process in future budget meetings before being brought back to the Finance and General Purposes Committee for approval.
F&GP 15/16/064	<u>Member Account Signatories</u> The Clerk is still awaiting signatories to complete the documentation required.
HPC 15/16/103	<u>Grievance Claim</u> In accordance with the report submitted, no further action has been taken and the employee concerned notified accordingly.
HPC 15/16/104	<u>SWC Cleaner</u> The employee has been notified accordingly.

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

**HPC** **Items Tabled for Information.**

**15/16/109** These were circulated previously.

**RESOLVED:** that the information given, be NOTED and that the two thank you letters be displayed on the noticeboard.

**HPC** **Police Report.**

**15/16/110** There were no police currently in attendance. The Police report was circulated at the meeting.

***Mr. Tony Devos entered the room at 6:20pm.***

**HPC** **Public Participation.**

**15/16/111** The Chairman welcomed Mr. Tony Devos from Limestone Landscapes.

Mr Devos proceeded to advise Members on the "village atlas project". He advise that they were putting together a bid to the Heritage Lottery Fund, which will be put in on 3<sup>rd</sup> December to do of the village atlases, he advised that they have already done six within the area, in which he brought examples for Members to peruse. The village atlas looks at everything in the village from geology, ecology, how the settlement came to be like it is, developed over time and the social history. You then come up with an atlas that looks at the heritage assets of the village.

He advised that they would also be looking to work with the schools in the area, looking at doing archeological digs, ethological survey work and something called the doomsday project.

What he needs from each of the areas, is an indication that the Parish Council would be willing to work with the project in the development stage of the programme and also, if successful to potentially put in some match funding towards the project of £4,000.00. Therefore looking at an "in principal" commitment from the Parish Council, which is needed before they put the funding bid in on the 3<sup>rd</sup> December of this year. This is a year in advance of the project starting.

Mr Devos then proceeded to answer questions put to him by Members.

**RESOLVED:** that the information given, be NOTED.

***Mr Devos left the room at 6:35pm.***

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

**Present:** Councillor I Roberts (Chairman)  
 Councillors C Cain, J Clark, E Connor, D Langan, D Nicol, G Robson, W Smith, D Tait and J White.

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

**Apologies:** Councillors R Bagnall, M Clark, W Hill, L Williams and E Wood.

**P&C**      **Declarations of Interest.**  
**15/16/036**    There were no declarations.

**P&C**      **Parks & Cemetery Manager's Report.**  
**15/16/037**    The report previously circulated covered the period from 21st September to 25<sup>th</sup> October 2015.

The Parks and Cemetery Manager advised that section M is now full and that the fencing in that area is in a state of disrepair.

He advised Members on the situation with regard to a number of planters within the village and requested permission to re-locate them. Members took on board the information and advised that the Parks and Cemetery Manager was to go ahead with the re-location of the planters.

He also advised on the situation with regard to the vintage car display wanting to display their cars within the Welfare Park next year.

**RESOLVED that:**

- i. the information given, be NOTED.
- ii. the the Parish Council agree to the vintage car event and that the Parks and Cemetery Manager assess the area beforehand for maximum numbers and inform the relevant persons.

The Chairman wished to express thanks to parks and cemetery staff for the work that they have done over the month.

**P&C**  
**15/16/038**    **Damage/Incident Reports.**

**06.10.15 Damage Third Street Allotment.**

Member of the public called to say the fence at Third Street Allotment had been kicked in. Parks and Cemetery Team Leader surveyed the damage and two fence panels have been stolen.  
 Police informed – Crime No: EE-150-2819 and panels replaced.

**17.10.15 Damage HCW AFC Supporters Club and SWC Car Park.**

"Horden Ultras 2K15" spray painted on supporters club wall and "HORDEN" sprayed along wood panels on wall to new housing estate in SWC car park.  
 Police informed – Crime No: EE-150-2988.

**23.10.15 Incident SWC Car Park.**

A young lady was found lying in the car park complaining of stomach pains. She said she was losing her child. The SWC manager took her into the building and telephoned for an ambulance at 11:20pm. The ambulance arrived at 11:40pm and took the young lady to hospital.

**RESOLVED that:**

- i. the Parish Council have a special meeting with a higher ranking officer to discuss the alleged incidents and nuisances of the Supporters Club.
- ii. that the Clerk send a summons to Mr Vasey to answer queries with regard to the alleged incidents arising from the Supporters Club.

## **FINANCE AND GENERAL PURPOSES COMMITTEE**

### **Minutes of Meeting held 5<sup>th</sup> November 2015.**

**Present:** Councillor E Connor (Chairman)  
Councillors C Cain, J Clark, D Langan, D Nicol, I Roberts, G Robson, W Smith, D Tait and J White.

**Staff:** Mr P Davison (Clerk), Ms J Hunt (Assistant Clerk).

**Apologies:** Councillors R Bagnall, M Clark, W Hill, L Williams and E Wood.

**F&GP**            **Declarations of Interest.**  
15/16/069        There were no declarations.

**F&GP**            **Parish Council Financial Status – Bank Balances as at 31/10/2015.**  
15/16/070        The Clerk reported the bank balances as being £527840.11 .  
**RESOLVED:** That the information be NOTED.

**F&GP**            **Income and Expenditure Report to 30/09/2015.**  
15/16/071        The report was circulated previously.  
**RESOLVED:** That the report be NOTED.

**F&GP**            **Debtor Report as at 30/09/2015.**  
15/16/072        The report was circulated previously.  
**RESOLVED:** that the information be NOTED.

**F&GP**            **Creditor Report as at 30/09/2015.**  
15/16/073        The report was circulated previously.  
**RESOLVED:** that the information given be NOTED.

**F&GP**            **Reserves Report as at 30/09/2015.**  
15/16/074        The report was circulated previously.  
**RESOLVED:** that the information given be NOTED.

**F&GP**            **Cash Cheques.**  
15/16/075        The Clerk requested a cash cheque totaling £200 for Admin/SWC be endorsed for payment.  
**RESOLVED:** to ENDORSE cheque for payment.

**F&GP**            **Bank Transfer.**  
15/16/076        The Clerk informed Members that the transfer for October was £7,254.59.  
**RESOLVED:** To ENDORSE transfers.

**F&GP**            **Invoices for endorsement for payment.**  
15/16/077        **RESOLVED:** To ENDORSE the following invoices for payment:

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Payment Ref:
All Star Business	07.10.15	Fuel Charges	£190.03	D/D
All Star Business	21.10.15	Fuel Charges	£151.64	D/D
All Star Business	28.10.15	Fuel Charges	121.45	D/D
Angel Springs	30.09.15	SWC Water Cooler Rental	£37.33	D/D
Ashley Gases	12.10.15	SWC Cellar Gases	£8.76	BACS
Ashley Gases	26.10.15	SWC Cellar Gases	17.52	BACS
BDO	30.09.15	2014/15 Annual Return	£1,981.20	
BOC	30.09.15	CO2 Monitor SWC Cellar	£33.72	D/D
BOC	31.10.15	SWC CO2 Monitor	33.72	D/D
Booker	20.10.15	Halloween Disco Supplies, Nuts, Coffee	£80.90	D/D
British Gas	30.09.15	Sunderland Road Electricity 26/06/15 - 24/09/15	£46.75	D/D
British Gas	12.10.15	Electricity Charges:	£775.85	D/D
British Gas	12.10.15	SWC 02/09/15 - 01/10/15		
British Gas	12.10.15	Welfare Park 29/08/15 - 28/09/15		
British Gas	12.10.15	Horden CWAFAC 29/08/15 - 28/09/15		
British Gas	12.10.15	Sports Pavilion 28/08/15 - 30/09/15		

British Gas	12.10.15	Memorial Park 29/08/15 - 28/09/15		
British Gas	12.10.15	Cemetery 28/08/15 - 27/09/15		
British Gas	30.09.15	Café & Works Build. Electric 09/07/15 - 24/09/15	£245.85	BACS
British Gas	19.10.15	Café & Works Build. Electric 25/09/15 - 16/10/15	£179.65	BACS
Cathedral Turf	21.10.15	20 Rolls of Turf	£52.65	
Concept	05.10.15	Photocopier Charges	£278.33	D/D
Co-op Bank	30.09.15	FD Online & BACS Charges	£60.12	D/D
DTA	02.10.15	Scorpion Lager	£84.00	BACS
DTA	16.10.15	Scorpion Lager	£84.00	BACS
DTA	23.10.15	Scorpion Lager	£168.00	BACS
Durham County Council	22.10.15	Replacement Water Heater SWC & fitting	£4,538.87	
Durham County Council	28.10.15	New Stihl Blower	£456.00	
Durham County Council	29.10.15	Machinery Repairs	£97.20	
Durham County Council	01.10.15	Machinery Repairs	£262.54	BACS
Durham County Council	14.10.15	Café Lift Call Out	£80.78	BACS
Durham County Council	14.10.15	Service SWC Lift	£61.20	BACS
GB Management Solutions	30.09.15	HR Consultancy Support	£630.00	BACS
Go2 Electrical	08.10.15	Replacement Light Gents Toilets	£75.00	BACS
Go2 Electrical	09.10.15	Supply & Fit New over door heater HPC Office	£340.00	BACS
Go2 Electrical	28.10.15	SWC LED Emergency Light Fittings	£945.00	BACS
Harbro Electrical	02.07.15	Cable Protector	£94.92	BACS
Harbro Electrical	23.09.15	LED Light Bulbs SWC	£107.04	BACS
Harbro Electrical	25.09.15	LED Light Bulbs SWC	£294.36	BACS
Harbro Electrical	09.10.15	Light Bulbs	£18.00	BACS
Innerglass	07.10.15	Hot Water Flasks	£68.33	BACS
IOS	29.10.15	Stationery & Envelopes	£23.98	BACS
IOS	30.09.15	Stationery Supplies	£27.52	BACS
ITC	30.09.15	Remote Backup Service	£30.00	D/D
ITC	31.10.15	Off Site Back Up October 2015	£30.00	D/D
Kennek Construction	13.10.15	Valuation 1 Sunderland Road Pavilion	£18,951.36	312468
Kennek Construction	27.10.15	Rebuild Church Green Wall	£1,212.00	
L.M.P.	26.10.15	Grasscutting Cotsford Park	£240.00	BACS
LWC Wholesale	02.10.15	SWC Bar Supplies	£636.06	D/D
LWC Wholesale	16.10.15	SWC Bar Supplies	£675.14	D/D
LWC Wholesale	23.10.15	SWC Bar Supplies	£291.20	D/D
LWC Wholesale	23.10.15	SWC Bar Supplies	£28.78	D/D
MacDonald Martin	14.10.15	Service Emerg. Lights Works Build	£90.00	BACS
MacDonald Martin	14.10.15	Service Emerg. Lights SWC	£90.00	BACS
MacDonald Martin	14.10.15	Service Emerg. Lights Café	£90.00	BACS
MacDonald Martin	19.10.15	Service Emerg. Lights Grandstand	£90.00	BACS
Maxwells DIY	30.09.15	Paint and Brushes	£50.97	BACS
MKM Building	07.10.15	Fence Board for Third St Allotment	£2.50	BACS
Niramax	11.10.15	Trade Waste x2 weeks	£121.20	
Niramax	18.10.15	Trade Waste	£72.00	
Niramax	25.10.15	Trade Waste	£72.00	
Niramax	31.10.15	Trade Waste	£72.00	
O'Brien	30.09.15	Recycling Trade Waste	£14.40	D/D
O'Briens	31.10.15	Recycle Trade Waste	£14.40	D/D
Pat Lavery	16.10.15	Tyres & Tyre Repair	£120.00	
Scott Memorials	07.10.15	Polished Granite Sculpture Base	£955.20	
Screwfix	30.09.15	Safety Boots	£24.99	BACS
Select Telecom	30.09.15	Phone Lines, Calls, Internet & New Router	£191.52	D/D
Sherburn Stone	10.10.15	Concrete Base for Miners Sculpture	£247.01	BACS
Trevor Jones	29.09.15	Water Heater Repair Mem Park Works Build	£115.00	
Trevor Jones	24.10.15	Remove toilet at Cemetery & Grandstand Repairs	£230.00	
Vodafone	22.10.15	Mobile Phones	£84.79	D/D
Wilf Husband	14.10.15	Top Soil	£230.40	BACS
Zurich Insurance	30.09.15	Works in Progress Insurance	£257.48	BACS
		<b>Invoice Total for October 2015</b>	<b>£38,082.61</b>	

**F&GP**      **Members/Officers Allowances.**

**15/16/078**      The Clerk advised he had received participation allowance for Councillors E Connor and E Wood and travel claim for Councillor E Connor totaling £1173.61.

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

**F&GP**      **Audit for the Year ended 31<sup>st</sup> March 2015.**

**15/16/079**      Members considered the report previously circulated. The Clerk advised that an action plan would be drafted and put to Members to consider with regard to the auditors recommendations at a later meeting.

**RESOLVED:** that the report of the auditor for the year ended 31<sup>st</sup> March 2015 be ACCEPTED.

**F&GP**      **Limestone Landscapes.**

**15/16/080**      Members gave consideration to the report previously circulated.

**RESOLVED that:**

- i.      the Parish Council support the village atlas project in principle.
- ii.     to allocate £4,000.00 in the next years budget for the village atlas project.
- iii.    the Chairman, under Standing Order S.12 ss (d) move without notice that the order of business be changed to proceed to Full Parish Council items 1, 2, 3, 4, 5 and 6, due to time constraints.

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

Councillor J White (Chairman)

Councillors C Cain, J Clark, E Connor, D Langan, D Nicol, I Roberts, G Robson, W Smith and D Tait.

Mr P Davison (Clerk) and Ms J S Hunt (Assistant Clerk).

**Apologies:** Councillors R Bagnall, M Clark, W Hill, L Williams and E Wood.

**HPC**            **Declarations of Interest.**  
**15/16/112**      There were no declarations of interest.

**HPC**            **East Durham Trust Annual Conference.**  
**15/16/113**      Members gave consideration to the attendance of a Parish Council representative to the above event, to be held at East Durham College, Peterlee Campus on Thursday 12<sup>th</sup> November 2015 at 10:00am – 3:30pm.  
**RESOLVED:** that Councillor W Smith attend.

**HPC**            **Members Delegated to Outside Bodies.**  
**15/16/114**      Councillor E Connor updated Members with information from the last meeting of the Horden Colliery Residents Association, the Town and Parish Councils and in addition the Association of Local Councils. Councillor W Smith added to the report.

Councillor J White updated Members with information from the Residents Association.

**RESOLVED:** that the information given, be NOTED.

**HPC**            **Exclusion of the Press and Public.**  
**15/16/115**      **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**            **Clocking in Policy.**  
**15/16/116**      Members considered the draft policy previously circulated. The Clerk advised that the system to be used is the fingerprinting version, in accordance with Members previous wishes. The Clerk advised that he was not sure with regard to the legislation surrounding this type of clocking in system, as the contractor appointed could not give a categorical answer.

The Clerk advised that the contractor had previously stated that fingerprint information was not stored as a print but converted into a string of numbers used to identify individuals.

The Clerk advised that other means of recording information were possible such as using a swipe card or fob, and also advised that when staff are consulted, they may feel uncomfortable with this, which may lead to legal challenge.

A query was raised on the security of using the fob method with regards to members of staff clocking in for each other. The Clerk advised that so called "buddy clocking" would need to be monitored by line managers.

A Member enquired as to whether staff have raised any objections to the fingerprinting method. The Clerk advised that once the clocking in policy was signed off by Members, it would then be put to staff and union representatives for consideration. The clerk added that he had made staff aware that Members are considering a policy presently which will then be put to staff once Members have approved the draft policy.

Members then proceeded to read through the clocking in policy and discuss changes to be made.

**RESOLVED that:**

- i. the finger print method of clocking in be implemented in principle.
- ii. That the meeting be re-convened due to time constraints, in order to discuss the remainder of the items from the Finance and General Purposes Committee, being items 7, 8, 9, 10, 11 and 12 and the Full Parish Council, being item no 6.

***The Chairman adjourned the meeting due to time constraints at 9pm.***