

HORDEN PARISH COUNCIL
Minutes of Meeting held 14th January 2016

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

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

Also
 Present: PCSO Dave Edson and PC Dean Wilson.

HPC **Apologies for Absence.**
15/16/139 **RESOLVED:** Apologies RECEIVED and approved for Councillor M Clark.

HPC **Minutes of the Horden Parish Council Meeting held 3rd, 10th and 17th December 2015.**
15/16/140 **RESOLVED:** that the minutes be confirmed as a true record to be signed by the Chairman,

HPC **Matters Arising.**
15/16/141

P&C 15/16/043 Thorpe Road Cemetery Extension – The Council's solicitors have been instructed to commence with the appointment of the surveyor for the valuation process.

HRG 15/16/082 HCW AFC Floodlight Report – The ground was closed and the floodlights have been removed. The club were informed accordingly with regard to the future of the floodlight provision.

F&GP 15/16/099 Internal Auditors Report/Income and Banking – The staff were written to expressing the council's thanks.

F&GP 15/16/103 Provision of Electronic Notebooks/Tablets for Members – CDALC was contacted concerning the agenda item for the next LLC forum meeting.

HPC 15/16/128 Sunderland Road Pavilion Roof – The cheques was issued and the bitumen covering of the roof completed.

HPC 15/16/130 NJC Pay Grading Exercise 2015 – The consultant provided an estimate of their costs for the exercise, an estimated timescale of the exercise and NEREO have provided a contract agreement to be completed.

HPC 15/16/131 Clocking in Policy – Staff have been provided with a copy of the policy for their consideration and comment by Friday 29th January 2016.

HPC 15/16/133 One Point Children's Centre – One Point and DCC will be contacted in early January, as due to time constraints it was not possible to undertake this in December.

HPC 15/16/134 Voiceover Challenge – East Durham Creates were contacted advising them of Councillor W Smith's approved duty.

HPC 15/16/139 Prohibition of Driving Order: Shotton Road, Horden – DCC were contacted and provided with the parish council's comments.

HPC **Items Tabled for Information.**
15/16/142 Information previously circulated.
RESOLVED: to NOTE the information.

HPC **Police Report.**
15/16/143 The Chairman welcomed PCSO Dave Edson and PC Dean Wilson to the meeting who reported on the following incidents from 3rd December 2015 to date:-

Recorded incidents in Horden	251
Burglary	7
Vehicle Crime – theft of and from	5
Thefts	
Anti-social Behaviour	34
Criminal Damage	5

PCSO Edson then proceeded to give a brief update on damage and incidents reports from the 31st October 2015, 12th December 2015 and 24th December 2015.

RESOLVED: that the information given, be NOTED.

HPC **Public Participation.**
15/16/144 There were no members of the public currently present.

PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 14th January 2016

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

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

Apologies: Councillor M Clark.

P&C **Declarations of Interest.**
15/16/044 There were no declarations.

P&C **Parks and Cemetery manager's Report.**
15/16/045 The report previously circulated covered the period 22nd November to 27th December 2015.

The Clerk distributed pictures of Sunderland Road Pavilion, showing the damp issues within the pavilion for Members information. Members requested a site visit for the next day to assess the extent of the problem. It was also decided to enlist the services of an expert to obtain a free evaluation of the situation.

15/16/046 **P&C** **Damage / Incident Reports.**

12.12.15 Incident - Memorial Park – Christmas Tree lights stolen from the tree.
 Police informed – crime no: DHM 12/12/15/0144.

24.12.15 Incident - Hornden Recreation Ground – Cricket Field – 200mtr of rope, which cordoned
 off the cricket square was stolen.

A Member enquired as to whether there had been any formal feedback from the police with regard to the damage and incident reports sent to them.

The Clerk advised that there had been no feedback.

RESOLVED: that the police be contacted for written feedback on relevant incidents.

P&C **Bus Shelter Proposal Adjacent to Thorpe Road Cemetery.**
15/16/047 Members gave consideration to correspondence received from Durham County Council with regard to the placement of a bus shelter opposite Thorpe Road Cemetery.

Councillor J Clark gave a brief update on the situation.

RESOLVED: that a formal letter of support be sent to Mr Muse of the public transport department, Durham County Council and a letter of thanks and support for the project be sent to Councillor J Clark.

FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 14th January 2016

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

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

Apologies: Councillor M Clark.

F&GP Declarations of Interest.

15/16/105 There were no declarations.

F&GP Parish Council Financial Status – Bank Balances as at 31/12/2015.

15/16/106 The Clerk reported the bank balances as being £288,706.01.

The Clerk advised that this was a significant reduction in the balance from last month, the main reason being litigation fees and pavilion fees.

The Clerk further advised that the Council need to watch their spending until April.

RESOLVED: that the information be NOTED.

F&GP Income and Expenditure Report as at 30/11/2015.

15/16/107 The report was previously circulated.

RESOLVED: that the information given, be NOTED.

F&GP Debtor Report as at 30/11/2015.

15/16/108 The report was previously circulated.

RESOLVED: that the information given, be NOTED and that a reminder be sent to the Cricket Club and Cricket Social Club to pay their outstanding monies.

F&GP Creditor Report as at 30/11/2015.

15/16/109 The report was previously circulated.

RESOLVED: that the information given, be NOTED and that this be removed from future agendas.

F&GP Reserves Report as at 30/11/2015.

15/16/110 The report was previously circulated.

RESOLVED: that the information given, be NOTED.

F&GP Cash Cheques.

15/16/111 The Clerk requested a cash cheque totalling £530 (£300 for admin, £30 for Cemetery and £200 for the Chairman).

RESOLVED: to ENDORSE cheque for payment.

F&GP Bank Transfer.

15/16/112 The Clerk informed Members that the transfer for November were £47,557.43.

RESOLVED: that the information given, be NOTED.

F&GP Invoices for endorsement for payment.

15/16/113 **RESOLVED:** to ENDORSE the following invoices for payment.

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Payment Ref:
All Star Business	02.12.15	Fuel Charges	£159.92	D/D
All Star Business	23.12.15	Fuel Charges	£83.06	D/D
Andrew Jackson Joinery	11.01.16	Supply materials & construct grave boards	£765.00	BACS
Angel Springs	30.11.15	SWC Water Cooler Rental	£37.33	D/D
Angel Springs	31.12.15	SWC Water Cooler Rental	£37.33	D/D
Ashley Gases	22.12.15	SWC Cellar Gases	£31.32	BACS
Black Box Security	09.12.15	Annual Maintenance CCTV	£90.00	BACS
BOC	31.12.15	SWC CO2 Monitor	£33.72	D/D
Booker	11.12.15	SWC Bar & Cleaning Supplies	£61.14	D/D
Bright Ideas	21.12.15	Printing x500 Newsletters	£225.00	BACS
British Gas	11.12.15	Electricity Charges as below:	£806.60	D/D

British Gas		SWC 02/11/15 - 01/12/15		
British Gas		Welfare Park 29/10/15 - 28/11/15		
British Gas		HCW AFC 29/10/15 - 28/11/15		
British Gas		Sports Pavilion 29/10/15 - 26/11/15		
British Gas		Memorial Park 29/10/15 - 28/11/15		
British Gas		Cemetery 28/10/15 - 27/11/15		
British Gas	18.12.15	SWC Gas 23/09/15 - 16/12/15	£2,815.28	D/D
British Gas	21.12.15	Café/Works Build Elec 17/10/15 - 17/12/15	£225.43	312525
British Gas	31.12.15	S'Land Rd Electricity 25/09/15/ - 24/12/15	£44.24	D/D
Co-op Bank	30.11.15	FD Online and BACS Charges	£59.84	D/D
Co-op Bank	31.12.15	FD Online & BACS Fees	£60.12	D/D
Davmar	23.11.15	Workwear	£27.96	BACS
Doyle Construction Group	14.12.15	Isolation of Floodlight power supply & Removal	£7,550.00	312517
DTA	04.12.15	Scorpion Lager	£168.00	BACS
DTA	11.12.15	Scorpion Lager	£84.00	BACS
DTA	18.12.15	Scorpion Lager	£168.00	BACS
Durham County Council	11.12.15	4 Shackles	£9.12	312526
Durham County Council	15.12.15	Recharge for Election held 23rd July 2015	£10,750.35	312526
Durham County Council	17.12.15	Repairs to Kubota	£46.80	312526
Eurooffice	08.01.16	Heavy Duty Stapler	£27.59	BACS
Eurooffice	11.01.16	Stationery & Archive Boxes	£52.75	BACS
Ged McCormack	30.11.15	Sunderland Rd Architect Fees	£972.39	312532
Gordon Fletcher	09.12.15	Provision of Internal Audit Service	£330.00	BACS
Homecare	04.01.16	DIY Supplies	£47.14	BACS
Horn's Garden Centre	31.12.15	Lift Xmas Tree in place & relift after blown over	£200.00	BACS
Horn's Garden Centre	31.12.15	5ft Cornis Memorial Bench	£195.00	BACS
ITC Service	31.12.15	December 2015 Remote Backup	£30.00	D/D
Keep Britain Tidy	06.01.16	Green Flag & Heritage Award Application Fee	£500.40	BACS
Keep Britain Tidy	06.01.16	Green Flag Award Application Fee	£374.40	BACS
Kennek Construction	16.12.15	Sunderland Rd Pavilion Roof	£3,240.00	312516
Lloyd	03.12.15	Kubota Service and Repairs	£364.75	BACS
LWC Wholesale	04.12.15	SWC Bar Supplies	£897.55	D/D
LWC Wholesale	11.12.15	SWC Bar Supplies	£649.01	D/D
LWC Wholesale	18.12.15	SWC Bar Supplies	£645.90	D/D
M&M Productions	09.12.15	Pantomime Day 1 x2 performances	£1,740.00	312513
M&M Productions	09.12.15	Pantomime Day 2 x2 performances	£1,740.00	312513
MacDonald Martin	11.12.15	Repair fault on Grandstand Fire Alarm	£84.00	BACS
Maxwells DIY	31.12.15	Perspex Sheet for Café lift	£14.00	BACS
Meryl Gardens	18.12.15	Removal of 7 Trees and Removal of Waste	£3,500.00	312527
MKM Building Supplies	27.11.15	Two Rails	£12.67	BACS
MKM Building Supplies	14.12.15	Wheelbarrow	£46.08	BACS
MKM Building Supplies	14.12.15	Posts, post mix, nails	£231.02	BACS
Mortons	07.01.16	Legal Provision	£8,349.98	312530
Mortons Solicitors	17.12.15	Legal Provision	£45,911.00	312518
Niramax	06.12.15	Last Trade Waste Collection SWC	£19.20	BACS
O'Brien	30.11.15	Recycling Trade Waste	£14.40	D/D
O'Brien	31.12.15	Recycling Trade Waste	£14.40	D/D
Select Telecom	30.11.15	Phone Calls, Lines, Internet	£123.95	D/D
Vodafone	23.12.15	Mobile Phones	£84.14	D/D
Weardale Construction	17.12.15	SWC Windows & Wall Ties	£10,290.00	312509/15
Weardale Construction	04.01.16	Window openers, fit down pipe, clean Reg Hse roof	£680.00	BACS
Wearside Contractors	11.12.15	Welfare Hse New Roof & re-build chimney	£9,771.60	312528
XE:UK	05.11.15	Halloween Party Decoration & Entertainment	£600.00	BACS
		Invoice Total for December 2015	£116,092.88	

F&GP Members / Officers Allowances.

15/16/114

The Clerk advised he had received the following claims:-
Participation allowance from Councillors D Tait and J White totalling £1143.86 and travel from Councillors D Tait and J White and the Clerk totalling £151.91.

RESOLVED: that the payment be APPROVED.

F&GP Donation Request: Great North Air Ambulance.

15/16/115

Members considered the request for a donation from Great North Air Ambulance.

RESOLVED: that a donation of £150 be GRANTED.

F&GP **Donation Request: Durham Cathedral.**

15/16/116 Members considered the request for a donation from Durham Cathedral.
RESOLVED: that a donation of £50 be GRANTED.

F&GP **Financial Regulations: Procurement.**

15/16/117 The report was previously circulated.
RESOLVED: to APPROVE subject to the agreed amendments.

F&GP **Exclusion of Press and Public.**

15/16/118 **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.

F&GP **NJC Pay Scale Review.**

15/16/119 Members gave consideration to the standard agreement for provision of training and consultancy services from NEREO.
RESOLVED: to APPROVE on the proviso that any additional time needed is to be agreed by the Clerk in consultation with the Chairman and Vice-Chairman.

F&GP **Minutes of the Budget Sub-Committee Meeting held 8th October 2015, 12th October 2015 and 5th January 2016.**

15/19/120 **RESOLVED that;**

- i. the minutes of 8th and 12th October 2015 be APPROVED
- ii. the minutes of 5th January 2016 be APPROVED, subject to the following amendment; BSC 15/16/017 – to include “A Member provided the Clerk with the reasons why these courses of action were necessary”.

F&GP **Medium Term Financial Strategy.**

15/16/121 Members considered the review, which had been circulated previously.
RESOLVED: that the review be APPROVED.

F&GP **Fee Setting 2016/17.**

15/16/122 Members gave consideration to the proposed fees, previously circulated.
RESOLVED: that the fees be APPROVED, subject to the following amendments;

- the fees for all memorial plaques be reduced by £100.

F&GP **Strategic Plan 2016/17.**

15/16/123 Members gave consideration to the report previously circulated.

Councillor J Clark wished it to be noted that she found Councillor D Langan’s response to her comments offensive.

Councillor Langan wished it to be noted also, that he took offence at Councillor J Clark’s attitude towards himself, prior to his response.

RESOLVED that:

- i. With regard to the Rugby Pitch number 2 Drainage Scheme. The Rugby Club are given until the 24th January 2016 to respond to the Clerk’s letter, if no response is received, then the project be automatically deselected.
- ii. The Memorial Park Play Safety flooring be a priority. To seek advice on the flooring in the Welfare Park. If repairs to the Welfare Park Play Safety flooring are not urgent, then the budgeted monies be re-allocated to the replacement roof for Sunderland Road Pavilion.

Councillors E Connor, J Clark, D Langan and D Tait abstained from voting on resolution i.

F&GP **Precept 2016/17.**

15/16/124 Members gave consideration to the draft budget, previously circulated and the precept requirement for 2016/17.
RESOLVED: that the precept for 2016/17 be APPROVED at £424,421.00.

F&GP **Reserves 2016/17.**

15/16/125 Members gave consideration to the reserves for 2016/17, previously circulated.
RESOLVED: that the information given, be NOTED.

FULL PARISH COUNCIL
Minutes of Meeting Held 14th January 2016

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

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

Apologies: Councillor M Clark.

HPC **Declarations of Interest.**

15/16/145 Councillors J White and E Connor declared personal and prejudicial interests and left the room at 9:30pm returning at the end of the meeting at 9:55pm.

HPC **Members Delegated to Outside Bodies.**

15/16/146 **RESOLVED:** that this item be deferred due to time constraints.

HPC **Exclusion of Press and Public.**

15/16/147 **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 **SWC Cleaner Grievance Hearing.**

15/16/148 A Member enquired as to the nature of the business.

The Clerk briefly advised Members on the situation and requested representation from Members the grievance and appeals panels.

A lengthy discussion ensued and it was;

RESOLVED: that the following Councillors attend the appeals panel;
 Councillors R Bagnall, W Hill, D Langan, I Roberts and W Smith.

HPC **New Year Honours 2017.**

15/16/149 **RESOLVED:** that this item be deferred due to time constraints.

HPC **Buckingham Palace Garden Party 24th May 2016.**

15/16/150 **RESOLVED:** that this item be deferred due to time constraints.