

HORDEN PARISH COUNCIL
Minutes of Meeting held 11th February 2016

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

Staff: Mr P Davison (Clerk), Ms J Hunt (Assistant Clerk) and Mr W Rudkin (Parks Supervisor).

Also Present: P.C.S.O. Dave Edson and Mrs Mary Wright (Member of the Public).

HPC
15/16/155

Apologies for Absence.

RESOLVED: Apologies RECEIVED and approved for Councillor J Clark, M Clark and G Robson.

The Clerk advised that he had received a request from Councillor Langan in relation to standing order 12, to move that the Council temporarily move to exclusive press and public for the next item, which is the minutes.

The Clerk enquired as to why the motion had been put forward.

Councillor Langan advised that the motion has been put forward because of the confidential nature of a particular minute, which will be clarified shortly.

The Clerk advised that his personal view is that meeting minutes, when approved are for public record.

Councillor Langan advised that the very nature of the motion is that in view of the confidential nature of the business, about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

The meeting was temporarily adjourned and the Clark, Councillor Langan and the Chairman left the room at 6:05pm for a brief discussion and re-entered at 6:06pm.

The Clerk advised that he was prepared to re-advise in light of recent information received and it was;

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.

Mrs Mary Wright (Member of the Public), PCSO Dave Edson and Mr Walter Rudkin (Parks Supervisor) left the room at 6:08pm and re-entered at 7:45pm.

Councillor Langan proposed that minutes of an appeal meeting held on 1st February 2016 be immediately withdrawn and treated as highly private and confidential.

The Clerk advised that this was not his view and that minutes are publicly accessible documents.

Councillor Lanagan advised that this was correct, unless they are confidential in nature. He further advised that he had made a proposal that these minutes be immediately withdrawn and treated as highly private and confidential and to be approved at an appropriate meeting with the four Members who were present at that meeting to verify them. Councillor Langan added that he was appalled that this Council had been put at risk of breaking confidentiality to do with Data Protection Act.

After much discussion it was;

RESOLVED: that the minutes of 1st February 2016 be immediately withdrawn and treated as highly private and confidential.

The Clerk advised that Councillor Langan had written in with various things he wished to be added to the minutes that were held on 1st February 2016. The Clerk proceeded to hand out to Members a copy of Councillor Langan's written request.

Councillor Langan wished to have the following two points included in the minutes:-

- during an exchange, the Clerk disputed Councillor Langan's verbal account of discussions which took place during the Budget Sub-Committee Meeting held 5th January 2016. Councillor Langan repeatedly stated that his comments could be verified by the audio recording.
- Members of staff stated that they had been informed that the Clocking-In System was to be in operation directly after this meeting. They were, informed by Councillors, that the Parish Council would consider their views before any system was implemented.
- The Clerk stated that he would prefer a 'fob' system.

The Clerk advised that points one and three have no place in Council minutes. He further advised that the only point that has merit is "the Parish Council would consider their views before any system was implemented".

A very lengthy discussion ensued with regard to the confidentiality of the minutes and the relevance of the above points.

The Clerk re-iterated that point one has no place in public minutes as it does not directly relate to resolutions made and the point of Local Council minutes, is to record resolutions, that point is a separate issue.

Councillor Langan requested a reason for the above point not be included in the minutes.

The Clerk advised that it is going to be subject to further action.

Councillor Lanagan withdrew his motion for point number one and three not to be included in the minutes.

A vote was taken on point number two to be included. Members who voted for were; Councillors D Tait, L Williams, R Bagnall, D Langan, I Roberts and C Cain. Members who voted against were; Councillors E Connor, D Nicol, W Smith, W Hill, J White and E Wood, with The Chairman using the casting vote.

RESOLVED: that point number two not be included in the minutes.

HPC
15/16/156

Minutes of the Horden Parish Council Meetings held 5th January, 14th January and 1st February 2016.

RESOLVED: that the minutes of 5th and 14th January be APPROVED as a true record, to be signed by the Chairman.

HPC
15/16/157

Matters Arising.

P&C 15/16/046 – Damage/Incident Reports

The Police have been contacted for feedback on incidents.

P&C 15/16/047 – Bus Shelter Proposal Adjacent to Thorpe Road Cemetery

Mr Muse and Councillor Clark were written to by the Clerk.

F&GP 15/16/119 – NJC Pay Scale Review

The consultant has been provided and the exercise is underway. Further work will need to be completed in February before the finalised consultant's report is presented to the parish council.

F&GP 15/16/122 – Fee Setting 2016/17

Council fees will be publicised to service users in February.

F&GP 15/16/123 – Strategic Plan 2016/17

Further to previous correspondence to the Rugby Club and a subsequent meeting with the club, representatives in January 2016, the club did not consider the number two pitch drainage proposal viable.

F&GP 15/16/124 – Precept 2016/17

Durham County Council have been informed of Horden Parish Council's precept request for £424,421.

HPC 15/16/149 – New Years Honours 2017

This item was previously deferred due to time restraints. Due to this and the Clerk having to attend court for one week and meetings being unavoidable delayed, this item can now no longer be tabled for consideration due to deadlines elapsing.

HPC 15/16/150 – Buckingham Palace Garden Party 24th May 2016

This item was previously deferred due to time restraints. Due to this and the Clerk having to attend court for one week and meetings being unavoidable delayed, this item can now no longer be tabled for consideration due to deadlines elapsing.

HPC 15/16/154 – Clocking in Policy

Staff are awaiting feedback from union representatives prior to a staff meeting being held to consider possible alternatives to the original policy. This will then be tabled for Members consideration in due course.

HPC 15/16/159 – SWC Cleaner Hearing

The Clerk has written to the member of staff and is awaiting further correspondence from staff before tabling for Members consideration.

**HPC
15/16/158**

Items Tabled for Information.

Information previously circulated.

RESOLVED: to NOTE the information and letters of thanks be placed on the noticeboard.

**HPC
15/16/159**

Police Report.

The Chairman welcomed PCSO Dave Edson to the meeting who reported on the following incidents from 14th January 2016 to date:-

Recorded incidents in Horden	182
Burglary	
Vehicle Crime – theft of and from	8
Thefts	
Anti-social Behaviour	22
Criminal Damage	

Councillor E Connor advised that a number of residents have addressed her with concerns of people knocking on their doors late at night.

PCSO Edson advised that there had been a report of similar incidents in the Peterlee area and that if there are any more reports of this nature to please inform them to report them in order that they can be logged and investigated.

RESOLVED: that the information given, be NOTED.

**HPC
15/16/160**

Public Participation.

The Chairman welcomed Mrs Mary Wright, who proceeded to advise Members on the issue regarding a waterlogged area within Thorpe Road Cemetery.

PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 11th February 2016

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

Staff: Mr P Davison (Clerk), Ms J Hunt (Assistant Clerk) and Mr W Rudkin (Parks Supervisor).

Apologies: Councillor J Clark, M Clark and G Robson.

P&C **Declarations of Interest.**
15/16/048 There were no declarations.

RESOLVED: *the Chairman, under Standing Order S.12 ss (d) moved without notice that the order of business be changed for the following items P&C 15/16/049.*

P&C **Thorpe Road Cemetery Water Drainage.**
15/16/049 Members gave consideration to correspondence received from Mrs Mary Wright, with regard to the levels of water within the cemetery.

The Parks Supervisor advised that the pumps in the cemetery have been replaced and water is pumped out on a daily basis. He also advised that, due to the high volume of rain water recently, the soakway is no longer sufficient.

After a brief discussion it was;

RESOLVED: a quotation be obtained for suitable drainage of the cemetery and bring to the next relevant meeting as soon as is practicable.

P&C **Parks and Cemetery manager's Report.**
15/16/050 The report previously circulated covered the period 28th December 2015 to 24th January 2016.

P&C **Damage / Incident Reports.**
15/16/051 There were no incidents.

P&C **Horden Depot.**
15/16/052 Members gave consideration to correspondence received from Durham County Council with regard to the availability of Horden depot at Seaview Industrial Estate, Kilburn Drive, due to this being surplus to County Council requirements.

RESOLVED: that the information given be NOTED and that this not be progressed at this moment in time due to financial restraints.

P&C **Sunderland Road Playing Fields Dog Pen.**
15/16/053 Members gave consideration to correspondence received from Ryan Towell, with regard to the possible inclusion of a dog pen on Sunderland Road Playing Fields.

RESOLVED: that this request not be approved.

FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 11th February 2016

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

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

Apologies: Councillors J Clark, M Clark and G Robson.

F&GP Declarations of Interest.

15/16/126 There were no declarations.

F&GP Parish Council Financial Status – Bank Balances as at 31/01/2016.

15/16/127 The Clerk reported the bank balances as being £213,412.20.

RESOLVED: that the information be NOTED.

F&GP Income and Expenditure Report as at 30/12/2015.

15/16/128 The report was previously circulated.

RESOLVED: that the information given, be NOTED.

F&GP Debtor Report as at 30/12/2015.

15/16/129 The report was previously circulated.

RESOLVED: that the information given, be NOTED.

F&GP Reserves Report as at 30/12/2015.

15/16/130 The report was previously circulated.

RESOLVED: that the information given, be NOTED.

F&GP Cash Cheques.

15/16/131 The Clerk requested a cash cheque totalling £200 for Admin.

RESOLVED: to ENDORSE cheque for payment.

F&GP Bank Transfer.

15/16/132 The Clerk informed Members that the transfer for November were £96,107.77.

RESOLVED: that the information given, be NOTED.

F&GP Invoices for endorsement for payment.

15/16/133 **RESOLVED:** to ENDORSE the following invoices for payment.

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
All Star Business	13.01.16	Fuel Charges	£222.35	D/D
Angel Springs	31.01.16	SWC Water Cooler Rental	37.33	D/D
Arco	19.01.16	Safety Boots	£49.10	BACS
Arco	01.02.16	Shovels	£36.00	BACS
Arco	01.02.16	Waterproof Overalls	£72.00	BACS
Arco	03.02.16	Trousers and Knee Pads	£49.20	BACS
Ashley Gases	18.01.16	SWC Cellar Gases	£9.96	BACS
BOC	31.01.16	SWC CO2 Monitor	£33.72	D/D
Booker	22.01.16	Bar & Kitchen Supplies, Panto drinks	£106.08	D/D
British Gas	11.12.15	Electricity Charges as below:		D/D
British Gas		SWC 02/12/15 - 01/01/16	£520.82	D/D
British Gas		Welfare Park 29/11/15 - 28/12/15	£46.39	D/D
British Gas		HCW AFC 29/11/15 - 28/12/15	£72.95	D/D
British Gas		Sports Pavilion 27/11/15 - 31/12/15	£12.61	D/D
British Gas		Memorial Park 29/11/15 - 28/12/15	£24.85	D/D
British Gas		Cemetery 28/11/15 - 27/12/15	£92.74	D/D
Concept	13.01.16	Photocopier cost per copy	£246.73	D/D
Concept	03.02.16	Photocopier cost per copy	£113.82	D/D
Co-op Bank	31.01.16	FD Online & BACS payment charges	£59.98	D/D
DTA	15.01.16	Scorpion Lager	£168.00	BACS
DTA	29.01.16	Scorpion Lager	£168.00	BACS
Durham County Council	11.01.16	Chainsaw Chains	£38.52	BACS
Go2 Electrical	05.02.16	Supply and fit LED Emergency Light	£70.00	BACS
Homecare	22.01.16	DIY Supplies	£37.46	BACS

ITC	31.01.16	Remote Backup Service for January 2016	£30.00	D/D
Lee Dobson Photography	22.12.15	Cotsford Park Photographs	£60.00	
LWC Wholesale	15.01.16	SWC Bar Supplies	£351.51	D/D
LWC Wholesale	15.01.16	SWC Bar Supplies	£302.26	D/D
LWC Wholesale	29.01.16	SWC Bar Supplies	£342.49	D/D
Machine Mart	07.01.16	Hose and water pumps	£247.36	BACS
Maxwells DIY	31.01.16	Plywood	£119.96	BACS
Mortons	19.01.16	Legal Provision (Cemetery)	£2,400.00	
O'Briens	31.01.16	SWC Recycling Trade Waste	£14.40	D/D
PRS for Music	28.01.16	SWC Annual Music License	£573.24	BACS
RBS	01.02.16	Bookings Software Maintenance/Support	£212.40	BACS
Select Telecom	31.12.15	Phone Lines, Calls, Internet	£119.92	D/D
Veolia	19.01.16	Overcharges	-£40.80	BACS
Veolia	31.01.16	Trade Waste January 2016 Cemetery & Welfare Park	£192.00	BACS
Veolia	31.12.15	Trade Waste December 2015	£201.60	BACS
Vodafone	22.01.16	Mobile Phones	£26.92	D/D
Invoice Total for January 2016			£7,441.87	

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

15/16/134 The Clerk advised he had received the following claims:-
Participation allowance from Councillor D Langan totalling £571.93 and
Subsistence claim from Councillor I Roberts and the Clerk totalling £71.30.
RESOLVED: that the payment be APPROVED.

F&GP **Approved Contractors List.**

15/16/135 Members considered the current contractors list.

A lengthy discussion ensued with regard to the purpose of having an approved contractors list and the need to reduce the amount of contractors to enable the allocation of works to be a more efficient and cost effective process and to seek testimonials from other Town and Parish Councils.

RESOLVED: that the information given, be NOTED.

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

15/16/136 **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 **Land at Horden Hall Farm Restrictive Covenant.**

15/16/137 Members gave consideration to the correspondence received from George F White with regard to the release of the restrictive land covenant at Horden Hall Farm.
RESOLVED: to instruct George F White to negotiate on the costs of removing the restrictive covenant and that the monies are to be taken from 1361 cemetery major schemes.

F&GP **Sunderland Road Pavilion Ventilation Quotation.**

15/16/138 Members considered the report previously circulated from Envirovent, with regard to the issue of damp within the newly refurbished shower areas.

RESOLVED that:

- i. the Clerk make suitable arrangements to hire a contractor to clean the existing mould and to APPROVE the quotation received from Envirovent for the installation of ventilation equipment at a cost of £4,896.56 + VAT .
- ii. to advise the architect that he must meet the costs of the cleaning off of the existing mould and the re-decoration of the relevant areas.

F&GP **Planning Applications.**

15/16/139 **DM/16/00125/FPA** – Change of use from retail unit and first floor flat to domestic residential use at Wingate House, Fifth Street, Horden, SR8 4BU for Mr J Tough.

DM/16/00173/FPA – Erection of two storey extension to rear at 22 Newcastle Avenue, Horden, SR8 4BQ for Mr C Gilmour.

RESOLVED: that the information given, be NOTED and that there be no comment.

FULL PARISH COUNCIL
Minutes of Meeting Held 11th February 2016

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

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

Apologies: Councillors J Clark, M Clark and G Robson.

HPC **Declarations of Interest.**
15/16/161 There were no declarations.

HPC **Members Delegated to Outside Bodies.**
15/16/162 Councillor J White gave an update on the Residents Association
 Councillor W Smith gave an update from 19th January 2016 on East Durham Area Town and Parish Councils.
 Councillor E Connor gave an update on correspondence received from the Horden Residents Association.

HPC **County Durham Poverty Action Plan.**
15/16/163 Report previously circulated.

RESOLVED: that the Parish Council support all proposed actions by the County Council.

HPC **Horden Parish Council Calendar of Meetings 2015/16.**
15/16/164 Members gave consideration to the adherence of Council meetings as resolved in the Annual General Meeting of May 2015.

A lengthy discussion ensued and it was;

RESOLVED: that staff be paid overtime for the attendance at any meetings which will be held at 6:00pm in future.

Those voting for the above resolution were:-
 Councillors D Nicol, D Tait, L Williams, R Bagnall, D Langan, I Roberts, W Hill, C Cain and E Wood.

Those voting against the above resolution were :-
 Councillors E Connor, W Smith and J White.

Meeting closed at 9:15pm.