

HORDEN PARISH COUNCIL
Minutes of Meeting held 5th May 2016

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

Staff: Mr. S Wardle (Interim Clerk), Miss G Rowe (Admin & Finance Officer).

Also Present: Mr D Meadows (Member of the Public).

HPC 16/17/004 **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and approved for Councillor W Hill.

HPC 16/17/005 **Election of Chairman.**
 Nominations were received for Councillor W Smith.
RESOLVED: Councillor W Smith be elected as Chairman.

HPC 16/17/006 **Signing of the Chairman's Declaration of Acceptance of Office.**
 Councillor W Smith was invited by the Interim Clerk to sign the Declaration.
RESOLVED: Councillor W Smith accepted the Chair and signed the Declaration of Acceptance of Office.

HPC 16/17/007 **Election of Vice-Chairman.**
 Nominations were received for Councillor D Nicol.
RESOLVED: Councillor D Nicol be elected as Vice-Chairman.

HPC 16/17/008 **Election of Members to the Parish Council's Committees and Sub-Committees**

- i. **Finance & General Purposes**
RESOLVED: All Members of the Council
- ii. **Finance & General Purposes Chairman and Vice-Chairman**
 A Nomination for Chairman was received for Councillor E Connor, Councillors I Roberts and L Williams abstained from voting, and for Vice Chairman Councillor D Nicol.
RESOLVED: Councillor E Connor be elected as Chairman and Councillor D Nicol elected as Vice-Chairman.
- iii. **Parks & Cemetery Committee**
RESOLVED: All Members of the Council.
- iv. **Parks & Cemetery Chairman and Vice-Chairman**
 Nominations for Chairman were received for Councillors I Roberts and J White and for Vice Chairman Councillor I Roberts
RESOLVED: Councillor J White be elected as Chairman and Councillor I Roberts elected as Vice-Chairman.
- v. **Social Welfare Centre Sub-Committee**
 Nominations were received for Councillors J Clark, J White, E Connor, W Hill, D Nicol, I Roberts, D Langan, W Smith and L Williams.
RESOLVED: Councillors J Clark, J White, E Connor, W Hill, D Nicol, I Roberts, D Langan, W Smith and L Williams be elected.
- vi. **Social Welfare Centre Sub-Committee Chairman and Vice-Chairman**
 A Nomination for Chairman was received for Councillor L Williams and for Vice Chairman Councillor J Clark.
RESOLVED: Councillor L Williams be elected as Chairman and Councillor J Clark elected as Vice-Chairman.
- vii. **Budget Sub-Committee**
 Nominations were received for Councillors J White, E Connor, I Roberts, R Bagnall, D Langan, W Smith.
RESOLVED: Councillors J White, E Connor, I Roberts, R Bagnall, D Langan, W Smith be elected.
- viii. **Personnel Sub-Committee**
 Nominations were received for J White, E Connor, I Roberts, D Langan, W Smith, W Hill, C Cain, L Williams.
RESOLVED: J White, E Connor, I Roberts, D Langan, W Smith, W Hill, C Cain, L Williams be elected.
- ix. **Governance Sub-Committee**
 Nominations were received for J White, E Connor, I Roberts, D Langan, W Smith, W Hill.
RESOLVED: J White, E Connor, I Roberts, D Langan, W Smith, W Hill be elected.

- x. **Grievance Panel**
RESOLVED: The Panel be decided as and when appropriate.
- xi. **Disciplinary Panel**
RESOLVED: The Panel be decided as and when appropriate.

FURTHER RESOLVED that following advice from the Interim Clerk, all meetings of Committees, Sub Committees and Panels would be suspended during the interim arrangements and the Council would deal with all matters. It was noted that should a matter require the re-establishment of a Committee, Sub Committee or Panel this could be determined as and when necessary or required by the Council.

HPC **Appointment of Representatives on Outside Bodies**

16/17/009

- i. **Easington Area Parish and Town Councils**
Nominations were received for Councillors E Connor, W Smith and I Roberts.
RESOLVED: Councillors E Connor, W Smith and I Roberts be nominated.
- ii. **Hornden Youth and Community Centre**
A nomination was received for Councillor J White.
RESOLVED: Councillor J White be elected.
- iii. **Hornden Residents Association**
A nomination was received for Councillor C Cain.
RESOLVED: Councillor C Cain be nominated.
- iv. **Hornden Colliery Residents Association**
A nomination was received for Councillor E Connor
RESOLVED: Councillor E Connor be elected.
- v. **Hornden in Bloom**
Nominations were received for Councillors J Clark and D Nicol.
RESOLVED: Councillor J Clark and D Nicol be nominated.
- vi. **County Durham Association of Larger Council's Forum**
Nominations were received for Councillors W Smith and J White.
RESOLVED: Councillors W Smith and J White be elected.
- vii. **Police Consultation Group**
Nominations were received for Councillors I Roberts and D Tait.
RESOLVED: That Councillor I Roberts and D Tait be nominated.
- viii. **Heritage Coast**
A nomination was received for Councillor E Connor.
RESOLVED: Councillor E Connor be elected.
- ix. **Hornden Regeneration Partnership**
A Nomination was received for Councillor D Tait.
RESOLVED: Councillor D Tait be nominated.
- x. **One Point LAB**
A nomination was received for Councillor E Connor.
RESOLVED: That Councillor E Connor be nominated.

FURTHER RESOLVED that following advice from the Interim Clerk, a review of all outside bodies be undertaken to clarify the nature and determine the extent of responsibilities required of those Members appointed by the Council.

HPC **Declarations of Interest.**

16/17/010

There were no declarations of interests received.
RESOLVED: that the information given, be NOTED.

HPC **Minutes of the Meeting of Hornden Parish Council held 7th April 2016 and Extraordinary Meeting held 11th April 2016.**

16/17/011

A copy of which had been circulated to each Member.

RESOLVED:

- i. That subject to the amendment "in relation to the award of B.E.M. for Councillor W Hill" the minutes of 7th April 2016 be confirmed as a true record and signed by the Chairman.
- ii. That the minutes of 11th April 2016 be confirmed as a true record and signed by the Chairman.

HPC **Delegation Arrangements to Interim Clerk**

16/17/012

The Interim Clerk advised Members that he was working and acting in line with the current Scheme of Delegation to the Clerk of the Council as set out in Councils Standing Orders. For clarification and to ensure there was no confusion he requested confirmation that he be delegated with full authority to undertake all required personnel, staffing and human resource management arrangements including appointments and implementation of necessary policies and procedures. It was outlined that when required this would be

undertaken in consultation with the Chairman and Vice Chairman of the Council.

RESOLVED: that the information given be noted and that the Interim Clerk be granted full delegated authority to undertake all required personnel, staffing and human resource management arrangements including appointments and implementation of necessary policies and procedures.

HPC
16/17/013 **Payment of Annual Subscriptions**
RESOLVED: to APPROVE subscription payments for:
Institute of Cemetery and Crematorium Management
Zurich Municipal LCAS Membership
North East Regional Employers Organisation Advisory Service

HPC
16/17/014 **Appointment of Internal Auditor.**
The Interim Clerk advised the current Internal Auditor was Mr Gordon Fletcher.
RESOLVED: that the Internal Auditor Mr Gordon Fletcher be APPROVED.

HPC
16/17/015 **Chairpersons Allowance 2016/17.**
RESOLVED: That the Chairpersons Allowance for 2016/17 be £1,500.

HPC
16/17/016 **Meeting Dates 2016/17.**
A copy of schedule of Meeting dates had been circulated to each Member prior to the Meeting.
RESOLVED: that the information be NOTED.

HPC
16/17/017 **Civic Events Attended by the Chairman 2015/16.**
Circulated prior to the Meeting.
RESOLVED: that the information be NOTED.

At 6:39pm Mr C Muir, Acting Parks & Cemetery Manager, PCSO D Edson and Inspector S Thubron entered the Meeting.

HPC
16/17/018 **Police Matters.**
The Chairman welcomed PCSO Dave Edson to the meeting who reported on the following incidents between 7th April 2016 to date:

Recorded incidents in Horden	253
Burglary	9
Vehicle crime – theft of and from	1
Rowdy, Nuisance Behavior	24
Criminal Damage	13

Inspector Stephen Thubron introduced himself and proceeded to inform Members of the new initiatives he had planned for Horden including the “Mutual Gain” initiative.

The Chairman thanked PCSO Edson and Inspector Thubron for attending the meeting.

RESOLVED: that the information given, be NOTED.

At 7pm PCSO Edson and Inspector Thubron left the Meeting.

HPC
16/17/019 **Parks and Cemetery Matters**
a) **Acting Parks and Cemetery Report.**
The report previously circulated covered the period from 28th March to 24th April 2016. The Interim Clerk read an extract from Horden Rugby Club’s Newsletter thanking the Parks and Playing Fields Supervisor for the excellent work on the fields.
RESOLVED: that the information be NOTED.

b) Damage/Incident Reports

18.02.16	Damage	<u>Welfare Park</u> “No Cycling” sign pulled from post. Police informed, Crime No: EE1601587
24.04.16	Incident	<u>Welfare Park</u> Parent emailed Parish Council Office on Monday 25 th April to advise the previous day her 7 year old son had been hit in the face with a brick, hit with a stick and punched, kicked and thrown down a bank. Parent advised she

had not reported the incident to the Police.

Email forwarded onto PCSO Edson with a request for additional patrols in the Welfare Park as parent advised that a group of youths are frequenting the park and bullying the younger children. Parent asked to contact Police to report any incidents in future.

RESOLVED: That the information be NOTED and RECEIVED.

c) Thorpe Road Cemetery Extension

Members considered correspondence for the release of a restrictive covenant.

RESOLVED: That the information be NOTED and the Interim Clerk be given delegated authority to negotiate on behalf of the Parish Council.

At 7:24pm Mr C Muir left the Meeting.

HPC **Financial Matters**

16/17/020

a) Bank Balances as at 30/04/2016

The Admin & Finance Officer reported the bank balances as at 30/04/2016 being £398,076.82.

RESOLVED: that the information be NOTED.

b) Income and Expenditure Report to 31/03/2016

Members considered the report previously circulated.

RESOLVED: That the information be NOTED.

c) Debtor Report to 31/03/2016

Members considered the report previously circulated.

RESOLVED: That the information be NOTED.

d) Reserves Report to 31/03/2016

Members considered the report previously circulated.

RESOLVED: That the information be NOTED.

e) Cash Cheques

The Admin & Finance Officer informed Members there were no cash cheques.

f) Bank Transfer

The Admin & Finance Officer informed Members there was no transfer for April 2016.

g) Invoices for endorsement for Payment

RESOLVED: To ENDORSE payment for the attached schedule of invoices.

h) Members/Officers Allowances

The Admin & Finance Officer advised she had received the following claim:-

Travel Allowance from Councillor J White totaling £55.00

RESOLVED: That the payment be APPROVED.

HPC **Grants and Donations 2015/16**

16/17/021

Members considered the summary of grants and donations awarded in the 2015/16 financial year.

RESOLVED: That the information be NOTED.

HPC **Correspondence**

16/17/022

a) Temporary Road Closure, Rear Fairport Terrace and Angus Terrace, Grants Houses.

RESOLVED: That the information be NOTED.

b) NEREO, Chaining Skills for Elected Members, Wednesday 29th June 2016 at £70 plus VAT per Delegate.

RESOLVED: That Councillors D Langan, I Roberts, C Cain, G Robson and R Bagnall attend.

c) Area Action Partnership – Creative Youth Opportunities

Details of the appointment of Community Development Project Officer were circulated prior to the Meeting. The Interim Clerk advised Members that an opportunity had arisen to host a six-week Summer Programme, funded by County Councillors J Clark and P Stradling's Neighbourhood Budget, the activities proposed were to be hosted at the Welfare Park, Cotsford Park play area and Sunderland Road Playing Fields and the Parish Council would act as the project lead.

RESOLVED: That the information be NOTED and the Parish Council fully support the Summer Programme by means of being project lead and providing free use of facilities in lieu and as a source of funding.

HPC **Planning Matters**

16/17/023

a) Applications:

- i. DM/16/01144/FPA – Erection of single storey pitched roof extension to side of existing dwelling at 11 Adam Street, Horden for Mr G Monaghan.
- ii. DM/16/01240/FPA – Change of use from former coffee shop to dwelling at 7 Dene Terrace, Horden for Mr D Singh Johal.

- iii. DM/16/01057/FPA – Erection of first floor dormer extension to side, single storey extension and first floor extension to existing detached garage to rear at 17 Wraith Terrace, Horden for Mr F Whittaker.
- iv. DM/16/00998/FPA – Change of use from retail unit and first floor flat to domestic residential use at Wingate House, Fifth Street, Horden for Mr J Tough.
- v. DM/16/00955/FPA – Change of use of ground floor shop to private floor at former Posh Paws, 13 Blackhills Road, Horden for Mr A Shah.
- vi. DM/16/00960/HPN – Prior notification for the erection of a single storey extension to the rear elevation at 59 Sunderland Road, Horden for Mr G Ramshaw.

Councillor E Connor expressed her concern over the rise in retail properties being converted into dwellings.

RESOLVED: That the information given, be NOTED and RECEIVED.

b) Other – Withdrawal of County Durham Plan.

RESOLVED: the information be NOTED.

HPC **Date and Time of Next Meeting.**

16/17/024 **RESOLVED:** that the next meeting be held on Thursday 2nd June 2016 at 6pm.

At 7:32pm Mr D Meadows left the Meeting.

HPC **Exclusion of Press and Public.**

16/17/025 **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 items of business on the grounds that they involve information prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

HPC **Interim Clerk Progress Report – Staffing Matters.**

16/17/026 The Interim Clerk advised Members that the Assistant Clerk had now left, having taken accrued holidays within her notice period, and that there was a volunteer from the Job Centre's Work Experience Programme assisting the Admin and Finance Officer in the Parish Council Office. The Interim Clerk further advised that the Parks and Cemetery Manager had now also left the Parish Council's employment and that the Cemetery Lodge was now vacant.

The Interim Clerk informed Members that he was managing the Clerk to the Council's sickness absence in line with the Parish Council's Sickness Policy.

RESOLVED: That the information be NOTED and RECEIVED.

Meeting concluded at 7:48pm

Hordeon Parish Council Invoices for Payment – ENDORSED FOR PAYMENT 5th MAY 2016

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
All Star Business	06.04.16	Fuel Charges	£46.89	D/D
All Star Business	20.04.16	Fuel Charges	£214.48	D/D
Ashley Gases	04.04.16	SWC Cellar Gases	£19.92	BACS
BOC	04.05.16	CO2 Monitor	£33.72	D/D
Booker	05.04.16	Cemetery/Welfare Park Cleaning Products	£155.54	D/D
British Gas	05.04.16	SWC Gas 17/12/15 - 31/03/16	£4,848.45	D/D
British Gas	06.04.16	S'land Rd Electricity 25/03/16 - 04/04/16 actual read	£740.96	D/D
British Gas	11.04.16	Electricity Charges as below:	£606.51	D/D
		SWC 02/03/16 - 01/04/16	£448.32	
		Welfare Park 29/02/16 - 28/03/16	£16.20	
		Welfare Ground 29/02/16 - 28/03/16	£45.16	
		Sports Pavilion 01/03/16 - 30/03/16	£10.69	
		Memorial Park 29/02/16 - 28/03/16	£9.69	
		Cemetery 29/02/16 - 28/03/16	£76.45	
Carrs Billington	03.05.16	x2 Strimmers and Lawn Mower	£1,905.60	312586
Co-op Bank	01.04.16	FD Online & BACS fees March 2016	£65.50	D/D
Concept	21.04.16	Photocopying Charges	£152.52	D/D
DTA	01.04.16	Scorpion lager	£168.00	BACS
DTA	15.04.16	Scorpion lager	£84.00	BACS
Durham County Council	07.04.16	SWC Trade Waste 2016/17	£1,094.00	D/D
Durham County Council	12.04.16	Service and Repairs to John Deere	£452.12	BACS
Durham County Council	22.04.16	Strimmer Head and Cord	£162.48	BACS
Durham County Council	28.04.16	SWC Premises Licence	£180.00	BACS
Durham Miners Assoc.	26.03.16	Eighth Page Advert Durham Miners Gala Brochure	£80.00	312580
Canon	01.04.16	SWC Sanitary Waste Disposal - 1year	£104.83	BACS
Canon	01.04.16	Vintage Café Sanitary Waste Disposal - 1 year	£73.01	BACS
East Durham Trust	26.04.16	Room Hire	£40.00	BACS
George F White	29.04.16	Cemetery Extension Legal Provision	£756.00	312587
Greenlay	13.04.16	Service & Parts John Deere Tractor	£254.11	BACS
Harbro	09.04.16	Fluorescent tubes & bulbs	£9.50	BACS
ICCM	01.04.16	2016/17 Subscription	£90.00	BACS
Innerglass	21.04.16	SWC Cleaning Supplies	£176.04	BACS
Innerglass	03.05.16	SWC Bar Cleaning Supplies	£66.91	BACS
IOS	11.04.16	Paper & USB Sticks	£85.76	BACS
IOS	21.04.16	Heavy Duty Black Sacks & Wall Planner	£245.68	BACS
IRIS	26.04.16	PAYE-Master Payroll Software Renewal 1 year	£337.20	BACS
ITC	30.04.16	Remote Back Up	£30.00	D/D
LWC Wholesale	01.04.16	SWC Bar Supplies	£302.45	D/D
LWC Wholesale	15.04.16	SWC Bar Supplies	£816.01	D/D
LWC Wholesale	29.04.16	SWC Bar Supplies	£824.05	D/D
MacDonald Martin	01.04.16	Recharge/Refurb extinguisher Works Build	£33.48	BACS
MacDonald Martin	22.04.16	Service Fire Alarm & Emergency Lights SWC	£132.00	BACS
MacDonald Martin	22.04.16	Service Fire Alarm & Emergency Lights Works Build	£90.00	BACS
MacDonald Martin	22.04.16	Service Fire Alarm, Emerg Lights Grandstand	£90.00	BACS
MacDonald Martin	22.04.16	Service Fire Extinguishers Memorial Park	£6.96	BACS
MacDonald Martin	22.04.16	Service Fire Extinguishers Sunderland Rd & 1 new	£45.48	BACS
MacDonald Martin	25.04.16	Service Fire Extinguishers Cemetery	£17.40	BACS
MacDonald Martin	25.04.16	Service Fire Extinguishers Vintage Café	£17.40	BACS
MacDonald Martin	27.04.16	Service Fire Extinguishers SWC	£48.72	BACS
MacDonald Martin	27.04.16	Service Fire Extinguishers & headcap Bowls Pav.	£39.84	BACS
MacDonald Martin	27.04.16	Service Emerg. Lights & Repairs Café	£258.00	BACS
MacDonald Martin	27.04.16	Service Fire Extinguishers Works Build	£20.88	BACS
MacDonald Martin	27.04.16	Service Fire Extinguishers Cricket Pavilion	£10.44	BACS
MacDonald Martin	27.04.16	Service Fire Extinguishers Grandstand	£13.92	BACS

Machine Mart	08.04.16	Spanners, Saw, WD40, Ratchet		£49.14	BACS
NEREO	31.03.16	Advisory Service 2016/17		£354.00	BACS
NEREO	26.04.16	Investigation		£3,764.40	312581
PPL	15.04.16	Music Tariff 14/04/15 - 13/04/17		£311.98	BACS
Select Telecom	31.03.16	Phone Lines, Calls and Internet		£127.64	D/D
Sornel Ltd	19.04.16	New Amplifier for SWC PA System		£179.00	312583
Steadfast Security	14.04.16	x5 additional security keys SWC Door System		£48.00	BACS
Trevor Jones	24.04.16	Call out Electricity trip Works Build		£48.00	312584
Trevor Jones	24.04.16	New Light Fitting Park House		£116.54	312584
Vodafone	22.04.16	Mobile Phones		£54.87	D/D
Zurich	01.04.16	LCAS Membership 2016/17		£114.00	312588
OTHER PAYMENTS - NO INVOICES					
Northumbrian Water	31.03.16	Welfare Park Water	Per Month	£184.75	D/D
Northumbrian Water	06.04.16	Sports Pavilion Water	Per Month	£30.25	D/D
Northumbrian Water	06.04.16	Welfare Ground Water	Per Month	£468.04	D/D
Co-op Bank	07.04.16	Wages Week 1		£4,578.51	BACS
Co-op Bank	14.04.16	Wages Week 2		£4,863.01	BACS
Co-op Bank	21.04.16	Wages Week 3		£4,681.72	BACS
Co-op Bank	28.04.16	Wages Week 4		£4,681.72	BACS
DCC Pension Fund	03.05.16	Superannuation wks 1-5		£5,510.33	312576
HMRC	03.05.16	PAYE wks 1-5		£6,724.87	312577
Durham County Council	03.05.16	Attachment of Earnings wks 1-5		£44.51	312578
HM Courts & Tribunals	03.05.16	Attachment of Earnings wks 1-5		£90.00	312579
		Invoice Total for April 2016		£53,072.04	