

HORDEN PARISH COUNCIL
Minutes of Meeting held 2nd June 2016

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

Staff: Mr. S Wardle (Interim Clerk), Miss G Rowe (Acting Assistant Clerk), Mr C Muir (Acting Parks & Cemetery Manager).

Also Present: PCSO Amanda Jepson.

HPC **Apologies for Absence.**

16/17/027 **RESOLVED:** Apologies RECEIVED and approved for Councillor J Clark, M Clark, W Hill, G Robson, W Smith, J White.

HPC **Declarations of Interest.**

16/17/028 There were no declarations of interests received.

HPC **Minutes of Horden Parish Council Meeting held 5th May 2016.**

16/17/029 A copy of which had been circulated to each Member.

RESOLVED: That the Minutes be confirmed as a true record and signed by the Chairman.

HPC **Police Matters.**

16/17/030 The Chairman welcomed PCSO Jepson to the Meeting who reported on the following incidents between 5th May to 1st June 2016:

Recorded incidents in Horden	220
Burglary	5
Vehicle crime – theft of and from	10
Rowdy, Nuisance Behavior	26
Criminal Damage	11

A Member raised an issues regarding younger children not feeling safe in the Welfare Park. PCSO Jepson advised she would speak to PCSO Edson and arrange school visits to discuss the issues with local children.

A Member enquired about the follow up of incidents and whether the crimes reported are being resolved or closed. PCSO Jepson advised she would speak with PCSO Edson with a view of providing a more thorough follow up in future.

The Chairman thanked PCSO Jepson for attending.

PCSO Jepson left the Meeting at 6:24pm.

HPC **Parks and Cemetery Matters**

- 16/17/031**
- a. **Parks and Cemetery Report.**
 The report previously circulated covered the period from 25th April to 22nd May 2016. The Interim Clerk updated Members regarding Sunderland Road Pavilion.
RESOLVED: That the information be NOTED.
 - b. **Damage/Incident Reports.**
 The Police provided a follow up during their report earlier in the Meeting.
RESOLVED: That the information be NOTED.
 - c. **Green Flag Award Ceremony.**
 Members considered staff attendance at the Ceremony on Tuesday 19th July 2016 at Sheffield.
RESOLVED: that due to staff shortages no-one attend and the information be NOTED.
 - d. **The Centenary Fields Programme.**
 Members considered nominating a recreational space to be dedicated as a Centenary Field.
RESOLVED: That Memorial Park and Thorpe Road Cemetery be nominated as potential sites.
 - e. **Fly the Flag this Armed Force Day.**
 The Interim Clerk advised Members that Ministry of Defence were encouraging hoisting the Armed Forces Day Flag for one week from 20th June 2016 and that three flags for the Memorial and Welfare Park and the Cemetery had been purchased at a total cost of £20.85.
RESOLVED: that the Interim Clerk's actions be ENDORSED.

At 6:42pm Mr C Muir left the Meeting.

HPC
16/17/032

Financial Matters

- a. **Bank Balances as at 31/05/2016.**
The Acting Assistant Clerk reported the bank balances as at 31/05/2016 being £355,489.38
RESOLVED: that the information be NOTED.
- b. **Income and Expenditure Report to 30/04/2016.**
Members considered the report previously circulated.
RESOLVED: that the information be NOTED.
- c. **Debtor Report to 30/04/2016.**
Members considered the report previously circulated.
RESOLVED: that the information be NOTED.
- d. **Reserves Report to 30/04/2016.**
Members considered the report previously circulated.
RESOLVED: that the information be NOTED.
- e. **Cash Cheques.**
The Acting Assistant Clerk requested a cash cheque for £250.00 for Petty Cash.
RESOLVED: to ENDORSE cheque for payment.
- f. **Bank Transfer.**
The Acting Assistant Clerk advised there was no transfer for May 2016.
- g. **Invoices for Payment.**
RESOLVED: to ENDORSE payment for the attached schedule of invoices.
- h. **Members/Officers Allowances**
The Acting Assistant Clerk advised she had received the following claims:
Participation Allowance from Councillor D Nicol for £571.93
Participation Allowance from Councillor M Clark for £571.93
Participation Allowance from Councillor J Clark for £571.93
Travel Allowance from Councillor J White for £20.00
Travel Allowance from Councillor W Smith for £45.94
Totalling £1,781.73
RESOLVED: That the payments be APPROVED.
- i. **Audit of Accounts for Year Ended 31/03/2016**
 - i. **Annual Governance Statement for Year Ended 31/03/2016.**
A copy of which had been circulated to each Member.
RESOLVED: the Annual Governance Statement for the year ended 31 March 2016 be APPROVED and signed by the Chairman.
 - ii. **Statement of Accounts for Year Ended 31/03/2016.**
A copy of which had been circulated to each Member. A Member thanked the Acting Assistant Clerk for the presentation of the report.
RESOLVED: the Statement of Accounts for the year ended 31 March 2016 be APPROVED and signed by the Chairman.
 - iii. **Internal Audit Report for Year Ended 31/03/2016.**
A copy of which had been circulated to each Member.
RESOLVED: the Internal Audit Report be APPROVED - Cllrs D Langan, I Roberts and L Williams abstained from voting.
- j. **Review of Asset Register**
A copy of which was circulated at the Meeting.
RESOLVED: the Councils updated Asset Register be APPROVED it being noted that a fundamental and detailed review would be undertaken over the next 6 months linked to the development of an asset management strategy for the Council.

HPC
16/17/033

Correspondence

- a. **Durham County Council's Code of Conduct Training**
The Interim Clerk advised that the Monitoring Officer would like to arrange compulsory training for all Members.
RESOLVED: That the Interim Clerk arrange a suitable date for an evening Training Session.
- b. **County Durham School Benevolent Fund Request for Donation.**
Correspondence previously circulated.
RESOLVED: to APPROVE a £50 donation.
- c. **CDALC Executive Committee.**
Members considered nominations for the Executive Committee.
RESOLVED: That no nominations be made and the information be NOTED.

HPC **Planning Matters**
16/17/034 DM/16/01617/FPA – Erection of single storey extension to rear at 9 Rosedale Terrace, Horden, for Mr J Hunter.
RESOLVED: That the information given, be NOTED and RECEIVED.

HPC **Date and Time of Next Meeting.**
16/17/035 **RESOLVED:** that due to staff commitments, Members allow some flexibility and the Meeting date be set at a later date.

HPC **Exclusion of Press and Public.**
16/17/036 **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.**
16/17/037 The Interim Clerk updated Members regarding the Clerk to the Council's sickness absence and progress on the implementation of the Council's sickness monitoring arrangements
 The Interim Clerk also put forward the following RECOMMENDATION to the Council under his delegated authority:

- To appoint Mr Colin Muir (Parks and Cemetery Team Leader) to the vacant Parks and Cemetery Manager;
- Not to fill the vacant post of Parks and Cemetery Team Leader, and delete it from the establishment.
- To appoint Mr David Lamb as a full time Gardener/Gravedigger who can take on the occupancy of the Cemetery Lodge, paying a rental and the Council Tax Rates for the property.
- To appoint Ms Gemma Rowe (Administration and Finance Officer to the Acting Assistant Clerk permanently, fulfilling the role she has currently been "acting-up" as at a combined rate of 25 hours per week at Assistant Clerk's rate and the remaining 12 hours per week at the Administration & Finance Officer's rate.
- To appoint a Clerical Support officer on a temporary month to month contract to work 25 hours per week to provide support to the Acting Assistant Clerk.

RESOLVED: to ACCEPT the Interim Clerk's Recommendations and confirm the staffing appointments as set out above.

FURTHER RESOLVED that the Assistant Clerk be authorised to make arrangements to progress the recruitment of two Horticultural apprentices and that if possible, preference be given to attracting applicants residing within the Parish.

Meeting concluded at 7:58pm

HORDEN PARISH COUNCIL MAY INVOICES:

SUPPLIER	DATE	DESCRIPTION		AMOUNT	Pay Ref:
All Star Business	04.05.16	Fuel Charges		£222.30	D/D
All Star Business	13.05.16	Fuel Charges		£167.43	D/D
All Star Business	18.05.16	Fuel Charges		£287.50	D/D
Angel Springs Ltd	30.04.16	SWC Water Cooler		£39.13	DD
Ashley Gases	13.05.16	SWC Cellar Gases		£19.92	BACS
Ashley Gases	23.05.16	SWC Cellar Gases		£31.32	BACS
Bookers Wholesale	10.05.16	SWC Kitchen and Bar Supplies		£78.62	D/D
British Gas	11.05.16	Electricity Charges as below:		£704.37	D/D
		SWC 02/04/16 - 01/05/16	433.81		
		Welfare Park 29/03/16 - 28/04/16	151.12		
		Welfare Ground 29/03/16 - 28/04/16	23.22		
		Sports Pavilion 31/03/16 - 27/04/16	9.06		
		Memorial Park 29/03/16 - 28/04/16	17.83		
		Cemetery 29/03/16 - 28/04/16	69.33		
BT	11.05.16	Telephone charges		£3.74	D/D
CDALC	19.05.16	CDALC 2016/17 Subscription		£959.15	BACS
Concept	09.05.16	Photocopying Charges		£137.05	D/D

DTA	06.05.16	Scorpion Lager		£168.00	BACS
DTA	27.05.16	Scorpion Lager		£168.00	BACS
DCC	04.05.16	Cemetery Trade Waste 2016/17		£1,360.62	312594
Envirovent	12.05.16	Wall Mounted Unit Heater & Infinity Fan S'land Rd Pav		£5,875.87	312595
Harbro	20.04.16	4 Socket Cable Reel / Lamp		£32.88	BACS
Homecare	19.05.16	DIY Goods		£42.43	BACS
JPs Roofing	12.05.16	Replace missing ridge tile Welfare Park House		£55.00	312596
Karl Jeffery	22.04.16	Puppet Show Summer Activities		£200.00	312597
LWC Wholesale	13.05.16	SWC Bar Supplies		£320.43	D/D
LWC Wholesale	06.05.16	SWC Bar Supplies		£335.93	D/D
LWC Wholesale	27.05.16	SWC Bar Supplies		£318.69	D/D
MKM Build Supplies	12.05.16	Water Stop End		£5.65	BACS
MKM Build Supplies	18.05.16	Tarmac		£42.91	BACS
Mortons	09.05.16	Solicitor Fees for Sports England Rugby Award		£264.00	BACS
Network Rail	11.05.16	Water Pipe		£33.13	BACS
O'Brien	30.04.16	SWC Recycling Trade Waste		£15.48	D/D
Party Animals	03.07.16	Teddy Bears Picnic Entertainment - Zoo		£250.00	312598
RBS	29.04.16	Year End Closedown		£686.16	BACS
Rigby Taylor	23.05.16	Kaloam, Turf, Line Marker, Grass Seed, Crossbar		£1,813.72	BACS
Screwfix	13.04.16	20ltr Jerry Can		£17.99	BACS
Select Telecom	30.04.16	Telephone Lines/Calls & Internet		£118.58	D/D
Shotton Parish Council	26.05.16	Interim Clerk Salary, Ers NI, LGPS x9 wks		£4,301.03	312599
SD Refridgeration Ltd	19.05.16	Refridgeration Contract		£382.80	BACS
Steadfast Security	19.05.16	Security and Alarms		£103.20	BACS
Thompson Solicitors	10.05.16	Employee Legal Fees		£420.00	312601
Trevor Jones	15.05.16	Repairs Memorial Pk Works Build following break-in		£282.00	312600
Veolia	30.04.16	Cemetery (final) & Welfare Park Trade Waste		£184.80	BACS
Viking	27.05.16	Stamps & Stationery		£178.94	BACS
Vodafone	20.05.16	Telephone charges		£55.47	D/D
Zurich	12.05.16	Insurance Renewal 2016-17		£13,604.81	312602
OTHER PAYMENTS - NO INVOICES					
Northumbrian Water	05.05.16	Cemetery Water	monthly	£74.84	Std Ord
Durham County Council	24.05.16	Refund Cemetery Lodge Council Tax		-£146.07	
Co-op Bank	05.05.16	Wages Week 5		£5,527.06	D/D
Co-op Bank	12.05.16	Wages Week 6		£4,500.14	D/D
Co-op Bank	19.05.16	Wages Week 7		£4,162.33	D/D
Co-op Bank	26.05.16	Wages Week 8		£3,882.69	D/D
Co-op Bank	02.16.16	Wages Week 9		£3,889.77	D/D
DCC Pension Fund	31.05.16	Superannuation wks 6-9		£3,956.97	312590
HMRC	31.05.16	PAYE wks 6-9		£3,980.45	312591
HM Courts & Tribunals	31.05.16	Attachment of Earnings wks 6-9		£72.00	312592
Durham County Council	31.05.16	Attachment of Earnings wks 6-9		£38.45	312593
Invoice Total for May 2016				£64,227.68	