

HORDEN PARISH COUNCIL
Minutes of Meeting held 2nd March 2017

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

Staff: Mr P Davison (Clerk to the Council), Miss G Rowe (Deputy Clerk).

Also Present: PCSO Sharon Bowman

The Chairman opened the Meeting and Members observed a Minutes Silence in memory of Councillor William Hill B.E.M..

HPC **Apologies for Absence.**
16/17/126 **RESOLVED:** Apologies RECEIVED and approved for Councillors G Robson, W Smith, J White.

HPC **Declarations of Interest in Items on the Agenda.**
16/17/127 There were no declarations of interest.

HPC **Minutes of Horden Parish Council Meeting held 2nd February 2017.**
16/17/128 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 **Minutes of the Governance Sub-Committee Meeting held 17th January 2017.**
16/17/129 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.

At 6:08pm Councillor J Clark entered the Meeting.

HPC **Police Matters.**
16/17/130 PCSO Sharon Bowman reported on the following incidents between 12th January and 2nd March 2017.

Recorded incidents in Horden	222
Burglary	15
Vehicle crime – theft of and from	3
Rowdy, Nuisance Behavior	18
Criminal Damage	14

Members discussed the increase in thefts from Allotments. PCSO Bowman advised there is an Allotment Watch active in the area and would make further enquires.

RESOLVED: that the information given, be NOTED.

HPC **Internal Audit Terms of Reference.**
16/17/131 A copy of which had been circulated to each Member.
RESOLVED: that the Internal Audit Terms of Reference be APPROVED.

At 6:26pm Councillor D Langan entered the Meeting.

HPC **Internal Audit Budget Action Plan.**
16/17/132 A copy of which had been circulated to each Member.
RESOLVED: that the Internal Audit Budget Action Plan be APPROVED.

HPC **Internal Audit Review 2016.**
16/17/133 A copy of which had been circulated to each Member.
RESOLVED: that the Internal Audit Review 2016 be APPROVED.

HPC **Financial Risk Assessment.**
16/17/134 A copy of which had been circulated to each Member.
 It was **RESOLVED:**

- i. That under Internal Controls, page 5 – Regular bank reconciliation's, independently reviewed be amended to "inspected by the F&GP Chairman plus two other Members on a quarterly basis".
- ii. That subject to the amendment the Financial Risk Assessment be APPROVED.

HPC
16/17/135

Corporate Risk Review 2016.

A copy of which had been circulated to each Member.

It was **RESOLVED:**

- i. That the Corporate Risk Review is carried out on a quarterly basis.
- ii. That the Corporate Risk Review 2016 be APPROVED.

HPC
16/17/136

Member Panel Committee.

The Clerk advised that an additional Member was required to attend the Member Panel Committee.

RESOLVED: Councillor E Connor attend.

HPC
16/17/137

Member Reports Appointed to Outside Bodies.

The Clerk advised that any items that require consideration by Members should be submitted in writing at least one week prior to the Meeting so it can be included in the Agenda.

RESOLVED: That the information be NOTED.

Meeting concluded at 6:45pm.

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 2nd March 2017

Present: Councillor I Roberts (Chairman)
Councillors R Bagnall, C Cain, J Clark, E Connor, D Langan, D Meadows, D Nicol, D Tait, E Wood.

Staff: Mr P Davison (Clerk to the Council), Miss G Rowe (Deputy Clerk), Mr C Muir (Parks and Cemetery Manager).

P&C **Apologies for Absence.**
16/17/025 **RESOLVED:** Apologies RECEIVED and approved for Councillors G Robson, W Smith, J White.

P&C **Declarations of Interest.**
16/17/026 There were no declarations of Interest.

P&C **Minutes of the Parks and Cemetery Meeting held 2nd February 2017.**
16/17/027 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.

P&C **Parks and Cemetery Manager's Report.**
16/17/028 The report previously circulated covered the period from 23rd January to 19th February 2017.
RESOLVED: the information be NOTED.

P&C **Thorpe Road Cemetery Drainage Issue.**
16/17/029 The Clerk updated Members following the site meeting on Monday 27th February with Durham County Council Highways and Cemetery Development Services. The site meeting established that there is a drainage issue both in the cemetery and on the highway being that some drains are blocked and some have collapsed. DCC were working on drainage issues outside of the cemetery that would mitigate, but not fully alleviate the issue.

The Clerk advised that further investigation is required for suitable options for the new pipe work to be installed and gave praise to Durham County Council Officers involved for their quick response and work to date.

RESOLVED: That the information be NOTED.

Meeting concluded at 7:40pm

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 2nd March 2017

Present:

Councillor E Connor (Chairman)

Councillors R Bagnall, C Cain, J Clark, D Langan, D Meadows, D Nicol, I Roberts, D Tait, E Wood.

Staff:

Mr P Davison (Clerk to the Council), Miss G Rowe (Deputy Clerk), Mr A Atchinson (SWC Manager).

F&GP

16/17/047

Apologies for Absence.

RESOLVED: Apologies RECEIVED and approved for Councillors G Robson, W Smith, J White.

F&GP

16/17/048

Declarations of Interest.

There were no declarations of Interest.

F&GP

16/17/049

Minutes of the Finance and General Purposes Meeting held 2nd February 2017.

A copy of which had been circulated to each Member.

RESOLVED: That subject to the removal of Cllr R Bagnall as present and the inclusion of Cllr D Meadows as being present the Minutes be confirmed as a true record and signed by the Chairman.

F&GP

16/17/050

Parish Council Financial.

a) Bank Balances as at 28/02/2017.

The Deputy Clerk reported the bank balances as at 28/02/2017 being £760,240.66.

RESOLVED: that the information be NOTED.

b) Income and Expenditure Report to 31/01/2017.

Members considered the report previously circulated.

RESOLVED: that the information be NOTED.

c) Debtor Report.

Members considered the report previously circulated.

RESOLVED: that the information be NOTED.

d) Cash Cheques

The Deputy Clerk advised there were no cheques.

e) Bank Transfer

The Deputy Clerk advised there was no bank transfer for February 2017.

F&GP

16/17/051

Invoices for Payment.

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

F&GP

16/17/052

Members/Officers Allowances.

The Clerk advised he had received the following claims:

Travel Claim from the Deputy Clerk for £50.00.

RESOLVED: That the payment be APPROVED.

F&GP

16/17/053

Social Welfare Centre Manager's Report.

Members considered the Manager's Report previously circulated.

It was **RESOLVED:**

- i. To donate the disused piano to Innovations on the basis that they arrange removal.
- ii. That the information be NOTED.

At 8:32pm the SWC Manager left the Meeting.

F&GP

16/17/054

Colliery Banner Agreements.

Members considered the draft Banner Agreements.

It was **RESOLVED:**

- i. To remove "any" from Clause 3.
- ii. To remove "such as exhibitions, parades or anything of a like nature" from Clause 4.
- iii. That subject to the amendments the agreements be APPROVED.

F&GP
16/17/055

Cricket Mower Purchase.

The Clerk advised that due to a price increase on all quotations previously considered by Members the Cricket Mower was purchased from Lloyds Ltd at a cost of £6195 + VAT.

This was completed outside of the Financial Regulations due to the emergency nature of the purchase due to imminent price increases on the quotations given. The Chairman of the Finance and General Purposes and Vice-Chairman of the Parks and Cemetery Committees were consulted before the purchase was made.

RESOLVED: To ENDORSE the Clerk's actions.

F&GP
16/17/056

Planning Applications.

- (i) **DM/17/00352/FPA** – Change of use from C3 (dwelling house) to D1 (non-residential institution) at 54, Seventh Street for the Coalfields Regeneration Trust.
- (ii) **DM/17/00353/FPA** – Advertisement consent for the display of 1 No Fascia sign at 54, Seventh Street for the Coalfields Regeneration Trust.

RESOLVED: That no objections are made and the information be NOTED.

Meeting concluded at 8:56pm

Horden Parish Council Invoices for Payment

SUPPLIER	DATE	DESCRIPTION		AMOUNT	Pay Ref:
All Star	22.02.17	Fuel Charges		£209.55	D/D
Angel Springs	31.01.17	SWC Water Cooler		£19.24	D/D
Arco	02.02.17	Green fleece jacket, embroidered		£30.20	BACS
Ashley Gases	25.02.17	SWC cellar gases		£9.96	BACS
BOC	02.02.17	Co2 Monitor		£34.56	D/D
Booker	16.02.17	SWC Bar supplies		£80.62	D/D
British Gas	01.02.17	SWC Gas - CREDIT ON ACCOUNT		£-983.93	D/D
British Gas	07.02.17	SWC Gas - CREDIT ON ACCOUNT		£-1,336.53	D/D
British Gas	13.02.17	Electricity Charges as below:		£655.50	D/D
		SWC 02/01/17 - 01/02/17	456.88		D/D
		Welfare Park 29/12/16 - 28/01/17	61.68		D/D
		Welfare Ground 01/01/17 - 31/01/17	24.92		D/D
		Sports Pavilion 29/12/16 - 28/01/17	8.32		D/D
		Memorial Park 29/12/16 - 28/01/17	16.21		D/D
		Cemetery 29/12/16 - 28/01/17	87.49		D/D
BT	09.02.17	SWC alarm rental		£3.74	D/D
CNG	10.02.17	Supporters Club Gas Charges		£8.92	BACS
Co-op bank	01.02.17	BACS charges		£59.14	D/D
Creative Youth Opportunit	27.02.17	February half term events		£220.00	312739
DTA	03.02.17	SWC bar supplies - Scorpion Lager		£84.00	BACS
DTA	17.02.17	SWC bar supplies - Scorpion Lager		£168.00	BACS
Durant Cricket LTD	09.02.17	920mm clock face for Cricket Scorebox (funded)		£682.80	312728
Durham County Council	31.01.17	Lift Service		£62.16	BACS
Durham County Council	07.02.17	Machinery repair		£40.31	BACS
Durham County Council	08.02.17	Lift repairs		£83.16	BACS
Durham County Council	15.02.17	Elections 12.01.17		£6,192.37	312736
Durham County Council	24.02.17	JT. Doctors Appointment		£50.00	BACS
Greenlay	22.02.17	Equipment repair		£30.00	BACS
H.A Davie	31.01.17	changed dixell controller in cellar		£80.57	BACS
Homecare	25.02.17	24x Padlocks, silicone, scre fittings, 5x litter pickers, paint, white spirit, paint brushes		£282.39	BACS
IOS	02.02.17	Stationery supplies, calculator,		£40.52	BACS

		heavy duty stapler.			
ITC	02.02.17	Remote Back up		£30.00	D/D
Kraftwerx	27.02.17	supplied 4 free standing legs for banner.		£120.00	BACS
LWC	24.02.17	SWC Bar Supplies		£1,249.64	D/D
LWC	06.02.17	SWC Bar supplies		£297.97	D/D
LWC	17.02.17	SWC Bar supplies		£965.18	D/D
MAP Architectural Services	22.02.17	Feasibility study and preparation for S.land roof		£200.00	BACS
MKM	03.02.17	Wheelbarrow		£48.92	BACS
O'Briens	31.01.17	SWC Trade Waste		£15.48	D/D
Screwfix	06.01.17	Tape measure, boots size 8,10 & 11		£49.97	BACS
Screwfix	26.01.17	safety boots size 9		£24.99	BACS
Select Telecom	31.01.17	Phone Lines, Calls and Internet		£152.87	D/D
Valuation Office Agency	24.02.17	Cricket Club valuation		£594.90	BACS
Veolia	31.01.17	Trade Waste Welfare Park January 2017		£120.00	BACS
Vodafone	20.02.17	Mobile Phones		£55.56	D/D
Weardale Construction	28.02.17	Take out fans in main hall, block up holes and board all ceiling where fans were and re-decorate		£1,470.00	312738
Weardale Construction	28.02.17	Refurbishment of Gents toilets		£2,480.00	312737
Zurich	24.02.17	LCAS Training		£72.00	BACS
OTHER PAYMENTS - NO INVOICES					
Northumbrian Water	30.01.17	Cemetery water charges (down from £21.20)	Monthly	£7.15	D/D
Co-op Bank	09.02.17	BACS Week 45		£4,756.82	D/D
Co-op Bank	16.02.17	BACS Week 46		£4,758.62	D/D
Co-op Bank	23.02.17	BACS Week 47		£5,073.99	D/D
Co-op Bank	02.03.17	BACS Week 48		£5,047.93	D/D
DCC Pension Fund	28.02.17	Superannuation weeks 45-48		£4,539.30	312732
Durham County Council	28.02.17	Attachment of Earnings weeks 45-48		£32.42	312734
HM Courts & Tribunals	28.02.17	Attachment of Earnings weeks 45-48		£80.00	312733
HMRC	28.02.17	PAYE weeks 45-48		£4,648.33	312735
Durham County Council Planning	28.02.17	HPC Planning Fee Sunderland Rd Roof		£ 195.00	312740
				£43,894.29	