

HORDEN PARISH COUNCIL
Minutes of Meeting held 18th May 2017

Present: Councillor I Roberts (Chairman)
 Councillors C Cain, D Langan, F Leadbitter, I Mclean, J Robinson, D Tait.

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

HPC **Apologies for Absence.**

17/18/020 **RESOLVED:** Apologies RECEIVED and approved for Councillor J White.

HPC **Declarations of Interest.**

17/18/021 Cllr C Cain declared a Prejudicial Interest on Item 11(xii) Grant Donation Request: Horden Community Welfare Football Club.

HPC **Minutes of Horden Parish Council Meeting held 6th April 2017.**

17/18/022 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 Report.**

17/18/023 There were no Police present to provide a report.

HPC **Audio Recording of Council Meetings Policy.**

17/18/024 Members considered the draft Policy. After a lengthy discussion it was **RESOLVED**;

- i. Clause 1.3 amended from "may" to "will".
- ii. Remove Clause 4.1 entirely.
- iii. New Clause 4.1 "No written transcripts of audio recorded meetings will be made nor provided to either Members of Horden Parish Council, or the public".
- iv. Amend Clause 4.2 to "Electronic copies of recordings will be provided to Members of Horden Parish Council and members of the public upon request".
- v. That subject to the amendments the Audio Recording of Council Meetings Policy be APPROVED and ADOPTED.

HPC **Member Reports Appointed to Outside Bodies.**

17/18/025 No Reports were provided.

At 7:38pm C Muir, Parks & Cemetery Manager entered the Meeting.

HPC **Parks and Cemetery Matters:**

17/18/026 **i. Parks and Cemetery Managers Report.**

The report previously circulated covered the period from 27th March to 23rd April 2017.

RESOLVED: That the information be NOTED.

ii. Damage/Incident Reports.

05.04.17	Damage	<u>Welfare Park</u>	Safety surface in both toddler and junior play areas pulled up and thrown around. Police informed, Crime No CRI00046607.
06.04.17	Damage	<u>Welfare Park</u>	Flowerbeds damaged and thrown around. Police informed, Incident No 290.
09.04.17	Damage	<u>Welfare Park</u>	Two large stones pulled out of rockery and smashed. Bedding plants and shrubs also damaged. Police informed, ref no. 502090417.
25.04.17	Incident	<u>Welfare Park</u>	Two males riding through the park on their bikes at speed with no consideration to the safety of others in the park. Police informed.
27.04.17	Incident	<u>Welfare Park</u>	Fly tipping on grassed area opposite Durham Avenue. Member of the public witnessed the culprit and reported to staff member. Rubbish removed.
28.04.17	Incident	<u>Welfare Park</u>	Two motor bikes raced through the park from Durham Avenue entrance to Social

Welfare Centre. Police informed.

RESOLVED: That the information be NOTED.

iii. Thorpe Road Cemetery Extension Update.

The Clerk updated Members on the delay in the completion of the land sale. Members considered the contract for the sale of land at Thorpe Road. The Clerk advised that the new contract with the addition of Clause 12.2.2 must be signed by two elected Members.

Members further considered the Clerk's report in regard to the perimeter fence.

It was **RESOLVED:**

- i. The Contract for the sale of land at Thorpe Road, Horden be APPROVED.
- ii. The Deed of Release of the Coal Authority restrictive Covenant imposed on the sale of land at Thorpe Road, Horden be APPROVED;
- iii. The Land Registry Transfer of Land for the land at Thorpe Road, Horden be APPROVED.
- iv. Councillors I Roberts (Chairman) and D Tait (Vice-Chairman) be APPROVED to sign the documents relating to (i)–(iii) on behalf of the Parish Council and witnessed by the Clerk of the Council;
- v. That pursuant to Resolution P&C 14/15/050 fencing be erected around the whole perimeter; as per Appendix 2 of the Clerk's Report.

iv. Sunderland Road Pavilion.

Members considered the proposed Plans and Specification and Tender for the new pitched roof.

RESOLVED: the plans, specification and tender be APPROVED.

HPC
17/18/027

Exclusion of Press and Public.

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
17/18/028

Gardener/Gravedigger Part Time Vacancy.

The Clerk advised that a Meeting will take place Tuesday 23rd May to discuss the vacancy further.

RESOLVED: That the information be NOTED.

HPC
17/18/029

Staff Sickness Absence Meeting.

The Clerk requested the nomination of three Members to attend.

RESOLVED: That Councillors D Langan, C Cain and F Leadbitter attend.

At 9:03pm Mr C Muir, Parks & Cemetery Manager left the Meeting.

HPC
17/18/030

Finance and General Purposes Matters:

- v. **Bank Balances as at 30/04/2017.**
The Deputy Clerk reported the bank balances as at 30/04/2017 being £873,946.89.
RESOLVED: that the information be NOTED.
- vi. **Income and Expenditure Report to 31/03/2017.**
Members considered the report previously circulated.
RESOLVED: that the information be NOTED.
- vii. **Debtor Report to 30/04/2017**
Members considered the report previously circulated.
RESOLVED: that the information be NOTED.
- viii. **Cash Cheques.**
The Deputy Clerk advised there were no cash cheques.
- ix. **Bank Transfer.**
The Deputy Clerk advised there was no transfer for April 2017.
- x. **Invoices for Payment.**
RESOLVED: to ENDORSE payment for the attached schedule of invoices.
- xi. **Members/Officers Allowances**
The Deputy Clerk advised she had received no claims.

At 9:18pm Mr A Atchinson, SWC Manager entered the Meeting.

xii. Social Welfare Centre Managers Report April 2017.

Members discussed the content of the Report.

RESOLVED: That the information be NOTED.

xiii. Banner Display Case Purchase.

Members gave consideration to the quotation previously circulated.

It was **RESOLVED:**

- i. That pursuant to Financial Regulation 11.1 the one quotation provided for a specialist service be APPROVED being West End Cabinet and Joinery for £5,293.40.
- ii. As the scope of work is outside of the 2017/18 Budget the expenditure is taken from General Reserves.

iii. Insurance Schedule.

Members considered the current level of Insurance Cover and the proposed review. The Deputy Clerk advised that an extensive review had been undertaken in line with the updated replacement value asset register

RESOLVED: That the information be APPROVED.

Mr A Atchinson, SWC Manager left the Meeting at 9:30pm

iv. Grant Donation Request: Alice House Hospice.

Members gave consideration to an application requesting a donation.

RESOLVED: To APPROVE a donation of £250.00.

Cllr C Cain left the Meeting at 9:32pm

v. Grant Donation Request: Horden Community Welfare Football Club.

Members gave consideration to an application requesting a donation.

RESOLVED: To APPROVE a donation of £150.00.

Cllr C Cain re-entered the Meeting at 9:35pm

vi. Planning Applications.

DM/17/00722/FPA – Pitched roof replacement at the Pavilion, Sunderland Road, Horden for Horden Parish Council.

RESOLVED: Pursuant to agenda item HPC/17/18/026 iv. that the information given, be NOTED.

Meeting concluded at 9:36pm

Horden Parish Council Invoices for Payment

SUPPLIER	DATE	DESCRIPTION		AMOUNT	Pay Ref:
All Star	05.04.17	Fuel Charges		£287.61	D/D
All Star	12.04.17	Fuel Charges		£123.60	D/D
All Star	26.04.17	Fuel Charges		£260.56	D/D
All Star	03.05.17	Fuel Charges		£58.59	D/D
Angel Springs	07.04.17	SWC water cooler rental		£19.24	D/D
Angel Springs	30.04.17	SWC water cooler		£19.24	D/D
Ashley Gases	25.04.17	SWC Cellar gases		£21.36	BACS
BOC	30.04.17	CO2 Monitor		£34.56	D/D
Bookers Wholesale	04.04.17	SWC Bar and Kitchen Supplies		£114.06	D/D
British Gas	28.04.17	Electricity Charges as below:		£586.81	D/D
		SWC 02/03/17 - 01/04/17	472.76		D/D
		Welfare Park 01/03/17 - 28/03/17	17.70		D/D
		Welfare Ground 02/03/17 - 01/04/17	25.08		D/D
		Sports Pavilion 01/03/17 - 28/03/17	7.93		D/D
		Memorial Park 01/03/17 - 28/03/17	12.82		D/D
		Cemetery 01/03/17 - 28/03/17	50.52		D/D
Cannon Hygiene	01.04.17	SWC sanitary disposal April 2017 - March 2018		£104.83	BACS
Cannon Hygiene	01.04.17	Café sanitary waste disposal April 2017 - March 2018		£73.01	BACS
CDALC	02.05.17	CDALC 2017/18 Subscription		£956.29	BACS
Co-op Bank	03.04.17	BACS Charges		£65.36	D/D
CNG	10.04.17	Supporters Club Gas Fixed Charges x3 months		£38.10	BACS
DTA	21.04.17	SWC bar supplies		£168.00	BACS
Durham County Council	28.03.17	Café lift service		£62.16	312765

Durham County Council	27.03.17	SWC lift service		£62.16	312765
Durham County Council	11.04.17	2017/18 SWC Trade Waste		£1,126.00	D/D
Durham County Council	28.04.17	SWC Premises licence		£180.00	312765
Durham County Council	28.04.17	2017/18 Cemetery Trade Waste		£1,518.00	312764
Go2Electrical	27.04.17	SWC PAT Testing		£200.00	312763
Go2Electrical	27.04.17	SWC Electrical installation condition report		£920.00	312763
Go2 Electrical Services	11.05.17	LED Light Fittings and ladies hand dryer supply & fit		£260.00	BACS
Gordon Fletcher	26.04.17	Provision of Internal Audit service 2016/2017		£250.00	BACS
HPF Picture Framing	15.05.17	"Marra" Mount, Names and Framing		£45.00	BACS
Hutton Fire Protection	25.04.17	Extinguisher service SWC & Memorial Park		£85.98	BACS
Hutton Fire Protection	25.04.17	Extinguisher service Welfare Pk, Cemetery and Sunderland Road		£162.66	BACS
Hutton Fire Protection	25.04.17	Fire Alarm & Emergency Light Service Welfare Park, SWC & Sunderland Road		£330.00	BACS
ICCM	01.04.17	ICCM Annual Subscription		£90.00	BACS
IOS	11.04.17	Stationery Supplies		£78.47	BACS
IRIS	24.04.17	Payroll Renewal 2017/18		£350.40	312766
ITC Service	30.04.17	Remote Backup April		£30.00	D/D
Lloyd Ltd	18.04.17	Service and parts for tractor		£478.88	312767
LWC	07.04.17	SWC bar supplies		£324.75	D/D
LWC	25.04.17	SWC bar supplies		£647.80	D/D
MAP Architectural Services	05.05.17	S'land Rd plans, drawing, planning submission & OS map.		£320.00	BACS
MAP Architectural Services	05.05.17	S'land Rd drawings for building regs, schedule of work, designers risk assessment & build regs submission.		£900.00	BACS
MKM Building supplies	27.04.17	4x plastic channel & galvanised grating.		£48.00	BACS
Mortons Solicitors	10.04.17	Cemetery Land Purchase		£83,686.60	312760
Mortons Solicitors	02.05.17	Sellers Legal Fees Cemetery Land Purchase		£3,616.91	312761
North East Ambulance Service	20.04.17	Defibrillator and Training (Funding)		£4,020.00	312769
O'Briens	30.04.17	SWC Recycle Trade Waste		£16.72	D/D
RBS	26.04.17	Year end closedown		£756.00	BACS
Scottish Power	20.04.17	Supporters club electricity charges		£49.80	312770
Screwfix	18.04.17	Rigger safety boots size 11		£29.99	BACS
Select Telecom	31.07.17	Phone Lines, Calls and Internet		£138.43	D/D
Sherriff Amenity	06.04.17	Wild Flower Mix		£78.60	312771
Veolia	30.04.17	Welfare Park Trade Waste		£135.00	BACS
Vodafone	24.04.17	Mobile Phones		£54.87	D/D
YMS Training	27.04.17	3 X First aid kits		£45.00	BACS
Zurich	24.04.17	LCAS membership renewal		£114.00	BACS
OTHER PAYMENTS - NO INVOICES					
Co-op Bank	06.04.17	Wages Week 1		£4,753.98	BACS
Co-op Bank	13.04.17	Wages Week 2		£4,894.11	BACS
Co-op Bank	20.04.17	Wages Week 3		£4,898.07	BACS
Co-op Bank	27.04.17	Wages Week 4		£4,836.42	BACS
Co-op Bank	04.05.17	Wages Week 5		£4,915.79	BACS
Co-op Bank	11.05.17	Wages Week 6		£4,673.68	BACS
Co-op Bank	18.05.17	Wages Week 7		£4,691.52	BACS
Durham County Council	02.05.17	Attachment of Earnings wks 1-5		£23.55	312772
HM Courts & Tribunals	02.05.17	Attachment of Earnings wks 1-5		£100.00	312773
HMRC	02.05.17	PAYE wks 1-5		£5,726.17	312774
DCC Pension Fund	02.05.17	Superannuation wks 1-5		£5,767.18	312775
Northumbrian Water	01.04.17	Hornden CWFC water rates. (Down from £20)	Monthly	£10.00	D/D
Northumbrian Water	01.04.17	Sports Pavilion water rates (Up from £6.27)	Monthly	£6.71	D/D
Northumbrian Water	01.04.17	Café Water charges (recharged)		£75.95	D/D
DCC Planning	04.05.17	S'land Road Building Regs		£190.69	312762
				£149,707.22	