

HORDEN PARISH COUNCIL
Minutes of Meeting held 7th September 2017

Present: Councillor I Roberts (Chairman)
 Councillors R Bagnall, C Cain, J Clark, E Connor, F Leadbitter, I Mclean, W Morrow, W Smith, D Tait, L Williams, E Wood.

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

Public Participation

Nikki Locke from East Durham Creates introduced herself to Members and proceeded to advise Members of the upcoming Corners Project. Nikki outlined the details of the 'Playground' project which will be taking place throughout Horden for two weeks from 19th September 2017 which will see artists engage with members of the Horden community in games. Members thanked Ms Locke for her update and attendance.

HPC **Apologies for Absence.**

17/18/088 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors A Lodge, J Robinson.

HPC **Declarations of Interest.**

17/18/089 Cllr E Connor declared a prejudicial interest on Item HPC 17/18/100 – Guardian Newspaper Article. The Clerk declared a prejudicial interest on Item HPC 17/18/099(d) – Stress Risk Assessment.

HPC **Minutes of the Horden Parish Council Meetings held 4th and 6th July 2017.**

17/18/090 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 **Matters Arising.**

17/18/091 A copy of which had been circulated to each Member.

RESOLVED: That the information be NOTED.

HPC **Police Report.**

17/18/092 Members considered correspondence from the Police and their responses to Damage and Incident Reports.

RESOLVED:

- i. To send a letter to Durham Constabulary thanking the recently retired PC Glen Davies for his service in Horden.
- ii. To submit vandalism at Cotsford Park and Allotment break-ins as PACT Priorities.

At 6:40pm Mr C Muir, Parks and Cemetery Manager entered the Meeting.

HPC **Parks and Cemetery Manager's Report.**

17/18/093 The report previously circulated covered the period 24th June to 27th August 2017.

RESOLVED: That the information be NOTED.

At 6:49pm Mr C Muir, Parks and Cemetery Manager left the Meeting.

At 6:49pm Mr A Atchinson, Social Welfare Centre Manager entered the Meeting.

HPC **Social Welfare Centre Manager's Report.**

17/18/094 Members discussed the content of the report which had been circulated to each Member.

RESOLVED: That the information be NOTED.

At 6:55pm Mr A Atchinson, Social Welfare Centre Manager left the Meeting.

HPC **General Data Protection Regulation.**

17/18/095 The Clerk advised Members of the legislative changes to Data Protection Law as of 25 May 2018 and the work involved. The Clerk advised he would provide updates as and when necessary.

RESOLVED: That the information be NOTED.

HPC **Standing Order Amendment: Members Questions.**

17/18/096 Members considered the Standing Order amendment.

RESOLVED: Subject to the removal of "at least 1 day" the amendment be APPROVED.

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

17/18/097 Cllr I Roberts provided Members with an update from the CDALC Meeting held 27th July 2017.

RESOLVED: That the information be NOTED.

HPC **CDALC Annual General Meeting 21st October 2017.**
17/18/098 **RESOLVED:** Councillors E Connor and I Roberts attend.

HPC **Performance Management Framework.**

17/18/099 a) **Minutes of Performance Management Framework Sub-Committee Meeting held 25th July 2017.**

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.

b) **To consider PMF Sub-Committee Report and Recommendations.**

RESOLVED: That the report and recommendations be APPROVED.

At 7:22pm the Clerk left the Meeting.

c) **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.

d) **Stress Risk Assessment.**

Members considered the contents of the report.

RESOLVED:

i. That the Chairman and Vice Chairman undertake the Clerk's Appraisal as soon as reasonable.

ii. To convene a Personnel Sub-Committee to review the current appraisal procedure.

iii. That the contents be NOTED.

At 7:42pm the Clerk re-entered the Meeting.

HPC **Guardian Newspaper Article: "People are Starving – Village Life in Britain's Blighted Coalfields".**

17/18/100 Members discussed the published article of the Guardian Newspaper.

RESOLVED: That a response to the article be sent to Grahame Morris MP and other relevant parties.

Meeting concluded at 7:51pm

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 7th September 2017

Present: Councillor I Roberts (Chairman)
Councillors R Bagnall, C Cain, J Clark, E Connor, F Leadbitter, I Mclean, W Morrow, W Smith, D Tait, L Williams, E Wood.

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

P&C **Election of Chairman.**
17/18/001 Nominations were received for Councillor D Tait.
RESOLVED: Councillor D Tait be elected as Chairman.

Cllr D Tait took the Chair.

P&C **Election of Vice-Chairman.**
17/18/002 Nominations were received for Councillor I Roberts.
RESOLVED: Councillor I Roberts be elected as Vice Chairman

P&C **Apologies for Absence.**
17/18/003 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors A Lodge, J Robinson.

P&C **Declarations of Interest.**
17/18/004 There were no Declarations of Interest.

P&C **Damage and Incident Reports.**
17/18/005 A copy of which had been circulated to each Member.
RESOLVED: That the information be NOTED.

P&C **Request for Memorial Tree for Bench in Memory of Councillor Jean White.**
17/18/006 Members considered the request.
RESOLVED: To APPROVE the request for a memorial bench in a mutually acceptable position to Cllr White's family and the Parks and Cemetery Manager.

P&C **Remembrance Sunday 2017 Road Closure.**
17/18/007 The Clerk advised Members that he had a meeting with the Police the following day to discuss further and would report back following the meeting.
RESOLVED: That the information be NOTED.

P&C **Winter Maintenance 2017.**
17/18/008 Members considered the continuity of participation in Durham County Council's Winter Maintenance Scheme. The Clerk advised that the salt is causing considerable damage to the pick up tipper.
RESOLVED: That the Clerk make further enquiries for the protection of the tipper.

P&C **Thorpe Road Cemetery Extension.**
17/18/009 The Clerk provided Members with an update.
RESOLVED: That the information be NOTED.

Meeting concluded at 8:22pm.

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 7th September 2017

Present: Councillor E Connor (Chairman)
 Councillors R Bagnall, C Cain, J Clark, F Leadbitter, I Mclean, W Morrow, I Roberts, W Smith, D Tait, L Williams, E Wood.

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

F&GP 17/18/010 **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and APPROVED for Councillors A Lodge, J Robinson.

F&GP 17/18/011 **Declarations of Interest.**
 Cllr W Smith declared a prejudicial interest on Item F&GP 17/18/019 – Request for Donation: Horden Centennial Centre.

F&GP 17/18/012 **Minutes of the Finance and General Purposes Committee Meetings held 13th July and 2nd August 2017.**
 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.

F&GP 17/18/013 **Parish Council Financial:**

- a) **Bank Balances as at 31/08/2017.**
 The Deputy Clerk reported the bank balances as at 31/08/2017 being £675,181.46.
RESOLVED: That the information be NOTED.
- b) **Income and Expenditure Report.**
RESOLVED: That the information be NOTED.
- c) **Debtor Report.**
 Members considered the report previously circulated.
RESOLVED: To write off Carol Finn Funeral Directors debt of £250.00 and the information be NOTED.
- d) **Cash Cheques.**
 The Deputy Clerk requested a cash cheque for £200 for Petty Cash.
RESOLVED: To ENDORSE cheque for payment.
- e) **Bank Transfer.**
RESOLVED: The Deputy Clerk advised the bank transfer for August 2017 being £1,867.05.

F&GP 17/18/014 **Invoices for endorsement for payment.**
RESOLVED: to ENDORSE payment for the attached schedule of Invoices.

F&GP 17/18/015 **Members/Officers Allowances.**
 The Deputy Clerk advised she had received the following claims:
 Participation Allowance from Councillor J Clark for £571.93.
RESOLVED: That the payments be APPROVED.

F&GP 17/18/016 **Thorpe Road Cemetery Extension Boundary Fence Quotations.**
 Members considered the Clerk's Report and three quotations for the erection of the new boundary fencing.
RESOLVED:

- i. To proceed with Option 1 at approximately 273m.
- ii. To APPROVE steel powder green coated at approx. 273m with Company B, Peart Fencing at £14,346.15.

F&GP 17/18/017 **Sunderland Road Pavilion Roof Replacement Tender Exercise.**
 Members considered the Deputy Clerk's Report.
RESOLVED:

- i. To proceed with the Tender Exercise again with a four-week advertising period, withhold the budget price and request the contractor stipulate their start date.

F&GP 17/18/018 **Banking Arrangements.**
 The Clerk advised Members that he is seeking alternative banking arrangements and will update Members accordingly.
RESOLVED: That the information be NOTED.

F&GP 17/18/019 **Request for Donation: Horden Centennial Centre.**
RESOLVED: To APPROVE a donation of £50 from SECTION Local Government (Miscellaneous Provisions) Act 1976 S19 – Power to provide and equip buildings for use of clubs having athletic, social or educational objectives.

F&GP 17/18/020 **Request for Donation: Langley House Care Centre.**
RESOLVED: No donation be given due to funding alternative priorities.

F&GP 17/18/021 **New Premises Licence Application: Horden Cricket Social Club.**
Members discussed correspondence at length.
RESOLVED:
i. The Clerk contact Durham County Council Licensing for an update.
ii. That a Recorded Delivery letter be sent to the Chairman, Secretary and Treasurer of Horden Cricket Social Club requesting the attendance of the Social Club's Committee at a Special Meeting of the Council.

At 9:19pm Cllrs C Cain and I Mclean left the Meeting.

F&GP 17/18/022 **Request for Donation: Horden Banner Committee.**
RESOLVED: To APPROVE a donation of £750 from SECTION Local Government Act 1972 S145 – Provision of Entertainment and support of the Arts.

F&GP 17/18/023 **Horden Welfare Park CCTV.**
The Clerk advised Members that pre-planning have advised that a full planning application is required and the application will be submitted shortly.
RESOLVED: That the information be NOTED.

F&GP 17/18/024 **Planning Applications.**
a) **DM/17/02245/FPA** – Erection of a terrace of 3 No. commercial units incorporating veterinary surgery with pet grooming facility and ancillary retail use to unit A, either retail (A1), financial & professional services (A2), café/restaurant (A3), drinking establishments (A4) or hot food takeaway (A5) to Unit B and retail (A1) to Unit C with car parking, servicing, ATM, refuse store, access and associated works at Carlton Bingo, Sunderland Road, Horden SR8 4NU for Zetland Estates Limited.
b) **DM/1701891/FPA** – Installation of Roller Shutters at Burnfoot, Fourth Street, Horden SR8 4LB for Mr P Lynch.
c) **DM/17/01945/FPA** – Retention of detached outbuilding within rear garden at 1 Woodbine Avenue, Horden for Mr R Owen.
d) **DM/17/02549/FPA** – Proposed change of use and external alterations to form one dwelling at the Former Health Clinic at Blackhills Road, Horden for Mr. M Kirkup.
e) **DM/17/01858/FPA (enclosed)** – erection of single storey extension to rear and alterations to front openings at 5 Primrose Avenue, Horden for Mrs. J Wandlass.
f) **DM/17/01943/FPA (enclosed)** – Single and two storey extensions at 8 Wraith Terrace, Horden for Mrs. L Ward
RESOLVED: No objections be made and the information be NOTED.

Meeting concluded at 9:28pm

Hornden Parish Council Invoices for Payment JULY 2017

| SUPPLIER | DATE | DESCRIPTION | | AMOUNT | Pay Ref: |
|----------------------------|----------|---|--------|-----------|----------|
| A.C.W. Flooring | 26.07.17 | Laminate Flooring for Banner Case | | £80.00 | 312815 |
| Angel Springs | 30.06.17 | SWC Water Cooler | | £19.24 | D/D |
| ARCO | 05.07.17 | Hi-Vis Coat, Safety Boots and x36 Gloves | | £99.50 | BACS |
| ARCO | 05.07.17 | Trojan Trousers x2 | | £31.73 | BACS |
| ARCO | 11.07.17 | X2 Polo Shirts and 1 Jumper plus embroidery | | £29.70 | BACS |
| Armstrong doors & shutters | 27.07.17 | Roller shutter fit on Memorial park building | | £330.00 | 312821 |
| Ashley Gases | 10.07.17 | SWC Cellar Gases | | £21.36 | BACS |
| Ashley Gases | 26.07.17 | SWC Cellar Gases | | £19.92 | BACS |
| Booker Wholesale | 12.07.17 | Bar Supplies | | £39.18 | D/D |
| BP Plumbing | 30.06.17 | Repair Leak to Welfare House Toilet | | £24.50 | BACS |
| British Gas | 18.07.17 | SWC Gas charges 01/06/17 - 01/07/17 (final) | | £166.30 | D/D |
| British Gas | 11.07.17 | Electricity Charges as below: | | £537.11 | D/D |
| | | SWC 02/06/17 - 01/07/17 | 428.26 | | D/D |
| | | Welfare Park 28/05/17 - 28/06/17 | 24.87 | | D/D |
| | | Welfare Ground 01/06/17 - 30/06/17 | 26.21 | | D/D |
| | | Sports Pavilion 29/05/17 - 28/06/17 | 15.46 | | D/D |
| | | Memorial Park 29/05/17 - 28/06/17 | 18.21 | | D/D |
| | | Cemetery 29/05/17 - 28/06/17 | 24.10 | | D/D |
| CNG | 10.07.17 | Supporters Club Gas Fixed Charges | | £5.00 | BACS |
| Co-op Bank | 03.07.17 | BACS charges 01/06/17 - 30/06/17 | | £65.64 | D/D |
| Curtains by Sue Roberts | 11.07.17 | 50% deposit Main Hall Curtains (approved 06.07.17) | | £2,000.00 | 312810 |
| Darlington Borough Council | 31.07.17 | Summer Bedding | | £4,100.98 | 312816 |
| Diesels TVC | 28.06.17 | Replaced fuel filter, rear lights & plug ins on Pick up | | £156.00 | BACS |
| DTA | 14.07.17 | Scorpion Lager | | £88.80 | BACS |
| DTA | 28.07.17 | Scorpion Lager | | £177.60 | BACS |
| Durham County Council | 17.07.17 | Occupational Health referral | | £60.00 | BACS |
| Durham County Council | 20.07.17 | Grass cutting new section Thorpe Rd Cemetery | | £232.44 | BACS |
| Durham County Council | 19.07.17 | Replace & fit 2 tyres on tractor | | £386.45 | BACS |
| Durham County Council | 19.07.17 | Temp repair on roller gangs | | £44.48 | BACS |
| Durham County Council | 19.07.17 | Fit new deck belt & wheel to Ride on | | £212.99 | BACS |
| Durham County Council | 19.07.17 | Fit new PTO shaft to Ride on | | £561.04 | BACS |
| Durham County Council | 19.07.17 | Fit new roller end caps | | £33.86 | BACS |
| Go 2 Electrical | 25.07.17 | Repaired faulty 6A pull switch in Grandstand toilets | | £40.00 | BACS |
| Go 2 Electrical | 25.07.17 | Repaired water damage to electrics in Grandstand. | | £370.00 | BACS |
| Harbro | 04.07.17 | lamp bulbs, plug in safety breaker | | £16.98 | BACS |
| Homecare | 24.07.17 | DIY Goods | | £86.25 | BACS |
| HPF Picture Framing | 31.07.17 | Mary Clark Photograph & Frame (Chair's Allowance) | | £45.00 | BACS |
| Innerglass | 10.07.17 | Flash All Purpose Cleaner | | £27.94 | BACS |
| Innerglass | 11.07.17 | SWC Cleaning Supplies | | £157.73 | BACS |
| Landform Surveys | 31.07.17 | Survey of Cemetery July 2017 | | £540.00 | 312817 |
| LWC Wholesale | 14.07.17 | Bar Supplies | | £283.29 | D/D |
| LWC Wholesale | 28.07.17 | Bar Supplies | | £785.36 | D/D |
| Maxwells | 06.07.17 | DIY Goods | | £132.35 | BACS |
| O'Briens | 30.06.17 | Trade Waste | | £16.72 | D/D |
| On Route | 04.07.17 | Fuel Charges | | £284.09 | D/D |
| On Route | 11.07.17 | Fuel Charges | | £104.40 | D/D |
| On Route | 18.07.17 | Fuel Charges | | £185.72 | D/D |
| On Route | 25.07.17 | Fuel Charges | | £112.44 | D/D |
| RBS Software | 01.08.17 | Accounts Support & Maintenance Annual Contract | | £756.00 | BACS |
| ROSPA | 28.07.17 | Annual Play Area Inspections | | £592.20 | BACS |
| Scott Memorials | 07.07.17 | Cleaning of St Mary's Closed Churchyard Memorial | | £265.60 | 312818 |
| Scottish Power | 18.07.17 | Supporters Club Electricity 21/04/17 - 18/07/17 | | £72.65 | 312819 |
| Scottish Power | 13.07.17 | Memorial Park 03/07/17 - 07/07/17 | | £5.13 | D/D |
| Scottish Power | 13.07.17 | Sports Pavilion 03/07/17 - 07/07/17 | | £12.40 | D/D |
| Scottish Power | 13.07.17 | SWC 03/07/17 - 07/07/17 | | £100.72 | D/D |
| Screwfix | 21.06.17 | Dewalt Safety Boot | | £42.99 | BACS |

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|-------------------------------------|----------|--|--|-------------------|--------|
| Screwfix | 04.07.17 | x10 plugs and Fuse Pack | | £12.98 | BACS |
| Select Telecom | 30.06.17 | Telephone Calls, Lines and Internet | | £149.93 | D/D |
| Trevor Jones | 22.07.17 | Emergency work on Grandstand boiler (no hot water) | | £120.00 | 312820 |
| Veolia | 30.06.17 | Welfare Park Trade Waste | | £150.00 | BACS |
| Vodafone | 22.06.17 | Mobile Phones June | | £56.37 | D/D |
| Vodafone | 24.07.17 | Mobile Phones July | | £56.37 | D/D |
| OTHER PAYMENTS - NO INVOICES | | | | | |
| Co-op Bank | 13.07.17 | Wages & Allowances Week 15 | | £6,766.79 | BACS |
| Co-op Bank | 20.07.17 | Wages Week 16 | | £4,938.76 | BACS |
| Co-op Bank | 27.07.17 | Wages Week 17 | | £5,073.55 | BACS |
| Co-op Bank | 03.08.17 | Wages Week 18 | | £5,106.67 | BACS |
| Co-op Bank | 18.07.17 | Auto Change Fee Charge | | £5.20 | D/D |
| Durham County Council | 04.08.17 | Attachment of Earnings wks 14-18 | | £23.70 | 312811 |
| DCC Pension Fund | 31.07.17 | Superannuation wks 14-18 | | £6,257.45 | 312814 |
| HM Courts & Tribunals | 04.08.17 | Attachment of Earnings wks 14-18 | | £50.00 | 312812 |
| HMRC | 10.07.17 | Members PAYE Month 4 | | £456.80 | 312809 |
| HMRC | 04.08.17 | PAYE wks 14-18 | | £6,493.66 | 312813 |
| | | JULY 2017 TOTAL | | £50,278.01 | |