

HORDEN PARISH COUNCIL
Minutes of Meeting held 4th October 2017

Present: Councillor I Roberts (Chairman)
 Councillors C Cain, J Clark, E Connor, D Langan, F Leadbitter, A Lodge, W Morrow, L Williams, E Wood.
Staff: Mr. P Davison (Clerk to the Council), Miss G Rowe (Deputy Clerk).
Also Present: Mr Martin Close and Jeremy Suggitt (East Durham Veterans Breakfast Club).

Public Participation

Mr Close and Mr Suggitt from East Durham Veteran Breakfast Club introduced themselves to Members and explained their reason for attending was to work alongside Horden Parish Council in the organisation and planning of the 2018 Remembrance Sunday Parade. As 11th November 2018 is the 100th Anniversary of the end of World War I the East Durham Veterans Breakfast Club would like it to be a special event, in particular with the attendance of a brass band and bugler. Members expressed their enthusiasm for the plans and thanked both Mr Close and Suggitt for attending.

HPC 17/18/101 **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and APPROVED for Councillors I Mclean, W Smith, D Tait.

HPC 17/18/102 **Declarations of Interest.**
 There were no declarations of interest.

HPC 17/18/103 **Minutes of the Horden Parish Council Meeting held 7th September 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.

HPC 17/18/104 **Matters Arising.**
 A copy of which had been circulated to each Member.
RESOLVED: That the information be NOTED.

HPC 17/18/105 **Police Report.**
 Members considered the Police Report and PACT Priorities. Members queried the absence of the PACT Priorities submitted by Horden Parish Council in the Report. Members requested further information on those on CPW and CPN's in order to update staff accordingly.
RESOLVED: That the information be NOTED.

At 6:26pm Mr C Muir, Parks and Cemetery Manager entered the Meeting.

HPC 17/18/106 **Parks and Cemetery Manager's Report.**
 The report circulated covered the period 28th August to 29th September 2017. The Manager advised that a steel sheet will be fitted to the pick-up in order to alleviate the corrosion caused by salt and that he would be seeking quotations for roller shutters for Ambulance House to replace the security mesh.
RESOLVED: That the Cemetery staff be thanked for the removal of the old wooden fencing and the information be NOTED.

At 6:32pm Mr C Muir, Parks and Cemetery Manager left the Meeting.

At 6:32pm Mr A Atchinson, Social Welfare Centre Manager entered the Meeting.

HPC 17/18/107 **Social Welfare Centre Manager's Report.**
 Members discussed the content of the report which had been circulated to each Member. The SWC Manager advised that he has secured a further weekly booking. Members thanked the SWC Manager for his continued hard work.
RESOLVED: That the information be NOTED.

At 6:37pm Mr A Atchinson, Social Welfare Centre Manager left the Meeting.

HPC 17/18/108 **Audit of Accounts for the Year Ended 31st March 2017.**
 Members considered the conclusion of the External Audit for the year ended 31st March 2017. Members considered the External Auditors Report and the separation of the Recreation Ground Accounts.
RESOLVED: That the External Auditors Report be ACCEPTED.

HPC **Corporate Risk Review.**

17/18/109 The Clerk summarised the changes in ratings and risks. Members considered each risk in turn and the format of the report. The Clerk advised that he would simplify the format of the report.

RESOLVED:

- i. To produce a matrix of Councillor Training attendance.
- ii. The Clerk contact the County Training Partnership to enquire about in-house training opportunities.

At 7:13pm Cllr A Lodge left the Meeting.

At 7:16pm Cllr A Lodge re-entered the Meeting.

HPC **National Association of Councillors AGM 3rd – 5th November 2017, the Mercure Hotel, Glasgow.**

17/18/110 **RESOLVED:** That due to the cost no attendance be made.

HPC **Member Reports to Outside Bodies.**

17/18/111 Cllr E Connor provided an overview of the Easington Area Parish and Town Councils Meeting attended 12th September 2017.

Meeting concluded at 7:22pm

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 4th October 2017

Present: Councillor I Roberts (Chairman)
Councillors C Cain, J Clark, E Connor, D Langan, F Leadbitter, W Morrow, L Williams, E Wood.
Staff: Mr. P Davison (Clerk to the Council), Miss G Rowe (Deputy Clerk).

P&C **Apologies for Absence.**
17/18/010 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors A Lodge, I Mclean, W Smith, D Tait.

P&C **Declarations of Interest.**
17/18/011 There were no Declarations of Interest.

P&C **Minutes of the Parks and Cemetery Committee Meeting held 7th September 2017.**
17/18/012 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 **Damage and Incident Reports.**
17/18/013 A copy of which had been circulated to each Member.
RESOLVED:
i. That big, bold signs be placed in the Welfare and Memorial Park noticeboards advising the public to contact the Police if they witness acts of vandalism.
ii. To publish details and photographs of the vandalism in the Newsletter.
ii. The information be NOTED.

P&C **Thorpe Road Cemetery Extension.**
17/18/014 The Clerk provided Members with an update.
RESOLVED: That the information be NOTED.

P&C **Remembrance Sunday Parade 2017 and 2018.**
17/18/015 The Clerk advised Members that a road closure would be needed for the 2017 and future parades, as the Police will no longer do it, which will cost in the region of £2,500 and was currently applied for and awaiting a decision from Durham County Council. Members discussed the arrangements of the 2018 Parade.
RESOLVED:
i. That in recognition of the 100th Anniversary of the end of World War I, a Working Party be formed to make arrangements for the 2018 Parade and corresponding events.
ii. Members of the Working Party include Councillors L Williams, E Connor, W Morrow, D Langan, E Wood, F Leadbitter and I Roberts.

Meeting concluded at 8:08pm.

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 4th October 2017

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

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

F&GP 17/18/029 **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and APPROVED for Councillors A Lodge, I Mclean, W Smith, D Tait.

F&GP 17/18/030 **Declarations of Interest.**
 Cllr J Clark declared a personal interest on Item F&GP 17/18/036(c) – Planning Applications.
 Cllr E Connor declared a prejudicial interest on Item F&GP 17/18/034 – Invoices for Endorsement for Payment.

F&GP 17/18/031 **Minutes of the Finance and General Purposes Committee Meetings held 7th and 18th September 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 17/18/032 **Parish Council Financial:**

- a) **Bank Balances as at 30/09/2017.**
 The Deputy Clerk reported the bank balances as at 30/09/2017 being £639,414.09.
RESOLVED: That the information be NOTED.
- b) **Income and Expenditure Report.**
 Members queried overspend on Budget Headings.
RESOLVED: That the information be NOTED.
- c) **Debtor Report.**
 Members considered the report previously circulated.
RESOLVED: That the information be NOTED.
- d) **Cash Cheques.**
 There were no cash cheques.
- e) **Bank Transfer.**
RESOLVED: The Deputy Clerk advised the bank transfer for September 2017 being £35,767.37.

F&GP 17/18/033 **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.

At 8:23pm Cllr E Connor left the Meeting.

F&GP 17/18/034 **Invoices for endorsement for payment.**
 Members discussed the invoices submitted for payment at length.
RESOLVED:

- i. Not to endorse payment for TJ's Heating & Home Improvements for £388.00 on the grounds that the tenant is liable for payment and re-imburement from their electrical supplier.
- ii. to ENDORSE payment for the attached schedule of Invoices.

At 8:46pm Cllr E Connor re-entered the Meeting.

F&GP 17/18/035 **Members/Officers Allowances.**
 The Deputy Clerk advised she had received the following claims:
 Participation Allowance from Councillor William Smith for £571.93.
 Participation Allowance from Councillor William Morrow for £571.93.
 Travel Allowance for the Clerk for £42.00.
RESOLVED: That the payments be APPROVED.

F&GP 17/18/036 **Planning Applications.**

- a) **DM/17/02383/FPA** – Single storey rear extension with enclosed first floor balcony at 12 Stapylton Drive, Horden for Mr and Mrs. Brian Gash.

- b) **DM/17/02878/FPA** – detached summer house to the rear of 21 Beech Terrace for Mr and Mrs. Graham Haggar.
- c) **DM/17/03095/FPA** – Installation of 9 CCTV cameras and erection of 6m CCTV tower at various points within the grounds of Horden Welfare Park, Horden for Horden Parish Council.
- RESOLVED:** No objections be made and the information be NOTED.

Meeting concluded at 8:48pm

Horden Parish Council Invoices for Payment

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
A1 Trophies	14.08.17	Engraved wooden plaque for Heritage Award	£34.20	BACS
A1 Trophies	07.08.17	Durham Deafened Support Sign	£180.00	BACS
A1 Trophies	31.07.17	4X corner flags with posts, 3x net pegs, 2x net clips	£116.94	BACS
A1 Trophies	03.07.17	2x mayors chain engraving	£15.00	BACS
A1 Trophies	13.06.17	Chairman board label, engraving label, Marra plaque & inscription	£60.80	BACS
A1 Trophies	22.05.17	Label for Mary Clark picture frame (Chair's Allow)	£10.00	BACS
Almond Windows	22.09.17	New UPVC Windows and doors (HPC 17/18/079)	£6,350.00	312840
Angel Springs	31.08.17	SWC water cooler	£19.24	D/D
Ashley Gases	29.09.17	SWC CO2 Cellar Gases	£31.32	BACS
BDO	11.09.17	Audit of accounts year ended 31.03.17	£2,400.00	312841
BOC	30.09.17	SWC CO2 Monitor	£35.76	D/D
British Gas	26.09.17	Works Building Electricity	£559.99	312842
CNG	10.09.17	Supporters club fixed gas charges	£19.49	BACS
Co-Op Bank	04.09.17	BACS charges	£66.48	D/D
Diesels TVC	30.09.17	Replace Trailer Bearings	£144.00	BACS
DTA	22.09.17	SWC bar supplies	£177.60	BACS
Durham County Council	08.09.17	New track rod fitted to John Deere tractor	£96.56	BACS
Durham County Council	15.09.17	Hosting and support of website 01.04.17 - 31.03.18	£694.03	BACS
EDF Energy	15.09.17	Sunderland Road Pavilion electricity	£200.00	D/D
Gazprom	14.09.17	SWC Gas charges	£112.28	D/D
Go2 Electrical Services	28.09.17	Supply & fit 30w LED floodlight to SWC rear cage area	£100.00	BACS
Go2 Electrical Services	29.09.17	Grandstand Electrical Installation Condition Report	£630.00	BACS
Greenlay	26.09.17	Replacement tractor key	£17.85	BACS
H.A Davie	31.08.17	Fit new controller to single door bottle cooler	£80.57	BACS
H.A Davie	31.08.17	Replaced new thermostat controller	£80.57	BACS
Homecare	22.09.17	stroke oils, gaffa tape, bolts, drill bits, 2 chainsaw oils	£51.50	BACS
IOS	19.09.17	Calculator, A3 paper, x50 2nd class large stamps	£84.30	BACS
ITC	30.09.17	Remote Back Up	£30.00	D/D
Johnston Publishing	12.09.17	Advert for Sunderland Road Tender	£166.92	BACS
Knight Frank	27.09.17	Grandstand Building survey	£3,900.00	312843
LWC	15.09.17	SWC bar supplies	£286.05	D/D
LWC	22.09.17	SWC bar supplies	£646.14	D/D
LWC	29.09.17	SWC bar supplies	£390.15	D/D
Mortons Solicitors	19.09.17	Legal fees for drafting licences for HCWFC	£1,680.00	312844
Omega Asbestos	20.09.17	Grandstand Asbestos Survey & Management Plan	£478.80	BACS
Online Playgrounds	14.09.17	Wetpour safety surface & delivery charge	£252.00	BACS
Online Playgrounds	14.09.17	5 Belt swing seats	£128.40	BACS
On Route	12.09.17	Fuel charges	£276.58	D/D
On Route	19.09.17	Fuel charges	£75.47	D/D
On Route	26.09.17	Fuel charges	£135.23	D/D
Rigby Taylor	15.09.17	120 x 25kg kaloam	£648.00	312845
Screwfix	30.08.17	2 toilet seats	£25.98	BACS
Screwfix	30.08.17	size 10 safety boots	£26.99	BACS
Screwfix	30.08.17	20ltr petrol jerry can	£19.99	BACS
Screwfix	30.08.17	size 11 safety boots	£26.99	BACS
Select Telecom	31.09.17	Telephone Calls, Lines and Internet	£147.59	D/D
Treasured Memories	31.08.17	Memorial wall plaque	£156.90	BACS

Trevor Jones	19.09.17	Restore electricity to Park House. 2 sockets replaced.	£50.00	312846
Veolia	30.09.17	Trade Waste	£120.00	BACS
Vodafone	22.09.17	Mobile Phones	£55.17	D/D
Wilf Husband	20.09.17	32 Tonne of Topsoil	£460.80	BACS
OTHER PAYMENTS				
Co-op bank	14.09.17	Wages week 24	£5,370.71	D/D
Co-op bank	21.09.17	Wages week 25	£5,084.75	D/D
Co-op bank	28.09.17	Wages week 26	£5,481.87	D/D
Co-op bank	05.10.17	Wages week 27	£5,128.01	D/D
NWG Business	22.09.17	Café water charges 13.06.17 - 12.09.17 (Recharged)	£73.08	D/D
DCC Planning	08.09.17	CCTV Planning Application Fee	£97.50	312834
Durham County Council	04.10.17	Attachment of Earnings wks 24-27	£0.77	312849
DCC Pension Fund	04.10.17	Superannuation wks 24-27	£4,949.76	312848
Horden Centennial Centre	08.09.17	Approved Donation	£50.00	312835
Horden Bannner Committee	08.09.17	Approved Donation	£750.00	312836
HM Revenue & Customs	08.09.17	Members PAYE Month 6	£114.20	312837
HM Courts & Tribunals	25.09.17	Court Writ of Control Fee	£66.00	312839
HM Courts & Tribunals	04.10.17	Attachment of Earnings wks 24-27	£40.00	312850
HMRC	04.10.17	PAYE wks 24-27	£4,933.25	312847
		SEPTEMBER 2017 TOTAL	£55,080.53	