

HORDEN PARISH COUNCIL
Minutes of Meeting held 11th January 2018

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

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

HPC **Apologies for Absence.**
17/18/148 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors L Williams.

HPC **Declarations of Interest.**
17/18/149 Cllr C Cain declared a personal interest on Item HPC 17/18/159 – Fee Setting.

HPC **Minutes of the Horden Parish Council Meetings held 7th and 14th December 2017.**
17/18/150 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 Personnel Sub-Committee Meetings held 4th and 13th December 2017.**
17/18/151 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.**
17/18/152 A copy of which had been circulated to each Member.
RESOLVED: That the information be NOTED.

At 6:06pm Cllr I Mclean entered the Meeting.

HPC **Police Report.**
17/18/153 There was no Police Report submitted for Members to consider. Members wished to have their concern noted at the lack of correspondence from the Police in light of recent events in Horden.

The Chairman under Standing Order 5(a)(vi) moved without notice to alter the order of business on the agenda for reasons of urgency or expedience for the following Items HPC 17/18/154 and HPC 17/18/155.

At 6:09pm Mr A Atchinson, Social Welfare Centre Manager entered the Meeting.

HPC **Social Welfare Centre Manager's Report.**
17/18/154 Members discussed the content of the report which had been circulated to each Member. Members thanked the Social Welfare Centre Manager and staff for their continued hard work. Members enquired about an additional light in the SWC Car Park, the SWC Manager advised he is going to look into it.
RESOLVED: That the information be NOTED.

At 6:12pm Mr A Atchinson, Social Welfare Centre Manager left the Meeting.

At 6:13pm Mr C Muir, Parks and Cemetery Manager entered the Meeting.

HPC **Parks and Cemetery Manager's Report.**
17/18/155 The report circulated covered the period 26th November to 31st December. Members thanked the Parks and Cemetery Manager and the Chairman for the success of the Christmas Tree Lighting Service. Members discussed the cleaning methods of the pathways at the cemetery.
RESOLVED: To send thank you letters to the Salvation Army Band and Horden schools for their contribution to the Christmas Tree Lighting Service and the information be NOTED.

At 6:18pm Cllr A Lodge entered the Meeting.

At 6:22pm Mr C Muir, Parks and Cemetery Manager left the Meeting.

HPC **Budget Setting Report 2018/19.**
17/18/156 The Clerk advised that the report intended to reference agenda items HPC 17/18/158, 159 and 160.

HPC **Exclusion of Press and Public.**
17/18/157 **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.

The Chairman under Standing Order 5(a)(vi) moved without notice to alter the order of business on the agenda for reasons of urgency or expedience for the following Items HPC 17/18/158 and HPC 17/18/159.

HPC **Strategic Plan 2017-2021.**

17/18/158 The Clerk advised that the priorities identified as per Resolution HPC 17/18/147 were now reflected in the Strategic Plan. Members were advised that County Councillors J Clark and I Mclean have volunteered to fund the H.H.C. Vintage Tearoom fan and 2018 Remembrance Sunday Event, Members thanked both County Councillors.

RESOLVED: That the Strategic Plan be APPROVED.

HPC **Fee Setting 2018/19.**

17/18/159 Members considered the draft fees previously circulated. There was much discussion regarding the fees and charges regarding users of the Welfare Park and Members were mindful of the balance between obtaining value for money with regard to the cost to the local taxpayer and subsidising those services to local clubs to alleviate financial pressure.

It was **RESOLVED** to APPROVE the Fee Summary and Cemetery Fees subject to the following amendments:

- i. Bowls Season proposed fee be reduced to £450.
- ii. Innovations are charged at £40 per session.
- iii. Photocopying – black and white - 30p per copy.
- iv. Photocopying – colour - 50p per copy.
- v. Durham Deafened Support Rent remain at £450 per month pending the annual licence review.
- vi. To revisit SWC Function Rates at a later date, taking into consideration bar takings.
- vii. Horden Resident ashes remain at £100.

Cllr Langan proposed and voted in favour of no rental increase for the Cemetery Lodge.

Cllr Langan proposed and voted in favour of no rental increase for the Welfare House.

HPC **Draft Budget/Precept 2018/19.**

17/18/160 Members considered the draft budget options previously circulated. The Clerk advised Members that the amendments made to fees would now need to be reflected in the Precept Figures and therefore the current budget and precept figures would be altered.

It was **RESOLVED:**

- i. To quarterly review the Recreation Ground Charity expenditure and the Welfare Park Grant made to the Recreation Ground by the Parish Council.
- ii. The proposed Precept Figures are amended to reflect fee setting changes.

HPC **Bank Signatories.**

17/18/161 **RESOLVED:** To APPROVE the removal of deceased Councillors Jean White, William Hill and Derek Nicol and former Councillor Geoffrey Robson as bank signatories.

HPC **Consultation on Extending the Disqualification Criteria for Councillors.**

17/18/162 A copy of the NALC consultation response had been circulated to each Member prior to the Meeting.

RESOLVED: That the information be NOTED.

HPC **CCTV Policy.**

17/18/163 Members considered the draft policy.

RESOLVED: To APPROVE the CCTV Policy with immediate effect.

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

17/18/164 Members made no representation.

Meeting concluded at 8:19pm

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 11th January 2018

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

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

P&C **Apologies for Absence.**

17/18/028 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors L Williams.

P&C **Declarations of Interest.**

17/18/029 There were no Declarations of Interest.

P&C **Minutes of the Parks and Cemetery Committee Meeting held 7th December 2017.**

17/18/030 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.**

17/18/031 07.12.17 Incident Social Welfare Centre Car Park
 Four-wheeled trailer dumped in the car park overnight. Police were notified, incident number: 07-12-2017-58.

18.12.17 Incident HPC Office
 Intimidating correspondence directed at the Clerk received via post. Police contacted and the Clerk provided a statement, the correspondence has been logged as 'malicious content and the Police requested to be notified of any further correspondence.

RESOLVED: That the information be RECEIVED.

P&C **Third Street Allotment.**

17/18/032 A copy of correspondence from Cotsford Junior School terminating the tenancy agreement had been circulated to each Member prior to the Meeting.

RESOLVED: To ACCEPT the termination of the tenancy agreement and to advertise the allotment vacancy in the next Newsletter.

P&C **Thorpe Road Cemetery Extension.**

17/18/033 **i. Verbal update of the Clerk.**

The Clerk advised he has a Meeting with DCC Procurement next week to progress the Tender Exercise and will update accordingly.

RESOLVED: That the information be NOTED.

ii. To arrange a Meeting of Parks and Cemetery Development Sub-Committee.

Members discussed reforming the Parks and Cemetery Development Sub-Committee to oversee the details of the cemetery extension.

RESOLVED:

- i. To re-instate the Parks and Cemetery Development Sub-Committee for regular monthly meetings, using the Sub-Committees' existing Terms of Reference.
- ii. The Sub-Committee Members consist of Councillors R Bagnall, F Leadbitter, I Roberts, E Connor, A Lodge, C Cain and D Langan.

Meeting concluded at 8:51pm.

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 11th January 2018

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

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

F&GP 17/18/063 **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and APPROVED for Councillors L Williams.

F&GP 17/18/064 **Declarations of Interest.**
 Cllr E Connor declared a prejudicial interest on Item F&GP 17/18/072 – Planning Applications.

F&GP 17/18/065 **Minutes of the Finance and General Purposes Committee Meetings held 7th December 2017.**
 A copy of which had been circulated to each Member.
RESOLVED: That the subject to the amendment of F&GP 17/18/061 – “Horden Heritage Centre and Vintage Tearoom” the Minutes be confirmed as a true record and signed by the Chairman.

F&GP 17/18/066 **Parish Council Financial;**

- a) **Bank Balances as at 30/11/2017.**
 The Deputy Clerk reported the bank balances as at 31/12/2017 being £752,887.75 less Cemetery Extension Loan balance of £392,606 = £360,281.75.
RESOLVED: That the information be NOTED.
- b) **Income and Expenditure Report.**
 Members noted the budget overspends reported in the Budget Monitoring Report.
RESOLVED: That the information be NOTED.
- c) **Debtor Report.**
 Members considered the report.
RESOLVED: That Peterlee Town Council are sent a final reminder and the information be NOTED.
- d) **Cash Cheques.**
 The Deputy Clerk requested a cash cheque for £200 for Petty Cash.
RESOLVED: To APPROVE Payment.
- e) **Bank Transfer.**
 The Deputy Clerk advised there was no bank transfer for December 2017.

F&GP 17/18/067 **Invoices for endorsement for payment.**
RESOLVED: to ENDORSE payment for the attached schedule of Invoices.

F&GP 17/18/068 **Members/Officers Allowances.**
 The Deputy Clerk advised she had received no claims.

F&GP 17/18/069 **External Audit.**
 Members considered the details of the external auditor appointed for the 2017/18 Financial Year.
RESOLVED: That the information be NOTED.

F&GP 17/18/070 **Play Equipment Quotations.**
 Members considered three quotations for the replacement of the vandalised play equipment in the Welfare Park.
RESOLVED: To ACCEPT Quotation from Company 3 – Kompan for £9,768.40 + VAT.

F&GP 17/18/071 **Durham County Council Disposal of Land.**
 Members considered comment on the proposed disposal of land.
RESOLVED: That no comment is made and the information be NOTED.

At 9:06pm Cllr E Connor left the Meeting.

In the absence of the Chairman and Vice-Chairman Members nominated Cllr I Roberts as Chairman.

F&GP 17/18/072 **Planning Applications.**
DM/17/03852/RM – Application for reserved matters relating to appearance, landscaping, layout and scale for 6 No. dwellings pursuant to Planning Permission DM/16/01786/OUT and the discharge of Conditions 1

(reserved matters detail), 7 (foul and surface water scheme) and 8 (land contamination assessment) at land adjacent to Cotsford Grange Farmhouse, Cotsford Lane, Horden SR8 4TB for Mr John Graham.

RESOLVED: That the information be NOTED.

Meeting concluded at 9:08pm

Horden Parish Council Invoices for Payment

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Angel Springs	31.12.17	SWC water cooler	£19.24	D/D
Armstrong Home Improvements	12.12.17	Fit Shutters to Sland Rd Pavilion & Welfare Pk Works Building	£1,600.00	312886
Ashley Gases	05.01.18	SWC cellar gases	£46.08	BACS
Black Box Security	19.12.17	SWC CCTV maintenance charge 31.01.18 - 30.01.19	£90.00	BACS
BOC	31.12.17	Co2 Monitor	£35.76	D/D
Booker	05.01.18	Bar supplies, cleaning supplies, coffee	£104.46	D/D
British Gas	15.12.17	Welfare Ground electricity 01.11.17 - 01.12.17 (Re-charge)	£174.96	D/D
CNG	08.12.17	Ex-Supporters Club fixed gas charges	£13.60	BACS
CNG	08.01.18	Ex-Supporters Club fixed gas charges	£19.48	BACS
Co-op Bank	01.11.17	BACS charges	£59.70	D/D
Co-op Bank	01.12.17	BACS charges	£66.62	D/D
DTA	08.12.17	SWC Bar supplies	£177.60	BACS
DTA	21.12.17	SWC Bar supplies	£177.60	BACS
Durham County Council	06.12.17	Full service and repairs on tractor & ride on, replaced bulb in tractor	£628.86	BACS
Durham County Council	11.12.17	Lease of BMX track 01.04.11 - 31.03.18 (X7 YEARS)	£525.00	BACS
EDF	31.12.18	X5 months electricity Sland Rd Pavilion (on account)	£410.00	D/D
Elveden	30.11.17	Nordmann Fir Christmas Tree	£710.70	312898
Family Cobbler	07.12.17	10 keys cut	£30.00	BACS
Gazprom	14.12.17	SWC Gas 01.11.17 - 30.11.17	£1,145.06	D/D
Go2 Electrical	13.12.17	Electrical Work for Installation of CCTV Cameras	£900.00	312887
Go2 Electrical	22.12.17	Supply & fit LED emergency light in main hall	£60.00	BACS
Go2 Electrical	10.01.18	Supplied and fitted LED light in groundfloor gents toilets	£80.00	BACS
Gordon Fletcher	05.01.18	Provision of internal audit on the time off in lieu claim forms.	£500.00	BACS
GPS Installations	22.12.17	CCTV installation	£14,378.40	312899
Harbro	05.12.17	Conduit light, bending spring	£16.56	BACS
Homecare	02.01.18	Sand, cement, duct tape, 25x bags of concrete, 10x bags of cement, batteries, superglue, WD40, drill bits	£152.93	BACS
Horns	05.01.18	Hire of Hi-Ab for putting up christmas tree	£100.00	BACS
ITC	31.12.17	Remote back up	£30.00	D/D
LWC	08.12.17	SWC Bar supplies	£782.79	D/D
LWC	15.12.17	SWC Bar supplies	£468.22	D/D
LWC	21.12.17	SWC Bar supplies	£433.26	D/D
MacDonald Martin	19.12.17	Call out to fix fault and reset system on café alarm.	£162.00	BACS
Maxwells DIY	08.01.18	3 lever lock	£9.99	BACS
M&M Productions	08.12.17	Robin Hood Pantomime 31.01.18 & 01.02.18	£3,600.00	312900
MKM	05.12.17	1 bag of pea gravel	£42.53	BACS
NEREO	12.12.17	Investigation Report in relation to a complaint against a staff member	£1,659.60	312901
O'briens	31.12.17	Trade Waste	£16.72	D/D
On Route	07.11.17	Fuel charges	£189.05	D/D
On Route	12.12.17	Fuel charges	£78.64	D/D
On Route	27.12.17	Fuel charges	£149.09	D/D
On Route	02.01.18	Fuel charges	£116.89	D/D
PWLB	04.12.17	Loan re-payment for cemetery	£13,036.11	D/D
Select Telecom	30.11.17	Telephone Calls, Lines and Internet	£149.22	D/D
Shoreline	12.12.17	Installation of intruder alarm Welfare Park Works Build & Memorial Park Works Build.	£1,048.80	BACS

SLCC	09.01.18	SLCC annual membership	£308.00	312890
Turfcare	11.12.17	Football pitch and cricket square, vertical drained and spiked.	£540.00	BACS
Veolia	31.12.17	Trade Waste	£90.00	BACS
Vodafone	22.12.17	Mobile Phones	£54.43	D/D
OTHER PAYMENTS				
DVLA	04.12.17	Vehicle tax for SA05 EXM	£240.00	312885
ICO	02.01.18	Annual Data Protection Registration	£35.00	312889
Co-op Bank	14.12.17	Wages Week 37	£5,983.82	D/D
Co-op Bank	21.12.17	Wages Week 38	£5,173.13	D/D
Co-op Bank	28.12.17	Wages Week 39	£5,045.94	D/D
Co-op Bank	04.01.18	Wages Week 40	£5,037.71	D/D
Co-Op Bank	11.01.18	Wages Week 41	£5,033.70	D/D
Northumbrian Water	14.12.17	SWC water charges (monthly DD)	£205.37	D/D
Durham County Council	04.01.18	Attachment of Earnings wks 33-35	£39.50	312892
HM Courts & Tribunals	04.01.18	Attachment of Earnings wks 33-35	£50.00	312895
DWP	04.01.18	Attachment of Earnings wks 33-35	£38.45	312894
HMRC	04.01.18	PAYE wks 33-35	£6,154.11	312896
DCC Pension	04.01.18	Superannuation wks 33-35	£6,194.92	312897
DVLA	05.01.18	12 months vehicle tax (YB08 RCX)	£240.00	312891
		December 2017 TOTAL	£84,659.60	