

HORDEN PARISH COUNCIL
Minutes of Meeting held 1st February 2018

Present: Councillor I Roberts (Chairman)
 Councillors R Bagnall, 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).
Also Present: Mr D Meadows (Member of the Public).

HPC 17/18/176 **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and APPROVED for Councillors A Lodge, W Smith, D Tait.

HPC 17/18/177 **Declarations of Interest.**
 The Clerk declared a prejudicial interest on Item HPC 17/18/186 – Performance Management Framework (PMF).

HPC 17/18/178 **Minutes of the Horden Parish Council Meeting held 18th January 2018.**
 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 17/18/179 **Matters Arising.**
 A copy of which had been circulated to each Member.
RESOLVED: That the information be NOTED.

HPC 17/18/180 **Police Report.**
 Members considered the Police Report circulated. Cllr E Connor raised residents' concerns over the recent spate of arson attacks and the insufficient update or response contained in the Police Report.
RESOLVED: That the information be NOTED.

At 6:07pm Cllr I Mclean entered the Meeting.

At 6:09pm Mr C Muir, Parks and Cemetery Manager entered the Meeting.

HPC 17/18/181 **Parks and Cemetery Manager's Report.**
 The report circulated covered the period 1st January to 28th January 2018. Members asked the Parks and Cemetery Manager questions relating to his report. Members requested that the wording for late Cllr White's picnic bench plaque is brought to the Full Council for approval.
RESOLVED: the information be NOTED.

At 6:17pm Mr C Muir, Parks and Cemetery Manager left the Meeting.

At 6:18pm Mr A Atchinson, Social Welfare Centre Manager entered the Meeting.

HPC 17/18/182 **Social Welfare Centre Manager's Report.**
 Members discussed the content of the report which had been circulated to each Member. Members asked the SWC Manager questions relating to his report.
RESOLVED: That the information be NOTED.

At 6:23pm Mr A Atchinson, Social Welfare Centre Manager left the Meeting.

HPC 17/18/183 **BACS Limit Increase.**
 Members considered the request by the Co-operative Bank.
RESOLVED:

- i. That the weekly BACS Limit is set at £16,000.
- ii. That all signatories give consent to be credit checked.

HPC 17/18/184 **Local Councils Charter Review.**
 Members considered feedback from the Local Councils Working Group on the Charter Review.
RESOLVED: To support the comments and responses of the Local Councils Working Group.

HPC 17/18/185 **Member Reports Appointed to Outside Bodies.**
 Cllr Langan provided an overview of the Easington Area Parish and Town Councils Meeting held 16th January 2018.

At 6:39pm the Clerk and Mr D Meadows left the Meeting.

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 17/18/186(a).

HPC
17/18/186 **Performance Management Framework (PMF).**

a) 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.

b) Minutes of Performance Management Framework Sub-Committee Meeting held 23rd October 2017.

RESOLVED:

- i. That the Minutes be confirmed as a true record and signed by the Chairman.
- ii. To APPROVE Recommendations PMF 17/18/012 and PMF 17/18/013.
- iii. That the October 2017 Performance Management Report be NOTED.

c) Minutes of Performance Management Framework Sub-Committee Meeting held 16th January 2018.

RESOLVED:

- i. That the Minutes be confirmed as a true record and signed by the Chairman.
- ii. To APPROVE Recommendations PMF 17/18/017 and PMF 17/18/018.

d) Stress Risk Assessment.

Members considered the contents of the questionnaire and action plan at length.

RESOLVED: The Performance Management Framework Sub-Committee convene a Meeting with the staff member concerned to explore, in depth, the concerns raised with a view of reporting the responses back to the Full Council.

e) PMF Sub-Committee Report.

Members considered the Report and Recommendations.

RESOLVED: That the recommendations contained within the report are APPROVED.

Meeting concluded at 7:38pm

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 1st February 2018

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

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

Also

Present: Mr D Meadows (Member of the Public).

P&C **Apologies for Absence.**

17/18/034 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors A Lodge, W Smith, D Tait.

P&C **Declarations of Interest.**

17/18/035 There were no Declarations of Interest.

P&C **Minutes of the Parks and Cemetery Committee Meeting held 11th January 2018.**

17/18/036 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.**

17/18/037 There were no Damage and Incident Reports.

P&C **BMX Track.**

17/18/038 A copy of the six-month termination notice from Durham County Council had been circulated to each Member prior to the Meeting.

RESOLVED: To RECEIVE notice of termination of the BMX Track Lease, ending 1st July 2018.

P&C **Big Spring Clean 2018.**

17/18/039 Members considered participation in the 2018 Big Spring Clean.

RESOLVED: To participate in the Big Spring Clean in partnership with Horden Helping Hands for the community litter pick scheduled 14th February 2018.

Meeting concluded at 7:54pm.

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 1st February 2018

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

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

Also

Present: Mr D Meadows (Member of the Public).

F&GP **Apologies for Absence.**

17/18/073 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors A Lodge, W Smith, D Tait.

F&GP **Declarations of Interest.**

17/18/074 Cllr E Connor declared a Personal Interest on Item F&GP 17/18/082.

Cllr J Clark declared a Personal Interest on Item F&GP 17/18/082.

F&GP **Minutes of the Finance and General Purposes Committee Meetings held 11th January 2018.**

17/18/075 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 **Parish Council Financial:**

17/18/076 **a) Bank Balances as at 31/01/2018.**

The Deputy Clerk reported the bank balances as at 31/01/2018 being £697,530.00 less Cemetery Extension Loan balance of £394,910.00 = £302,620.00.

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. The Clerk provided Members with an update in relation to Peterlee Town Council's outstanding debt for the cemetery contribution.

RESOLVED:

- i. To respond to Peterlee Town Council to advise that Horden Parish Council do not agree with their decision not to contribute to the annual maintenance of 1,400 graves of Peterlee residents at the current annual cost of £8,843 to advise Horden Parish Council do not agree with their decision.
- ii. That the debt remains outstanding.

d) Cash Cheques.

There were no cash cheques.

e) Bank Transfer.

The Deputy Clerk advised there was no bank transfer for January 2018.

F&GP **Invoices for endorsement for payment.**

17/18/077 **RESOLVED:** to ENDORSE payment for the attached schedule of Invoices.

F&GP **Members/Officers Allowances.**

17/18/078 The Deputy Clerk advised she had received the following claims:

Participation Allowance from Councillor E Wood for £571.93.

RESOLVED: That the payment be APPROVED.

F&GP **Durham County Council, Sale of Land adjacent to Horden Medical Centre.**

17/18/079 **RESOLVED:** To make no comment and the information be NOTED.

F&GP **CILCA Mentoring Course.**

17/18/080 **RESOLVED:**

- i. That the Deputy Clerk attend the two days training at a cost of £190.
- ii. To incorporate CILCA into the Performance Management Framework.

F&GP **Event Management.**

17/18/081 Members considered the draft Event Inspection Checklist.

RESOLVED: That in line with the review of Event Management, the item be deferred.

F&GP **Durham County Council Proposed Durham History Centre Consultation.**

17/18/082 Members considered the proposals for a new History Centre in Durham.

RESOLVED: To send a letter in support of the proposals.

F&GP
17/18/083

Planning Applications.

There were no Planning Applications to consider.

Meeting concluded at 8:48pm.

Horden Parish Council January 2018 Invoices for Payment

| SUPPLIER | DATE | DESCRIPTION | AMOUNT | Pay Ref: |
|---------------------------------|-------------|---|-------------------|-----------------|
| Alan Wood Painting & Decorating | 08.01.18 | Main office painted and decorated | £130.00 | BACS |
| Booker | 24.01.18 | Pantomime drinks | £51.52 | D/D |
| British Gas | 16.01.18 | Welfare Ground electricity 02.12.17 - 02.01.18 (Re-charge) | £39.22 | D/D |
| Co-op Bank | 02.01.18 | FD Online/BACS Charges | £60.12 | D/D |
| Diesels TVC | 12.01.18 | Replaced trailer bearings | £144.00 | BACS |
| DTA | 19.01.18 | SWC bar supplies | £177.60 | BACS |
| Durham County Council | 05.01.18 | Service, new roller adjusters and blades on wessex mower | £1,682.58 | 312911 |
| Durham County Council | 08.01.18 | Grass cutting at BMX track, Grass cutting at Cotsford Play area | £589.18 | 312911 |
| Durham County Council | 11.01.18 | June 2017 South Ward Elections | £6,125.02 | 312911 |
| Durham County Council | 16.01.18 | August 2017 North Ward Elections | £6,948.99 | 312911 |
| Gazprom | 15.01.18 | SWC gas charges 30.11.17 - 31.12.17 | £1,476.55 | D/D |
| Harbro | 04.01.18 | 1 box of fluorescent light tubes | £79.50 | BACS |
| Innerglass | 05.01.18 | SWC cleaning supplies | £227.06 | BACS |
| JRB Enterprise | 16.01.18 | 14 boxes of dog bags | £360.00 | BACS |
| Kraftwerk | 29.01.18 | Supplied and fit memorial bench in Welfare park | £714.00 | BACS |
| LWC | 19.01.18 | SWC bar supplies | £266.12 | D/D |
| MKM | 22.01.18 | 3x yellow tunnel lift bulk bag | £22.39 | BACS |
| On Route | 16.01.18 | Fuel Charges | £140.12 | D/D |
| On Route | 23.01.18 | Fuel Charges | £123.23 | D/D |
| Pat Lavery | 12.01.18 | 2x tyres for van | £110.00 | 312912 |
| Pat Lavery | 12.01.18 | Battery fitted to small works van | £85.00 | 312912 |
| Pat Lavery | 25.01.18 | M.O.T works van (YB08 RCX) | £24.00 | 312912 |
| Select Telecom | 31.12.17 | Telephone Calls, Lines and Internet | £207.91 | D/D |
| The Family Cobbler | 18.01.18 | 4 keys welfare park buildings, 12 keys for new park lock, 12 keys Sunderland road shutters. | £90.00 | 312910 |
| Treasured Memories | 12.01.18 | Wall plaque with photo | £156.90 | BACS |
| Vodafone | 22.01.18 | Mobile Phones | £68.01 | D/D |
| OTHER PAYMENTS | | | | |
| Northumbrian Water | 13.01.18 | Sports Pavilion water charges (monthly DD - NO CHANGE) | £6.71 | D/D |
| Northumbrian Water | 11.01.18 | Cemetery water charges (monthly DD - NO CHANGE) | £7.15 | D/D |
| TV Licensing | 09.01.18 | SWC TV Licence 2018 | £147.00 | D/D |
| Co-op bank | 18.01.18 | Wages week 42 | £5,024.22 | D/D |
| Co-op bank | 25.01.18 | Wages week 43 | £5,058.25 | D/D |
| Co-op bank | 01.02.18 | Wages week 44 | £5,168.22 | D/D |
| Durham County Council | 30.01.18 | Attachment of Earnings wks 41-44 | £31.60 | 312904 |
| HM Courts & Tribunals | 30.01.18 | Attachment of Earnings wks 41-44 | £40.00 | 312905 |
| DWP | 30.01.18 | Attachment of Earnings wks 41-44 | £30.76 | 312906 |
| HMCTS | 30.01.18 | Attachment of Earnings wks 41-44 | £29.24 | 312907 |
| HMRC | 30.01.18 | PAYE wks 41-44 | £4,888.88 | 312908 |
| DCC Pension | 30.01.18 | Superannuation wks 41-44 | £4,949.76 | 312909 |
| January 2018 TOTAL | | | £45,480.81 | |