

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 14th March 2018

Present: Councillor D Tait (Chairman)
Councillors J Clark, D Langan, F Leadbitter, I Roberts, L Williams, C Cain.
Staff: Mr. P Davison (Clerk to the Council)

P&C **Apologies for Absence.**

17/18/040 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors E Connor, A Lodge, I Mclean, W Morrow, W Smith and E Wood.

P&C **Declarations of Interest.**

17/18/041 There were no Declarations of Interest.

P&C **Minutes of the Parks and Cemetery Committee Meeting held 1st February 2018.**

17/18/042 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.**

17/18/043 08.02.18 Damage Church Green

Motorbikes have been churning the grass up on the church green, this has occurred regularly over the last few weeks. Police were notified on the 08.02.18 at 11.30am, incident number 08/02/2018 – 0119. Police advised they have Intel.

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

17/18/044 The Clerk provided an update on the tender exercise being undertaken of behalf of the parish council by Durham County Council. Members asked questions regarding the tender and subsequent development and considered the meetings of the Cemetery Development Sub-Committee that would commence once the contractor and project manager were in place.

The Clerk advised that once the tenders had been returned and evaluated, there would be an extraordinary meeting convened for the council to consider and appoint the contractor in April 2018.

RESOLVED: that the information be NOTED.

P&C **Councillor Jean White Memorial Bench Inscription.**

17/18/045 Members considered the wording for the picnic bench inscription. Revisions were proposed and it was

RESOLVED: that the inscription read,

“In Memory of Councillor Jean White

19.09.40 - 21.05.17

Who Worked Tirelessly For The People Of Horden”

Meeting concluded at 6.47pm

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 14th March 2018

Present: Councillor L Williams (Chairman)
 Councillors J Clark, D Tait, D Langan, F Leadbitter, I Roberts, C Cain.
Staff: Mr. P Davison (Clerk to the Council)

F&GP **Apologies for Absence.**

17/18/084 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors E Connor, A Lodge, I Mclean, W Morrow, W Smith and E Wood.

F&GP **Declarations of Interest.**

17/18/085 There were no Declarations of Interest.

F&GP **Minutes of the Finance and General Purposes Committee Meetings held 1st February 2018.**

17/18/086 A copy of which had been circulated to each Member.

RESOLVED:

- (i) that the Minutes be confirmed as a true record and signed by the Chairman subject to the following amendment;
- (ii) F&GP 17/18 (c), (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".

F&GP **Parish Council Financial:**

17/18/087 **a) Bank Balances as at 28/02/2018.**

The Clerk reported the bank balances as at 28/02/2018 being £660,965.60 less Cemetery Extension Loan balance of £394,910.00 = £266,055.60.

RESOLVED: That the information be NOTED.

b) Income and Expenditure Report.

Members noted the budget overspends reported in the Budget Monitoring Report.

RESOLVED: to APPROVE the budget monitoring report of the Deputy Clerk.

c) Debtor Report.

Members considered the report. The Clerk advised that consideration would be required with items of debt that may be irrecoverable and that the External Auditor may query those items further at the Year End.

Members considered the outstanding debt incurred by Peterlee Town Council with regard to its decision not to contribute to the maintenance of Peterlee residents graves in Thorpe Road cemetery at great length. Members considered the outstanding debt to the residents of Horden to merit further notification to the public.

RESOLVED: that

- (i) Publication of the debt be included in the Parish Council's Annual Report.
- (ii) Residents are encouraged to speak on the matter at the Annual Assembly.
- (iii) The parish council issue a press release to coincide with (i-ii).

d) Cash Cheques.

The Clerk requested £200 Petty Cash.

RESOLVED: To APPROVE Payment.

e) Bank Transfer.

The Clerk advised there was no bank transfer for February 2018.

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

17/18/088 **RESOLVED:** to ENDORSE payment for the attached schedule of Invoices.

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

17/18/089 There were no claims.

F&GP **General Data Protection Regulations Update.**

17/18/090 **RESOLVED:** to NOTE the correspondence previously circulated.

F&GP**17/18/091****Members Allowances Scheme.**

Members considered the updated Scheme and proposed amendments. Considerable debate ensued regarding the scheme and proposed amendments. The Clerk answered questions raised. It was noted that the Town/Parish sector had not received an independent review in some years, although Durham County Council's independent remuneration panel had reviewed the County Council's allowances in December 2017.

RESOLVED: that

- (i) the Members Allowances Scheme be APPROVED subject to;
- (ii) the current allowance payable remain claimable in one amount and not in instalments.
- (iii) the matter of Town/Parish sector independent remuneration review be raised at the next CDALC Larger Local Council's Forum.

F&GP**17/18/092****Performance Management Framework.**

The Clerk summarised the Performance Management Framework (PMF) updated to the 1st February 2018 and the prioritisation of work was considered at length.

The Clerk answered questions on the PMF on what he thought the priorities were. These were highlighted to Members, in reference to the PMF and it was also highlighted where new priorities were introduced by the Council and where other priorities were moved up in importance, but others were not deprioritized as a consequence.

The Clerk advised that the following priorities should be concentrated on, until the end of May and then the PMF should be reviewed again;

1. General Data Protection Regulation (GDPR).
2. Year End and Annual Return.
3. Cemetery Extension.
4. Sunderland Road Pavilion.
5. Asset Management Plan.

The Clerk strongly advised that GDPR was time bound as the legislation became active on 25th May 2018 and behind schedule due to workload and this was a complex, detailed piece of work. The Clerk further explained that other conflicting priorities identified by the council has resulted in delays and would continue to do so.

The Clerk advised that it was the council who set the strategic priorities and required instruction in this area as to what the council deemed as their current objectives, taking into account the PMF and the advice they had received.

Considerable debate ensued regarding prioritisation of work and allocation of workload and it was

RESOLVED: that

- (i) the Performance Management Framework dated 1st February 2018 be APPROVED subject to;
- (ii) 1.3.27 – 1.3.41 relating to policy review to have the timescale revised to that of task 1.10 relating to the clocking in system and for to have that task moved forward vice versa as a current priority.

F&GP**17/18/093****Horden Banner Representation at Durham Miners Gala 2018.**

The Clerk updated Members with a verbal request from Horden Banner Committee regarding banner representation at the 2018 Miners Gala, subsequent to their desire to parade the St. Mary's Church banner.

Members debated the condition of the existing banners taking into account the parish council had already gifted Horden Community Banner to the Banner Committee.

RESOLVED: that Horden Banner Committee do not receive the loan of any banner under the parish council's custodianship and be informed that they already have a gifted banner to use.

F&GP**17/18/094****Planning Applications.**

- i. **DM/18/00255/FPA** – First floor rear extension at 43 Morpeth Street, Horden for Mrs. K Thubron.
- ii. **DM/18/00419/FPA** – Land to East of Thompson Street, Horden for Mr. K Lauderdale.

RESOLVED: That the information be NOTED and no comment made.

Meeting concluded at 8.35pm

Horden Parish Council Invoices for Payment				
SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Angel Springs	31.01.18	SWC Water Cooler	£19.24	D/D
Ashley Gases	05.02.18	CO2 Cellar Gas	£11.16	BACS
BOC	31.01.18	CO2 Monitor	£35.76	D/D
Bright Ideas Group	31.02.18	Newsletter Printing	£245.00	312917
British Gas	22.02.18	Welfare Ground electricity (Re-charge)	£66.68	D/D
CNG	10.02.18	Fixed Charge Gas Supply Supporters Club	£19.73	BACS
CNG	27.02.18	Fixed Charge Gas Supply Supporters Club Credit	(£0.25)	BACS
Comshop	23.02.18	New Hp pc linked to network and installed	£460.00	BACS
Co-op Bank	01.02.18	FD Online/BACS Charges	£59.28	D/D
DTA	16.02.18	Bar Supplies	£266.40	BACS
Durham County Council	26.01.18	Recharge Election 4th May 2017	£3,526.82	312924
Fuelcard Company	04.02.18	Vehicle Fuel	£93.64	D/D
Fuelcard Company	11.02.18	Vehicle Fuel	£92.17	D/D
Fuelcard Company	18.02.18	Vehicle Fuel	£73.09	D/D
Gazprom	22.02.18	SWC gas charges 31.12.17 - 31.01.18	£1,498.49	D/D
Harbro	01.02.18	4x LED screw in bulbs	£21.60	BACS
Homecare	22.02.18	String, WD40, plugs, screws, silicone, waste pipes	£48.94	BACS
Innerglass	05.02.18	SWC Cleaning Products	£74.52	BACS
ITC Service	31.01.18	Remote Backup Service	£30.00	D/D
Keep Britain Tidy	20.02.18	Green Flag & Heritage Site Award application	£512.40	BACS
Keep Britain Tidy	20.02.18	Memorial Park Green Flag Award application	£382.80	BACS
LWC	26.01.18	Bar Supplies	£650.49	D/D
LWC	09.02.18	Bar Supplies	£329.57	D/D
LWC	16.02.18	Bar Supplies	£745.84	D/D
MAP Architectural	07.02.18	Amendments to Sland Rd Roof Spec.	£125.00	BACS
NEREO	16.02.18	Job Advertisement	£180.00	BACS
O'Brien	31.01.18	Recycle Trade Waste SWC	£16.72	D/D
PRS	08.02.18	SWC PRS music license 06.02.18 - 05.02.19	£441.58	BACS
RBS	01.02.18	Bookings Software Maintenance	£220.80	BACS
Scottish Power	31.01.18	Cemetery Electricity x3 Months	£154.26	D/D
Scottish Power	31.01.18	Welfare Park Electricity x3 Months	£457.87	D/D
Scottish Power	31.01.18	Works Building Electricity x2 Months	£301.18	D/D
Scottish Power	31.01.18	Memorial Park Electricity x3 Months	£798.03	D/D
Scottish Power	31.01.18	Sports Pavilion Electricity x5 Months	£32.40	D/D
Scottish Power	31.01.18	SWC Electricity x3 Months	£1,588.64	D/D
Select Telecom	31.01.18	Phone Lines, Calls and Internet	£183.83	D/D
Trevor Jones	26.01.18	Strip down Café Combi, clean flue & fan, repair fault.	£75.00	312925
Veolia	31.01.18	Welfare Park Trade Waste	£117.18	BACS
OTHER:				
Co-op Bank	08.02.18	Wages Week 45	£5,040.64	BACS
Co-op Bank	15.02.18	Wages Week 46	£5,032.45	BACS
Co-op Bank	22.02.18	Wages Week 47	£5,184.18	BACS
Co-op Bank	01.03.18	Wages Week 48	£5,098.23	BACS
DCC Planning	02.02.18	Planning Advice SWC Carpark Light	£30.00	312913
HMRC	09.02.18	Members PAYE Month 10	£107.20	312914
HMRC	09.02.18	Interest Charge	£1.59	312915
Durham County Council	30.01.18	Attachment of Earnings wks 45-48	£31.60	312918
HM Courts & Tribunals	30.01.18	Attachment of Earnings wks 45-48	£40.00	312919
DWP	30.01.18	Attachment of Earnings wks 45-48	£30.76	312920
HMCTS	30.01.18	Attachment of Earnings wks 45-48	£29.24	312921
HMRC	30.01.18	PAYE wks 45-48	£4,889.19	312922
DCC Pension	30.01.18	Superannuation wks 45-48	£4,955.20	312923
		February 2018 TOTAL	£44,426.14	

