

**HORDEN PARISH COUNCIL**  
**Minutes of Meeting held 10<sup>th</sup> May 2018**

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

**Staff:** Miss G Rowe (Deputy Clerk).

**Also**

**Present:** Mrs Wright (Member of the Public)

**HPC** **Public Participation.**

**18/19/016** A member of the public addressed the council regarding the ongoing drainage issue at Thorpe Road Cemetery, the member of the public expressed their disappointment at the length of time the complaint has been ongoing. Members apologised and explained the reason for the delays in the progression of the cemetery extension and additional work. The Deputy Clerk advised that she would meet with the complainant to inform her of the outcome of Tuesday's Special Meeting and go through the proposed plans and specification of work.

*At 6:17pm Mrs Wright left the Meeting.*

*At 6:17pm the Meeting was adjourned.*

**HPC** **Apologies for Absence.**

**18/19/017** **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors A Lodge, I Mclean, W Smith.

**HPC** **Declarations of Interest.**

**18/19/018** There were no declarations of interest.

**HPC** **Minutes of the Horden Parish Council Meeting held 5<sup>th</sup> April 2018.**

**18/19/019** 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 10<sup>th</sup> and 17<sup>th</sup> April 2018.**

**18/19/020** **RESOLVED:**

- i. The Minutes of the Personnel Sub-Committee Meetings held 10<sup>th</sup> April 2018 be confirmed as a true record and signed by the Chairman and the Resolutions are NOTED.
- ii. That subject to the addition of Cllr C Cain's apologies for absence, the Minutes of the Personnel Sub-Committee Meetings held 17<sup>th</sup> April 2018 be confirmed as a true record and signed by the Chairman and the Resolutions are NOTED.

**HPC** **Matters Arising.**

**18/19/021** A copy of which had been circulated to each Member.

**RESOLVED:** That the information be NOTED.

**HPC** **Police Report.**

**18/19/022** No police report was submitted.

*At 7:34pm Mr C Muir, Parks and Cemetery Manager entered the Meeting.*

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

**18/19/023** The report circulated covered the period 25<sup>th</sup> March to 29<sup>th</sup> April 2018. Members asked the Parks and Cemetery Manager questions relating to his report. Members requested that signs are placed in the cemetery requesting that watering cans are returned.

**RESOLVED:** the information be NOTED.

*At 7:49pm Mr C Muir, Parks and Cemetery Manager left the Meeting.*

*At 7:49pm Mr A Atchinson, Social Welfare Centre Manager entered the Meeting.*

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

**18/19/024** Members discussed the content of the report which had been circulated to each Member. Members asked the SWC Manager questions relating to his report. Members considered a request from the Patchwork Group for a reduction on the proposed room hire increase.

**RESOLVED:** That the Patchwork Group Rent remain at £12 per week and the information be NOTED.

*At 7:59pm Mr A Atchinson, Social Welfare Centre Manager left the Meeting.*

**HPC** **Bishop of Durham visit to Horden.**

**18/19/025** Members considered the attendance of the Bishop of Durham walkabout.

**RESOLVED:** That Cllr I Roberts, W Morrow, D Langan and the Deputy Clerk, in the Clerk's absence, attend.

**HPC** **Councillors Notification under the Data Protection Act 1998.**

**18/19/026** The Deputy Clerk highlighted to Members their responsibilities under the Data Protection Act 1998 and their use of personal data.

**RESOLVED:** That the information be NOTED.

**HPC** **General Data Protection Regulations Update.**

**18/19/027** Members considered the correspondence.

**RESOLVED:** That the information be NOTED.

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

**18/19/028** No reports were given.

*Meeting concluded at 8:09pm*

**HORDEN PARISH COUNCIL**  
**PARKS AND CEMETERY COMMITTEE**  
**Minutes of Meeting held 10<sup>th</sup> May 2018**

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

**Staff:** Miss G Rowe (Deputy Clerk).

**P&C** **Apologies for Absence.**

**18/19/001** **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors A Lodge, I Mclean, W Smith.

**P&C** **Declarations of Interest.**

**18/19/002** There were no Declarations of Interest.

**P&C** **Minutes of the Parks and Cemetery Committee Meeting held 5<sup>th</sup> April 2018.**

**18/19/003** 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.**

**18/19/004** There were no damage and incident reports.

**P&C** **Third Street Allotment Use Requests.**

**18/19/005** Members considered three requests for the occupancy of Third Street Allotment.

**RESOLVED:** To APPROVE Horden Helping Hands proposal for a community allotment.

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

**18/19/006** The Deputy Clerk advised Members that the quotations for the additional work requested will be considered at a Meeting of the Finance and General Purposes Tuesday 15<sup>th</sup> May with the Project Manager and Contractor in attendance to answer Members questions.

Members noted their dismay at the length of time it has taken to be in a position to review the installation of the drainage.

Members thanked the Deputy Clerk for her participation in the Clerk's absence.

**RESOLVED:**

- i. That the Deputy Clerk update the complainant accordingly Wednesday 16<sup>th</sup> May, following the Special Meeting of the Finance and General Purposes Committee Tuesday evening.
- ii. That the information be NOTED.

*Meeting concluded at 7:26pm.*

**HORDEN PARISH COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held 10<sup>th</sup> May 2018**

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

**Staff:** Miss G Rowe (Deputy Clerk).

**F&GP** **Apologies for Absence.**

**18/19/001** **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors A Lodge, I Mclean, W Smith.

**F&GP** **Declarations of Interest.**

**18/19/002** There were no declarations of interest.

**F&GP** **Minutes of the Finance and General Purposes Committee Meetings held 5<sup>th</sup> and 26<sup>th</sup> April 2018.**

**18/19/003** A copy of which had been circulated to each Member.

**RESOLVED:** That subject to the addition of Cllr D Tait's attendance at the Meeting 5<sup>th</sup> April 2018; the Minutes be confirmed as a true record and signed by the Chairman.

**F&GP** **Parish Council Financial:**

**18/19/004** **a) Bank Balances as at 30/04/2018.**

The Deputy Clerk reported the bank balances as at 30/04/2018 being £860,214.71 less Cemetery Extension Loan balance of £394,910 = £465,304.71.

**RESOLVED:** That the information be NOTED.

**b) Income and Expenditure Report.**

The Deputy Clerk outlined the council's position as at the close of the 2017/18 financial year, detailing the General Reserve and Earmarked Reserve Balances.

**RESOLVED:** That the information be NOTED.

**c) Debtor Report.**

Members considered the report.

**RESOLVED:** That the information be NOTED.

**d) Cash Cheques.**

There were no cash cheques.

**e) Bank Transfer.**

The Deputy Clerk advised the bank transfer for April 2018 was £1032.50

**RESOLVED:** To APPROVE Transfers.

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

**18/19/005** **RESOLVED:** to ENDORSE payment for the attached schedule of Invoices.

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

**18/19/006** The Deputy Clerk advised there were no claims.

**F&GP** **Data Protection Fees.**

**18/19/007** Members considered the correspondence.

**RESOLVED:** That the information be NOTED.

**F&GP** **War Memorial Renovation Quotation.**

**18/19/008** **RESOLVED:** To defer the item.

**F&GP** **Planning Applications.**

- 18/19/009**
- (i) **DM/18/01219/FPA/FEN (enclosed)** – New shopfront, two air conditioning condenser units and two extract grilles at the former Carlton Bingo site, Unit 3, Sunderland Road, Horden for Greggs PLC.
  - (ii) **DM/18/01220/AD** – 1 No. internally illuminated sign fascia sign. 1 No. internally illuminated projecting sign and 2 No. internal posters at the former Carlton Bingo site, Unit 3, Sunderland Road, Horden for Greggs PLC.

**RESOLVED:** That the Planning Applications be RECEIVED and no objections made.

**F&GP** **Exclusion of Press and Public.**

**18/19/010** **RESOLVED:** that in accordance with Section 2 (1) 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.

**F&GP 18/19/011** Planning Objection DM/17/03657/FPA.  
As the Parish Council are not the Planning Authority it was **RESOLVED** the information be NOTED.

**F&GP 18/19/012** NJC 2018/19 Pay Award.  
**RESOLVED:** Members NOTED the new salary scales of the National Joint Council for Local Government Services and the amendments to staff salaries in line with the 2018 and 2019 approved pay scales.

*Meeting concluded at 9:12pm.*

#### Hornden Parish Council Invoices for Payment

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Angel Springs	31.03.18	SWC water cooler	£19.24	D/D
Arco	03.04.18	Staff clothing	£65.35	BACS
Arco	03.04.18	Staff clothing	£76.88	BACS
Arco	25.04.18	Staff clothing	£46.82	BACS
Arco	25.04.18	Safety Shoes	£39.95	BACS
Arco	25.04.18	Staff clothing	£120.92	BACS
Ashley Gases	28.04.18	CO2 Cellar Gas	£34.92	BACS
B&J commercials	03.04.18	Iveco Tipper Van	£9,600.00	312944
Banner	16.02.18	Petty cash pads, 2 boxes of paper, ruler	£25.15	BACS
Banner	20.03.18	Gusset envelopes, tip-ex rollers, post it's, 2 boxes of paper	£29.16	BACS
Banner	01.04.18	Stationery	£66.60	BACS
Biffa	30.04.18	SWC Recycle Trade Waste	£36.10	D/D
BOC	30.04.18	CO2 Monitor	£35.76	D/D
Booker	04.04.18	Coffee, SWC bar supplies	£111.01	D/D
Cannon Hygiene	01.04.18	SWC sanitary disposal Apr 2018 - Mar 2019	£104.83	BACS
CDALC	26.04.18	CDALC Subscription 2018/19	£950.57	312952
Co-op	03.04.18	BACS charges	£65.08	D/D
DTA	13.04.18	SWC Bar supplies	£177.60	BACS
Durham County Council	31.03.18	Service and repairs to great dane mower	£1,022.17	312953
Durham County Council	10.04.18	Annual SWC trade waste collection 2018/19 (£128.88 monthly)	£1,160.00	D/D
Durham County Council	12.04.18	Annual Cemetery trade waste collection 2018/19	£1,564.00	312953
Durham County Council	12.04.18	Lease of BMX track 01.04.18 - 07.07.18 (FINAL)	£19.11	312953
Durham County Council	19.04.18	SWC Bar License	£180.00	312953
Fuelcard Company	22.04.18	Fuel Charges	£330.12	D/D
Fuelcard Company	29.04.18	Fuel Charges	£121.74	D/D
Gazprom	19.04.18	SWC Gas 28/02/18-31/03/18	£1,370.94	D/D
GO2	28.04.18	PAT Test Cemetery	£70.00	BACS
Homecare	24.04.18	DIY Goods SWC	£23.49	BACS
Hutton Fire Protection	17.04.18	Fire Extinguisher Service Mem Pk, S'land Rd & Cemetery	£40.14	BACS
Hutton Fire Protection	17.04.18	Fire Extinguisher Service plus new CO2 Extinguisher SWC	£109.92	BACS
ICCM	01.04.18	ICCM 2018/19 Membership Subscription	£90.00	BACS
Innerglass	03.04.18	SWC cleaning supplies	£367.06	BACS
Innerglass	06.04.18	SWC cleaning supplies	£10.42	BACS
Innerglass	10.04.18	SWC cleaning supplies	£70.64	BACS
Innerglass	17.04.18	SWC cleaning supplies	£59.22	BACS
Iris	30.04.18	PAYE-Master Wages Software Renewal	£364.80	312955
ITC Service	30.04.18	Remote Back Up	£30.00	D/D
JRB Enterprise	10.04.18	60,000 Dog Bags (30 Boxes)	£660.00	BACS
LWC	13.04.18	SWC Bar supplies	£1,129.92	D/D
MKM	09.04.18	Tarmac	£70.85	BACS
MKM	20.04.18	Tarmac	£70.85	BACS
NEREO	24.04.18	Advisory Service 2018/19	£354.00	BACS
RBS	24.04.18	2017/18 Year End Closedown	£770.28	BACS
Screwfix	16.04.18	Safety Boots	£89.97	BACS

Screwfix	19.04.18	Safety Boots	£29.99	BACS
Screwfix	25.04.18	55pc Tool Kit (SWC)	£29.99	BACS
Screwfix	26.04.18	Dewalt Drill and 100pc bit set	£119.98	BACS
Select Telecom	16.04.18	Telephone call, lines and internet	£130.70	D/D
SSE	11.04.18	Memorial Park Electricity Monthly Charge	£185.45	D/D
Trevor Jones	11.04.18	Sunderland Road combi service	£50.00	312954
Vodafone	23.04.18	Mobile Phones	£68.31	D/D
Zurich Insurance	02.05.18	Works in Progress Insurance Sland Rd Roof	£186.40	BACS
<b>OTHER PAYMENTS</b>				
Durham County Council	06.03.18	Non domestic Council tax rates 2018/19 - Cemetery	£1,392.00	D/D
Durham County Council	06.03.18	Non domestic Council tax rates 2018/19 - Sunderland Road Pavilion	£545.27	D/D
Durham County Council	06.03.18	Non domestic Council tax rates 2018/19 - SWC	£6,170.05	D/D
Durham County Council	06.03.18	Sunderland Road Bungalow Council Tax 2017/18	£1,628.08	D/D
NWG	02.04.18	SWC Water Charges (monthly charge - down from £205.37)	£109.00	D/D
NWG	13.04.18	Cemetery Water Charges (monthly charge - up from £7.15)	£72.00	D/D
Co-op Bank	12.04.18	Wages Week 1	£5,286.84	D/D
Co-op Bank	19.04.18	Wages Week 2	£5,166.54	D/D
Co-op Bank	26.04.18	Wages Week 3	£5,819.75	D/D
Co-op Bank	03.05.18	Wages Week 4	£5,489.92	D/D
Co-op Bank	10.05.18	Wages Week 5	£5,520.68	D/D
Durham County Council	10.05.18	Attachment of Earnings Weeks 1-4	£26.50	312947
HMCS	10.05.18	Attachment of Earnings Weeks 1-4	£40.00	312949
HMCS	10.05.18	Attachment of Earnings Weeks 1-4	£33.17	312948
HMRC	10.05.18	PAYE Weeks 1-4	£5,157.47	312951
DCC Pension	10.05.18	Superannuation Weeks 1-4	£5,316.23	312950
<b>Hornden Parish Council April 2018 TOTAL</b>			<b>£70,329.90</b>	