

HORDEN PARISH COUNCIL
Minutes of Meeting held 6th September 2018

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

Staff: Miss G Rowe (Clerk to the Council), Mr K Wilkinson (Deputy Clerk/HR).

HPC 18/19/064 **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and APPROVED for Councillors R Bagnall, J Clark, W Smith.

HPC 18/19/065 **Declarations of Interest.**
 Cllr C Cain declared an interest on Item HPC 18/19/074, Declarations of Interest during Meetings.

HPC 18/19/066 **Minutes of the Horden Parish Council Meetings held 12th July 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 18/19/067 **Exclusion of Press and Public.**
 In accordance with Standing Order 5(a)(xx) a Member moved without notice the Exclusion of Press and Public from the Meeting.
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.

HPC 18/19/068 **Matters Arising.**
 A copy of which had been circulated to each Member. In accordance with Standing Order 8(b)(ii) a Member asked a question relating to matters arising. Cllr Langan wished it to be noted that he was appalled at the decision of the Personnel Sub-Committee in relation to his complaint.
RESOLVED: That the information be NOTED.

At 6:07pm PCSOs Bowman and Gill entered the Meeting.

HPC 18/19/069 **Police Report.**
 The Chairman welcomed the PCSOs to the Meeting who reported on Horden incidents over the last month. Members asked questions in relation to the verbal report provided.
RESOLVED: That the information be NOTED.

At 6:30pm PCSO Bowman and Gill left the Meeting and the Parks and Cemetery Manager entered the Meeting.

HPC 18/19/070 **Parks and Cemetery Manager's Report.**
 The report circulated covered the period 30th June to 26th August 2018. Members asked the Parks and Cemetery Manager questions relating to his report. Members requested an update on the progress made in relation to the refurbishment of the Memorial Clock, which is a high priority for the 2018/19 financial year.
 It was **RESOLVED:**

- (i) Pursuant to Contracts and Procurement Standing Order 6.7(f) and 6.7(g) the quotation from BCE Northern for £7,766 is APPROVED for the War Memorial refurbishment.
- (ii) The information be NOTED.

At 6:45pm the Parks and Cemetery Manager left the Meeting.

At 6:45pm the Social Welfare Centre Manager entered the Meeting.

HPC 18/19/071 **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 7:03pm the Social Welfare Centre Manager left the Meeting.

HPC 18/19/072 **Request for Dispensation.**
 Members considered a Dispensation Request relating to Trusteeship of Horden Recreation Ground.
RESOLVED: To APPROVE the four-year Dispensation Request for Cllr W Smith.

HPC **Corporate and Financial Risk Review.**

18/19/073 A Member wished to thank the Acting Clerk for a clear, structured Risk Management Strategy with realistic risk scores.

a) Risk Management Policy and Strategy.

Members considered the draft Policy and Strategy.

RESOLVED: To APPROVE the Policy and Strategy.

b) Risk Management Sub-Committee.

Members considered the appointment of the Committee and draft Terms of Reference.

RESOLVED: The Committee consist of five Members including Cllrs A Lodge, I Mclean, L Williams, F Leadbitter and I Roberts and the Terms of Reference are APPROVED.

c) Financial Net Risk Register.

Members considered the draft Financial Risk Register taking into consideration associated risks and control measures in place.

RESOLVED: To APPROVE the Financial Risk Register.

d) Strategic Net Risk Register.

Members considered the draft Strategic Risk Register taking into consideration associated risks and control measures in place.

RESOLVED: To APPROVE the Strategic Risk Register.

HPC **Declarations of Interest during Meetings in Relation to Standing Order 7 (a), (b), (c) and (d).**

18/19/074 A Member re-iterated the obligation of Members to declare an interest during meetings especially when the interest relates to Disclosable Prejudicial or Pecuniary Interest Documents forwarded, by individual Members, to the Monitoring Officer.

RESOLVED: That the Acting Clerk seek advice from other local councils on their procedures for Declaring Interests in Meetings.

HPC **Hornden Shinwell Medical Centre Merger.**

18/19/075 A copy of the details of the merger had been circulated to Members prior to the Meeting.

RESOLVED: To convey the Council's satisfaction that employment is protected and the information is NOTED.

Property Survey Reports.

HPC Members considered the presentation format of all property surveys.

18/19/076 **RESOLVED:** That the Risk Management Sub-Committee review the findings of the survey results with a view of reporting back to Full Council.

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 6th September 2018

- Present:** Councillor D Tait (Chairman)
Councillors C Cain, E Connor, D Langan, F Leadbitter, A Lodge, I Mclean, W Morrow, I Roberts, L Williams, E Wood.
- Staff:** Miss G Rowe (Clerk to the Council), Mr K Wilkinson (Deputy Clerk/HR)
- P&C** **Apologies for Absence.**
18/19/022 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, J Clark, W Smith.
- P&C** **Declarations of Interest.**
18/19/023 There were no declarations of interest.
- P&C** **Minutes of the Parks and Cemetery Committee Meeting held 12th July 2018.**
18/19/024 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** **Minutes of the Parks and Cemetery Development Sub-Committee Meetings held:**
18/19/025 **a) 18th July 2018:**
 A copy of which had been circulated to each Member.
 RESOLVED: The Minutes, previously confirmed as a true record, are NOTED.
 b) 16th August 2018:
 A copy of which had been circulated to each Member. A Member wished their dismay, at the incorrect advice given in relation to planning permission for the pedestrian ramp, to be noted.
 RESOLVED: the Minutes be confirmed as a true record and signed by the Chairman.
- P&C** **Thorpe Road Cemetery Extension Capital Works.**
18/19/026 The Acting Clerk provided Members with an update of progress to date and provided Members with a final estimated cost.
RESOLVED: That the information be NOTED.
- P&C** **Damage and Incident Reports.**
18/19/027 A copy of which had been circulated to each Member.
RESOLVED: That the information be NOTED.
- P&C** **Exclusion of Press and Public.**
18/19/028 In accordance with Standing Order 5(a)(xx) a Member moved without notice the Exclusion of Press and Public from the Meeting.
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.
- P&C** **Peterlee Town Council Thorpe Road Cemetery Contribution.**
18/19/029 Members considered the Deputy Clerk's Report on the historical arrangements in relation to Thorpe Road Cemetery contributions made from Peterlee Town Council. The Deputy Clerk thanked Cllr Langan for his guidance.
RESOLVED: That the Deputy Clerk is given plenary powers to relay the content of the report to Peterlee Town Council.
- P&C** **Remembrance Sunday Event Advisory Committee Terms of Reference.**
18/19/030 Cllr Langan wished it to be noted that the Terms of Reference of the Advisory Group were in breach of Standing Order 15.
RESOLVED: To carry out a further investigation in relation to the conflicting advice given and the Memo circulated to Members, and the information is NOTED.

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 6th September 2018

- Present:** Councillor E Connor (Chairman)
 Councillors C Cain, D Langan, F Leadbitter, A Lodge, W Morrow, I Roberts, D Tait, L Williams, E Wood.
- Staff:** Miss G Rowe (Clerk to the Council), Mr K Wilkinson (Deputy Clerk/HR).
- F&GP 18/19/053** **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and APPROVED for Councillors R Bagnall, J Clark, W Smith.
- F&GP 18/19/054** **Declarations of Interest.**
 Cllr C Cain declared an interest on Item F&GP 18/19/059, Horden CWYFC Donation Request.
- F&GP 18/19/055** **Minutes of the Finance and General Purposes Committee Meetings held 12th July and 9th August 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.
- F&GP 18/19/056** **Parish Council Financial;**
- a) **Bank Balances as at 31/08/2018.**
 The Clerk reported the bank balances as at 31/08/2018 being £421,534.93 less Cemetery Extension Loan balance of £258,061.53 = £163,473.40.
RESOLVED: That the information be NOTED.
 - b) **Income and Expenditure Report to 31/07/2018.**
 Members noted the current levels of income and expenditure.
RESOLVED: That the information be NOTED.
 - c) **Debtor Report.**
 Members considered the report.
 It was **RESOLVED:**
 - i. That the information be NOTED.
 - ii. That any income received from the litigant of the HCW AFC Debt is offset against the outstanding debt.
 - d) **Cash Cheques.**
 The Clerk requested a cash cheque for £250 Petty Cash.
RESOLVED: To APPROVE payment.
 - e) **Bank Transfer.**
 The Clerk advised the bank transfer for July and August 2018 was £200,839.94.
- F&GP 18/19/057** **Invoices for endorsement for payment.**
RESOLVED: to ENDORSE payment for the attached schedule of Invoices.
- F&GP 18/19/058** **Members/Officers Allowances.**
 The Clerk advised she had the following claim:
 Participation Allowance for Cllr D Langan for £571.93.
RESOLVED: The payment be APPROVED.
- At 8:50pm Cllr C Cain left the Meeting.*
- F&GP 18/19/059** **Horden CWYFC Donation Request.**
 Members considered providing financial assistance.
RESOLVED: To APPROVE a donation of £250 under Local Government (Miscellaneous Provisions) Act 1976 s.19 – Power to provide a contribution towards the expenses of any voluntary organisation that provide sports facilities in or outside the council's area.
- At 8:51pm Cllr C Cain re-entered the Meeting.*
- F&GP 18/19/060** **Durham County Council Disposal of Asset, Horden Seaview Industrial Estate.**
 Members noted the Acting Clerk's response of no interest in the sale of the land.
RESOLVED: To ENDORSE the Acting Clerk's actions and the information is NOTED.
- F&GP 18/19/061** **Durham County Council Allotment Consultation.**
 Members considered the Acting Clerk's Report and responses to questions from DCC Review Group.
RESOLVED: Not to respond and the information be NOTED.
- F&GP 18/19/062** **Exclusion of Press and Public.**
 In accordance with Standing Order 5(a)(xx) a Member moved without notice the Exclusion of Press and Public

from the Meeting.

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 **Clocking in System.**

18/19/063 Members discussed the progress made to date in relation to the implementation of a clocking in system. The Deputy Clerk provided Members with a verbal update.

RESOLVED: The Deputy Clerk is given plenary powers to proceed with the installation of a suitable clocking in system.

F&GP **Standing Order Exemption Application, Cemetery Capital Works.**

18/19/064 Members considered the application on the grounds of alterations and additional works required and planning amendments, which have increased the original contract price.

RESOLVED: To APPROVE the exemption on the application of Contracts and Procurement Standing Orders 6.7(h) and 6.7(l).

F&GP **Planning Applications.**

- 18/19/065**
- (i) **DM/18/01872/FPA** – Integral side garage at Crosslands Stores, Sunderland Road, Horden for Mr Singh and Sandeep Kaur.
 - (ii) **DM/18/02019/FPA** – Conservatory to front at 28 Sunderland Avenue, Horden for Mr Richard Hepworth.
 - (iii) **DM/18/02476/FPA** – Single storey extension and alterations to existing extensions roof to rear at 10 East View, Horden for Mr Shah.

RESOLVED: That the planning applications be RECEIVED and no objections made.

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

18/19/066 **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 **Cemetery Lodge Rent Review.**

18/19/067 Members discussed the rental amount and condition of the property at length.

It was **RESOLVED:**

- (i) To rescind Resolution HPC 17/18/159, 11th January 2018.
Cllr Langan abstained from voting, owing to his original vote against the Resolution.
- (ii) To suspend the Cemetery Lodge Rent up until its review at the Budget Setting process.
Cllr Langan abstained from voting.
- (iii) The Acting Clerk is given plenary powers to proceed with the emergency repairs identified in the property survey report.

Meeting concluded at 9:42pm

Horden Parish Council Invoices for Payment

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Angel Springs Ltd	31.07.18	SWC Water Cooler	19.24	D/D
Ashley Gases Limited	30.07.18	CO2 Gas	33.48	BACS
Banner	09.08.18	Stationery	62.16	BACS
BCE Northern	31.08.18	Cemetery Capital Works Certificate No.003	£170,553.96	313012
Biffa	31.07.18	SWC Recycle Trade Waste	£18.05	D/D
Black Country Metal Works Ltd	20.08.18	Water Stand Pipes Thorpe Road Cemetery	£1,169.96	312999
BOC Limited	31.07.18	CO2 Monitor	£35.76	D/D
BOC Ltd	31.08.18	CO2 Monitor	£35.76	D/D
Booker	14.08.18	Bar/Kitchen Supplies	£75.92	D/D
Bullfinch (Gas Equipment) Ltd	30.08.18	Battles Over Beacon	£432.00	313007
Co- op Bank	01.08.18	FD Online/BACS Payments	£60.54	D/D
Co- op Bank	03.09.18	FD Online/BACS Payments	£65.92	D/D
Creative Youth Opportunities	16.08.18	x3 Craft Activities Pirates in the Park (funded)	£150.00	BACS
Creative Youth Opportunities	02.09.18	14 x Workshops - Summer Activites	£4,000.00	313008
Darlington Borough Council	26.07.18	Summer Bedding	£1,970.78	312996

DTA	10.08.18	Scorpion Lager	£91.68	BACS
DTA	24.08.18	Scorpion Lager	£91.68	BACS
DTA	31.08.18	Scorpion Lager	£183.36	BACS
Durham County Council	27.07.18	SWC Lift Service	£66.00	BACS
Durham County Council	03.08.18	Sthil Chain & Fitting, Strimmer Line, Repair Tractor Bucket	£156.66	BACS
Elvet Construction Consultants	31.08.18	PM, Site Supervision, Principle Designer Cemetery Capital Works x4 wks	£3,680.74	313009
Epic Adventures	14.08.18	2 x Activity Days Summer Events (funded)	£500.00	BACS
Findley Roofing and Building	10.08.18	SWC Roof	£15,630.00	312997, 312998
Homecare	23.08.18	DIY Goods SWC and 2 x No More Rust Paint	£72.94	BACS
ITC Service Limited	31.08.18	Remote Back Up Service August 2018	£30.00	D/D
Knight Frank Services Company	31.07.18	x21 Property condition surveys, valuations and schedule of repairs	£25,260.00	313010
LWC North East	10.08.18	SWC Bar Supplies	£328.51	D/D
LWC North East	24.08.18	SWC Bar Supplies	£179.74	D/D
LWC Wholesale	31.08.18	SWC Bar Supplies	£1,356.22	D/D
LWC Wholesale	31.08.18	SWC Bar Supplies	£102.00	D/D
Maxwells DIY	12.07.18	Sandtex Paint, Brush, Wire Brush, Decorating Set	£151.89	BACS
MKM Building Supplies	26.07.18	Brass Tap Fitting, 2 x Tape Measures	£20.39	BACS
Peeks of Bournemouth	15.08.18	Remembrance Sunday Hall Decoration	£154.53	BACS
Select Telecom	31.07.18	Telephone calls, lines & internet	£132.95	D/D
SiBCAS	03.09.18	2 x 20ft Storage Units Cemetery	£4,824.00	313000
SLCC	16.07.18	SLCC Conference - I Roberts	£114.00	BACS
The Fuelcard Company	05.08.18	Fuel Charges	£416.52	D/D
The Fuelcard Company	12.08.18	Fuel Charges	£119.13	D/D
The Fuelcard Company	26.08.18	Fuel Charges	£242.94	D/D
Treasured Memories	10.08.18	Wall Plaque with Heart Motif and Gold Lettering	£94.38	BACS
Treasured Memories	10.08.18	Wall Plaque with Photo	£161.04	BACS
Vodafone	22.08.18	Mobile Phones	£74.68	D/D
Zurich Municipal	15.08.18	Updated Property Valutions from surveys	£1,034.15	BACS
OTHER PAYMENTS				
Co-op Bank	09.08.18	Wages Week 18	£6,037.91	D/D
Co-op Bank	16.08.18	Wages Week 19	£6,035.35	D/D
Co-op Bank	23.08.18	Wages Week 20	£6,093.32	D/D
Co-op Bank	30.08.18	Wages Week 21	£5,972.96	D/D
HMRC	30.08.18	PAYE wks 18-21	£6,140.28	313002
DCC Pensions	30.08.18	Superannuation wks 18-21	£5,844.95	313001
Durham County Council	30.08.18	Attachment of Earnings wks 18-21	£55.87	313003
CAPS	30.08.18	Attachment of Earnings wks 18-21	£60.00	313004, 313005
CAPS	30.08.18	Attachment of Earnings wks 18-21	£32.88	313006
NWG	02.08.18	Cemetery Water Monthly Standing Charge	£72.00	D/D
Horde Parish Council August 2018 TOTAL			£270,299.18	