

HORDEN PARISH COUNCIL
Minutes of Meeting held 6th December 2018

Present: Councillor I Roberts (Chairman)
 Councillors C Cain, J Clark, E Connor, D Langan, F Leadbitter, A Lodge, I Mclean, D Tait, L Williams, E Wood.
Staff: Mr K Wilkinson (Clerk to the Council), Miss G Rowe (Deputy Clerk/RFO).

HPC **Apologies for Absence.**
18/19/126 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, W Morrow.

HPC **Declarations of Interest.**
18/19/127 There were no declarations of interest.

HPC **Minutes of the Horden Parish Council Meetings held 1st and 22nd November 2018.**
18/19/128 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 Asset Management Sub-Committee Meeting held 29th October 2018.**
18/19/129 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.**
18/19/130 A copy of which had been circulated to each Member.
RESOLVED: That the information be NOTED.

HPC **Police Report.**
18/19/131 There were no Police present to provide a report. Members discussed recent crime in the area.
RESOLVED: To formally request that the Police hold their PACT Meetings in the Social Welfare Centre.

At 6:15pm the Parks and Cemetery Manager entered the Meeting.

HPC **Parks and Cemetery Manager's Report.**
18/19/132 The report circulated covered the period 29th October to 30th November 2018. The Parks and Cemetery Manager provided Members with an update on work undertaken during inclement weather.
RESOLVED: That the information be NOTED.

At 6:23pm the Parks and Cemetery Manager left the Meeting.

At 6:25pm the Social Welfare Centre Manager entered the Meeting.

HPC **Social Welfare Centre Manager's Report.**
18/19/133 Members discussed the content of the report, which had been circulated to each Member. Members asked the SWC Manager questions relating to his report.
 It was **RESOLVED:**

- i. That the Social Welfare Centre closedown for Christmas, for all staff and users, commences Friday 21st December at 4:30pm and re-opens Wednesday 2nd January 2019.
- ii. The Clerk responds to the SWC Manager to establish factual events.
- iii. That the information be NOTED.

At 6:42pm the Social Welfare Centre Manager left the Meeting.

HPC **Electronic Summons to Members.**
18/19/134 Members gave consideration to receiving a copy of their Meeting Summons electronically so should they be away from home they are aware of all meetings taking place and have an opportunity to submit their apologies.
RESOLVED: To send Members who have access to email an electronic summons.

HPC **Clocking in System.**
18/19/135 The Clerk advised Members that the staff clocking in system was now installed and in use with devices located in the Social Welfare Centre, Welfare Park and Cemetery.
RESOLVED: That the information be NOTED.

HPC **Evaluation of Events.**
18/19/136 Members discussed a mechanism for members of the public to provide feedback from events and services with an aim of reviewing feedback to improve services.
RESOLVED: To introduce a user friendly evaluation feedback form.

- HPC**
18/19/137 **Durham County Council Proposal to Amalgamate Cotsford Infant and Junior Schools Consultation.**
Members gave consideration to the proposal from Durham County Council.
RESOLVED: That the information be NOTED with individual Councillors having the opportunity to respond should they wish.
- HPC**
18/19/138 **Members Appointed to Outside Bodies.**
Cllr E Connor provided Members with an update from the CDALC Larger Council Meeting held 22nd November 2018.
Cllr D Tait provided Members with an update from the Horden Regeneration Partnership Meeting held 13th November 2018.
RESOLVED: That the information be NOTED.
- HPC**
18/19/139 **Exclusion of Press and Public.**
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**
18/19/140 **Contractual Occupation of Council owned Premises.**
RESOLVED: That the item is deferred owing to time constraints.
- HPC**
18/19/141 **Staffing Update.**
The Clerk updated Members on the current position regarding staff capacity.
RESOLVED: That the information be NOTED.

Meeting concluded at 8:06pm

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

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

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

P&C **Apologies for Absence.**

18/19/044 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, W Morrow.

P&C **Declarations of Interest.**

18/19/045 Cllr J Clark declared an interest on Item P&C 18/19/050, Clarification of Winter Maintenance Arrangements with Durham County Council.

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

18/19/046 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 **Thorpe Road Cemetery Extension Capital Works.**

18/19/047 **a) Snagging Summary.**

Members considered the report and information provided by the Project Manager. The Deputy Clerk/RFO advised Members that following a site meeting between Contractor and Project Manager a suitable action plan will be established to address snagging issues with a suitable level of retention withheld.

RESOLVED: That the information be NOTED.

b) Sign-off Arrangements.

The Deputy Clerk/RFO requested clarification on 'sign-off' arrangements of the Capital Works.

RESOLVED: That the Parks and Cemetery Development Sub-Committee sanction the sign off the capital works.

c) Costs to Date.

A copy of which had been circulated to each Member.

RESOLVED: That the information be NOTED.

d) Re-Opening Ceremony.

Members considered a date and arrangements for the official re-opening and consecration of land.

It was **RESOLVED:**

i. That the official re-opening is held 30th March 2019.

ii. The contractor is made aware of the planned re-opening date with an aim of the work to be completed by that date.

iii. The event is funded by the funds reserved for a public relations exercise in the Councils 2019 Strategic Plan.

P&C **2019 Big Spring Clean Event.**

18/19/048 Members considered working in partnership with Horden Helping Hands for the event.

RESOLVED: To APPROVE the partnership with Horden Helping Hands.

P&C **2019 Remembrance Sunday Arrangements.**

18/19/049 Members considered the request from the Working Group to continue the partnership arrangement in allowing the group to make arrangements for the Remembrance Sunday Parade and Service.

RESOLVED: To draft new Terms of Reference for the Advisory Group for approval.

At 8:50pm Cllr J Clark left the Meeting.

P&C **Clarification of Winter Maintenance Arrangements with Durham County Council.**

18/19/050 Members considered the current Winter Maintenance Agreement in place between Horden Parish Council and Durham County Council taking into consideration staff capacity.

RESOLVED: To vary the agreement to filling the salt bins and clearance of footpaths only if there was sufficient staff capacity available to undertake the work.

At 8:56pm Cllr J Clark re-entered the Meeting.

P&C **Thorpe Road Cemetery Boundary Wall Building Survey.**

18/19/051 Members considered the report previously circulated. The Deputy Clerk/RFO supplied supplementary information from the consultant to advise that currently the wall is structurally sound.

RESOLVED: That the information is NOTED and the costings are considered further at the budget setting meeting in January 2019.

P&C **Exclusion of Press and Public.**

18/19/052 **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.**

18/19/053 The Clerk provided Members with an update following a meeting with representatives from Peterlee Town Council.

RESOLVED: That the information be NOTED.

Meeting concluded at 9:15pm

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

Present: Councillor E Connor (Chairman)
 Councillors C Cain, J Clark, D Langan, F Leadbitter, A Lodge, I Mclean, I Roberts, D Tait, L Williams, E Wood.
Staff: Mr K Wilkinson (Clerk to the Council), Miss G Rowe (Deputy Clerk/RFO).

F&GP **Apologies for Absence.**
18/19/096 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, W Morrow.

F&GP **Declarations of Interest.**
18/19/097 There were no declarations of interest.

F&GP **Minutes of the Finance and General Purposes Committee Meeting held 1st November 2018.**
18/19/098 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;**
18/19/099 a) **Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 30/11/2018.**
 The Deputy Clerk/RFO reported the bank balances as at 30/11/2018 being £379,961.20.
 The Deputy Clerk/RFO reported the Estimated General/Earmarked Reserve Balances being £183,275, resulting in an estimated Cash Flow of £196,686.20.
RESOLVED: That the information be NOTED.
 b) **Income and Expenditure Report to 31/10/2018.**
 Members noted the current levels of income and expenditure and considered the RFO's Budget Monitoring Report with detailed budget overspends.
RESOLVED: That the information be NOTED.
 c) **Debtor Report.**
 Members considered the report.
RESOLVED: That the information be NOTED.
 d) **Cash Cheques.**
 No cash cheques requested.
 e) **Bank Transfer.**
 The Deputy Clerk/RFO advised there was no bank transfer for November 2018.

F&GP **Invoices for endorsement for payment.**
18/19/100 **RESOLVED:** to ENDORSE payment for the attached schedule of Invoices.

F&GP **Members/Officers Allowances.**
18/19/101 The Deputy Clerk/RFO advised she had the following claims:
 Participation Allowance for Cllr E Wood for £571.93.
 Mileage Claim for Cllr I Roberts for £27.55.
 Mileage Claim for Cllr D Langan for £13.30.
RESOLVED: To APPROVE payments.

F&GP **Horden Cadets Request for free Room Hire.**
18/19/102 The RFO advised Members that owing to short notice of the application she had given the authority for free-use of the Main Hall and Lounge for Horden Badging Ceremony, which can be funded under the Local Government Act (Miscellaneous Provisions) Act 1976 S.19.
RESOLVED: To ENDORSE the RFO's Actions and free use of the Social Welfare Centre is given under the Local Government Act (Miscellaneous Provisions) Act 1976 S.19, power to provide buildings for social or educational purposes.

F&GP **2019 Royal Garden Party.**
18/19/103 **RESOLVED:** That those who wish to be nominated are drawn at random.

F&GP **County Durham and Cleveland CTP Appraisal Training Session.**
18/19/104 Members considered attendance at County Hall Tuesday 11th December 2018 at £30 per delegate.
RESOLVED: No Members attend.

F&GP **RBS Year End Close/Training Exercise.**
18/19/105 Members considered the quotation.
RESOLVED: To APPROVE the quotation for £540 plus mileage and accommodation.

- F&GP 18/19/106** **Horde Recreation Ground Charity Donation.**
Members considered payment of the £11,045 quarterly donation.
RESOLVED: to APPROVE payment.
- F&GP 18/19/107** **Horde Banner Committee unveiling of new Banner.**
Members considered the request from Horde Banner Committee to host the new banner unveiling in the Social Welfare Centre free of charge.
RESOLVED: To APPROVE free room hire under under the Local Government Act (Miscellaneous Provisions) Act 1976 S.19, power to provide buildings for social or educational purposes.
- F&GP 18/19/108** **Exclusion of Press and Public.**
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 18/19/109** **Cemetery Lodge Rent.**
Members considered re-instatement of the rental charge as the new windows were now installed in the property.
RESOLVED: That in view of the review of contractual occupation of council owned premises the item is deferred.
- F&GP 18/19/110** **Planning Applications.**
(i) **DM/18/03247/FPA** – Railway Station with 2 platforms, footbridge with staircase and ramps and station car park at land to the east of South East View, Horde SR8 4EA for Network Rail Infrastructure Ltd.
(ii) **DM/18/02971/FPA** – Part change of use of dwelling to dog grooming business at 8 Smillie Road, Horde, SR8 4AH for Posh Pawz.
RESOLVED: That no comment is made and the information is NOTED.

Meeting concluded at 9:32pm

Horde Parish Council Invoices for Payment

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
All Things Fun	09.11.18	Decoration Remembrance Sunday Event	£107.97	313053
Almond Windows Ltd	28.11.18	Windows, Doors, Facias, Guttering Cemetery Lodge	£8,680.00	313065
Angel Springs Limited	31.10.18	SWC Water Cooler	£19.24	D/D
Arco Limited	05.11.18	4 x Sweatshirts and Embroidery	£65.46	BACS
Banner Group Limited	25.10.18	Stationery and Black Bags	£98.00	BACS
BCE Northern Ltd	06.12.18	Cemetery Extension Capital Works Certificate 005	£50,700.25	313070
Biffa Waste Services Ltd	31.10.18	SWC Recycle Trade Waste	£18.04	D/D
BOC Limited	31.10.18	CO2 Monitor	£37.02	D/D
Booker Limited	14.11.18	Cleaning Supplies Cemetery and Memorial Park	£59.81	D/D
Booker Limited	28.11.18	Cleaning Supplies SWC, Bar Supplies, Sweets	£81.85	D/D
Clear Channel UK Limited	06.11.18	2 Week Poppy Advert Bus Stop	£718.79	BACS
Co-operative Bank	01.11.18	FD Online/BACS Payments	£58.72	D/D
CPL Training	29.11.18	Personal Licence Holder Course - Kevin Wilkinson	£150.00	BACS
Creative Youth Opportunities	03.11.18	Halloween Event *FUNDED*	£480.00	BACS
Darlington Borough Council	09.11.18	Winter Bedding Plants Memorial Pk, Cemetery and Tubs	£1,215.00	313066
J J Dell & Co	05.11.18	Allotments Rent	£1,435.00	BACS
DTA	09.11.18	Scorpion Lager	£183.36	BACS
Durham County Council	29.10.18	SWC Lift Service	£66.00	BACS
Durham County Council	03.10.18	Service and Repair Strimmers, Repair John Deere Deck	£425.80	BACS
EDF	19.11.18	Sunderland Rd Pav. Electricity x2 months	£254.00	D/D
Elvet Construction Consultants	26.11.18	Works Up To 23/11/2018	£1,804.37	313067
Gazprom Energy	12.11.18	SWC Gas 30/09/18-31/10/18	£632.55	D/D
Go2 Electrical Services	29.11.18	Electrical Work to Fit Facial Recognition Clocking System	£110.00	BACS
Homecare DIY	22.11.18	5 Lever Mortice Lock, Maintenance Spray, Hooks	£20.77	BACS
Horn's Garden Centre	31.10.18	Bonemeal, Blood and Bone	£97.92	BACS
Innerglass Limited	30.10.18	SWC Cleaning Supplies	£72.00	BACS

ITC Service imited	31.10.18	Cloud Office 365 Mailbox 12/9/18-26/11/18	£134.73	BACS
JRB Enterprise Ltd	06.11.18	78000 Dog Bags	£840.00	BACS
LWC North East	01.11.18	SWC Bar Supplies	£732.29	D/D
LWC North East	09.11.18	SWC Bar Supplies	£835.88	D/D
LWC North East	23.11.18	SWC Bar Supplies	£431.63	D/D
MIM Systems	13.11.18	Clocking in Facial Recogonition System	£1,590.00	313055
PWLB	05.11.18	Cemetery Loan Repayment	£13,036.11	D/D
Roadsafe	11.11.18	Remembrance Sunday Road Closure	£2,724.00	313068
Scottish Power	19.11.18	Cemetery Electricity 1 month	£135.32	D/D
Scottish Power	29.11.18	Cemetery Electricity	£98.29	D/D
Select Telecom Limited	31.10.18	Telephone calls, lines & internet	£107.36	D/D
TJ's Heating & Home Improvements	22.10.18	Service Cem Hse Combi & Welfare Hse Combi/Fire & Fix Sland Rd Bungalow Toilet	£215.00	313069
Treasured Memories Ltd	23.11.18	Memorial Plaque	£132.48	BACS
Vodafone Limited	23.10.18	Mobile Phones and Replacement SIM Card	£83.29	D/D
Vodafone	30.11.18	Replacement Sim Card and Postage	£2.49	D/D
YMCA	24.10.18	Back On Track Program	£1,150.00	313049
OTHER PAYMENTS				
Co-op Bank	01.11.18	Wages Week 30	£5,148.13	D/D
Co-op Bank	08.11.18	Wages Week 31	£7,378.92	D/D
Co-op Bank	15.11.18	Wages Week 32	£5,038.67	D/D
Co-op Bank	22.11.18	Wages Week 33	£4,550.42	D/D
Co-op Bank	29.11.18	Wages Week 34	£4,574.99	D/D
Co-op Bank	06.12.18	Wages Week 35	£4,672.61	D/D
NWG	02.11.18	Cemetery Water Monthly Standing Charge	£72.00	D/D
HMRC	06.11.18	PAYE Month 7-8	£378.40	313050
HMRC	27.11.18	PAYE wks 31-34	£4,279.71	313063
Durham County Council	27.11.18	Attachment of Earnings wks 31-34	£33.84	313060
DCC Pensions	27.11.18	Superannuation wks 31-34	£4,390.94	313064
CAPS	27.11.18	Attachment of Earnings wks 31-34	£40.00	313061, 313062
DCC Licensing	28.11.18	Variation of DPS	£23.00	313058
HPC Cash Cq	21.11.18	Cadet Buffet (recharge funding)	£250.00	313057
Horden Parish Council November 2018 TOTAL			£130,672.42	