

HORDEN PARISH COUNCIL
Minutes of Meeting held 7th March 2019

Present: Councillor I Roberts (Chairman)
 Councillors C Cain, J Clark, E Connor, D Langan, F Leadbitter, I Mclean, W Morrow, A Turner, E Wood.
Staff: Mr K Wilkinson (Clerk to the Council), Miss G Rowe (Deputy Clerk/RFO).
Also Present: PCSOs V Gill and G Anderson.

HPC 18/19/177 **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and APPROVED for Councillors R Bagnall, W Smith, D Tait, L Williams.

HPC 18/19/178 **Declarations of Interest.**
 There were no declarations of interest.

HPC 18/19/179 **Minutes of the Horden Parish Council Meeting held 7th February 2019.**
 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 18/19/180 **Minutes of the Social Welfare Centre Committee Meetings held 31st January and 28th February 2019.**
 A copy of which had been circulated to each Member.
RESOLVED:

- i. That the Minutes of 31st January 2019 be confirmed as a true record and signed by the Chairman.
- ii. That subject to the amendment of 'Cllr D Langan voted against because of insufficient contact' the minutes of the 28th February 2019 be confirmed as a true record and signed by the Chairman.

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 item.

HPC 18/19/181 **Police Report.**
 PSCOs Gill and Anderson provided Members with a police update and an update on local policing initiatives.
RESOLVED: That the information be NOTED.

At 6:20pm PSCOs Gill and Anderson left the Meeting.

HPC 18/19/182 **Report of the Personnel Recruitment Panel of Part Time Gardener/Gravedigger.**
 Members considered the contents of the report.
RESOLVED: That the information be NOTED.

HPC 18/19/183 **Matters Arising.**
 A copy of which had been circulated to each Member.
RESOLVED: That the information be NOTED.

At 6:21pm the Parks and Cemetery Manager entered the Meeting.

HPC 18/19/184 **Parks and Cemetery Manager's Report.**
 The report circulated covered the period 4th to 24th February 2019. Members asked the Parks and Cemetery Manager questions in relation to his report.
 Members discussed at length the Resolution of the Cemetery Development Committee, in relation to vehicular access at Thorpe Road Cemetery, the Council reaffirmed the Resolution of the Cemetery Development Committee, on the basis that newly laid tarmac is designed solely for footfall, there is now provision for car parking facilities on site with disabled access and the potential risks of allowing vehicles on footpaths.
 Cllr Mclean motioned that vehicular access to the footpath, for disabled users, is allowed via a drop bollard, the motion was not seconded.
RESOLVED: That the information be NOTED.

At 6:46pm the Parks and Cemetery Manager left the Meeting.

HPC 18/19/185 **Review of Statement of Policy under the Licensing Act 2003.**
 Members considered the review of policy by Durham County Council.
RESOLVED: That no comment is made and the information be NOTED.

HPC **County Durham Housing Strategy Consultation.**
18/19/186 Members considered the details of Durham County Council's Consultation.
RESOLVED: That no comment is made and the information be NOTED.

HPC **Payment of Basic Allowances, Subsistence and Travel Allowances Independent Remuneration Panel Report.**
18/19/187 Members considered the content of the report.
It was **RESOLVED:**

- i. To RECEIVE the Report of the Independent Remuneration Panel.
- ii. To RECEIVE the recommendation of the Independent Remuneration Panel.
- iii. To publish the Independent Remuneration Panel Report and Horden Parish Council's Members Allowance Scheme on the Council's website and noticeboard, with copies available for members of the public.

HPC **Members Appointed to Outside Bodies.**
18/19/188 Cllr E Connor provided Members with an update from the recent Meeting of County Durham Association of Larger Councils.

Meeting concluded at 7pm

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 7th March 2019

- Present:** Councillor W Morrow (Chairman)
 Councillors C Cain, J Clark, E Connor, D Langan, F Leadbitter, I Mclean, I Roberts, A Turner, E Wood.
- Staff:** Mr K Wilkinson (Clerk to the Council), Miss G Rowe (Deputy Clerk/RFO).
- P&C** **Apologies for Absence.**
18/19/053 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, W Smith, D Tait, L Williams.
- P&C** **Declarations of Interest.**
18/19/054 Cllr F Leadbitter declared an interest on Item P&C 18/19/060, Station Road Allotments Request for Storage of Metal Palisade Fencing at Thorpe Road Cemetery.
- P&C** **Minutes of the Parks and Cemetery Committee Meeting held 14th February 2019.**
18/19/055 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 Committee Meetings held 31st January and 28th February 2019.**
18/19/056 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.**
18/19/057 A copy of which had been circulated to each Member.
RESOLVED: That the information be NOTED.
- P&C** **Thorpe Road Cemetery Guide.**
18/19/058 Members considered the process for revision of the cemetery guidelines.
RESOLVED: To convene an Extraordinary Meeting of the Full Council, with the Parks and Cemetery Manager in attendance, to review the guidelines.
- P&C** **St Mary's Church Request for Metal Palisade Fencing.**
18/19/059 Members considered the request.
RESOLVED: That on the basis that any surplus fencing can be re-used by the Council; the request is refused on this occasion.
- At 7:23pm Cllr F Leadbitter left the Meeting.*
- P&C** **Station Road Allotments Request for Storage of Metal Palisade Fencing at Thorpe Road Cemetery.**
18/19/060 Members considered a request from Station Road Allotment Association to store palisade fencing at the cemetery until a time the fencing could be erected.
RESOLVED: That on the basis the fencing is gifted to Horden Parish Council, the fencing can be stored temporarily on site at the cemetery.
- At 7:32pm Cllr F Leadbitter re-entered the Meeting.*
- P&C** **Durham County Council Consultation on new Allotment Policy and Tenancy Agreement.**
18/19/061 Members considered the details of Durham County Council's Consultation.
RESOLVED: That the information is NOTED.
- P&C** **Exclusion of Press and Public.**
18/19/062 **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.**
18/19/063 Members considered Peterlee Town Council's response in relation to payment of the contribution. The Clerk provided Members with a further verbal update.
RESOLVED: That the information be NOTED.

Meeting concluded at 7:45pm

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 7th March 2019

- Present:** Councillor E Connor (Chairman)
 Councillors C Cain, J Clark, D Langan, F Leadbitter, I Mclean, W Morrow, I Roberts, A Turner, E Wood.
- Staff:** Mr K Wilkinson (Clerk to the Council), Miss G Rowe (Deputy Clerk/RFO).
- F&GP 18/19/130** **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and APPROVED for Councillors R Bagnall, W Smith, D Tait, L Williams.
- F&GP 18/19/131** **Declarations of Interest.**
 Cllr E Connor declared an interest on Item F&GP 18/19/142 (ii).
- F&GP 18/19/132** **Minutes of the Finance and General Purposes Committee Meeting held 14th February 2019.**
 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 18/19/133** **Parish Council Financial;**
- a) **Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 28/02/2019.**
 The Deputy Clerk/RFO reported the bank balances as at 28/02/2019 being £211,132.34.
 The Deputy Clerk/RFO reported the Estimated General/Earmarked Reserve Balances being £123,875;
 resulting in an estimated Cash Flow of £87,257.34.
RESOLVED: That the information be NOTED.
 - b) **Income and Expenditure Report to 31/01/2019.**
 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.**
 The RFO requested two cash cheques; £150 Petty Cash and £1,400 Chairman's Allowance.
RESOLVED: To APPROVE payments.
 - e) **Bank Transfer – February 2019.**
 The Deputy Clerk/RFO advised there was no bank transfer for February 2019.
- F&GP 18/19/134** **Invoices for endorsement for payment.**
RESOLVED: to ENDORSE payment for the attached schedule of Invoices.
- F&GP 18/19/135** **Members/Officers Allowances.**
 The Deputy Clerk/RFO advised she had received no claims.
- F&GP 18/19/136** **Review of Horden Parish Council Direct Debit Mandates.**
 Members noted the direct debit mandates held against the Council's Current and Public Sector Accounts as at 28th February 2019.
RESOLVED: To APPROVE the Direct Debit Mandates and the information be NOTED.
- F&GP 18/19/137** **Review of use of Online BACS Payments via Co-operative Bank FD Online.**
 Members considered the continued use of BACS Payments via the Council's online banking system.
RESOLVED: To APPROVE the continued use of BACS Payments.
- F&GP 18/19/138** **Request for Financial Assistance, The Garage NE.**
 The RFO advised Members that the request can be dismissed as it is no longer required.
- F&GP 18/19/139** **Request for Financial Assistance, North East War Memorials.**
 Members considered the request, funded via War Memorials (Local Authorities Powers) Act 1923, s.1; as extended by Local Government Act 1948, s.133 – Power to Maintain, Repair, Protect and Adapt War Memorials.
RESOLVED: To APPROVE a donation of £50.00.
- F&GP 18/19/140** **Mazars Update on AGAR Returns Session.**
 Members considered attendance at the free session at County Hall, Durham Wednesday 3rd April 2019.
RESOLVED: That the RFO, Cllr I Roberts and Cllr E Connor attend.

At 8pm Cllr E Wood left the Meeting.

F&GP 18/19/141 Re-naming of Training Room to the Elizabeth Wood Room at the Social Welfare Centre.

Members considered the request.

RESOLVED: That in recognition of Cllr Elizabeth Wood's achievement and devotion to the community, as being the longest ever serving member of Horden Parish Council since its establishment, the request to rename the Training Room to the Elizabeth Wood Room is unanimously APPROVED and applied as soon as practicably.

At 8:08pm Cllr E Wood re-entered the Meeting.

F&GP 18/19/142 Planning Applications.

- i. **DM/19/00234/FPA** – Single Storey Extension to rear and apply render to all elevations of host dwelling at 68 Rosedale Terrace, Horden for Mr Catleugh.
- ii. **DM/19/00396/OUT** – Outline application for the construction of three dwelling (all matters reserved) at Adams Motors, Blackhills Road, Horden for Mr Graham.
- iii. **DM/19/00227/FPA** – Erection of Boundary Wall at 54 Alnwick Street, Horden for Mr Middleton.

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

Meeting concluded at 8:10pm

Horden Parish Council Invoices for Payment

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Ref:
Almond Windows	20.02.19	New UPVC Door Fully Fitted and Warranty	£690.00	313105
Angel Springs	08.02.19	SWC water cooler	£19.24	D/D
Arco	14.02.19	2 pairs of work trousers	£30.22	BACS
Arco	14.02.19	2 polo shirts, 1 fleece, 3 grey polo shirts, x6 embroidery	£83.04	BACS
Arco	14.02.19	black fleece, x1 embroidered	£20.64	BACS
B&M associated Stocktakers	21.02.19	SWC stocktake	£80.00	BACS
Banner	11.02.19	Water based chalk markers	£6.08	BACS
Banner	11.02.19	2 reams of A3 paper, hand towel dispenser	£22.68	BACS
BCE Northern Ltd	19.02.19	Cemetery Extension Certificate 006	£10,060.76	313106
Biffa Waste Services Limited	12.02.19	SWC recycle Trade Waste	£18.05	D/D
Booker	11.02.19	SWC Bar supplies & teabags	£242.14	D/D
Co-operative Bank	01.02.19	FD Online/BACS Payments	£62.56	D/D
DCC	08.02.19	Website hosting and support	£707.92	BACS
DCC	11.02.19	Service of bowls machine & strimmers.	£379.12	BACS
East Durham Life	19.02.19	Quarter Page SWC Wedding Advert x2 Newspapers	£204.00	BACS
Gazprom	08.02.19	SWC Gas 31/12/18-31/01/19 (Estimated/Incorrect Bill)	£2,316.08	
Gazprom	14.02.19	Credit Estimated Gas Charges	-£2,316.08	
Gazprom	14.02.19	SWC Gas 31/12/18-31/01/19	£1,325.16	D/D
Go2 Electrical	21.02.19	Supply and Fit LED Lights in Sland Rd Pavilion	£90.00	BACS
HB Clark	08.02.19	SWC Bar supplies	£516.76	D/D
Homecare	26.02.19	Turps, brushes, sandpaper, masking tape, silicone, filler	£33.91	BACS
Maxwells DIY	11.02.19	4x Non drip paint & 2x sugar soap	£73.80	BACS
Maxwells DIY	11.02.19	4x Non drip spotlight, 5x Brilliant white	£151.91	BACS
Maxwells DIY	11.02.19	Returned 2x brilliant white	-£39.98	BACS
Select Telecom Limited	31.01.19	Telephone calls, lines & internet	£115.84	D/D
The Fuelcard Company	27.02.19	Fuel charges	£21.06	D/D
OTHER PAYMENTS				
Northumbrian Water	04.02.19	Cemetery Water Monthly S'Order	£72.00	D/D
Northumbrian Water	04.02.19	SWC 8 months backdated water charges (meter fault)	£1,202.41	D/D
Co-op Bank	14.02.19	Wages Week 45	£4,570.43	D/D
Co-op Bank	21.02.19	Wages Week 46	£4,522.99	D/D
Co-op Bank	28.02.19	Wages Weeks 47	£4,404.87	D/D
Durham County Council	27.02.19	Attachment of Earnings wks 44-47	£49.47	313101
DCC Pensions	27.02.19	Superannuation wks 44-47	£3,238.79	313104
HMRC	27.02.19	PAYE wks 44-47	£4,722.48	313103
HMRC	27.02.19	PAYE months 11	£114.20	313102
HMCS	27.02.19	Attachment of Earnings wks 40-47	£30.00	313099 313100
Horden Parish Council February 2019 TOTAL			£37,842.55	

