

HORDEN PARISH COUNCIL
Minutes of Meeting held 4th April 2019

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

Staff: Mr K Wilkinson (Clerk to the Council), Miss G Rowe (Deputy Clerk/RFO), Mr C Muir (Parks and Cemetery Manager).

Also

Present: H Wiffen, G Marshall, B Berry, J Fenwick (Members of the Public)

HPC **Public Participation.**

18/19/189 The members of the public present addressed the Council in relation to vehicular access on footpaths, they requested that the Council reconsider their decision not to allow any vehicular access on footpaths for those with disabilities. Members advised they would consider the matter further at the next Meeting of the Parks and Cemetery Committee.

At 6:10pm all Members of the Public left the Meeting.

HPC **Apologies for Absence.**

18/19/190 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall.

HPC **Declarations of Interest.**

18/19/191 There were no declarations of interest.

HPC **Minutes of the Horden Parish Council Meeting held 7th March 2019.**

18/19/192 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.**

18/19/193 A copy of which had been circulated to each Member.

RESOLVED: That the information be NOTED.

HPC **Police Report.**

18/19/194 There were no Police present to provide a report.

RESOLVED: To chase progress on the offer for use of facilities for PACT Meetings, and the information be NOTED.

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

18/19/195 The report circulated covered the period of March 2019. Members asked the Parks and Cemetery Manager questions in relation to his report. Members discussed the recent break-in at Thorpe Road Cemetery. Cllr Connor expressed her thanks to the staff, on behalf of the Connor family, for the installation of a Memorial Bench.

RESOLVED: That the Parks and Cemetery Manager proceed with arrangements for added security on site and the information be NOTED.

At 6:43pm the Parks and Cemetery Manager left the Meeting.

HPC **Asset Register, Revaluation of Freehold Land and Buildings.**

18/19/196 The Deputy Clerk/RFO advised Members that she had discovered several anomalies in the Council's Audit Asset Register, which required revaluation.

It was **RESOLVED:**

- i. On the basis that Sunderland Road Pavilion is leased to the Council, it is APPROVED to revalue the asset from £166,929 to nil.
- ii. On the basis that Sunderland Road Bungalow is leased to the Council, it is APPROVED to revalue the asset from £85,000 to nil.
- iii. On the basis that Horden Social Welfare Centre was gifted to the Council, it is APPROVED to revalue the asset from £1,450,000 to £1.
- iv. On the basis that Welfare House was gifted to the Council, it is APPROVED to revalue the asset from £110,000 to £1.
- v. To APPROVE the restated valuation of the Council's Freehold Land and Buildings at £513,455.

HPC **Annual Meeting and Annual Assembly Date.**

18/19/197 Members considered appropriate dates for their Annual Meeting and Annual Assembly.
RESOLVED: The Annual Meeting is held Thursday 16th May and the Annual Assembly 23rd May 2019.

HPC **2018/19 Annual Report Content.**

18/19/198 Members considered the content of their 2018/19 Annual Report.
RESOLVED: To include an evaluation form for council services as an additional item.

HPC **To adopt a new Standing Order that governs access to audio recordings of Council Meetings.**

18/19/199 The motion submitted under the agenda item was withdrawn and replaced by a motion to cease audio recordings of Meetings.
RESOLVED: That Meetings are no longer recorded and that the Council's Audio Recording of Council Meetings Policy be discarded.
Cllr Cain voted against.

HPC **Proposed Amendment to Standing Order 15(k)**

18/19/200 **RESOLVED:** To amend Standing Order 15(k) to include 'however no personal comments or reasons for voting in a particular way are to be included'.

HPC **Proposed Amendment to Standing Order 6(d).**

18/19/201 **RESOLVED:** To amend Standing Order 6(d) to 'no-one shall speak for more than five minutes on any motion unless the Chairman allows him/her to do so. Members shall confine the content of their speeches to the subject under discussion.

HPC **Proposed Amendment to Standing Order 15(c).**

18/19/202 **RESOLVED:** To amend Standing Order 15(c) to 'At the Annual Meeting of the Council, or at the time of the appointment of committees, the Council shall determine the number of members up to a maximum of 10, with the exception of Full Council, Parks and Cemetery, Finance and General Purposes and Horden Recreation Ground, and may include non-councillors on the committee unless it is a committee which regulates and controls the finances of the council.

HPC **2019/20 Standing Orders.****18/19/203** a) **Clerk's Report.**

It was **RESOLVED:**

- i. Standing Order 3(x) A meeting shall not exceed **1 hour, subject to a motion to extend.**
- ii. Standing Order 4(d)(v) members of the committee confirm to the Proper Officer **6 days** before the meeting that they are unable to attend.
- iii. Amend Order 5(j) to reflect our current practice at the Annual Meeting of the Council.
- iv. Standing Order 5(b)(ii) include on the agenda all motions in the order received unless a councillor has given notice at least **8 days** before the meeting.
- v. NALC Standing Order 17(c)(i-iii) is replaced with the Council's local Standing Order 19(b) to allow for monthly financial updates.
- vi. NALC Standing Order 19 (b-e) is replaced with the Council's local Standing Orders 28(b).
- vii. Retain Local Standing Orders 8(a), 8(d), 15(d) and (f), 20, 31(a) and (b).
- viii. That if Members have any form of declaration of interest they must leave the meeting.

b) **2019/20 Standing Orders.**

RESOLVED: To adopt NALC Model Standing Orders with the inclusion of assertions approved above.

HPC **Future Management of Publicity.**

18/19/204 Members considered the Deputy Clerk/RFO's Report.
RESOLVED: To cease future publication of a Newsletter, with news items relayed via social media, press releases and the Annual Report.

HPC **Members Appointed to Outside Bodies.**

18/19/205 There were no updates.

Meeting concluded at 7:51pm

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 4th April 2019

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

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

P&C **Apologies for Absence.**

18/19/064 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall.

P&C **Declarations of Interest.**

18/19/065 There were no declarations of interest.

P&C **Minutes of the Parks and Cemetery Committee Meeting held 7th March 2019.**

18/19/066 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.**

18/19/067 There were no reports.

P&C **2019 Park Events Programme.**

18/19/068 Members considered the scheduled 2019 Events.

RESOLVED: That the information be NOTED.

P&C **Peterlee Town Council Thorpe Road Cemetery Contribution.**

18/19/069 The Clerk provided Members with a further verbal update.

RESOLVED: That the information be NOTED.

Meeting concluded at 8:05pm

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 4th April 2019

- Present:** Councillor E Connor (Chairman)
 Councillors C Cain, J Clark, F Leadbitter, I Mclean, W Morrow, I Roberts, W Smith, D Tait, A Turner, L Williams, E Wood.
- Staff:** Mr K Wilkinson (Clerk to the Council), Miss G Rowe (Deputy Clerk/RFO).
- F&GP 18/19/143** **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and APPROVED for Councillors R Bagnall.
- F&GP 18/19/144** **Declarations of Interest.**
 Cllr E Connor declared an interest on Item F&GP 18/19/153(i), Planning Applications.
- F&GP 18/19/145** **Minutes of the Finance and General Purposes Committee Meeting held 7th March 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 18/19/146** **Parish Council Financial;**
- a) Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 31/03/2019.**
 The Deputy Clerk/RFO reported the bank balances as at 31/03/2019 being £150,300.06.
 The Deputy Clerk/RFO reported the Estimated General/Earmarked Reserve Balances being £123,275; resulting in an estimated Cash Flow of £27,025.06.
RESOLVED: That the information be NOTED.
- b) Income and Expenditure Report to 28/02/2019.**
 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 £150 cash cheque for Petty Cash.
RESOLVED: To APPROVE payment.
- e) Bank Transfer – March 2019.**
 The Deputy Clerk/RFO advised the bank transfer for March 2019 was £23,570.89.
- F&GP 18/19/147** **Invoices for endorsement for payment.**
RESOLVED: to ENDORSE payment for the attached schedule of Invoices.
- F&GP 18/19/148** **Members/Officers Allowances.**
 The Deputy Clerk/RFO advised she had received no claims.
- F&GP 18/19/149** **Horden Recreation Ground Donation.**
 Members considered payment of final installment of £11,045.
RESOLVED: To defer payment.
- F&GP 18/19/150** **Durham Miners Gala Brochure.**
RESOLVED: To APPROVE the publication of a quarter page advertisement for Horden Social Welfare Centre facilities at a cost of £170.
- F&GP 18/19/151** **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 18/19/152** **Cemetery Lodge Rent.**
 The Deputy Clerk/RFO requested that Members consider the restatement of a rental fee now the immediate refurbishment work has been undertaken and a tenancy agreement is in place.
RESOLVED: That rental payments recommence from April 2019.

F&GP
18/19/153

Planning Applications.

- i. **DM/19/00616/FPA** – Erection of 1 No. Detached Bungalow at site adjacent to Cotsford Grange Farm, Cotsford Lane, Horden for Mr J Graham.
- ii. **DM/19/00277/FPA** – Erection of conservatory to side at 14 Roseby Road, Horden for Mrs White.

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

Meeting concluded at 8:38pm

Horden Parish Council Invoices for Payment

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Angel Springs	28.02.19	SWC Water Cooler Rental	£20.26	D/D
Banner	05.03.19	Screen cleaning wipes	£0.82	BACS
Banner	05.03.19	Stationery	£26.97	BACS
Banner	12.03.19	toilet rolls, gloves, mop heads, air freshener, hand towels	£34.28	BACS
Banner	25.03.19	4 packs of spine labels, 1 pack of highlighters	£2.18	BACS
Banner	26.03.19	50 Foolsap storage box	£9.66	BACS
Booker	27.03.19	Bar supplies	£160.72	D/D
Booker	29.03.19	Bar Supplies/Kitchen Supplies	£85.81	D/D
CISWO	25.03.19	Sunderland Road Rent	£342.58	BACS
Co-Op Bank	01.03.19	Bacs charges	£57.04	D/D
DCC	05.03.19	Repairs to back hoe on tractor	£704.58	BACS
DCC	27.03.19	SWC lift repairs	£119.52	BACS
DWP Joinery	07.03.19	Mole control in cemetery 14 moles caught	£98.00	BACS
DWP Joinery	29.03.19	Mole Control Cemetery	£21.00	BACS
EDF Energy	11.03.19	Sunderland Rd Electricity x2 months	£302.00	D/D
Elvet Construction Consultations	28.02.19	Condition survey cemetery boundary wall	£720.00	BACS
Fuelcard Co.	24.03.19	Fuel Charges	£81.04	D/D
HB Clark	12.03.19	2x san miguel 2x shed head	£196.58	D/D
HB Clark	26.03.19	4x san miguel 2x shed head	£393.17	D/D
HB Clark	29.03.19	Sparkling Wine	£118.25	D/D
Homefair Blinds	19.03.19	Blinds fitted in SWC lounge	£378.00	BACS
ITC	03.03.19	Office 365 Mailbox 27/02/19-26/03/19	£54.24	D/D
Keep Britain Tidy	18.03.19	Green Flag application - Memorial Park	£390.00	BACS
Maxwells DIY	05.02.19	2 tins of crown magnolia 750ml	£27.00	BACS
Maxwells DIY	11.02.19	2 tins of crown magnolia 750ml	£27.00	BACS
Maxwells DIY	15.02.19	2 tins of berger magnolia, 1 set of rollers	£24.99	BACS
Maxwells DIY	21.02.19	2 tins of berger magnolia	£22.00	BACS
MKM	25.02.19	Wall plate elbow, plumbing tape	£6.67	BACS
Pat Lavery	07.03.19	New Tyre for Pick Up	£60.00	BACS
Robinsons of Wingate	30.03.19	Catering (Donation/Chair's Allowance)	£993.00	313120
Select Telecom	13.03.19	Phone lines, calls and internet	£102.78	D/D
Spaldings	06.03.19	100m hose pipe, 2 brass couplings	£167.62	BACS
SSE/SWALEC	03.03.19	Cemetery Electricity 12/12/18 - 01/12/19	£343.27	D/D
Viking Productions Ltd	04.03.19	Deposit for band/stage/lighting/sound production Oktoberfest	£950.00	BACS
Vodafone	20.02.19	Mobile Phones	£74.45	D/D
Vodafone	20.03.19	Mobile Phones	£75.65	D/D
Co-Op Bank	07.03.19	Wages Week 48	£4,382.22	D/D
Co-Op Bank	14.03.19	Wages Week 49	£5,011.67	D/D
Co-Op Bank	21.03.19	Wages Week 50	£4,316.16	D/D
Co-Op Bank	28.03.19	Wages Week 51	£4,298.74	D/D
Co-op Bank	04.04.19	Wages week 52	£4,531.03	D/D
DCC Pensions	31.03.19	Superannuation wks 48-52	£5,816.49	313119
Durham County Council	31.03.19	Attachment of Earnings wks 48-52	£82.45	313115
DVLA	05.03.19	Vehicle Tax 12 months FX11 FSV	£250.00	313110
HMRC	31.03.19	PAYE wks 48-52	£6,016.61	313118
NWG	04.03.19	Cemetery Water (monthly)	£72.00	D/D
Northumbrian Water	31.03.19	Attachment of Earnings wks 48-52	£50.00	313116 313117
		Horden Parish Council March 2019 TOTAL	£42,018.50	