

**HORDEN PARISH COUNCIL**  
**Minutes of Meeting held 6<sup>th</sup> June 2019**

**Present:** Councillor I Roberts (Chairman)  
 Councillors R Bagnall, C Cain, J Clark, E Connor, D Langan, F Leadbitter, I Mclean, 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:** Mr A Hunter (Durham County Council), Mr F Rowe (Member of the Public).

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

**19/20/027** Mr Hunter addressed Members in relation to providing an update on the Horden Masterplan Consultation. He advised the second consultation, which presented the most popular options identified by residents in the first consultation, had a good attendance. He further advised that the preferred options will be reported back once the consultation period had ended and all information collated.

*At 6:21pm Mr A Hunter left the Meeting.*

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

**19/20/028** **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors W Morrow, J Robinson, W Smith, D Tait, A Turner.

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

**19/20/029** Cllr E Connor declared an interest on Items HPC 19/20/041 & HPC 19/20/042.  
 Cllr C Cain declared an interest on Items HPC 19/20/041 & HPC 19/20/042.  
 Cllr J Clark declared an interest on Items HPC 19/20/041 & HPC 19/20/042.  
 Cllr R Bagnall declared an interest on Item HPC 19/20/041.

**HPC** **Minutes of the Horden Parish Council Meetings held 4<sup>th</sup> April and 16<sup>th</sup> May 2019.**

**19/20/030** 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.**

**19/20/031** A copy of which had been circulated to each Member.  
**RESOLVED:** That the information be NOTED.

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

**19/20/032** Members considered the report provided by the Police. The Deputy Clerk/RFO advised Members that the theft case at Thorpe Road Cemetery had been closed due to a lack of evidence.  
**RESOLVED:** That the information be NOTED.

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

**19/20/033** The report circulated covered the period of April and May 2019. Members asked the Parks and Cemetery Manager questions in relation to his report.  
**RESOLVED:** That the information be NOTED.

*At 6:33pm the Parks and Cemetery Manager left the Meeting.*

**HPC** **SWC Update.**

**19/20/034** The Deputy Clerk/RFO provided Members with an update including the fact that Ju-Jitsu have discontinued hire of the centre and the opening hours have been adjusted accordingly.  
**RESOLVED:** That the information be NOTED.

**HPC** **Insurance Renewal Proposal.**

**19/20/035** Members considered the proposal.  
**RESOLVED:** To APPROVE a three-year premium with Zurich Municipal at a cost of £12,142.65 per annum.

**HPC** **BBC Coal Town Cops Durham Constabulary Briefing Note.**

**19/20/036** Members considered the briefing in relation to the release of Coal Town Cops, in which Episode 1 features Horden.  
**RESOLVED:** That the information be NOTED.

**HPC** **VE Day 75<sup>th</sup> Anniversary.**

**19/20/037** Members considered correspondence from ssafa outlining plans for commemorating VE Day 75.

**RESOLVED:** To delegate the arrangements and organisation of events to the SWC Committee.

- HPC**  
**19/20/038** **Hornden Neighbourhood Policing Team Focus Group.**  
Members considered representation on the Focus Group.  
**RESOLVED:** That Councillors C Cain, F Leadbitter and I Roberts are elected to attend on the Council's behalf.
- HPC**  
**19/20/039** **Members Appointed to Outside Bodies.**  
Cllr E Connor and I Roberts provided Members with an update from the recent County Durham Larger Councils Meeting.  
**RESOLVED:** That the information be NOTED.
- HPC**  
**19/20/040** **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.
- At 6:54pm Cllrs R Bagnall, C Cain, J Clark and E Connor left the Meeting.*  
*At 6:54pm Mr F Rowe (member of the public) left the Meeting.*
- HPC**  
**19/20/041** **Employment Related Occupation of Council Property.**  
Members considered the Clerk's Report.  
**RESOLVED:** To no longer pursue the matter.
- At 6:58pm Cllr R Bagnall re-entered the Meeting.*
- HPC**  
**19/20/042** **Rent Levels of Council Properties.**  
Members considered the Clerk's Report. The Deputy Clerk/RFO advised Members that any variation to set fees will result in an impact on the budget and result in a review of the priorities in the 2019/20 Strategic Plan.  
It was **RESOLVED:**
- i. From 1<sup>st</sup> June 2019 Cemetery Lodge rental is charged at a rate of £60 per week.
  - ii. From 1<sup>st</sup> June 2019 Welfare House rental is charged at a rate of £60 per week.

*Meeting concluded at 7:18pm*

**HORDEN PARISH COUNCIL**  
**PARKS AND CEMETERY COMMITTEE**  
**Minutes of Meeting held 6<sup>th</sup> June 2019**

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

*In the absence of the Chairman and Vice Chairman Members nominated Cllr I Roberts as Chairman.*

**P&C**  
**19/20/001** **Apologies for Absence.**  
**RESOLVED:** Apologies RECEIVED and APPROVED for Councillors D Langan, W Morrow, J Robinson, W Smith, D Tait, A Turner.

**P&C**  
**19/20/002** **Declarations of Interest.**  
 Cllr F Leadbitter declared an interest on Item P&C 19/20/007.

**P&C**  
**19/20/003** **Minutes of the Parks and Cemetery Committee Meeting held 4<sup>th</sup> April 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.

**P&C**  
**19/20/004** **Damage and Incident Reports.**  
 There were no reports.

**P&C**  
**19/20/005** **Thorpe Road Cemetery Extension.**  
 The Deputy Clerk/RFO advised Members that she was still awaiting on an agreed final account from the Project Manager and Contractor and until that was agreed she was unable to proceed further. She further advised that the replacement windows were now fitted in the Chapel of Rest and she was awaiting the plans and schedule of works for refurbishment work.  
**RESOLVED:** That the information be NOTED.

**P&C**  
**19/20/006** **Thorpe Road Cemetery Vehicular Access.**  
 Members discussed at length the future of vehicular access at Thorpe Road Cemetery. Members took into consideration advice from their insurers advising on liability occurring from the lack of segregation of pedestrians and vehicles and representation of those with limited mobility.  
 It was **RESOLVED:**

- i. To consult with a professional organisation with a view of carrying out an Equality Impact Assessment.
- ii. Vehicular access continues to be confined only to highways, however, should any members of the public need assistance they can request assistance from staff members on site.

*At 7:49pm Cllr F Leadbitter left the Meeting.*

**P&C**  
**19/20/007** **Station Road Allotment Tenancy Agreement.**  
 Members considered the renewal of the tenancy agreement, as the previous tenancy period had lapsed.  
**RESOLVED:** To APPROVE the Tenancy Agreement for a period of seven years.

*At 7:52pm Cllr F Leadbitter re-entered the Meeting.*

**P&C**  
**19/20/008** **Green Flag Award Ceremony.**  
 Members considered attendance. The Deputy Clerk/RFO advised Members that she had extended the invitation to Parks and Cemetery staff and no staff members wished to attend.  
**RESOLVED:** That the information be NOTED.

*Meeting concluded at 7:58pm*

**HORDEN PARISH COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held 6<sup>th</sup> June 2019**

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

**F&GP 19/20/001** **Apologies for Absence.**  
**RESOLVED:** Apologies RECEIVED and APPROVED for Councillors D Langan, W Morrow, J Robinson, W Smith, D Tait, A Turner.

**F&GP 19/20/002** **Declarations of Interest.**  
 Cllr E Connor declared an interest on Item F&GP 19/20/010.  
 Cllr J Clark declared an interest on Item F&GP 19/20/012.

**F&GP 19/20/003** **Minutes of the Finance and General Purposes Committee Meeting held 4<sup>th</sup> April 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 19/20/004** **Parish Council Financial;**

- i. Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 31/05/2019.**  
 The Deputy Clerk/RFO reported the bank balances as at 31/05/2019 being £393,404.20  
 The Deputy Clerk/RFO reported the Estimated General/Earmarked Reserve Balances being £231,989;  
 resulting in an estimated Cash Flow of £161,415.20.  
**RESOLVED:** That the information be NOTED.
- ii. Bank Reconciliations as at 30<sup>th</sup> April 2019.**  
 A copy of which had been circulated to each Member.  
**RESOLVED:** That the information be NOTED.
- iii. Income and Expenditure Report to 30/04/2019.**  
 Members noted the current levels of income and expenditure.  
**RESOLVED:** That the information be NOTED.
- iv. Debtor Report.**  
 Members considered the report.  
**RESOLVED:** That the information be NOTED.
- v. Cash Cheques.**  
 The RFO requested £400 cash cheque for Petty Cash.  
**RESOLVED:** To APPROVE payment.
- vi. Bank Transfer – April/May 2019.**  
 The Deputy Clerk/RFO advised the bank transfer for April 2019 was £1,246.60 and there was no bank transfer for May 2019.  
**RESOLVED:** That the information be NOTED.

**F&GP 19/20/005** **Invoices for endorsement for payment.**  
**RESOLVED:** to ENDORSE payment for the attached schedule of Invoices.

**F&GP 19/20/006** **Members/Officers Allowances.**  
 The Deputy Clerk/RFO advised she had received the following claims:  
 Participation Allowance for Cllr J Robinson for £571.93.  
 Participation Allowance for Cllr W Smith for £571.93.  
 Participation Allowance for Cllr J Clark for £571.93.  
 Participation Allowance for Cllr E Wood for £571.93.  
 Participation Allowance for Cllr F Leadbitter for £571.93.  
**RESOLVED:** To APPROVE payments.

**F&GP 19/20/007** **County Durham and Cleveland County Training Partnership, Councillor Training Session.**  
 Members considered attendance Wednesday 19<sup>th</sup> June 2019 at Yarm at a cost of £30 per delegate.  
**RESOLVED:** Councillors I Roberts and E Wood attend.

**F&GP 19/20/008** **County Durham and Cleveland County Training Partnership, VAT Training Session.**  
 Members considered attendance at the free training session Tuesday 24<sup>th</sup> September 2019 at Peterlee.  
**RESOLVED:** The Clerk and Cllr L Williams attend.

**F&GP 19/20/009** **Grants and Donations funded under the Council's Powers for Year Ended 31<sup>st</sup> March 2019.**  
 Members considered the Deputy Clerk/RFO's Report.

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

*At 8:07pm Cllr E Connor left the Meeting.*

*In the absence of the Chairman and Vice Chairman Members nominated Cllr I Roberts as Chairman.*

**F&GP** **Alice House Hospice Request for Financial Assistance.**

**19/20/010** Members considered a donation.

**RESOLVED:** To APPROVE a donation of £250 under Local Government Act 1972, Section 137.

*At 8:11pm Cllr E Connor re-entered the Meeting and took the Chair.*

**F&GP** **Event for the Elderly.**

**19/20/011** Members considered the arrangements for a planned community event for the elderly.

**RESOLVED:** To vire £1,200, which was included in the 2019/20 Budget, to an Earmarked Reserve for VE Day Celebrations in 2020/21.

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

**19/20/012**

- i. **DM/19/01153/FPA** – Sub-division to create separate ground and first floor flats at Victoria House, Eden Street, Horden, SR8 4EF for Mr Nasser Shah.
- ii. **DM/19/01555/FPA** – first floor rear extension at 39 Greenside Avenue, Horden, SR8 4QX for Jake Venner.
- iii. **DM/19/01319/FPA** – Detached garage to rear at 96 Cotsford Park Estate, Horden, SR8 4TA for Mr K Dunn.
- iv. **DM/19/01521/FPA** – Erection of single storey link extension between School and Sure Start. Formation of new 8 bay staff car park with associated access on land adjacent to school, and erection of various boundary fencing at Cotsford Junior School and Sure Start Children’s Centre for Durham County Council.

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

*Meeting concluded at 8:14pm*

**Horden Parish Council Invoices for Payment**

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Ref:
A1 trophies & engraving	01.04.19	16"x11" perspex	£18.00	BACS
A1 trophies & engraving	01.04.19	Elizabeth Wood room plaque	£128.40	BACS
Almond Windows	04.06.19	Supply & fit windows, fascias, guttering, soffits chapel.	£7,630.00	313144
Angel Springs	31.03.19	SWC water cooler	£20.26	D/D
B&M Stocktakers	05.04.19	SWC stocktake	£80.00	BACS
B&M Stocktakers	23.05.19	SWC stocktake	£80.00	BACS
Banner	18.04.19	SWC Cleaning Supplies	£122.82	BACS
Banner	07.05.19	4 boxes of A4 paper & stationery	£54.14	BACS
Biffa	31.03.19	SWC trade waste	£18.05	D/D
Booker Wholesale	12.04.19	Kitchen/Bar Supplies	£315.16	D/D
Booker Wholesale	10.05.19	SWC Bar supplies	£282.98	D/D
Booker Wholesale	10.05.19	SWC Bar supplies	-£5.23	D/D
Booker Wholesale	10.05.19	SWC Bar supplies	£7.18	D/D
Booker Wholesale	14.05.19	SWC Bar supplies	£656.12	D/D
Booker Wholesale	24.05.19	SWC Bar supplies	£608.87	D/D
Cannon Hygiene	01.04.19	SWC Annual Sanitary disposal	£104.83	BACS
CDALC	17.04.19	CDALC Subscription	£920.35	BACS
Co-op bank	01.04.19	BACS charges	£55.78	D/D
Co-op bank	01.05.19	BACS charges	£60.46	D/D
Durham County Council	01.03.19	SWC council tax 2019/20	£6,943.13	D/D
Durham County Council	01.03.19	Cemetery council tax 2019/20	£1,423.90	D/D
Durham County Council	01.03.19	Sunderland Rd bungalow council tax 2019/20	£1,713.27	D/D
Durham County Council	01.03.19	Sunderland Rd Pavilion Council Tax 2019/20	£613.59	D/D
Durham County Council	01.04.19	SWC trade waste (£132.64 monthly)	£1,193.92	D/D
Durham County Council	01.04.19	Cemetery 2019/20 Trade Waste	£1,610.96	BACS
Durham County Council	31.03.19	Repairs John Deere Ride-on	£38.62	BACS
Durham County Council	28.04.19	SWC Premises License	£180.00	BACS

Durham County Council	16.05.19	Annual Hosting and support of website	£721.96	BACS
D.W.P Joinery Services	30.05.19	x6 Moles caught in cemetery	£42.00	BACS
Gazprom	03.04.19	SWC Gas 01.03.19 - 31.03.19	£491.31	D/D
Gazprom	16.05.19	SWC Gas 01.04.19 - 30.04.19	£365.40	D/D
H.A.Davie	22.05.19	SWC bar refrigeration/cellar contract	£416.40	BACS
HB Clark	12.04.19	Bar Supplies	£455.77	D/D
HB Clark	17.05.19	Bar Supplies	£563.44	D/D
HB Clark	24.05.19	Bar Supplies	£187.81	D/D
Heritage Centre	16.04.19	Easter Egg Hunt Event (funded)	£250.00	BACS
Homecare	25.04.19	DIY Goods.	£154.98	BACS
Hutton Fire protection	10.04.19	Fire alarm & emerg.lights inspection	£180.00	BACS
Hutton Fire protection	18.04.19	Fire extinguisher services and parts	£156.84	BACS
ICCM	01.04.19	ICCM Subscription	£95.00	BACS
Iris	10.05.19	Annual license fee 11.06.19 - 10.05.2020	£384.00	BACS
ITC	31.03.19	Office 365 Mailbox 27.03.19 - 26.04.19	£54.24	D/D
ITC	30.04.19	Office 365 Mailbox 27.04.19 - 26.05.19	£54.24	D/D
J.Armstrong	15.05.19	Supply & fit three roller shutters	£1,410.00	313131
Kraftwerx	18.04.19	Supply and fit two posts for goals	£84.00	BACS
Maxwells DIY	31.03.19	Wood and DIY Goods	£238.09	BACS
Maxwells DIY	23.04.19	1 tin of ronseal woodstain	£29.99	BACS
MKM	01.04.19	Timber, saw, washers, bolts	£164.58	BACS
MKM	16.05.19	Timber, straps	£94.02	BACS
Network Rail	10.05.19	Water pipe rental.	£35.32	BACS
Northeast Vending	08.05.19	SWC drinks machine supplies	£58.01	BACS
Pat Lavery	13.03.19	MOT Pick Up Van	£34.00	313128
Pat Lavery	20.03.19	Pick Up Repairs	£293.00	313128
Pat Lavery	09.04.19	Alternator, Fan Belt & Battery Small Van	£350.00	313128
RBS	02.05.19	Yearend closedown 02.05.19	£707.83	313129
Regalprint	22.05.19	50x A4 annual reports 2018/19	£220.80	BACS
Rickerby	22.05.19	3 strimmers, 2 blowers, chainsaw, hedgetrimmer (Ins. Claim)	£3,519.60	313141
Screwfix	05.04.19	2 pairs of safety boots, 1 hi-vis jacket	£99.97	BACS
Screwfix	16.04.19	electric convector heater	£22.99	BACS
Screwfix	17.04.19	De-walt drill set & socket set (INS. CLAIM)	£209.98	BACS
Select Telecom	31.03.19	Phone lines, calls and internet	£99.98	D/D
Select Telecom	30.04.19	Phone lines, calls and internet	£106.62	D/D
Spaldings	18.04.19	New Water Pump for Cemetery	£478.20	BACS
SSE SWALEC	09.04.19	Memorial Park Electricity 02/01/19-01/04/19	£48.54	D/D
SSE SWALEC	09.04.19	SWC electricity 02/01/19-01/04/19	£1,429.00	D/D
Stephenson's Timber	06.06.19	x2 sets Graveboards (Strategic Plan)	£950.00	313143
The Fuelcard company	09.04.19	Credit for zero liability charges	-£56.16	D/D
TJ's Heating & Home	19.04.19	Supply & fit auto air vent Sland Rd Boiler	£95.00	313130
TJ's Heating & Home	24.04.19	Saturday Call Out combi Sland Rd Boiler	£75.00	313130
TJ's Heating & Home	30.04.19	Service Sland Rd Combi Boiler	£55.00	313130
Treasured Memories	19.04.19	Wall plaque	£83.94	BACS
Vodafone	20.04.19	Mobile phones	£77.05	D/D
Vodafone	20.05.19	mobile phones	£76.75	D/D
Wilf Husband	15.04.19	32 tonne of Topsoil	£460.80	BACS
<b>OTHER PAYMENTS</b>				
Co-op Bank	11.04.19	Wages week 1	£4,452.81	D/D
Co-op Bank	18.04.19	Wages week 2	£4,510.22	D/D
Co-op Bank	25.04.19	Wages week 3	£4,667.54	D/D
Co-op Bank	02.05.19	Wages week 4	£4,482.25	D/D
Co-op Bank	09.05.19	Wages week 5	£4,445.86	D/D
Co-op Bank	16.05.19	Wages week 6	£4,658.01	D/D
Co-op Bank	23.05.19	Wages week 7	£4,677.92	D/D

Co-op Bank	30.05.19	Wages week 8	£4,818.02	D/D
Wave	13.04.19	SWC Water 13.01.19 - 12.04.19	£730.79	D/D
DCC	02.05.19	Attachment of Earnings wks 1-4	£68.96	313135
CAPS	02.05.19	Attachment of Earnings wks 1-4	£40.00	313125
HMRC	02.05.19	PAYE weeks 1-4	£4,716.70	313122
DCC Pension Fund	02.05.19	Superannuations wks 1-4	£4,632.64	313123
Public works loan board	22.05.19	Loan repayment to be debited 03.06.19	£13,036.11	D/D
DCC	02.06.19	Attachment of Earnings wks 5-8	£68.96	313138
CAPS	02.06.19	Attchmanent of Earnings wks 5-8	£20.00	313139
CAPS	02.06.19	Attachment of Earnings wks 5-8	£20.00	313140
HMRC	02.06.19	PAYE weeks 5-8	£4,736.74	313137
DCC Pension Fund	02.06.19	Superannuations wks 5-8	£4,643.49	313136
		<b>Horden PC April/May 2019 TOTAL</b>	<b>£110,427.87</b>	