

HORDEN PARISH COUNCIL
Minutes of Meeting held 5th December 2019

Present: Councillor E Connor (Chairman)
 Councillors C Cain, J Clark, E Connor, D Langan, F Leadbitter, I Mclean, D Tait, A Turner.
Staff: K Wilkinson (Clerk to the Council), G Rowe (Deputy Clerk/RFO), C Muir (Parks and Cemetery Manager).

*In the absence of the Chairman and Vice Chairman Members nominated Cllr E Connor as Chairman.
 Cllr E Connor took the Chair.*

HPC **Apologies for Absence.**

19/20/097 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, W Morrow, I Roberts, W Smith, E Wood.

HPC **Declarations of Interest.**

19/20/098 There were no declarations of interest.

HPC **Minutes of the Horden Parish Council Meetings held 7th and 21st November 2019.**

19/20/099 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 Personnel Committee Meeting held 25th November 2019.**

19/20/100 A copy of which had been circulated to each Member.

It was RESOLVED:

- (i) That the Minutes be confirmed as a true record and signed by the Chairman.
- (ii) To APPROVE recommendations.

HPC **Minutes of the Horden Social Welfare Centre Committee Meeting held 5th November 2019.**

19/20/101 A copy of which, having been confirmed as a true record at the Social Welfare Centre Meeting held 3rd December 2019, had been circulated to each Member.

RESOLVED: That the information be NOTED.

HPC **Matters Arising.**

19/20/102 A copy of which had been circulated to each Member.

RESOLVED: That the information be NOTED.

HPC **Police Report.**

19/20/103 Members considered the Horden statistics and Neighbourhood News provided by the Police.

RESOLVED: To clarify which figures are factual and the information be NOTED.

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

19/20/104 The report circulated covered the period of November 2019. Members asked the Parks and Cemetery Manager questions in relation to his report. The Parks and Cemetery advised Members that he had updated the water standpipe taps due to the poor quality of the ones supplied with the standpipes.

RESOLVED: To APPROVE Item 4.3, proposal to reduce flowerbeds, and the information be NOTED.

At 6:24pm the Parks and Cemetery Manager left the Meeting.

HPC **Notification of Tax Base and Local Council Tax Reduction Scheme Grant Allocation for 2020/21.**

19/20/105 Members noted the content of the letter from Durham County Council and the grant payable which has been factored in the 2020/21 Budget.

RESOLVED: That the information be NOTED.

HPC **Earmarked Reserves at 30th November 2019/Estimated General Reserve Balance as at 31st March 2020.**

19/20/106 Members took into consideration their current levels of Earmarked Balances and estimated General Reserve as at the end of the 2019/20 financial year, prior to considering their 2020/21 budget.

RESOLVED: That the information be NOTED.

HPC **2020/21 Fees and Charges.**

19/20/107 Members considered the proposed draft fees presented by the RFO, which had been factored into the Medium Term Financial Strategy and all budget options presented. Members were mindful of the balance of obtaining value for money and subsidy levels.

It was **RESOLVED:**

- (i) To carry out a costing exercise for Sunderland Road Pitch hire for future fee setting exercises.
- (ii) To APPROVE the draft 2020/21 fees and charges presented.

HPC **2020/21 Cemetery Fees.**

19/20/108 Members considered the proposed draft fees presented by the RFO, which had been factored into the Medium Term Financial Strategy and all budget options presented.

RESOLVED: That the 2020/21 Cemetery fees and charges are APPROVED.

HPC **Draft 2020/21 Budget Options.**

19/20/109 Members considered the three draft options presented by the RFO.

Members considered the priority of each proposed major scheme, which would form the basis of the Council's 2020/21 Strategic Plan, taking into account the five-year Medium Term Financial Plan, available funds to deliver projects and the impact on the level of precept.

It was **RESOLVED:**

- i. To APPROVE Budget Option 2, Precept Total £522,843, representing a 0.6% Band D Annual Increase of £1.89.
- ii. To APPROVE the following Major Schemes for 2020/21:
 - a. £2,000 VE Day Celebrations.
 - b. £6,000 Earmarked to Elections.
 - c. £6,000 for a replacement vehicle for the Parks & Cemetery Manager.
 - d. £10,000 Earmarked to Cemetery Capital for boundary wall repairs.
 - e. £108,598 Horden Recreation Ground Charity Donation.
- iii. To review the General Reserve Balance in the new financial year, pursuant to the Council's policy to allocate General Reserve balances exceeding 25% of the Council's Net Expenditure, with priority given to the Cemetery Capital Earmarked Reserve to repair the cemetery boundary wall on a like-for-like basis.

Meeting concluded at 6:50pm

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 5th December 2019

Present: Councillor D Tait (Chairman).

Councillors C Cain, J Clark, E Connor, D Langan, F Leadbitter, I Mclean, A Turner.

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

P&C **Apologies for Absence.**

19/20/038 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, W Morrow, I Roberts, W Smith, E Wood.

P&C **Declarations of Interest.**

19/20/039 Cllr J Clark declared an interest and abstained from voting on Item P&C 19/20/044 – Erection of Permanent Display Board at Memorial Park.

Cllr I Mclean declared an interest and abstained from voting on Item P&C 19/20/044 – Erection of Permanent Display Board at Memorial Park.

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

19/20/040 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.**

19/20/041 Members considered the report.

RESOLVED: To make enquiries with the Police in relation to underage alcohol sales and lack of Police response and the information be NOTED.

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

19/20/042 The Clerk provided Members with a verbal update pursuant to the outstanding debt of £18,408.

RESOLVED: 1) That the information be NOTED.

2) That the Clerk be given authority to commence legal proceedings.

P&C

19/20/043 **Sale of Third Street Allotment Land.**

The Deputy Clerk advised Members that she would be writing to British Coal to outline our plans to sell the land.

RESOLVED: That the information be NOTED.

P&C

19/20/044 **Erection of Permanent Display Board at Memorial Park.**

Members considered the installation of a permanent display board to advertise Council events and activities.

RESOLVED: To APPROVE the installation.

Meeting concluded at 7:38pm

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 5th December 2019

Present:

Councillor E Connor (Chairman)

Staff:

Councillors C Cain, J Clark, D Langan, F Leadbitter, I Mclean, D Tait, A Turner.
 K Wilkinson (Clerk to the Council), G Rowe (Deputy Clerk/RFO).

F&GP**19/20/055 Apologies for Absence.**

RESOLVED: Apologies RECEIVED and APPROVED for Councillors R Bagnall, W Morrow, I Roberts, W Smith, E Wood.

F&GP**19/20/056 Declarations of Interest.**

Cllr J Clark declared an interest and abstained from voting on Item F&GP 19/20/063 – Adoption of Public Art.
 Cllr I Mclean declared an interest and abstained from voting on Item F&GP 19/20/063 – Adoption of Public Art.

F&GP**19/20/057 Minutes of the Finance and General Purposes Committee Meeting held 7th November 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**19/20/058 Parish Council Financial:****i. Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 30/11/2019.**

The Deputy Clerk/RFO reported the bank balances as at 30/11/2019 being £435,624.80.

The Deputy Clerk/RFO reported the estimated General/Earmarked Reserve Balances being £230,225; resulting in an estimated Cash Flow of £205,399.80.

RESOLVED: That the information be NOTED.

ii. Income and Expenditure Report to 31/10/2019.

Members noted the current levels of income and expenditure.

RESOLVED: That the information be NOTED.

iii. Debtor Report.

Members considered the report.

RESOLVED: That the information be NOTED.

iv. Cash Cheques.

There were no cash cheques.

v. Bank Transfers – November 2019.

The Deputy Clerk/RFO advised there was a £8,000 transfer to the Business Savings Account.

F&GP**19/20/059 Invoices for endorsement for payment.**

RESOLVED: to ENDORSE payment for the attached schedule of Invoices.

F&GP**19/20/060 Members/Officers Allowances.**

The Deputy Clerk/RFO advised she had received no claims.

F&GP**19/20/061 Horden Recreation Ground Charity 2019/20 Donation.**

RESOLVED: To APPROVE donation payment of £12,000 earmarked in the 2019/20 Council's Budget.

F&GP**19/20/062 Unauthorised Encampment Consultation.**

Members considered a collective response to the consultation.

RESOLVED: Councillors who wish to respond do so individually.

F&GP**19/20/063 Adoption of Public Art Sculpture for Insurance Purposes.**

Members considered the adoption and insurance liability of the artwork which will be installed at the new Horden Rail Station.

RESOLVED: To APPROVE adoption.

F&GP**19/20/064 Durham County Council Surplus Asset, Horden Resource Centre.**

Members considered Durham County Council's sale of land.

RESOLVED: Not to comment.

F&GP**19/20/065 Royal Garden Parties 2020.**

Members considered nominations

RESOLVED: To nominate Cllr I Roberts and consort and Cllr F Leadbitter and consort.

F&GP

19/20/066 Planning Applications.

There were no planning applications to consider.

*Meeting concluded at 8:15pm***Hornden Parish Council Invoices for Payment**

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Ref:
Angel springs	31.10.19	SWC water cooler	£20.26	D/D
B&M Stocktakers	06.11.19	SWC stock take 06.11.19	£80.00	BACS
Banner	07.11.19	Stationery	£57.51	BACS
Banner	13.11.19	Large whiteboard	£27.52	BACS
BHSF	31.10.19	Occupational Health	£388.80	BACS
Chris Mason	02.11.19	Door Supervisor SWC Function	£54.00	BACS
Co-Op Bank	20.11.19	FD Online/BACS fees	£68.98	D/D
Darlington BC	08.11.19	Supply of winter bedding	£1,123.20	BACS
Durham County Council	06.11.19	Fit and supply new deck links to John Deere ride on	£114.31	BACS
Durham County Council	21.11.19	SWC emergency call out and lift repairs	£97.30	BACS
ES Systems	01.11.19	Office 365 Monthly Subscription	£18.24	D/D
ES systems	01.12.19	Office 365 Monthly Subscription	£18.24	D/D
Fuelcard Co.	27.10.19	Fuel Charges	£133.42	D/D
Fuelcard Co.	20.11.19	Fuel Charges	£140.29	D/D
Gazprom	07.11.19	SWC gas charges 01.10.19 - 31.10.19	£779.76	D/D
HB Clark	01.11.19	Bar supplies	£589.75	D/D
Horns Garden Centre	31.10.19	Fertiliser and Bonemeal	£134.88	BACS
HTS	31.10.19	Part for Water Pump	£9.00	BACS
J.J Dell	06.11.19	Annual Station Rd. Allotment Land Lease	£1,435.00	313217
Kraftwerx	19.11.19	Supply goal posts for Sunderland Road (funded)	£594.00	BACS
Kraftwerx	19.11.19	Supply and fit handrail Cemetery Toilet Block	£660.00	BACS
LWC Wholesale	30.10.19	Bar Supplies	£260.83	D/D
Pat Lavery	24.9.19	Replaced tyre on pick up van.	£60.00	BACS
RBS	06.11.19	Software support & maintenance	£406.20	BACS
Roadsafe	13.11.19	Remembrance Sunday Parade traffic management	£2,724.00	313218
Screwfix	02.12.19	Vice, bench grinder	£39.98	BACS
Select Telecom	31.10.19	Telephone lines, calls & internet	£93.13	D/D
Streetscape	30.09.19	S'land Rd Fitness equipment & installation (FUNDED)	£11,856.00	313203
The Fuelcard Co	10.11.19	Fuel	£194.22	D/D
Trevor Jones	03.12.19	Remove old gas fire, blocked up area & plastered. Fit electric fire, replaced skirting board in Welfare Hse	£337.00	313219
Trevor Jones	03.12.19	Supplied and installed water meter to Welfare Hse	£355.00	313220
Turfcare	26.11.19	Christmas tree supplied & erected	£900.00	BACS
Vodafone	20.11.19	Mobile Phones	£76.60	D/D
OTHER PAYMENTS				
Co-Op Bank	07.11.19	Wages Week 31	£4,668.71	D/D
Co-Op Bank	14.11.19	Wages Week 32	£4,610.78	D/D
Co-Op Bank	15.11.19	Wages Month 8	£1,108.06	D/D
Co-Op Bank	21.11.19	Wages Week 33	£4,442.65	D/D
PWLB	04.11.19	Loan repayment	£13,036.11	D/D
Co-op Bank	28.11.19	Wages Week 34	£4,502.42	D/D
Co-op Bank	05.12.19	Wages Week 35	£4,533.72	D/D
HMRC	02.12.19	PAYE wks 31-35	£5,935.75	313214
DCC Pension	02.12.19	Superannuation wks31-35	£5,815.53	313215
HMRC	02.12.19	PAYE Months 8 (Members)	£35.80	313216
DCC	02.12.19	Attachment wks 31-35	£50.84	313211
CAPS	02.12.19	Attachment wks 31-35	£10.00	313212 / 313213
Hornden Parish Council November 2019 TOTAL			£72,597.79	

