

HORDEN PARISH COUNCIL
Minutes of Meeting held 16th January 2020

- Present:** Councillor I Roberts (Chairman)
 Councillors R Bagnall, C Cain, J Clark, E Connor, D Langan, F Leadbitter, I Mclean, W Morrow, W Smith, D Tait
- Staff:** K Wilkinson (Clerk to the Council), C Muir (Parks and Cemetery Manager).
- HPC** **Apologies for Absence.**
 19/20/110 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors A Turner, L Williams, E Wood
- HPC** **Declarations of Interest.**
 19/20/111 There were no declarations of interest.
- HPC** **Minutes of the Horden Parish Council Meeting held 5th December 2019.**
 19/20/112 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 Horden Social Welfare Centre Committee Meeting held 3rd December 2019.**
 19/20/113 A copy of which, having been confirmed as a true record at the Social Welfare Centre Meeting held 14th January 2020, had been circulated to each Member.
RESOLVED: That the information be NOTED.
- HPC** **Matters Arising.**
 19/20/114 A copy of which had been circulated to each Member.
RESOLVED: That the information be NOTED.
- HPC** **Police Report.**
 19/20/115 Members considered the Neighbourhood News provided by the Police.
RESOLVED: That the information be NOTED.
- HPC** **Parks and Cemetery Manager's Report.**
 19/20/116 The report circulated covered the period of December 2019. Members asked the Parks and Cemetery Manager questions in relation to his report.
RESOLVED: (i) That the information be NOTED.
 (ii) That the Teddy Bears Picnic be moved back to the 5th July 2020.
 (iii) That the official opening of the cemetery be put on the agenda of the next meeting.
 (iv) That the 'snagging' list for the cemetery be revisited to establish what works are outstanding.
- HPC** **2020/21 Strategic Plan.**
 19/20/117 Members considered their 2020/21 Strategic Plan, factoring in budget priorities.
RESOLVED: To APPROVE the 2020/21 Strategic Plan.
- HPC** **Internal Audit Reports.**
 19/20/118 **a) Parks.**
 Members considered the content of the Audit Report and Action Plan.
 RESOLVED: To APPROVE the action plan and the information be NOTED.
 b) Event Management.
 Members considered the content of the Audit Report and Action Plan.
 RESOLVED: To APPROVE the action plan and the information be NOTED.
- HPC** **2020/21 Internal Audit Arrangements.**
 19/20/119 **a) Review Effectiveness of Internal Audit Arrangements.**
 Members reviewed their current internal audit arrangements.
 RESOLVED: To continue the Service Level Agreement with Durham County Council for Internal Audit arrangements as the current arrangements provide sufficient assurance that standards are being met and the work of the internal audit is effective.
 b) 2020/21 Scope of Work.
 RESOLVED: To APPROVE the draft scope of work agreed for 2020/21.
- HPC** **Beaumont Crescent Post Office.**
 19/20/120 Members considered the details of the consultation.
RESOLVED: That the information be NOTED.
- HPC** **Member Reports Appointed Outside Bodies**
 19/20/121 Cllr Connor reported on issues discussed at the last Association of Town and Parish Councils meeting.

HPC **Exclusion of Press and Public.**

19/20/122 **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 **Transformation Agenda.**

19/20/123 The Clerk provided Members with a verbal update.
RESOLVED: That information given by the Clerk be NOTED.

Meeting concluded at 6:30pm

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 16th January 2020

- Present:** Councillor D Tait (Chairman).
 Councillors R Bagnall, C Cain, J Clark, E Connor, D Langan, F Leadbitter, I Mclean, W Morrow, I Roberts, W Smith.
- Staff:** K Wilkinson (Clerk to the Council), C Muir (Parks and Cemetery Manager).
- P&C** **Apologies for Absence.**
19/20/045 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors A Turner, L Williams, E Wood
- P&C** **Declarations of Interest.**
19/20/046 There were no declarations of interest.
- P&C** **Minutes of the Parks and Cemetery Committee Meeting held 5th December 2019.**
19/20/047 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 subject to minute 119/20/042 being amended to reflect that the Clerk had been given authorisation to commence legal proceedings against Peterlee Town Council.
- P&C** **Damage and Incident Reports.**
19/20/048 Members considered the reports.
RESOLVED: (i) That the information be NOTED.
 (ii) The Clerk be delegated authority to install CCTV on Sunderland Road Bungalow.
 (iii) Draft rules for signage at Sunderland Road presented at the next meeting.
- P&C** **Peterlee Town Council, Thorpe Road Cemetery Contribution.**
19/20/049 The Clerk provided Members with a verbal update pursuant to the outstanding debt of £18,408.
RESOLVED: That the commencement of legal action be NOTED.
- P&C** **Sale of Third Street Allotment Land.**
19/20/050 Members noted the consent from British Coal to proceed with the land sale as the overage and use provisions are now time expired.
RESOLVED: That the land be valued and costs of disposal assessed.
- P&C** **2020 Spring Clean**
19/20/051 Members considered working in partnership with Horden Helping Hands for the 2020 Spring Clean initiative.
RESOLVED: That the usual services for the Spring Clean would be provided.
- P&C** **Station Road Allotment Land BT Openreach Wayleave Agreement for Horden Railway Station Cables.**
19/20/052 The Clerk advised Members that BT have requested a wayleave agreement for land situated at Station Road Allotments to install two joint boxes and associated cables for work associated with the new railway station. He advised the Deputy Clerk had signed consent for the wayleave as it was requested as a matter of urgency.
RESOLVED: To ENDORSE the Deputy Clerk/RFO's actions.
- P&C** **Chapel of Rest Refurbishment.**
19/20/053 Members considered the revised plan and schedule of works.
RESOLVED: To revisit the plan and required works after the 'booths' had been removed and the office constructed.

*Councillor L Williams joined the meeting at 6.50pm
 Meeting concluded at 6:55pm*

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 16th January 2020

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

Staff: K Wilkinson (Clerk to the Council).

F&GP **Apologies for Absence.**

19/20/067 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors A Turner, E Wood.

F&GP **Declarations of Interest.**

19/20/068 There were no declarations of interest.

F&GP **Minutes of the Finance and General Purposes Committee Meeting held 5th December 2019.**

19/20/068 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:**

19/20/069 **i. Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 31/12/2019.**

The Clerk reported the bank balances as at 31/12/2019 being £389,682.90.

The Clerk reported the estimated General/Earmarked Reserve Balances being £230,225; resulting in an estimated Cash Flow of £159,457.90.

RESOLVED: That the information be NOTED.

ii. Income and Expenditure Report to 30/11/2019.

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.

The Clerk requested a cash cheque of £150 Petty Cash.

RESOLVED: To APPROVE Payment.

v. Bank Transfers – December 2019.

The Clerk advised there was a £10,000 transfer to the Business Savings Account.

RESOLVED: That the information be NOTED.

F&GP **Invoices for endorsement for payment.**

19/20/070 **RESOLVED:** to ENDORSE payment for the attached schedule of Invoices.

F&GP **Members/Officers Allowances.**

19/20/071 The Clerk advised he had received the following claim:

Participation Allowance for Cllr C Cain for £571.93.

RESOLVED: To APPROVE payment.

F&GP **2019/20 Asset Register.**

19/20/072 Members reviewed the contents of the Asset Register, including disposals and acquisitions. With a total asset value of £721,073.44 as at 30th November 2019.

RESOLVED: The information is NOTED.

F&GP **2019/20 Insurance Schedule.**

19/20/073 Members considered and reviewed their current level of insurance cover.

RESOLVED: That the level of insurance cover be AGREED.

F&GP **Parish and Town Councils Section 137 figure for 2020/21.**

19/20/074 2020/21 Total of £8.32 per elector.

RESOLVED: That the information be NOTED.

F&GP **Sunderland Avenue, Horden Temporary Road Closure.**

19/20/075 **RESOLVED:** That the five-day closure be NOTED.

F&GP **Planning Applications.**

19/20/076 DM/19/03890/FPA – Retention of detached private garage 11 Morpeth Street, Horden, SR8 4BE for Mr Baxter.

RESOLVED: The information be NOTED and no comment made.

Meeting concluded at 7:25pm

Horde n Parish Council Invoices for Payment

| SUPPLIER | DATE | DESCRIPTION | AMOUNT | Pay Ref: |
|----------------------|-------------|---|-------------------|--------------------|
| Angel Springs | 29.11.19 | SWC Water cooler | £20.47 | D/D |
| Angel Springs | 31.12.19 | SWC water cooler | £20.47 | D/D |
| Arco | 10.12.19 | Regatta Coat | £19.19 | BACS |
| Arco | 10.12.19 | Overalls/Shoes | £50.96 | BACS |
| Ascot Wholesale | 14.01.20 | Glasswasher | £771.59 | BACS |
| Banner | 28.11.19 | SWC Cleaning supplies | £185.45 | BACS |
| Banner | 28.11.19 | 3 boxes of A4 paper | £41.29 | BACS |
| Black Box Security | 19.12.19 | SWC CCTV annual maintenance charge | £94.05 | D/D |
| Black Box Security | 13.01.20 | SWC CCTV annual maintenance charge | £-1.83 CR | D/D |
| CDALC | 11.12.19 | Clerk Planning application training | £30.00 | BACS |
| Co-Op Bank | 02.12.19 | FD Online/BACS charges | £61.44 | D/D |
| ES systems | 01.01.20 | Office 365 Monthly Subscription | £18.24 | D/D |
| Gazprom | 06.12.19 | SWC Gas charges 1st-30th Nov 2019 | £1,046.40 | D/D |
| Gazprom | 07.01.20 | SWC Gas charges 01.12.19 - 31.12.19 | £1,507.83 | D/D |
| M&M Productions | 14.01.20 | Aladdin pantomime 28.01.20 | £1,918.80 | 313232 |
| Maxwells DIY | 06.12.19 | Bolt and drill bit | £9.28 | BACS |
| MKM | 16.12.19 | Sand, gravel and cement | £100.80 | BACS |
| Northumbrian Water | 14.11.19 | Sland Rd Bungalow water 01.04.19 - 22.09.19 | £243.60 | 313233 |
| Northumbrian Water | 31.12.19 | Sland Rd Bungalow water 23.09.19 - 16.12.19 | £102.33 | 313234 |
| Pat Lavery | 03.12.19 | Renewed door lock set & new keys for pick up van | £640.00 | BACS |
| Pat Lavery | 10.01.20 | 2 wiper blades | £10.00 | BACS |
| Robinsons of Wingate | 10.11.19 | Remembrance Sunday buffet | £240.00 | BACS |
| Screwfix | 02.12.19 | Cable ties | £7.02 | BACS |
| Screwfix | 09.12.19 | Petrol 3-in-1 Multi-Tool | £184.99 | BACS |
| Screwfix | 11.12.19 | Chainsaw Oil | £14.99 | BACS |
| Screwfix | 12.12.19 | Mixed spanner set | £39.99 | BACS |
| Screwfix | 19.12.19 | 2 Hooks for e-vac chair | £2.98 | BACS |
| Select telecom | 30.11.19 | Phone lines, calls and internet | £110.45 | D/D |
| Select Telecom | 31.12.19 | Telephone lines, calls and internet | £100.26 | D/D |
| Shoreline | 02.01.20 | Memorial park annual alarm service | £96.00 | BACS |
| SSE | 09.12.19 | Cemetery electricity charges 02.09.19 - 01.12.19 | £195.63 | D/D |
| SSE | 10.01.20 | Memorial parl electricity 02.10.19 - 01.01.20 | £50.86 | D/D |
| The Family Cobbler | 08.01.20 | Locks and keys | £18.00 | BACS |
| The Fuelcard Co. | 08.12.19 | Fuel charges | £139.50 | D/D |
| Vodafone | 13.01.20 | Mobile phones | £76.45 | D/D |
| Wave | 11.12.19 | Cemetery water 11.09.19 - 10.12.19 (monthly) | 192.00 | D/D |
| Wolseley | 02.12.19 | new taps for cemetery | £27.98 | BACS |
| Wolseley | 03.12.19 | New taps for cemetery | £83.96 | BACS |
| Co-Op Bank | 12.12.19 | Wages Week 36 | £4,739.77 | D/D |
| Co-Op Bank | 19.12.19 | Wages Week 37 | £4,451.79 | D/D |
| Co-Op Bank | 27.12.19 | Wages Week 38 | £4,483.62 | D/D |
| Co-Op Bank | 02.01.20 | Wages Week 39 | £4,461.59 | D/D |
| Co-Op Bank | 09.01.20 | Wages Week 40 | £4,464.34 | D/D |
| Co-Op Bank | 16.01.20 | Wages week 41 | £4,976.02 | D/D |
| HMRC | 02.12.19 | PAYE wks 36-39 | £4,733.32 | 313224 |
| DCC Pension | 02.12.19 | Superannuation wks 36-39 | £4,641.49 | 313225 |
| DCC | 02.12.19 | Attachment wks 36-39 | £54.53 | 313226 |
| CAPS | 02.12.19 | Attachment wks 36-39 | £40.00 | 313227 / 313228 |
| HMRC | 09.01.20 | PAYE month 10 | £114.20 | 313230 |
| Data Protection | 07.01.20 | Annual data protection fee | £35.00 | D/D |
| DVLA | 07.01.20 | 12 months vehicle tax YB08 RCX | £260.00 | 313231 |
| | | Horde n Parish Council December 2019 TOTAL | £45,736.92 | |

