

**HORDEN PARISH COUNCIL**  
**Minutes of Meeting held 3<sup>rd</sup> September 2020**

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

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

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

**20/21/022** **RESOLVED:** Apologies RECEIVED and APPROVED for Councillor W Smith, L Williams, E Wood.

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

**20/21/023** There were no declarations of interest.

**HPC** **Minutes of the Horden Parish Council Meeting held 6<sup>th</sup> August 2020.**

**20/21/024** A copy of which had been circulated to each Member.

**RESOLVED:** Subject to the amendments to HPC 20/21/008 x, xi and xii the Minutes be confirmed as a true record and signed by the Chairman.

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

**20/21/025** A copy of which had been circulated. Members discussed the current crime and disorder issues at length. It was **RESOLVED:**

- i. That the Clerk send written correspondence to the Police Crime Commissioner, Chief Constable and Chief Executive of Durham County Council to convey the concerns and fears of Horden residents in relation to criminal acts and fear of crime.
- ii. To install trackers and visible logos to Council vehicles to deter theft.

**HPC** **Committee Terms of Reference and Scheme of Delegation 2020/21.**

**20/21/026** A copy of which had been circulated to each Member.

**RESOLVED:** To APPROVE the 2020/21 Terms of Reference and Scheme of Delegation.

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

**20/21/027** Members considered their current 2020/21 fees, taking into consideration the impact of COVID-19 on both the 2019/20 and 2020/21 seasons and non-use of facilities.

**RESOLVED:** To waive Horden Teams 2020/21 fees and charge £15 per game for non-Horden teams.

**HPC** **Local Government Services Pay Agreement 2020-21.**

**20/21/028** A copy of which had been circulated to each Member.

**RESOLVED:** to RECEIVE the information.

**HPC** **Business Charge Card.**

**20/21/029** Members gave consideration to an application of a Business Charge Card and the draft policy.

It was **RESOLVED:** To APPROVE the application of a Business Charge Card with the Co-operative Bank and the Business Charge Card Policy and Procedure.

**HPC** **Exclusion of Press and Public.**

**20/21/030** **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** **Thorpe Road Cemetery Contribution.**

**20/21/031** The Clerk provided Members with an update.

**RESOLVED:** That the Clerk, under Section 222 of the Local Government Act 1972, appoint legal representation to defend the Council in the court hearing.

**HPC** **Staffing Matters.**

**20/21/032** a) **Gardener/Gravedigger Resignation.**

The Clerk provided Members with an update in relation to the vacancy.

**RESOLVED:** To RECEIVE the staff resignation and NOTE the information.

b) **Clerk to the Council Recruitment.**

**RESOLVED:** That the Clerk convene a Personnel Committee Meeting to discuss further.

*Meeting concluded at 7:02pm*

**HORDEN PARISH COUNCIL**  
**PARKS AND CEMETERY COMMITTEE**  
**Minutes of Meeting held 3<sup>rd</sup> September 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, A Turner.

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

**P&C** **Apologies for Absence.**

**20/21/001** **RESOLVED:** Apologies RECEIVED and APPROVED for Councillor W Smith, L Williams, E Wood.

**P&C** **Declarations of Interest.**

**20/21/002** There were no declarations of interest.

**P&C** **Damage and Incident Reports.**

**20/21/003** Members considered the report.

It was **RESOLVED:**

- i. It is a mandatory requirement for park staff to wear a bodycam and radio during their working shift.
- ii. The information is NOTED.

*Meeting concluded at 7:25pm*

**HORDEN PARISH COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held 3<sup>rd</sup> September 2020**

**Present:** Councillor E Connor (Chairman)  
 Councillors R Bagnall, C Cain, J Clark, D Langan, F Leadbitter, I Mclean, W Morrow, I Roberts, D Tait, A Turner.  
**Staff:** K Wilkinson (Clerk to the Council), Miss G Rowe (Deputy Clerk/RFO).

**F&GP 20/21/001** **Apologies for Absence.**  
**RESOLVED:** Apologies RECEIVED and APPROVED for Councillor W Smith, L Williams, E Wood.

**F&GP 20/21/002** **Declarations of Interest.**  
 Cllr J Clark declared an Interest on Item F&GP 20/21/008, Planning Applications.

**F&GP 20/21/003** **Parish Council Financial;**

- i. Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 31/08/2020.**  
 The RFO reported the bank balances as at 31/08/2020 being £422,993.06.  
 The RFO reported the estimated General/Earmarked Reserve Balances being £301,828; resulting in an estimated Cash Flow of £121,165.06.  
**RESOLVED:** That the information be NOTED.
- ii. Income and Expenditure Report to 31/07/2020.**  
 Members noted the current levels of income and expenditure.  
**RESOLVED:** That the information be NOTED.
- iii. Cash Cheques.**  
 The RFO requested a cash cheque of £200 Petty Cash.  
**RESOLVED:** To APPROVE Payment.
- iv. Bank Transfers August 2020.**  
 The RFO advised there were no bank transfers for August 2020.

**F&GP 20/21/004** **Invoices for endorsement for payment.**  
**RESOLVED:** to ENDORSE payment for the attached schedule of Invoices.

**F&GP 20/21/005** **Members/Officers Allowances.**  
 The Deputy Clerk/RFO advised she had received the following claim:  
 Participation Allowance for Cllr J Clark for £571.93.  
**RESOLVED:** To APPROVE payment.

**F&GP 20/21/006** **Grants and Donations Year Ended 31<sup>st</sup> March 2020.**  
 A copy of the Deputy Clerk/RFO's Report had been circulated to each Member.  
**RESOLVED:** That the information be NOTED.

**F&GP 20/21/007** **Remembrance Sunday 8<sup>th</sup> November 2020.**  
 Members considered the arrangements for the 2020 Parade and Service.  
**RESOLVED:** To host a private service, managed in line with Covid-19 regulations, streamed live via the Council's social media page.

**F&GP 20/21/008** **Planning Applications.**

- DM/20/00848 - Two storey side extension and single storey rear extension at 3 Sandringham Crescent, Horden, SR8 4HW – Status: APPROVED.
- DM/20/02068/FPA – Single storey, flat roofed extension at 7 Fairport Terrace, Grants Houses, Horden SR8 3SY – Status: PENDING CONSIDERATION.
- DM/20/02045/FPA – Single Storey Side Extension at 1 Stockton Avenue, Horden SR8 4PB - Status: PENDING CONSIDERATION.
- DM/20/01715/FPA – Change of use of first floor above Unit 1 and 2 to gym (D2) at First Floor Co-operative Buildings, Cotsford Lane, SR8 4JJ – Status: PENDING CONSIDERATION.
- DM/20/01029/FPA – Single storey extension to rear at 5 Kell Road, Horden, SR8 4RP - Status: PENDING CONSIDERATION.
- DM/20/01670/FPA – Conservatory and Porch Extensions at 26 Maritime Crescent, Grants Houses, SR8 3SX - Status: PENDING CONSIDERATION.

- DM/20/01580/FPA – Erection of 1 detached 3 bedroom bungalow (resubmission) land to the south of Culloden Terrace, Grants Houses - Status: PENDING CONSIDERATION.
- DM/20/01288/FPA – Convert first floor above Unit 4 to a boxing gym (D2) (description amended) First Floor Co-operative Buildings, Cotsford Lane, SR8 4JJ – Status: APPLICATION APPROVED.
- DM/20/02051/FPA – Increase height of brick boundary wall with timber fence above to 5ft (retrospective) at 16 Wraith Terrace, Horden, SR8 4AT – Status: PENDING CONSIDERATION.

**RESOLVED:** That no objections are made and the information be NOTED.

*Meeting concluded at 7:48pm*

**Horden Parish Council Invoices for Payment**

| SUPPLIER                                       | DATE     | DESCRIPTION   | AMOUNT            | Pay Ref:      |
|--|----------|---|-------------------|---------------|
| C G Groundwork                                 | 07.08.20 | Mark out parking bays in SWC car park                 | £500.00           | BACS          |
| Co-op bank                                     | 01.09.20 | BACS charges  | £55.78            | D/D           |
| Durham County Council                          | 25.08.20 | Removal of fly-tipping SWC Car Park                   | £30.00            | BACS          |
| ES Systems                                     | 14.08.20 | transfer of domain and domain annual hosting          | £162.00           | BACS          |
| Gazprom  | 06.08.20 | SWC gas charges 01.07.20 - 30.07.20                   | £159.63           | D/D           |
| HTS  | 17.08.20 | Hydraulic hose repairs on Cemetery tractor.           | £104.08           | BACS          |
| Maxwells DIY                                   | 08.07.20 | Paint, silicone brushes, gloss for SWC                | £71.50            | BACS          |
| Mrs Baxter's Bakery                            | 18.08.20 | 300 packed lunches for summer events (funded)         | £1,050.00         | BACS          |
| RBS  | 01.08.20 | Annual accounts software support & maintenance        | £807.60           | BACS          |
| Select Telecom                                 | 31.07.20 | Phonelines, calls & internet                          | £93.80            | D/D           |
| Smith of Derby                                 | 27.08.20 | Annual service of Memorial Clock for 6 years          | £1,066.80         | BACS          |
| TJ's heating & home improvements               | 21.08.20 | Removed old room stat, supplied and fit new room stat | £170.00           | 313278        |
| Vodafone                                       | 20.06.20 | Mobile phones   | £78.47            | D/D           |
| Vodafone                                       | 20.07.20 | Mobile phones   | £78.47            | D/D           |
| Wex  | 10.08.20 | Fuel  | £157.47           | D/D           |
| Wex  | 24.08.20 | Fuel  | £94.10            | D/D           |
| Wex  | 31.08.20 | Fuel  | £70.76            | D/D           |
| <b>OTHER PAYMENTS</b>                          |          |   |                   |               |
| Co-op Bank                                     | 06.08.20 | Wages Week 18   | £4,363.56         | BACS          |
| Co-op Bank                                     | 13.08.20 | Wages Week 19   | £4,417.66         | BACS          |
| Co-op Bank                                     | 20.08.20 | Wages Week 20   | £4,348.30         | BACS          |
| Co-op Bank                                     | 27.08.20 | Wages Week 21   | £4,341.48         | BACS          |
| Co-op Bank                                     | 03.09.20 | Wages Week 22   | £6,756.56         | BACS          |
| HMRC   | 31.07.20 | PAYE Weeks 18-22                                      | £6,920.37         | 313276        |
| DCC Pension                                    | 31.07.20 | Superannuation wks 18-22                              | £6,469.01         | 313277        |
| HM Courts & Tribunals                          | 31.07.20 | Attachments wks 18-22                                 | £50.00            | 313274 / BACS |
| <b>Horden Parish Council August 2020 TOTAL</b> |          |   | <b>£42,417.40</b> |               |