

**HORDEN PARISH COUNCIL**  
**Minutes of Meeting held 2<sup>nd</sup> September 2021**

**Present:** Councillor W Morrow (Chairman)  
 Councillors C Cain, D Gregory (joined the meeting at 6.30pm), E Laing, F Leadbitter, I Mclean, D Meadows, P Naisbett, I Roberts, D Tait, A Turner, L Williams, F Winrow.

**Staff:** K Wilkinson (Clerk to the Council)

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

**21/22/053** No apologies received.

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

**21/22/054** There were no declarations of interest.

**HPC** **Minutes of the Horden Parish Council Meetings held 1st July 2021.**

**21/22/055** 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 Personnel Committee Meetings held 25<sup>th</sup> June, 22<sup>nd</sup> July and 12<sup>th</sup> August 2021**

**21/22/056** A copy had been circulated to each Member.

**RESOLVED:** Minutes be received for information.

**HPC** **Progress Report**

**21/22/057** A copy had been circulated to each Member.

**RESOLVED:** That information be noted.

**HPC** **Strategic Risk Assessment**

**21/22/058** Members considered the Deputy Clerk's Advice Note.

**RESOLVED:** That Member Training Needs Questionnaire be resent to Members for completion.

**HPC** **Financial Risk Assessment**

**21/22/059** Members considered the Deputy Clerk's Advice Note

**RESOLVED:**

- i) That Risk No.4 have its Impact Rating reduced from Major to Moderate.
- ii) That Risk No.5 have its Impact Rating reduced from Major to Minor.
- iii) That Risk No.10 have its Impact Rating reduced from Major to Moderate.
- iv) That Risk No.12 have its Likelihood Rating reduced from Highly Probable to Probable.

**HPC** **Workers Council/Employee Forum.**

**21/22/060** Members considered the Clerk's report.

**RESOLVED that:**

- i) A consultation and communications facility be set up and be known as the Employee Forum.
- ii) The Terms of Reference will be those as detailed in the draft proposal.
- iii) The role of Clerk be clarified as not routinely being in attendance at meetings of the Forum but will attend to provide support when requested by either party.
- iv) Cllr Winrow be nominated as the 5<sup>th</sup> member of the employer's side due to the current Vice Chairman of Council also being the Chairman of the Personnel Committee.

**HPC** **Asset Utilisation.**

**21/22/061** Members considered the Clerk's Briefing Note.

**RESOLVED:**

- i) That a special meeting of Full Council be called to discuss asset utilisation in detail.
- ii) That when considering the utilisation of Park House, the option of it becoming the Parish Offices be considered alongside other alternative uses.

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

**21/22/062** **RESOLVED:** that in accordance with Section2(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** **Staffing Update.**

**21/22/063** Members considered the Clerk's Briefing Note.

**RESOLVED:** that the content be noted.

**HPC**            **Terms and Conditions of Employment**

**21/22/064**    Members considered the Clerk's Report.

**RESOLVED:** that it be confirmed that the terms and conditions of employment for all staff below the level of Clerk are those as stated in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service accept where local agreements are in place to vary the national provision.

**HPC**            **Variation of Contract – Employee Request**

**21/22/065**    Members considered the Clerk's Briefing Note.

**RESOLVED:** that the variation of contract be agreed.

Meeting concluded at 6:40pm

**HORDEN PARISH COUNCIL**  
**PARKS AND CEMETERY COMMITTEE**  
**Minutes of Meeting held 2<sup>nd</sup> September 2021**

**Present:** Councillor C Cain (Chairman)  
Councillors D Gregory, E Laing, F Leadbitter, I Mclean, D Meadows, W Morrow, P Naisbett, I Roberts, D Tait, A Turner, L Williams, F Winrow.

**Staff:** K Wilkinson (Clerk to the Council)

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

**21/22/015** There were no apologies.

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

**21/22/016** There were no Declarations of Interest.

**P&C** **Minutes of the Parks and Cemetery Committee Meeting held 1st July 2021.**

**21/22/017** 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.

Meeting concluded at 6:45pm

**HORDEN PARISH COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
Minutes of Meeting held 2<sup>nd</sup> September 2021

**Present:** Councillor F Leadbitter (Chairman)  
 Councillors C Cain, D Gregory, E Laing, D Meadows, I Mclean, W Morrow, P Naisbett, I Roberts, D Tait, A Turner,  
 L Williams, F Winrow.  
**Staff:** K Wilkinson (Clerk to the Council)

**F&GP** **Apologies for Absence.**  
**21/22/043** There were no apologies for absence.

**F&GP** **Declarations of Interest.**  
**21/22/044** There were no declarations of interest.

**F&GP** **Minutes of the Finance and General Purposes Meeting held 1<sup>st</sup> July 2021.**  
**21/22/045** 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:**  
**21/22/046**

- i. Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 30/06/2021.**  
 The Clerk reported the bank balances as at 2/9/2021 being £393,511.66.  
**RESOLVED:** That the information be NOTED.
- ii. Income and Expenditure Report to 31/07/2021 - Close of Month 4.**  
 Members considered the current levels of income and expenditure.  
**RESOLVED:** That the information be NOTED.
- iii. Cash Cheques.**  
 There was no requirement for cash cheques.
- iv. Bank Transfer(s) July/August 2021.**  
 No transfers were reported.

**F&GP** **Invoices for endorsement for payment.**  
**21/22/047** **RESOLVED:** to ENDORSE payment for the attached schedule of Invoices.

**F&GP** **Members/Officers Allowances.**  
**21/22/048** The Clerk advised he had received the following claims: Councillors Naisbett and Meadows Participation Allowance for £571.93.  
**RESOLVED:** To APPROVE payment.

**F&GP** **John Deere X940 Ride-On Mower Quotations**  
**21/22/049** Members considered the 3 quotations received.  
**RESOLVED:** To defer a decision until the next meeting. The Clerk was asked to investigate the possibilities and practicalities involved with incorporating a grass cuttings collection facility to the mower and report back.

**F&GP** **St John Priory Group Durham – Letter of Thanks**  
**21/22/050** Members considered the content of the letter.  
**RESOLVED:** To note the content.

**F&GP** **County Durham Association of Local Councils AGM October 2021**  
**21/22/051** Members considered the content of the communication.  
**RESOLVED:** No nominations be put forward for elected positions.

**F&GP** **Planning Applications.**  
**21/22/052**

- **DM/21/01853/FPA** – Remedial and replacement work including change of materials and installation of roller shutters to units 1, 2 and 3, Sunderland Road, Horden Street, Horden, SR8 4PF.  
**RESOLVED:** That the application be noted.
- **DM/21/02213/FPA** – To remove upper-level tiered seating, mono-pitched roof and external stairs, and to replace with dual pitched roof with solar panels at Horden Welfare Park. Application made by Horden Parish Council on behalf of the Horden Recreation Ground Charity.  
**RESOLVED:** That the application be noted.

- **DM/21/02595/RM** – Erection of 3 dwellings at Adams Motors, Blackhills Road, Horden, SR8 4LG.  
**RESOLVED:** That the application be noted.
- **DM/21/02801/FPA** – First floor side and rear extension at 8 Inchcape Terrace, Grants House, SR8 3ST.  
**RESOLVED:** That the application be noted.

Meeting concluded at 6:55pm

<b>Horden Parish Council Invoices for Payment</b>				
<b>SUPPLIER</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>Pay Ref:</b>
A1 Trophies & engraving	30.07.21	Horden pit wheel plaque and backboard	£90.00	BACS
Amazon	02.07.21	Staff clothing	£23.21	BACS
Amazon	22.07.21	Staff clothing	£29.98	BACS
Angel Springs	30.06.21	SWC Water Cooler Hire	£25.57	D/D
Angel Springs	31.07.21	SWC Water Cooler Hire	£25.57	D/D
Arco	28.06.21	Staff Clothing	£74.93	BACS
Carnival Fun Fairs	02.07.21	Carnival Rides Gala Day 31.07.21	£1,000.00	BACS
Castle Wood Loo Hire	20.07.21	Portaloos Hire 6 units 31/07/2021	£495.00	BACS
CDALC	02.07.21	Members Training	£40.00	BACS
Co-op Bank	01.07.21	FD Online/BACS Fees	£39.92	D/D
Darlington Borough Council	13.07.21	Summer bedding, Memorial Park, Cemetery & tubs	£1,570.10	BACS
Document Solutions	30.07.21	Printer charges - cost per copy	£9.66	BACS
Durham County Council	30.06.21	Strimmer Repairs	£107.11	BACS
Durham County Council	12.07.21	Cemetery Trade Waste	£1,643.20	BACS
Durham County Council	12.07.21	SWC Trade Waste	£1,217.84	BACS
Easington Colliery Brass Band	21.07.21	2 Performances Gala Day 31.07.21	£600.00	BACS
ES Systems	01.07.21	Monthly Microsoft Office 365 subscription	£31.68	D/D
ES Systems	01.08.21	Monthly Microsoft Office 365 subscription	£31.68	D/D
Gardens of Grace	16.07.21	6 hours strimming - cemetery	£108.00	BACS
Gazprom	19.07.21	SWC Gas 31/05/21 - 29/06/21	£142.45	D/D
Marmax	29.06.21	2no. Memorial Benches (Recharged)	£951.60	BACS
MKM Building Supplies	02.07.21	1 dumpy bag of concrete mix, 4 bags of cement mix	£78.38	BACS
Nereo	30.07.21	Clerk vacancy advert	£500.00	BACS
Pat Lavery	01.07.21	Supplied and fit part for work car	£55.00	BACS
Select Telecom	30.06.21	Telephone lines & internet	£97.02	D/D
Siemens	15.07.21	Photocopier quarterly rental and set up fee	£381.36	D/D
SLCC	31.07.21	Clerk vacancy advert	£246.00	BACS
SSE	09.07.21	Memorial Park Electricity 02.04.21 - 01.07.21	£44.10	D/D
SSE	14.07.21	SWC Electricity 06.04.21 - 06.07.21	£872.02	D/D
Steadfast Security	16.07.21	Annual Maintenance SWC Security Alarm	£107.33	BACS
Storm Entertainment	01.07.21	Balloon modelling & face painting - Gala Day	£240.00	BACS
Wel medical	15.07.21	Defib external cabinet	£605.94	BACS
Wex	05.07.21	Fuel	£53.39	D/D
Wex	19.07.21	Fuel	£172.53	D/D
Wex	02.08.21	Fuel	£55.38	D/D
<b>OTHER PAYMENTS</b>				
Co-op bank	08.07.21	Wages Week 14	£4,267.63	BACS
Co-op bank	15.07.21	Wages Week 15	£4,281.56	BACS

Co-op bank	22.07.21	Wages Week 16	£4,282.34	BACS
Co-op bank	29.07.21	Wages Week 17	£4,273.27	BACS
Co-op bank	05.08.21	Wages Week 18	£4,446.55	BACS
HMRC	02.08.21	PAYE month 4	£114.20	313356
HMRC	28.06.21	PAYE WKS 14-18	£6,005.24	313357
DCC Pension	28.06.21	Superannuation wks 14-18	£5,496.10	313358
HM Courts	28.06.21	Attachment wks 14-18	£25.00	313359
Horden Cricket Social Club	14.07.21	Live Entertainment 31.07.21	£300.00	BACS
Dave Lynas Music	16.07.21	Live Entertainment 31.07.21	£200.00	BACS
Fred Davies	21.07.21	Supply 200no. Ice Creams	£300.00	BACS
		<b>Horden Parish Council JULY 2021 TOTAL</b>	<b>£45,757.84</b>	

<b>Horden Parish Council Invoices for Payment</b>				
<b>SUPPLIER</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>Pay Ref:</b>
Amazon	20.08.21	Protective suit	£10.95	BACS
Amazon	20.08.21	Plastic visor	£10.00	BACS
Amazon	20.08.21	Respirator mask	£19.68	BACS
Amazon	20.08.21	Protective suit	£8.95	BACS
Banner	04.08.21	Refuse sacks, paper, pens, ice packs	£82.67	BACS
Concept	18.08.21	Collection of printer	£354.00	BACS
Durham County Council	04.08.21	Repair to front tyre on pick up	£66.00	BACS
Durham County Council	06.08.21	Annual Grass Cutting contract Cotsford Park	£260.57	BACS
Epic Adventure	18.08.21	Summer events 6x2hr sessions	£1,600.00	BACS
ES Systems	01.08.21	Domain name hosting (horden-pc.gov.uk)	£114.00	BACS
GLM Electrical	04.08.21	Memorial Park Floodlight/New earth rod/2 RCBs installed	£210.00	BACS
Nereo	23.08.21	Parks & Cem manager job vacancy	£150.00	BACS
Select Telecom	31.07.21	Phones and broadband	£97.25	D/D
Treasured Memories	06.08.21	Memorial wall plaque	£169.26	BACS
Wex	25.07.21	Vehicle trackers	£11.98	D/D
Wex	23.08.21	Fuel	£76.20	D/D
<b>OTHER PAYMENTS</b>				
Co-op bank	12.08.21	Wages Week 19	£4,443.83	BACS
Co-op bank	19.08.21	Wages Week 20	£4,507.55	BACS
Co-op bank	26.08.21	Wages Week 21	£4,261.27	BACS
Co-op bank	02.09.21	Wages Week 22		BACS
HM Courts	24.08.21	Attachment wks 19-22	£20.00	313363
HMRC	24.08.21	PAYE wks 19-22	£4,912.05	BACS
DCC Pension	24.08.21	Superannuation wks 19-22	£4,368.61	313364
		<b>Horden Parish Council AUGUST 2021 TOTAL</b>	<b>£25,754.82</b>	

