

HORDEN PARISH COUNCIL
Minutes of Meeting held 3rd March 2022

- Present:** Councillor W Morrow (Chairman)
 Councillors E Laing, F Leadbitter, I Mclean, D Meadows, I Roberts, D Tait, A Turner, F Winrow.
- Staff:** Miss G Rowe (Acting Clerk to the Council/Deputy Clerk & RFO).
- HPC** **Apologies for Absence.**
 21/22/105 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, C Cain, D Gregory, W Smith, L Williams.
- HPC** **Declarations of Interest.**
 21/22/106 There were no declarations of interest.
- HPC** **Minutes of the Horden Parish Council Meeting held 3rd February 2022.**
 21/22/107 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 Event Management Committee held 3rd February 2022.**
 21/22/108 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** **Horden Parish Council Asset Register, Disposals and Acquisitions.**
 21/22/109 A copy of which had been circulated to each Member.
RESOLVED: To APPROVE and RECEIVE the information.
- HPC** **Code of Conduct for Members.**
 21/22/110 Members considered the Code of Conduct drafted on Durham County Council's model. The Acting Clerk circulated a further amendment since the circulation.
RESOLVED: To APPROVE the adoption of the Code of Conduct.
- HPC** **Horden Parish Council Strategic Risk Register.**
 21/22/111 Members assessed their current strategic risks, impact and likelihood against their approved Risk Assessment Criteria Impact Factors and Likelihood Factors.
 It was **RESOLVED:**
- i. To remove risk 3 – Covid-19.
 - ii. The Acting Clerk liaise with the Employee Forum Members and staff to arrange a meeting of the Forum.
 - iii. To APPROVE the remaining risks and ratings.
- HPC** **Horden Parish Council Financial Risk Register.**
 21/22/112 Members assessed their current financial risks, impact and likelihood against their approved Risk Assessment Criteria Impact Factors and Likelihood Factors.
 It was **RESOLVED:**
- i. To remove risk 12 – Covid-19.
 - ii. To APPROVE the remaining risks and ratings.
- HPC** **Double Taxation.**
 21/22/113 Members considered the correspondence and Durham County Council's Report in relation to addressing double taxation via the introduction of a special expenses scheme, the loss of income for the County Council and the significant work involved to maintain such a scheme.
RESOLVED: That owing to the potential loss of Local Council Tax Grant Support in favour of a Double Taxation Expenses Scheme the Council do not support the scheme.
- HPC** **Levelling up White Paper Summary.**
 21/22/114 Members considered the Levelling Up Executive Summary appropriate for our region.
RESOLVED: To respond to the consultation to acknowledge the White Paper and the hope the process is fair given the fact our region has been identified as the most left behind.
- HPC** **Sale of Cemetery Lodge Domestic Property.**
 21/22/115 Members considered the three valuations and associated fees for the sale of Cemetery Lodge.
RESOLVED: The Acting Clerk act on behalf of the Council to appoint Hunters Peterlee Estate Agent to list the domestic property for sale, on the valuation of £119,950 plus fee of £1,250 + VAT.

HPC **Exclusion of Press and Public**

21/22/116 **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 **NJC SCPs 1 & 2 Effective from 1st April 2022.**

21/22/117 The Acting Clerk advised Members that since circulation a 2021/22 pay agreement had been reached for all pay scales, which would be circulated for information at the next Meeting.

RESOLVED: To RECEIVE the information.

HPC **Staffing Update.**

21/22/118 The Acting Clerk provided Members with a verbal update.

RESOLVED: To convene a Personnel Meeting at the earliest opportunity for the recruitment of a Gardener/Gravedigger.

Meeting concluded at 7:58pm

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 3rd March 2022

Present: Councillor D Tait (Chairman)
 Councillors E Laing, F Leadbitter, I Mclean, D Meadows, W Morrow, I Roberts, A Turner, F Winrow.
Staff: Miss G Rowe (Acting Clerk to the Council/Deputy Clerk & RFO).

P&C **Apologies for Absence.**
21/22/045 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, C Cain, D Gregory, W Smith, L Williams.

P&C **Declarations of Interest.**
21/22/046 There were no Declarations of Interest.

P&C **Minutes of the Parks and Cemetery Committee Meeting held 3rd February 2022.**
21/22/047 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.

P&C **Damage and Incident Reports.**
21/22/048 There were no reports.

P&C **Third Street Allotment.**
21/22/049 Members considered the proposal from Home Group's County Durham Wellbeing & Recovery Service for long-term use of the allotment plot and the further request for Council staff to clear the site. The Acting Clerk advised Members that she had explored disposal of the land but it would be a long and complicated legal process.
 It was **RESOLVED:**

- i. To APPROVE the request with a rolling one-year Licence.
- ii. To charge an annual £1 Peppercorn rental for the allotment plot.
- iii. Owing to staff shortages Home Group clear the site prior to use.

P&C **Green Flag Awards – Requested Standing Item.**
21/22/050 The Acting Clerk advised there was no update.

Meeting concluded at 8:07pm

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 3rd March 2022

- Present:** Councillor F Leadbitter (Chairman)
 Councillors E Laing, I Mclean, D Meadows, W Morrow, I Roberts, D Tait, A Turner, F Winrow.
- Staff:** Miss G Rowe (Acting Clerk to the Council/Deputy/RFO).
- F&GP** **Apologies for Absence.**
21/22/097 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, C Cain, D Gregory, W Smith, L Williams.
- F&GP** **Declarations of Interest.**
21/22/098 There were no declarations of interest.
- F&GP** **Minutes of the Finance and General Purposes Meeting held 3rd February 2022.**
21/22/099 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.
- F&GP** **Parish Council Financial:**
21/22/100
- i. Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 28/02/2022.**
 The RFO reported the bank balances as at 28/02/2022 being £594,623.01. The RFO reported the estimated General/Earmarked Reserve Balances being £428,549; resulting in an estimated Cash Flow of £166,074.01.
RESOLVED: That the information be NOTED.
 - ii. Income and Expenditure Report to 31/01/2022 - Close of Month 10.**
 Members considered the current levels of income and expenditure.
RESOLVED: That the information be NOTED.
 - iii. Cash Cheques.**
 There were no cash cheques.
 - iv. Bank Transfer(s) February 2022.**
 The RFO advised there was a transfer of £10,000 to the Business Savers Account.
RESOLVED: To APPROVE transfer.
- F&GP** **Invoices for endorsement for payment.**
21/22/101 **RESOLVED:** to ENDORSE payment for the attached schedule of Invoices.
- F&GP** **Members/Officers Allowances.**
21/22/102 The RFO advised she had no claims.
- F&GP** **Rebated Fuels Entitlement from 1st April 2022.**
21/22/103 A copy of which had been circulated to each Member. The RFO advised Members that there will be a 2022/23 budget impact.
 It was **RESOLVED:**
- i.** The Acting Clerk make enquiries with other Parish and Town Councils to compare methods for monitoring fuel usage.
 - ii.** To RECEIVE the information.
- F&GP** **Patchwork Group.**
21/22/104 Members considered a letter from the group in relation to the 2022-23 fee increase. Cllr W Morrow advised he would donate £50 to the group via the Chair's Allowance.
RESOLVED: That the fee increase remain as is.
- F&GP** **Great North Air Ambulance Donation Request.**
21/22/105 Members considered the Donation Request.
 Cllr W Morrow advised he would donate £100 via the Chair's Allowance.
RESOLVED: To APPROVE a donation of £100 payable via Section 137.
- F&GP** **Durham County Council Land Disposal.**
21/22/106 Members considered comment on the disposal of land adjacent to 99 Cotsford Park Estate.
RESOLVED: The information is NOTED and no comment is made.

F&GP 2021/2022 Debtor Write-Off Update.

21/22/107 The RFO advised Members that previous approval of a write-off debt of £533, a further payment had been received from the Solicitor, which had cleared the write-off.

RESOLVED: To RECEIVE the information.

F&GP Creative Youth Opportunities.

21/22/108 Members considered a room hire fee for use of Social Welfare Centre Wednesday 4pm-8pm.

RESOLVED: To APPROVE free use of the Mary Clark Room.

F&GP Planning Applications.

21/22/109 DM/22/00373/FPA – Conversion of ground floor of neighbouring dwelling to hot food takeaway associated with Yoden Fisheries with new wrap around shop front, first floor rear extension to neighbouring dwelling with new side access, ground floor rear extension to Yoden Fisheries and neighbouring dwelling and flat roofed dormer windows to front and rear of neighbouring property to create second floor accommodation (Revised and Resubmitted) ay Yoden Fisheries, Horden for Mr David Gill.

RESOLVED: Not to comment and the information is NOTED.

Meeting concluded at 8:20pm

Horden Parish Council Invoices for Payment

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	06.02.22	Digital Door Lock	£27.99	BACS
Banner	22.02.22	Stationery	£84.72	BACS
Banner	22.02.22	Cleaning Supplies	£150.87	BACS
Banner	23.02.22	Stationery	£60.48	BACS
CISWO	24.02.22	Sunderland Road Annual Rent	£342.58	BACS
Collingwood Legal	31.01.22	Professional Fees	£1,081.20	BACS
Co-operative Bank	01.02.22	FD Online/BACS Charges	£53.40	D/D
Document Solutions	28.02.22	Photocopier fees February 2022	£15.68	D/D
Durham County Council	09.02.22	Graffiti removal Church Green	£158.95	BACS
Durham County Council	17.02.22	Pre Employment Screen and Referral	£192.00	BACS
Durham County Council	28.02.22	Superannuation wks 45-48	£4,060.32	313402
ES Systems Ltd	01.02.22	Microsoft Office Subscription	£31.68	D/D
Gazprom	21.02.22	SWC Gas 31/12/2021-30/01/2022	£921.60	D/D
HM Courts	28.02.22	Attachment wks 45-48	£20.00	313403
HMRC	28.02.22	PAYE wks 45-48	£4,333.80	313405
HMRC	28.02.22	PAYE month 11	£114.20	313404
Jon's Joinery	21.02.22	Fit Security Key Code Latch - AL room	£30.00	BACS
Pearls Fencing	26.10.21	Sunderland Road Play Area Fencing	£8,190.00	313407
Select Telecom	31.01.22	Admin Phone Lines/Calls/Internet	£98.10	D/D
SLCC	17.02.22	Joining and Membership Fee - S Shippen	£314.00	BACS
TJ's Heating & Home Imp	01.02.22	Service boiler & gas check, fit CO2 alarm - Welfare Hse	£85.00	BACS
TJ's Heating & Home Imp	01.02.22	Service boiler/gas check, CO2 alarm - Cemetery Lodge	£95.00	BACS
Viking	02.02.22	1st and 2nd class stamps	£151.00	BACS
Vodafone	20.02.22	Mobile Phones	£54.00	D/D
Waterlogic	15.02.22	Water Cooler Rental	£26.46	D/D
Wellers Hedleys	31.01.22	Professional Charges CISWO	£600.00	BACS
Wex	30.01.22	Vehicle Trackers	£11.98	D/D
Wex	07.02.22	Fuel	£145.72	D/D
OTHER PAYMENTS				
Co-op Bank		Wages Week 44	£3,932.99	BACS
Co-op Bank		Wages Week 45	£4,220.56	BACS
Co-op Bank		Wages Week 46	£4,241.63	BACS
Co-op Bank		Wages week 47	£3,786.75	BACS
Horden Parish Council FEBRUARY 2022 TOTAL			£37,632.66	