

HORDEN PARISH COUNCIL
Minutes of Meeting held 7th April 2022

- Present:** Councillor W Morrow (Chairman)
 Councillors R Bagnall, C Cain, E Laing, F Leadbitter, I Roberts, W Smith, A Turner, F Winrow.
- Staff:** Miss G Rowe (Acting Clerk to the Council/Deputy Clerk & RFO).
- HPC** **Apologies for Absence.**
 21/22/119 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors D Gregory, I Mclean, D Meadows, P Naisbett, D Tait, L Williams.
- HPC** **Declarations of Interest.**
 21/22/120 There were no declarations of interest.
- HPC** **Minutes of the Horden Parish Council Meeting held 3rd March 2022.**
 21/22/121 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 March 2022.**
 21/22/122 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 held 10th March 2022.**
 21/22/123 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** **Internal Audit Reports.**
 21/22/124
- i. **Charity Arrangements.**
 A copy of which had been circulated to each Member. Members congratulated the RFO on Substantial Assurance.
RESOLVED: To ACCEPT and RECEIVE the information.
 - i. **Key Financial Systems.**
 A copy of which had been circulated to each Member. Members congratulated the RFO on Substantial Assurance.
RESOLVED: To ACCEPT and RECEIVE the information.
- HPC** **Annual Assembly/Annual Meeting Dates.**
 21/22/125 **RESOLVED:** Meetings are deferred a week to 12th May 2022.
- HPC** **Exclusion of Press and Public**
 21/22/126 **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 Local Government Services Pay Agreement 1st April 2021 – 31st March 2022.**
 21/22/127 A copy of which had been circulated to each Member.
RESOLVED: To RECEIVE the information.
- HPC** **Sale of Cemetery Lodge Domestic Property.**
 21/22/128 Members considered the correspondence from their solicitor and the four full and final offers. It was **RESOLVED:**
- i. To accept the offer of £145,000.
 - ii. The offer of £140,000 is accepted as a reserve should the £145,000 offer fall through.
 - iii. The Acting Clerk appoint a local solicitor for the sale of the property.
 - iv. The Acting Clerk seek advice from the Solicitor in relation to covenants.
- HPC** **Staff Matters.**
 21/22/129
- i. **Clerk to the Council.**
 Members were advised that the Clerk's start date will be 3rd May 2022.
RESOLVED: To NOTE the information.
 - ii. **Resignation of Gardener/Gravedigger.**
RESOLVED: To RECEIVE the information.

iii. Recruitment of Gardener/Gravedigger.

Members considered the shortlisting summary of ten applicants.

RESOLVED:

- a) To invite candidates 2, 4, 5, 9 and 10 to interview.
- b) To convene a Meeting of the Personnel Committee Friday 22nd April at 1pm to undertake interviews.
- c) The Personnel Committee appoint two candidates.

iv. Council Policy in Relation to Managing Covid-19 in the workplace.

Members considered the Government Next Steps for Living with Covid and the impact on employers managing Covid in the workplace.

RESOLVED: Should an employee have a positive Covid-19 test result they do not attend work for a period of five days and only return to work following two negative LFTs.

Meeting concluded at 6:24pm

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 7th April 2022

Present: Councillor C Cain (Chairman)
 Councillors R Bagnall, E Laing, F Leadbitter, W Morrow, I Roberts, W Smith, A Turner, F Winrow.
Staff: Miss G Rowe (Acting Clerk to the Council/Deputy Clerk & RFO).

P&C **Apologies for Absence.**

21/22/051 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors D Gregory, I Mclean, D Meadows, P Naisbett, D Tait, L Williams.

P&C **Declarations of Interest.**

21/22/052 There were no Declarations of Interest.

P&C **Minutes of the Parks and Cemetery Committee Meeting held 3rd March 2022.**

21/22/053 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.**

21/22/054 A copy of which had been circulated to each Member.

RESOLVED: That the Acting Clerk seek further advice from the Police in relation to prohibiting individuals access to Council land and report back to Council.

P&C **St John Going Green Campaign Friday 24th June 2022.**

21/22/055 Members considered participation in the 2022 campaign.

RESOLVED: To participate in the 2022 Campaign by lighting the Memorial Clock green.

P&C **Green Flag Awards – Requested Standing Item.**

21/22/056 The Acting Clerk advised there was no update.

Meeting concluded at 6:40pm

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 7th April 2022

- Present:** Councillor F Leadbitter (Chairman)
 Councillors R Bagnall, C Cain, E Laing, W Morrow, I Roberts, W Smith, A Turner, F Winrow.
- Staff:** Miss G Rowe (Acting Clerk to the Council/Deputy Clerk & RFO).
- F&GP 21/22/110** **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and APPROVED for Councillors D Gregory, I Mclean, D Meadows, P Naisbett, D Tait, L Williams.
- F&GP 21/22/111** **Declarations of Interest.**
 There were no declarations of interest.
- F&GP 21/22/112** **Minutes of the Finance and General Purposes Meeting held 3rd March 2022.**
 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 21/22/113** **Parish Council Financial:**
- i. **Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 31/03/2022.**
 The RFO reported the bank balances as at 31/03/2022 being £556,741.92. The RFO reported the estimated General/Earmarked Reserve Balances being £428,549; resulting in an estimated Cash Flow of £128,192.92.
RESOLVED: That the information be NOTED.
 - ii. **Income and Expenditure Report to 28/02/2022 - Close of Month 11.**
 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) March 2022.**
 The RFO advised there were no bank transfers.
- F&GP 21/22/114** **Invoices for endorsement for payment.**
RESOLVED: to ENDORSE payment for the attached schedule of Invoices.
- F&GP 21/22/115** **Members/Officers Allowances.**
 The RFO advised she had no claims.
- F&GP 21/22/116** **Banner Committee Request to hang new banner.**
 Members considered the request to hang the new banner in the display cabinet behind the Harold Wilson Banner and to rotate the banners periodically.
RESOLVED: To APPROVE the request.
- F&GP 21/22/117** **136th Durham Miners' Gala Souvenir Brochure.**
 Members considered placing an advert in the 2022 brochure.
RESOLVED: To include a message of support at a cost of £55.
- F&GP 21/22/118** **Fuel Monitoring.**
 The RFO advised Members that further to a Resolution by Council last month to monitor fuel usage, fuel monitoring books were now in place in both on-road vehicles and a further review has been scheduled in the 2022/23 Internal Audit Plan.
RESOLVED: To RECEIVE the information.
- F&GP 21/22/119** **Sunderland Road Bungalow Boundary Fencing Quotations.**
 Members considered three quotations for the replacement fence. The RFO advised Members this expenditure was not included in the 2022/23 Budget.
RESOLVED: To APPROVE Quotation 1 (Garden of Grace) for £1,600.
- F&GP 21/22/120** **Wessex Rotary Mower Quotations.**
 Members considered three quotations.
RESOLVED: To APPROVE Quotation 3(a) ex-demo (Lloyd Ltd) for £5,650 + VAT.

F&GP Cemetery Trailer.

21/22/121 The RFO advised Members that the current trailer was damaged beyond repair and owing to the fact the equipment was a necessity for cemetery operations she had received quotations and ordered a new trailer at a cost of £3,300 + VAT.

RESOLVED: To ENDORSE the RFO's actions and the £3,300 unbudgeted expenditure is transferred from the Equipment Replacement Earmark Reserve.

F&GP Section 137 – 2022/23 Expenditure Figure.

21/22/122 Members noted the £8.82 per elector expenditure limit.

RESOLVED: To RECEIVE the information.

F&GP Planning Applications.

- 21/22/123**
- **DM/22/00488/FPA** – Installation of new aluminium and glazed shopfront, new roller shutter, 2 no a/c condenser units, WC vent extract grille and extension to main extract duct to roof level at Unit 4, Co-operative Buildings, Cotsford Lane, Horden for Greggs plc.
 - **DM/22/00489/AD** – Display of 1 no. internally illuminated fascia sign, 1 no. internally illuminated projecting sign, and 2 no. internal digital display screens at Unit 4, Co-operative Buildings, Cotsford Lane, Horden for Greggs plc.
 - **DM/22/00541/FPA** – Single storey rear extension with cladding finish and alterations to existing decking area at 121 Cotsford Park Estate, Horden for Mr Crawford.

RESOLVED: Not to comment and the information is NOTED.

Meeting concluded at 7pm

Horden Parish Council Invoices for Payment				
SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	06.03.22	Armed Forces Day Flags	£21.96	BACS
Amazon	06.03.22	Ukrainian Flags	£19.90	BACS
Banner	10.03.22	Handtowels	£37.58	BACS
Collingwood Legal	28.02.22	Professional Fees	£360.00	BACS
Co-operative Bank	01.03.22	FD Online/BACS Charges	£56.40	D/D
Document Solutions	31.03.22	Photocopier fees March 2022	£16.15	D/D
Jeff Dobson Marquee Hire	07.03.22	Deposit Marquee Hire Queens Jubilee	£120.00	BACS
EDF Energy	01.03.22	x3 months Sunderland Rd Pavilion Electricity	£486.00	D/D
ES Systems Ltd	01.03.22	Microsoft Office Subscription	£31.68	D/D
Kraftwerx	15.03.22	Seats Church Green, Handrail Memorial Pk, Tipper Body	£2,403.60	BACS
Party Packs Limited	21.03.22	Party items for Jubilee Event	£521.58	BACS
Portal Plan Quest Ltd	28.03.22	Planning Application	£259.00	BACS
Rialtas Business Solutions	27.01.22	Making Tax Digital Fee	£70.80	BACS
Select Telecom	28.02.22	Admin Phone Lines/Calls/Internet	£100.72	D/D
Shell Energy	17.02.22	Gas & Electric Welfare House 12/11/2021-17/02/2022	£55.59	BACS
Shell Energy	22.03.22	Gas & Electric Welfare House to 22/03/2022	£21.71	BACS
SSE SWALEC	14.03.22	SWC Electricity 06/01/2022-01/03/2022	£712.76	D/D
SSE SWALEC	14.03.22	Memorial Park Electricity 02/01/2022-01/03/2022	£31.75	D/D
SSE SWALEC	14.03.22	Cemetery Electricity 02/12/2021-01/03/2022	£632.28	D/D
TJ's Heating & Home Imp	05.03.22	Repair Water Heater & Toilet Cemetery Cabin	£382.00	BACS
TJ's Heating & Home Imp	08.03.22	Replace toilet Cemetery	£179.00	BACS
Treasured Memories	25.03.22	Memorial Plaque - Routledge	£169.26	BACS
Vaughtons	14.03.22	5 Chairmans Medals	£264.90	BACS
Vodafone	20.03.22	Mobile Phones	£54.00	D/D
Waterlogic	16.03.22	Water Cooler Rental	£26.46	D/D
Wel Medical	15.03.22	Electrode Pad for Defib	£55.08	BACS
Wex	27.02.22	Vehicle Trackers	£11.98	D/D
Wex	07.03.22	Fuel	£92.20	D/D

Wex	21.03.22	Fuel	£133.11	D/D
Wex	28.03.22	Fuel	£79.12	D/D
Wex	27.03.22	Vehicle Trackers	£11.98	D/D
OTHER PAYMENTS				
Co-op Bank	03.03.22	Wages Week 48	£3,759.60	BACS
Co-op Bank	10.03.22	Wages Week 49	£4,020.96	BACS
Co-op Bank	17.03.22	Wages Week 50	£6,879.39	BACS
Co-op Bank	24.03.22	Wages Week 51	£4,309.81	BACS
Co-op Bank	31.03.22	Wages Week 52	£3,865.73	BACS
DVLA	31.03.22	Vehicle Tax Iveco	£275.00	313411
Durham County Council	29.03.22	Superannuation Weeks 49-52	£5,015.86	313412
Durham County Council	29.03.22	Attachment Weeks 49-52	£69.09	313413
H M Courts	29.03.22	Attachment Weeks 49-52	£20.00	313414
HMRC	29.03.22	PAYE Weeks 49-52	£5,977.61	313415
		Horden Parish Council MARCH 2022 TOTAL	£41,611.60	