

HORDEN PARISH COUNCIL
Minutes of Meeting held 7th July 2022

Present: Councillor W Morrow (Chairman)
 Councillors R Bagnall, C Cain, D Gregory, F Leadbitter, I Mclean, D Meadows, I Roberts, D Tait,
 A Turner, L Williams, F Winrow.

Staff: Mrs S Shippen (Clerk to the Council), Miss G Rowe (Deputy Clerk & RFO).

Also Present: Amy Bell (Principal Project Manager, Regeneration and Economic Growth, Durham County Council
 and Alan Hunter (Housing Manager, Durham County Council).

HPC **Apologies for Absence.**

22/23/071 **RESOLVED:** That apologies be APPROVED for Councillors E Laing and W Smith and NOTED for Councillor P Naisbett.

HPC **Declarations of Interest.**

22/23/072 There were no declarations of interest.

HPC **Minutes of the Horden Parish Council Meeting held 9th June 2022.**

22/23/073 **RESOLVED:** That the Minutes be confirmed as a true record and signed by the Chairman.

HPC **Public Participation.**

22/23/074 Council received no representation.

HPC **Horden Masterplan and Levelling up Fund.**

22/23/075 Representatives of Durham County Council presented the proposed 'Masterplan Phase Zero' plans via the Levelling Up Fund, which include two new housing sites, woodland plantation, nature reserve, improved transport links and community facility and updated Masterplan proposals.

Officers explained that the plans all are subject to change dependent upon funding.

At this juncture it was RESOLVED, in accordance with Standing Order 10(a)(xi) to exclude the press and public from the meeting in respect of confidential or other information which is prejudicial to the public interest.

At 6:39pm Amy Bell and Alan Hunter left the Meeting.

The Clerk to the Council advised Members that she had committed Council, in principal, to the management of the new community facility, subject to a number of factors.

RESOLVED:

- i. Council submit a letter of support in relation to the Levelling up proposals.
- ii. To ENDORSE the Clerk to the Council's actions.

HPC **Strategic/Business Plan.**

22/23/076 **RESOLVED:**

- i. Council AGREE to create a Strategic/Business Plan.
- ii. A working group, consisting of Cllrs A Turner, I Roberts, F Winrow, W Morrow, F Leadbitter, D Gregory, is formed to progress the plan.

HPC **Notification of Code of Conduct Complaint.**

22/23/077 The Clerk to the Council advised Members that the outcome resulted in no further action.

RESOLVED: Council RECEIVE the information.

HPC **Revised Cash Handling Policy and Procedure.**

22/23/078 **RESOLVED:** Council APPROVE the Cash Handling Policy and Procedure.

HPC **CDALC Annual Meeting Nominations.**

22/23/079 **RESOLVED:** Council APPROVE the following nominations:

- i. **President** – Mr Grahame Morris MP.
- ii. **Vice Presidents** – Cllr D Bell, Cllr R Harrison, Cllr P Quinn.
- iii. **Honorary Treasurer** – Cllr Blakemore.
- iv. **Honorary Auditor** – Mr D Austin.

- HPC**
22/23/080 **Damage and Incident Report(s).**
RESOLVED: Council RECEIVE the information.
- HPC**
22/23/081 **Cemetery Report 1st April to 26th June 2022.**
Cllr Leadbitter wished it to be noted that he disagrees with the charge to erect a headstone on a child's grave.
RESOLVED: Council RECEIVE the information.
- HPC**
22/23/082 **Meeting Dates.**
- a) **Additional Meeting for items relating to Thorpe Road Cemetery.**
RESOLVED: Council AGREE to convene a meeting of Council Thursday 14th July at 7pm.
 - b) **Employee Forum.**
RESOLVED: The Chairman of the forum, Cllr Mclean, notify the Clerk of availability.
 - c) **SWC and Events Committee.**
RESOLVED: Council AGREE to convene a SWC and Events Committee Friday 15th July 2022 at 4:30pm.
- HPC**
22/23/083 **Personnel Committee.**
The Clerk to the Council supplied Members with a copy of the minutes and Resolutions of the Personnel Committee meeting held 6th July 2022.
RESOLVED: Council NOTE the information and APPROVE the new staff structure.
- HPC**
22/23/084 **Cemetery and Park Flags.**
RESOLVED:
- i. The Clerk to the Council purchase 3no. durable flags displaying Horden Parish Council's crest.
 - ii. The Clerk to the Council purchase one flag displaying Horden Parish Council's crest and '75' in recognition of the Council's 75th anniversary.
 - iii.
- HPC**
22/23/085 **Commemorative Seats.**
RESOLVED:
- i. Subject to agreement of location, Council AGREE, to install benches in Memorial Park.
 - ii. Council AGREE in principle to site the Jubilee seat at the junction of Shotton Road and Sunderland Road subject to agreement with Durham County Council.
 - iii. Council delegate authority to the Clerk to the Council, in consultation with County Councillor I Roberts, to negotiate with Durham County Council and seek funding for a community project before bringing back a further report to Council.
- HPC**
22/23/086 **Exclusion of Press and Public.**
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 item 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**
22/23/087 **Cemetery Lodge Update.**
Members thanked the Clerk to the Council for her due diligence in relation to land registry.
RESOLVED:
- i. Council NOTE the progress in establishing ownership.
 - ii. The Clerk to the Council and Chairman meet on site to define the house boundary and report back to Council at the meeting 14th July 2022.
 - iii. Council delegate authority to the Clerk to the Council in consultation with the Council's solicitor to establish suitable covenants as part of the conveyance.
- At 7:52pm Cllr R Bagnall left the Meeting.*
- HPC**
22/23/088 **Parish Council Financial:**
- i. **Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 30/06/2022.**
The RFO reported bank balances as at £678,006.08 estimated General/Earmarked Reserve Balance of £542,437; resulting in an estimated Cash Flow of £135,569.08.
RESOLVED: Council APPROVE Bank Balances.
 - ii. **Finance Report to 31/05/2022 - Close of Month 2.**
RESOLVED: Council APPROVE the Income, Expenditure and Variances Report to Month 2.

iii. Cash Cheques.

The RFO requested a cash cheque of £150 petty cash.

RESOLVED: Council APPROVE cash cheque.

iv. Bank Transfer(s) June 2022.

The RFO advised there was one bank transfer of £10,000 to the Business Saver Account.

RESOLVED: Council APPROVE bank transfer.

HPC **Invoices for endorsement for payment.**

22/23/089 **RESOLVED:** to ENDORSE payment for the attached schedule of invoices totaling £69,225.24.

HPC **Members/Officers Allowances.**

22/23/090 The RFO advised she had received no claims.

HPC **Dog Bag Prices.**

22/23/091 **RESOLVED:** Council APPROVE an increase of £0.10 to £0.60 per pack with immediate effect.

HPC **Planning Applications.**

22/23/092 • **DM/22/01499/FPA** – Two storey side extension with new access at 1 Braemar Terrace, Horden, SR8 4EP for Mr Rouse.

RESOLVED:

- i. Council make no comment on the applications.
- ii. The delegation of planning applications is tabled on the next agenda of Council to consider further.

Meeting concluded at 8:09pm

Horden Parish Council Invoices for Payment				
SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	06.06.22	Key Safe and fobs - Cemetery	£19.95	BACS
Amazon	09.06.22	"Important Documents Enclosed" envelope stickers	£15.45	BACS
Amazon	10.06.22	Replacement battery for Acer laptop	£22.88	BACS
Amazon	14.06.22	Microwave - SWC	£59.99	BACS
Amazon	14.06.22	Asset Labels	£44.95	BACS
Amazon	15.06.22	4 x First Aid Refill Kits	£24.83	BACS
Amazon	20.06.22	6 x A4 Docupocket	£27.51	BACS
Amazon	30.06.22	Eyewash Pods for first aid kits	£17.16	BACS
Amazon	30.06.22	Emergency Blankets for first aid kits	£12.94	BACS
Amazon	30.06.22	2 x First Aid Kits for vehicles	£25.98	BACS
Associated Security Solutions	22.06.22	Relocate Safe from Cemetery to SWC	£594.00	BACS
Banner	23.06.22	2nd Class Postage Stamps and Stationery	£38.09	BACS
Banner	28.06.22	Cleaning Supplies	£92.79	BACS
Banner	28.06.22	Vending Cups	£20.40	BACS
Co-operative Bank	01.06.22	BACS/FD Online Fees	£58.78	D/D
Document Solutions	31.05.22	Photocopier fees May 2022	£36.93	D/D
Document Solutions	30.06.22	Photocopier fees June 2022	£14.80	D/D
Durham County Council	06.06.22	Repairs to John Deere and Strimmer - Cemetery	£998.91	BACS
Durham County Council	09.06.22	Occ. Health	£162.00	BACS
Durham County Council	09.06.22	Occ. Health	£120.00	BACS
Durham Miners' Gala Brochure	29.04.22	Message of Support Gala Brochure	£55.00	BACS
EDF Energy	22.06.22	Sunderland Road Pavilion Electricity x 3 Months	£486.00	D/D
ES Systems Limited	30.05.22	Site audit	£288.00	BACS
ES Systems Limited	01.06.22	Microsoft Office Subscription	£42.96	D/D
ES Systems Limited	14.06.22	IT Remote Support	£56.16	BACS
Grounds Management Assoc	31.05.22	2022/23 Membership Fee	£158.00	BACS
Wilf Husband	21.06.22	Top Soil - Cemetery	£312.00	BACS
Lloyd Ltd	26.05.22	Kubota BX231 (Approved 09/06/22)	£16,380.00	313437
Marmax	08.06.22	2 x Memorial Benches (Recharged)	£1,048.80	BACS
Origin Amenity Solutions	23.06.22	2 Bags Rye Grass Seed - Cemetery	£152.80	BACS
Geo Robinson	31.05.22	WD40 and 2 Stroke Oil - Cemetery	£18.15	BACS
Screwfix	09.06.22	Strimmer Line - Cemetery	£34.99	BACS
Select Telecom	31.05.22	Admin Phone Lines/Calls/Internet	£112.78	D/D
Shell Energy	08.06.22	Welfare House Gas and Electricity 22/03/2022-07/06/2022	£25.11	BACS
Siemens	23.06.22	Photocopier annual rental and service fee	£786.24	D/D
T J's Heating	18.05.22	Repairs to Toilets and Radiator - SWC	£335.00	BACS
Wex	29.05.22	Vehicle Trackers	£11.98	D/D
Wex	26.06.22	Vehicle Trackers	£11.98	D/D
Wex	30.05.22	Fuel - Cemetery	£141.65	D/D
OTHER PAYMENTS				
Co-op Bank	09.06.22	Wages Week 10	£5,692.92	BACS
Co-op Bank	16.06.22	Wages Week 11	£5,678.81	BACS
Co-op Bank	23.06.22	Wages Week 12	£4,755.09	BACS
Co-op Bank	30.06.22	Wages Week 13	£4,846.29	BACS
Durham County Council	28.06.22	Superannuation Weeks 10-13	£5,520.89	313439
Durham County Council	28.06.22	Attachment Weeks 10-13	£73.34	313440
H M Courts	28.06.22	Attachment Weeks 10-13	£20.00	313441
HMRC	28.06.22	PAYE Weeks 10-13	£6,480.85	313442
Co-op Bank	22.06.22	Auto Charge Fee Sweep	£30.00	D/D
PWLB Lending	06.06.22	Loan Repayment	£13,036.11	D/D
Wave	11.06.22	Cemetery Water	£225.00	D/D
Horden Parish Council JUNE 2022 TOTAL			£69,225.24	