

HORDEN PARISH COUNCIL
Minutes of Meeting held 1 September 2022

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

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

Also Present: 11 Members of the public.

HPC 22/23/097 **Apologies for Absence.**
RESOLVED: That apologies be APPROVED for Councillors P Naisbett, W Smith, D Tait, A Turner.

HPC 22/23/098 **Declarations of Interest.**
 Councillor Mclean declared an interest on Item HPC 22/23/111 as the applicant is a member of the family.
 Councillor Cain declared an interest on Item HPC 22/23/122 as his son is a staff member.
 Councillor Bagnall declared an interest on Item HPC 22/23/122 as his son is a staff member.

HPC 22/23/099 **Minutes of the Horden Parish Council Meetings held 7th and 14th July 2022.**
RESOLVED: That the Minutes be confirmed as a true record and signed by the Chairman.

HPC 22/23/100 **Minutes of the Personnel Committee Meeting held 6th July 2022.**
RESOLVED: That the Minutes be confirmed as a true record and signed by the Chairman.

HPC 22/23/101 **Minutes of the Social Welfare Centre and Event Management Committee Meeting held 19th July 2022.**
RESOLVED: That the Minutes be confirmed as a true record and signed by the Chairman.

HPC 22/23/102 **Public Participation.**
 A member of the public requested that Council revise the cemetery rule that does not allow for inscriptions on the rear of a headstone to allow the family to add a name on the rear of their headstone.

A member of the public queried why it was necessary to purchase of a grave to refix a headstone.

A member of the public requested Council to revise the rule that does not allow an inscription on the rear of a headstone so their application to add a name and image on the rear of their headstone can be approved.

A member of the public requested Council to reconsider their application to allow their family to have a poem on the rear of their headstone.

A member of the public welcomed the introduction of a border in front of headstones.

HPC 22/23/103 **Thorpe Road Cemetery Rules Consultation.**
 During the debate, The Clerk to the Council was called upon for advice in respect of aspects of the rules and procedures.
 She advised in respect of applications for headstones that all details would be required on an application which would then be considered for sign off approval in accordance with the rules set by Council.
 In respect of reserved plots, the sale of which was ceased in 2003, she advised that there were several reasons for the policy being in place, to preserve space for as long as possible, to ease operational management as reserved plots are then between plots with headstones making grave digging more challenging and thirdly as individuals plans for burial often change and plots then remain empty. The Clerk to the Council strongly recommended against a change of policy.
 The Clerk advised that headstones are the responsibility of the holder of the exclusive right, if a headstone becomes unstable, it is the responsibility of that person(s) to repair. Headstones laid flat should be removed in accordance with the current rules and on the grounds of health & safety, the Council should not remove parts of headstones.

RESOLVED:

- i. Council revise rules to allow names, verses, and images on the rear of headstones which are not deemed offensive or distasteful and are in keeping with the tradition of the cemetery.
- ii. Council revise policy to allow reservation of burial plots for Horden residents only.
- iii. Council revise policy to allow vehicular access gates to remain open overnight on Bank Holidays, plus Christmas Eve and New Years Eve.

7pm - At this juncture Council RESOLVED to suspend Standing Order 3(x) and extend the Meeting by an additional hour.

- iv. The Clerk to the Council seek legal advice in relation to retrospective extension of Exclusive Right of Burials to 100 years and health and safety implications for laid headstones and report back to Council.

At 7:05pm all members of the public left the Meeting.

HPC
22/23/104 **Register of Delegated Decisions.**
RESOLVED: Council APPROVE the report.

HPC
22/23/105 **Damage and Incident Reports.**
RESOLVED: Council RECEIVE the information.

HPC
22/23/106 **Cemetery Burial and Income Report 27th June to 26th August 2022.**
RESOLVED: Council RECEIVE the information.

HPC
22/23/107 **Cemetery Maintenance Update.**
RESOLVED: Council APPROVE the retention of a wildflower area and NOTE the improvements.

HPC
22/23/108 **Memorial Park and Church Green Artwork.**
RESOLVED:

- i. Council APPROVE the renewal of Memorial Park gates and the nature themed arch at Church Green with laser cut text 'Horden Church Green'.
- ii. Council delegate authority to the Deputy Clerk/RFO to progress.

HPC
22/23/109 **Memorial Park Commemorative Seats.**
RESOLVED: Council APPROVE the proposed location for installation of benches.

HPC
22/23/110 **Sunderland Road Bungalow.**
RESOLVED: Council APPROVE the request to decorate the fencing and install a shed subject to removal by the tenant at the conclusion of tenancy.

Cllr Mclean withdrew from the Meeting at 7:14pm

HPC
22/23/111 **Sunderland Road Pavilion Café Proposal.**
RESOLVED: Council APPROVE the establishment of the Cup and Saucer at Sunderland Road Pavilion Community Hall and delegate authority to the Clerk to the Council to progress matters to include a full business plan and relationship arrangements.

HPC
22/23/112 **ROSPA Annual Play Inspections.**
RESOLVED: Council NOTE the RoSPA annual play inspections for 2022 and actions taken by Officers and await further information including costings to be incorporated into budgets.

Cllr Mclean re-entered the Meeting at 7:19pm

At 7:20pm the Meeting was adjourned and re-opened at 7:27pm

HPC
22/23/113 **Civility and Respect Pledge.**
RESOLVED:

- i. Council sign the Civility and Respect Pledge;
- ii. Councillors and staff partake in training from the Civility and Respect Project;
- iii. Posters are displayed at all Council premises to inform of a zero tolerance approach.

HPC
22/23/114 **Dignity at Work Policy.**
RESOLVED: Council APPROVE the Dignity at Work Policy to be reviewed in not less than two years.

- HPC**
22/23/115 **Equalities Policy.**
RESOLVED: Council APPROVE the Equalities Policy.
- HPC**
22/23/116 **Safeguarding Policy.**
RESOLVED: Council APPROVE the Safeguarding Policy.
- HPC**
22/23/117 **Councillor Emails.**
RESOLVED: Council APPROVE the introduction of Councillor emails with changeover not later than 31 October 2022.
- HPC**
22/23/118 **Acceptable use of Computer, Internet and Email Facilities Policy.**
RESOLVED: Council APPROVE the Acceptable use of Computer, Internet and Email Facilities Policy.
- HPC**
22/23/119 **Council Debit Card Policy and Procedure.**
RESOLVED: Council APPROVE the Debit Card Policy and Procedure.
- HPC**
22/23/120 **Planning Application Delegation Policy.**
RESOLVED: Council APPROVE the Planning Application Delegation Policy.
- HPC**
22/23/121 **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 two 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.
- Cllr Cain withdrew from the Meeting at 7:36pm*
- HPC**
22/23/122 **Local Government Pay Negotiations 2022-23.**
RESOLVED:
- i. Council delay the recruitment of the Projects and Facilities Officer until January 2023 with an expected start date of 1 April 2023.
 - ii. Council use the General Reserve to fund the 2022/23 wages budget shortfall.
 - iii. Council NOTE the information pending the outcome of pay negotiations.
- Cllr Cain re-entered the Meeting at 7:44pm*
- HPC**
22/23/123 **Cemetery Grant of Rights.**
RESOLVED: Council take no further action and RECEIVE the information.
- At this juncture Council RESOLVED to suspend Standing Order 3(x) and extend the Meeting by an additional hour.*
- HPC**
22/23/124 **Staffing Update.**
RESOLVED: Council NOTE the update.
- HPC**
22/23/125 **Audit of Accounts for Year Ended 31 March 2022 External Auditors Report.**
RESOLVED: Council RECEIVE and ACCEPT the External Auditor's Report and Certificate and minor scope for improvement in 2022/23. Council thanked the RFO for a certified 2021/22 audit.
- HPC**
22/23/126 **Thorpe Road Cemetery Boundary Wall and Railings Tender Exercise.**
RESOLVED: Council APPROVE the appointment of Buildroute Ltd. to undertake the boundary wall and railing repairs at a total cost of £70,275 + VAT.
- HPC**
22/23/127 **Parish Council Financial:**
- i. **Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 31/08/2022.**
The RFO reported bank balances as at £620,808.30 estimated General/Earmarked Reserve Balance of £536,371; resulting in an estimated Cash Flow of £84,437.30.
RESOLVED: Council APPROVE Bank Balances.
 - ii. **Finance Report to 31/07/2022 - Close of Month 4.**
RESOLVED: Council APPROVE the Income, Expenditure and Variances Report to Month 4.

iii. Cash Cheques/Cash Withdrawal(s).

The RFO advised there was a £10 cash withdrawal.

RESOLVED: Council APPROVE the cash withdrawal.

iv. Bank Transfer(s) July and August 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.

22/23/128 RESOLVED: to ENDORSE payment for the attached schedule of invoices totaling £87,358.61.

HPC Members/Officers Allowances.

22/23/129 RESOLVED: Council APPROVE the following claims:

Participation Allowance for Cllr I Roberts for £500.

Participation Allowance for Cllr L Williams for £500.

HPC CCLA Public Sector Deposit Fund.

22/23/130 RESOLVED:

- i. Council APPROVE the establishment of a CCLA Public Sector Deposit Fund with an initial investment of £400,000.
- ii. Council APPROVE the Deputy Clerk/RFO, the Clerk to the Council, Cllr F Leadbitter and Cllr I Roberts as nominated signatories.

HPC Internal Audit Report Fuel Management.

22/23/131 RESOLVED: Council APPROVE the report and action plan.

HPC Option to opt out of SAAA Central External Auditor Appointment Arrangements.

22/23/132 RESOLVED: Council do not opt out of SAAA Central External Auditor Appointment Arrangements.

HPC IT Upgrade Costs.

22/23/133 RESOLVED: Council NOTE the information.

HPC Winter Warm Hub Proposal.

22/23/134 RESOLVED: Council AGREE, in principle, to the proposal subject to positive consultation that identifies a need in the community and delegate authority to the Deputy Clerk/RFO to progress.

HPC Planning Applications.

22/23/135 DM/22/01492/FPA – Extension to front and rear and conversion of loft to habitable room (part retrospective) at 8 Belsay Avenue, Horden, SR8 4AY for Mr Kandola.

DM/22/01859/FPA – Front dormer at 87 Rosedale Terrace, Horden, SR8 4RG for Mr Grant.

RESOLVED: Council make no comment on the applications.

Meeting concluded at 8:30pm

Horden Parish Council Invoices for Payment July 2022

| SUPPLIER | DATE | DESCRIPTION | AMOUNT | Pay Ref: |
|---------------------------|----------|--|-----------|----------|
| Amazon | 01.07.22 | 24 Ice Packs for First Aid Kits | £13.50 | BACS |
| Ark Therapies | 27.07.22 | Guinea Pig Petting Van | £80.00 | BACS |
| Banner | 14.07.22 | Cleaning Materials - SWC and Cemetery | £191.79 | BACS |
| Banner | 20.07.22 | 2nd Class Stamps and 2023 Wall Planners | £82.93 | BACS |
| Beaumont Brown Architects | 12.07.22 | Site Survey and Plans - Welfare House | £930.00 | BACS |
| CISWO | 12.04.22 | Rent Increase Sunderland Road | £67.36 | BACS |
| Co-op Bank | 30.06.22 | BACS/FD Online Fees 01/07/2022-31/07/2022 | £49.42 | D/D |
| Co-op Bank | 30.06.22 | BACS/FD Online Fees 01/08/2022-31/08/2022 | £59.20 | D/D |
| Co-op Bank | 30.06.22 | BACS/FD Online Fees 01/09/2022-30/09/2022 | £62.20 | D/D |
| Co-op Bank | 01.07.22 | BACS/FD Online Fees 01/06/2022-30/06/2022 | £61.16 | D/D |
| Document Solutions | 30.06.22 | Call out to Connect PC and Laptop to Printer | £42.00 | BACS |
| Document Solutions | 29.07.22 | Photocopier fees July 2022 | £41.19 | D/D |
| DST Shutters Limited | 01.07.22 | SWC Shutter Maintenance | £240.00 | BACS |
| Durham County Council | 27.06.22 | Trade Waste - Cemetery | £1,692.60 | 313450 |
| Durham County Council | 05.07.22 | Annual Grass Cutting Cotsford Park | £267.07 | 313450 |

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| Durham County Council | 27.06.22 | Trade Waste - SWC (£139.44 monthly) | £1,254.24 | D/D |
| ES Systems Ltd | 01.07.22 | Microsoft Office Subscription | £42.96 | D/D |
| Gardens of Grace | 08.07.22 | New Boundary Fence Sland Road Bungalow | £1,600.00 | BACS |
| Gazprom Energy | 22.06.22 | SWC Gas 30/04/2022-30/05/2022 | £276.54 | D/D |
| Gazprom Energy | 20.07.22 | SWC Gas 31/05/2022-29/06/2022 | £140.78 | D/D |
| HAGS-SMP Ltd | 15.07.22 | Bearing Assembly - Carousel Grants Houses | £969.60 | 313451 |
| Hornden Heritage Centre | 14.07.22 | Catering - CDALC Meeting | £175.00 | BACS |
| ICCM | 26.07.22 | Exclusive Rights Online Course - G Rowe | £162.00 | BACS |
| ITC Service Limited | 01.07.22 | 2 x Site Surveys | £240.00 | BACS |
| MKM Building Supplies | 13.07.22 | 4 Bags Cement - Cemetery | £35.95 | BACS |
| NAC | 29.06.22 | Membership Fees 2022/2023 | £288.00 | BACS |
| Northern Power Clean | 29.06.22 | Powerclean Lower Elevation SWC | £295.00 | BACS |
| Playsafety Limited | 15.06.22 | Playground Inspections | £403.20 | 313452 |
| Select Telecom | 30.06.22 | Admin Phone Lines/Calls/Internet | £126.13 | D/D |
| Select Telecom | 31.07.22 | Admin Phone Lines/Calls/Internet | £119.46 | D/D |
| Shell Energy | 08.07.22 | Welfare Hse Gas/elec 07/06/2022-07/07/2022 | £22.72 | 313453 |
| SLCC Enterprises Ltd | 14.07.22 | Finance Summit - G Rowe | £108.00 | BACS |
| SLCC Enterprises Ltd | 18.07.22 | Essential Law Cemeteries & Local Council Admin | £174.40 | BACS |
| SLCC Enterprises Ltd | 27.07.22 | National Conference - S Shippen | £564.80 | BACS |
| Thinford Nurseries Ltd | 06.07.22 | Summer Bedding Plants | £1,279.20 | 313454 |
| TJ's Heating & Home Imp | 28.06.22 | Remove and Replace Cemetery Fence | £5,173.00 | 313455 |
| TJ's Heating & Home Imp | 28.06.22 | Remove and Replace Cemetery Toilet Fence | £569.00 | 313455 |
| TJ's Heating & Home Imp | 18.05.22 | Supply and Fit New Socket - SWC | £70.00 | 313455 |
| TJ's Heating & Home Imp | 22.07.22 | Repairs to Sland Rd Pavilion Toilets and Lights | £397.00 | 313455 |
| Total Energies | 07.07.22 | Memorial Park Electricity 04/04/2022-30/06/2022 | £97.77 | D/D |
| Total Energies | 07.07.22 | Cemetery Electricity 04/04/2022-03/07/2022 | £362.46 | D/D |
| Total Energies | 07.07.22 | SWC Electricity 04/04/2022-03/07/2022 | £2,073.99 | D/D |
| Vaughtons | 31.07.22 | Chairmans Medals | £765.36 | 313456 |
| Vodafone | 20.06.22 | Mobile phones | £58.82 | D/D |
| Wex | 13.06.22 | Fuel | £301.71 | D/D |
| Wex | 20.06.22 | Fuel - Cemetery | £187.76 | D/D |
| Wex | 04.07.22 | Fuel - Cemetery | £195.53 | D/D |
| Wex | 25.07.22 | Fuel - Cemetery | £297.76 | D/D |
| Wex | 31.07.22 | Vehicle Trackers | £11.98 | D/D |
| OTHER PAYMENTS | | | | |
| Co-op Bank | 07.07.22 | Wages Week 14 | £4,831.12 | BACS |
| Co-op Bank | 14.07.22 | Wages Week 15 | £4,830.92 | BACS |
| Co-op Bank | 21.07.22 | Wages Week 16 | £4,868.69 | BACS |
| Co-op Bank | 28.07.22 | Wages Week 17 | £4,827.19 | BACS |
| DVLA | 31.07.22 | Vehicle Tax - Skoda Octavia | £30.00 | 313444 |
| Durham County Council | 31.07.22 | Superannuation Weeks 14-19 | £7,956.68 | 313446 |
| Durham County Council | 31.07.22 | Attachment Weeks 14-19 | £225.32 | 313447 |
| H M Courts | 31.07.22 | Attachment Weeks 14-19 | £30.00 | 313448 |
| HMRC | 31.07.22 | PAYE Weeks 14-19 | £7,910.60 | 313449 |
| Wave | 11.06.22 | Water - Cemetery (monthly) | £25.00 | D/D |
| Wave | 13.07.22 | Water - SWC (monthly) | £260.00 | D/D |
| Wave | 13.07.22 | Water - Grandstand (monthly) | £68.00 | D/D |
| Hornden Parish Council JULY 2022 TOTAL | | | £58,584.06 | |

Hornden Parish Council Invoices for Payment August 2022

| SUPPLIER | DATE | DESCRIPTION | AMOUNT | Pay Ref: |
|-------------------------|----------|---|---------|----------|
| Ark Therapies | 17.08.22 | Animal Attendance - Donkeys | £120.00 | BACS |
| Co-operative Bank | 01.08.22 | BACS/FD Online Fees 01/07/2022-31/07/2022 | £59.20 | D/D |
| ES Systems Ltd | 01.08.22 | Microsoft Office Subscription August 2022 | £44.64 | D/D |
| Go2 Electrical Services | 02.08.22 | PAT Testing SWC | £150.00 | BACS |

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|--|----------|---|-------------------|------|
| Go2 Electrical Services | 02.08.22 | PAT Testing Memorial Park and Cemetery | £220.00 | BACS |
| Go2 Electrical Services | 03.08.22 | Supply and Fit Middle LED Light Rear Corridor - SWC | £65.00 | BACS |
| Go2 Electrical Services | 15.08.22 | Supply and Fit Far LED Light Rear Corridor - SWC | £65.00 | BACS |
| ITC service | 11.08.22 | New pc, Screen and set up - G Rowe | £1,032.00 | |
| ITC service | 11.08.22 | IT System upgrade | £2,779.80 | |
| ITC service | 16.08.22 | New HP PC and Set up - Clerk | £1,206.00 | |
| ITC service | 18.08.22 | HP Pro Laptop, Windows 10, site set up | £948.00 | |
| JLT Electrical Contractors Ltd | 10.08.22 | Repair Fault on Lights/new Light - SWC | £208.80 | BACS |
| Lights 4 Fun | 12.08.22 | 4 x Christmas Lights | £76.00 | BACS |
| Mazars | 22.08.22 | External Audit Y/E 31 March 2022 | £1,920.00 | |
| Merlins Magical Productions | 10.08.22 | Summer Event 10/08/2022 | £255.00 | BACS |
| Rialtas Business Solutions Ltd | 01.08.22 | OMEGA Support and Maintenance - Annual fee | £824.40 | BACS |
| Total Energies | 17.08.22 | Sunderland Road Pavilion 01/07/2022-03/08/2022 | £141.15 | D/D |
| Wex | 08.08.22 | Fuel - Cemetery Equipment | £140.66 | D/D |
| Zurich Municipal | 08.08.22 | Variation to Insurance Policy | £80.42 | BACS |
| OTHER PAYMENTS | | | | |
| Co-op Bank | 04.08.22 | Wages Week 18 | £4,787.36 | BACS |
| Co-op Bank | 11.08.22 | Wages Week 19 | £4,558.88 | BACS |
| Co-op Bank | 18.08.22 | Wages Week 20 | £4,557.90 | BACS |
| Co-op Bank | 25.08.22 | Wages Week 21 | £4,534.34 | BACS |
| Horden Parish Council AUGUST 2022 TOTAL | | | £28,774.55 | |