

**HORDEN PARISH COUNCIL**  
**Minutes of Meeting held 1 December 2022**

- Present:** Councillor F Leadbitter (Chairman)  
 Councillors J Brown, C Cain, E Laing, I Roberts, W Smith, J Ward, L Williams, F Winrow.
- Staff:** Mrs S Shippen (Clerk to the Council), Miss G Rowe (Deputy Clerk & RFO).
- HPC 22/23/176** **Apologies for Absence.**  
**RESOLVED:** That apologies be APPROVED for Councillors R Bagnall, I Mclean, W Morrow, A Turner.
- HPC 22/23/177** **Declarations of Interest.**  
 Cllr F Leadbitter declared an interest on items HPC/22/23/186 – Station Road Allotments Balance Sheet and HPC/22/23/196(i) – Fee Setting as he is the Treasurer of Station Road Allotments.  
 Cllr C Cain declared an interest on items HPC/22/23/195 as his son is a staff member and HPC/22/23/196 as he is Chairman of HCWFC.
- HPC 22/23/178** **Minutes of the Horden Parish Council Meeting held 3 November 2022.**  
**RESOLVED:** That the Minutes be confirmed as a true record and signed by the Chairman.
- HPC 22/23/179** **Public Participation.**  
 Council received no representation.
- HPC 22/23/180** **Register of Delegated Decisions.**  
 The Clerk to the Council advised Members that due to manufacturing delays the cemetery boundary wall will not be complete before the new year.  
 Council thanked Cllr D Tait for the donation of planters for Remembrance Sunday.  
**RESOLVED:**
- i. Council APPROVE the report.
  - ii. Details of ongoing cemetery work be published via notices and social media/website posts.
- HPC 22/23/181** **Councillor-Officer Protocol.**  
**RESOLVED:** Council APPROVE the protocol.
- HPC 22/23/182** **Durham County Council Boundary Review Consultation.**  
**RESOLVED:** Council defer the item to January 2023 once Members have an opportunity to consult with residents.
- HPC 22/23/183** **Risk Management Committee Meeting.**  
**RESOLVED:** Council AGREE a date of Thursday 19 January 2023 at 6pm.
- HPC 22/23/184** **Damage and Incident Report(s).**  
**RESOLVED:** Council NOTE the information.
- HPC 22/23/185** **Cemetery Burial and Income Report 24 October to 20 November 2022.**  
**RESOLVED:** Council RECEIVE the information.
- HPC 22/23/186** **Station Road Allotments Balance Sheet.**  
**RESOLVED:** Council NOTE the information.
- HPC 22/23/187** **Special Motion for Council.**  
**RESOLVED:**
- i. In accordance with Standing Order 7a Council APPROVE to dispose resolution HPC 22/23/103(iii) of the meeting held on 1st September 2022 and vehicular access to Thorpe Road Cemetery be locked over the Christmas and New Year period.
  - ii. Details of access arrangements be published via notices and social media/website posts.
- HPC 22/23/188** **Parish Council Financial:**
- i. **Bank Balances (Balance Sheet).**  
**RESOLVED:** Council APPROVE the Bank Balances and Balance Sheet as at 15/11/2022.
  - ii. **Finance Report to 31/10/2022 - Close of Month 7.**  
**RESOLVED:** Council APPROVE the Income, Expenditure and Variances Report to Month 7.

iii. **Cash Withdrawal(s) and Debit Card Transactions.**

**RESOLVED:** Council APPROVE debit card transaction totaling £2,041.86 and £120 cash withdrawal for petty cash.

iv. **Bank Transfer(s) November 2022.**

The RFO requested a transfer of £100,000 from the CCLA Public Sector Deposit Fund to Current Account.

**RESOLVED:** Council APPROVE transfer of £100,000.

**HPC** **Invoices for endorsement for payment.**

**22/23/189** **RESOLVED:** to ENDORSE payment for the attached schedule of invoices at £50,484.27 plus additional schedule at £17,037.03 totaling £67,521.30.

**HPC** **Members/Officers Allowances.**

**22/23/190** The RFO advised she had the following claim:

Officer travel claim for £130.75.

**RESOLVED:** Council APPROVE payment.

**HPC** **Request for Donation Cotsford Fields Park Run.**

**22/23/191** **RESOLVED:** Council APPROVE a donation of £80 for replacement defibrillator pads.

**HPC** **Replacement Vehicle.**

**22/23/192** **RESOLVED:**

- i. Council APPROVE the purchase of the electric Renault ML20 van and charge facility at a cost of £15,350 and the sale of Skoda Octavia car.
- ii. Council APPROVE the virement of £9,345 from South Terrace Wall earmark reserve to fund the purchase shortfall.

*At 7:22pm Cllr C Cain left the Meeting and re-entered at 7:25pm*

**HPC** **Social Welfare Centre Roof.**

**22/23/193** **RESOLVED:** Given the urgency, Council delegate authority to the Clerk to the Council/RFO to authorise works on the Social Welfare Centre roof.

**HPC** **Social Welfare Centre Windows.**

**22/23/194** **RESOLVED:** Council APPROVE a variation to the schedule of repairs to replace the downstairs toilets and small widow in Durham Deafened Support Office.

*7:30pm - At this juncture Council RESOLVED to suspend Standing Order 3(x) and extend the Meeting by an additional hour.*

**HPC** **NJC Pay Scales.**

**22/23/195** **RESOLVED:**

- i. Council APPROVED the 2022/23 National Joint Council pay increase of £1,925 per full time employee and related back-pay.
- ii. Council ENDORSED the Clerk's actions for an early payment for procedural reasons.

**HPC** **2023/24 Budget Setting.**

**22/23/196**

i. **2023/24 Draft Fees.**

**RESOLVED:** Council APPROVE 2023/24 fees.

ii. **Borrowing Options.**

**RESOLVED:**

- i. Council seek approval of Secretary of State for Housing, Communities and Local Government to apply for PWLB Loan for £120,000 repayable over 20 years for South Terrace Wall repairs.
- ii. Council seek approval of Secretary of State for Housing, Communities and Local Government to apply for PWLB Loan for £69,000 repayable over 10 years for property repairs.

iii. **Earmarked Reserves.**

**RESOLVED:** Council NOTED earmarked reserve balances.

**iv. Draft Budget.**

Council was advised that the budget is still in draft form and subject to change prior to approval of finalised budget in January 2023.

**RESOLVED:** Council defer the recruitment of an additional apprentice in 2023/24 and the budget is amended accordingly.

**v. Community Consultation.**

**RESOLVED:** A statement outlining the 2023/24 budget and precept requirement is drafted for circulation and emailed to Members prior to publication.

*At 8:30pm Cllr I Roberts left the Meeting.*

*Meeting concluded at 8:32pm*

<b>Horden Parish Council Invoices for Payment November 2022</b>				
<b>SUPPLIER</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>Pay Ref:</b>
Banner	04.11.22	Laminator	£72.11	BACS
Banner	10.10.22	Hand Towels and Gloves - SWC	£142.56	BACS
Banner	07.11.22	Hand Towels Credit	-£31.42	BACS
Buildroute Ltd	10.11.22	Boundary Wall Repairs - Cemetery 1st Invoice	£22,891.20	313482
Buildroute Limited	22.11.22	First Phase Pier Repair Memorial Park - Insurance Claim	£2,580.00	313488
Coast Road Karaoke & Disco	28.10.22	Halloween Disco 28/10/2022	£100.00	BACS
Coast Road Karaoke & Disco	13.11.22	PA Hire Remembrance Sunday	£100.00	BACS
Co-operative Bank	01.11.22	BACS/FD Online Fees 01/10/2022-31/10/2022	£60.32	D/D
Creative Youth Opportunities	10.11.22	Halloween Event	£1,310.00	BACS
Document Solutions	31.10.22	Photocopier Fees October 2022	£22.38	D/D
Durham County Council	06.10.22	Service Kubota and Puncture Repair - Cemetery	£141.19	BACS
Durham County Council	25.11.22	Occupational Health	£180.00	BACS
ES Systems Ltd	01.11.22	Microsoft Office Subscription	£42.96	D/D
Horden Vintage Teamroom	23.11.22	Festive Teas	£1,000.00	313489
Howdens	01.11.22	Plumbing Kit - Kitchen - SWC	£25.57	BACS
Wilf Husband	28.10.22	Topsoil - Cemetery	£234.00	BACS
Jon's Joinery - Jon Elsy	30.11.22	Fitting Kitchen and Flooring - SWC	£1,600.00	BACS
Dr Joseph Chandry Charitable Trust - JCCT	29.11.22	Roseberry Road Warm Hub Donation (funded)	£205.00	BACS
Pat Lavery Tyre & Exhaust Centre	17.11.22	Recover and Repair Skoda Octavia	£300.00	BACS
MKM Building Supplies	03.11.22	Cement, Sand and Gravel - Cemetery	£106.80	BACS
Rialtas Business Solutions Ltd	06.11.22	Asset Inventory Annual Support & Maintenance 01/11/2022- 31/03/2024	£255.00	BACS
Roadsafe Traffic Management	15.11.22	Road Closure - Remembrance Parade	£2,940.00	313490
Royal British Legion - Poppy Appeal	10.11.22	Poppy Wreaths	£430.50	BACS
Screwfix	03.11.22	2 x Safety Boots	£69.98	BACS
SEFE Energy (was Gazprom)	20.09.22	Gas - SWC 01/08/2022-30/08/2022	£97.94	D/D
SEFE Energy (was Gazprom)	18.10.22	Gas - SWC 31/08/2022-30/09/2022	£193.87	D/D
Select Telecom	31.10.22	Admin Phone Lines/Calls/Internet	£130.26	D/D
Shoreline Fire Ltd	07.11.22	Replace Door Contact Alarm System - Memorial Park	£144.00	BACS
Tastes Like Heaven	02.11.22	Lunch for 40 people 75th Anniversary	£400.00	BACS
TJ's Heating & Home Improvements	31.10.22	Repair Ladies Toilets - SWC	£70.00	BACS
TJ's Heating & Home Improvements	04.11.22	Check for Leak in SWC Roof	£55.00	BACS
TJ's Heating & Home Improvements	10.10.22	Repairs Upstairs Ladies Toilets & Kitchen Light - SWC	£243.00	BACS
Total Energies	15.11.22	Sports Pavilion Stand Rd Electricity October /2022	£199.97	D/D
Vodafone	20.10.22	Mobile Phones	£58.82	D/D
Vodafone	20.11.22	Mobile Phones	£58.82	D/D
Waterlogic	15.11.22	Water Cooler Rental & Service	£30.43	D/D
Wex	30.10.22	Vehicle Trackers	£11.98	D/D
Wex	21.11.22	Equipment Fuel - Cemetery	£160.88	D/D
Wex	27.11.22	Vehicle Trackers	£11.70	D/D
<b>OTHER PAYMENTS</b>				
Co-op Bank	03.11.22	Wages Week 31	£4,830.38	BACS
Co-op Bank	10.11.22	Wages Week 32	£5,406.23	BACS
Co-op Bank	17.11.22	Wages Week 33	£4,871.14	BACS
Co-op Bank	24.11.22	Wages Week 34	£4,738.90	BACS
Durham County Council	31.10.22	Superannuation Weeks 32-35	£5,935.40	313483
Durham County Council	31.10.22	Attachment Weeks 32-35	£151.20	313484
H M Courts	31.10.22	Attachment Weeks 32-35	£20.00	313486
HMRC	31.10.22	PAYE Weeks 32-35	£4,923.23	313487
<b>Horden Parish Council NOVEMBER 2022 TOTAL</b>			<b>£67,521.30</b>	