# HORDEN PARISH COUNCIL Minutes of Meeting held 3<sup>rd</sup> June 2010

| Present:         | Councillor J White (Chairman)<br>Councillors J Clark, M Clark, E Connor, W Hill, G Jones, T Jones, G Patterson, G Phillips, M<br>Robinson and E Wood                           |  |  |  |  |  |
|------------------|--|--|--|--|--|--|
| Staff:           | Mr P Davison (Clerk), Mrs G M Crute (Assistant Clerk), Mr C Muir (Parks & Cemetery Team Leader).   |  |  |  |  |  |
| Also<br>present: | PC A Holland   |  |  |  |  |  |
| HPC<br>10/11/018 | Apologies for Absence.<br>RESOLVED: Apologies RECEIVED and approved for R Brown, G Lavery, D Maddison and W Smith  |  |  |  |  |  |
| HPC<br>10/11/019 | Minutes of the Meeting of Horden Parish Council held 13 <sup>th</sup> May 2010<br>RESOLVED: That the minutes be confirmed as a correct record to be signed by the<br>Chairman. |  |  |  |  |  |
| НРС              | <u> Matters Arising –</u>  | <u>Clerk's Report.</u>   |  |  |  |  |
| 10/11/020        | P&C  | Third Street Allotment   |  |  |  |  |
|                  | 10/11/004  | The Parks and Cemetery Manager had arranged for staff to make safe<br>the fencing and strim the overgrown area once Green Flag judging for<br>the Thorpe Road Cemetery was completed on 26 <sup>th</sup> May 2010.   |  |  |  |  |
|                  | P&C  | Stayplton Drive MUGA Pitch   |  |  |  |  |
|                  | 10/11/006  | The Clerk has contacted the case officer regarding the MUGA pitch at<br>Durham County Council and is awaiting further advice on options<br>available.  |  |  |  |  |
|                  | P&C  | Cotsford Park Play Area  |  |  |  |  |
|                  | 10/11/007  | The Clerk arranged to meet with John Lowes from Durham County<br>Council regarding tree maintenance arrangements at the play area,<br>however DCC failed to turn up and no apology was given. The Clerk<br>would continue to arrange a meeting to discuss.   |  |  |  |  |
|                  | P&C  | Horden Cricket Club Changing Rooms   |  |  |  |  |
|                  | 10/11/008<br>P&C   | The Assistant Clerk spoke to Adam Dixon from Horden Cricket Club<br>regarding the questions raised at the last meeting. Mr Dixon advised<br>that the application for Awards For All was for the fully amount of<br>$\pounds$ 7,500 and that the quote was indefinite as it was from one of their<br>Club members business. The information regarding the cricket<br>cage/nets was an enquiry regarding planning permission. The Clerk<br>had advised that planning permission would be required. Mr Dixon is<br>aware that if he were to progress this scheme he would need to seek<br>approval from the Parish Council and if this were the case it wouldn't<br>be till the end of this year/beginning of next year.<br><b>Armed Forces Day</b> |  |  |  |  |
|                  | 10/11/010  | Due to timing and costs, it had not been feasible to hold an event for 2010. However, the Horden War Memorial Group can now plan for 2011.   |  |  |  |  |
|                  | F&GP<br>10/11/010  | <b>Provision of HR Services</b><br>The Clerk is waiting for a suitable date for the Clerk's of the three<br>Council's to progress.   |  |  |  |  |
|                  | F&GP<br>10/11/013  | <b>NALC Members Networking Lunch</b><br>Due to delegate number restrictions, Councillor J Clark cannot attend<br>unless space becomes available.   |  |  |  |  |

## HPC

**<u>Councillor W Smith</u>** The Clerk had written to Councillor Smith. 10/11/007

HPC Cotsford Park Public Rights of Way

**10/11/011** The Clerk met with Durham County Council regarding the path adjoining the blocked public right of way on the Cotsford Park Estate. DCC advised the path would be cleaned and the railing replaced, subject to approval.

### HPC Provision of Barrier on South Terrace

**10/11/013** The Clerk has written to Durham County Council.

**RESOLVED:** That the information be NOTED.

### HPC <u>Items Tabled for Information.</u>

10/11/021 "Struggling Horden Face Difficult Away Test" - Friday 7<sup>th</sup> May 2010 "Dynamite Dixon" - Saturday 8<sup>th</sup> May 2010 "Wellcome Result" - Saturday 8<sup>th</sup> May 2010 "Hunt for Weekend Burglars" - Monday 10<sup>th</sup> May 2010 "Improving Horden Look to Home Comforts" - Friday 14<sup>th</sup> May 2010 "Dogs left to Starve in 'filthy' home" - Saturday 15<sup>th</sup> May 2010 "Have say on crime" - Monday 17<sup>th</sup> May 2010
"School gets award for investing in children" - Friday 21<sup>st</sup> May 2010
"Ten-man Horden Hammered" - Friday 21<sup>st</sup> May 2010
"Chance to take a stand against yobs" - Saturday 22<sup>nd</sup> May 2010
"Horden Suffer Defeat" - Saturday 22<sup>nd</sup> May 2010
"Horden Get Back to Form" - Monday 24<sup>th</sup> May 2010
"Al's Well for Lodge after Horden Clash" - Wednesday 26<sup>th</sup> May 2010

**RESOLVED:** that the information, be NOTED.

### HPC <u>Police Report.</u>

**10/11/022** The Chairman welcomed PC A Holland to the meeting who reported on incidents covering 13th May to 3<sup>rd</sup> June 2010.

| Recorded incidents in Horden | -  |
|------------------------------|----|
| Burglary                     | 13 |
| Vehicle Crime – theft of     | -  |
| Vehicle Crime – theft from   | -  |
| Thefts                       | 13 |
| Rowdy, Nuisance Behavior     | 62 |
| Criminal Damage              | 15 |

PC Holland also updated members on the recent operation Milkshake and the Estate Walkabouts held in late May. Councillor Connor expressed her thanks to staff involved in the recent Streetsafe Event held in Peterlee recently.

**RESOLVED:** the information given, be NOTED.

### HPC <u>Public Participation.</u>

**10/11/023** There were no members of the public present.

### PARKS AND CEMETERY COMMITTEE Minutes of Meeting held 3<sup>rd</sup> June 2010

Present: Councillor T Jones (Chairman)

Councillors J Clark, M Clark, É Connor, W Hill, G Jones, G Patterson, G Phillips, M Robinson, J White and E Wood

- **Staff:** Mr P Davison (Clerk), Mrs G M Crute (Assistant Clerk), Mr J Bush (Parks & Cemetery Manager).
- Apologies: Councillor R Brown, G Lavery, D Maddison and W Smith

### P&C Parks & Cemetery Manager's Report.

- **10/11/011** The report previously circulated covered the period 3<sup>rd</sup> May to 23<sup>rd</sup> May 2010. The Chairman expressed his thanks to the Parks and Cemetery staff for their hardwork in the Cemetery prior to the Greenflag inspection. Members gave consideration to the use of red diesel in the Parish Council's tractors and ride-ons.
  - **RESOLVED:** that
  - i) the information given, be NOTED;
  - ii) the Clerk investigate the legalities of using red diesel, potential savings involved and report back.

### P&C <u>Damage/Incident Reports.</u>

**10/11/012** The Clerk advised Members of the following damage/incident reports:-

- 04.05.10 Incident Dene Area Outside Bottom of Cemetery. Large fire in the Dene area at the bottom of D Section of the Cemetery. Fire Brigade were let into cemetery by Parish Council staff.
- 05.05.10 Damage Welfare Park Bottom of Main Drive. Bottom flower bed had been ran through resulting in damaged to flower heads. Broken plant heads removed. Police informed.
- 06.05.10 Incident SWC Car Park Members of Line Dancing reported scratch down side of car.
- 13.05.10 Incident Sunderland Road Café. After the Café had closed youths were found kicking balls of the building, snapping branches of trees and riding bikes on the bank side. Parks and Cemetery Team Leader approached youths and dealt with the issue, he feels the issue may continue during the light nights. Having informed Parks and Cemetery Manager the Parks and Cemetery Team Leader will now contact street wardens and police direct.
- 23.05.10 Incident Church Green. Whilst litter picking Memorial Park and Church Green some needles where found. Street Wardens informed. Needles removed.

### **RESOLVED:** that

- i) the reports be NOTED;
- ii) the Clerk contact Sgt Dickinson regarding the problems being encountered at Sunderland Road after the Café is closed.

### P&C Horden in Bloom 2010.

**10/11/013** Councillor Hill advised Members on the increase in sponsorship that would enable the planting of the tubs throughout the village for the forthcoming year. **RESOLVED**: the information given, be NOTED.

### P&C <u>Thorpe Road Cemetery, Green Flag Application.</u>

**10/11/015** The Clerk advised on the recent Green Flag inspection of the Cemetery and the excellent work that had been carried out by the staff that made the grounds of the Cemetery look exemplary.

**RESOLVED:** that the information given, be NOTED.

### P&C <u>BMX Track/Skate Park.</u>

**10/11/016** Councillor Robinson advised Members that PCSO S Bowman had spoken with herself and Councillor Phillips about the BMX Track being used by children as a skate park, however, the track needed upgrading to make it into a skate park. She requested that money be budgeted for improvements for the next year and the area be tidied up for now.

### **RESOLVED** that:

- i) the Clerk look at the lease for the BMX Track to see if there were any restrictions on use;
- ii) the Clerk look at potential funding schemes for the improvements and report back to future meeting.

### FINANCE AND GENERAL PURPOSES COMMITTEE Minutes of Meeting held 3<sup>rd</sup> June 2010

Present: Councillor E Connor (Chairman)

Councillors J Clark, M Clark, W Hill, G Jones, T Jones, G Patterson, G Phillips, M Robinson, J White and E Wood Staff:

- Mr P Davison (Clerk), Mrs G M Crute (Assistant Clerk)
- Apologies: Councillor R Brown, G Lavery, D Maddison and W Smith

### F&GP Parish Council Financial Status – Bank Balances.

**10/11/023** The Clerk reported the bank balances as at 28/05/2010 being 476,529.20 **RESOLVED:** That the information be NOTED.

### F&GP Income and Expenditure Report to 30/04/2010.

**10/11/024** The report was circulated at the meeting. **RESOLVED:** That the report be NOTED.

### F&GP <u>Cash Cheques.</u>

**10/11/025** The Clerk requested cash cheque totaling £200 (£100 SWC and £100 Admin) be endorsed for payment. **RESOLVED:** To ENDORSE cheques for payment.

### F&GP <u>Bank Transfer.</u>

**10/11/026** The Clerk informed Members that the transfer for May was £46,073.36. **RESOLVED:** To ENDORSE transfers.

### F&GP Invoices for endorsement for payment

### **10/11/027 RESOLVED:** To ENDORSE the following invoices for payment:

| SUPPLIER                  | DATE     | DESCRIPTION                     | AMOUN  |
|---------------------------|----------|---------------------------------|--------|
| Booker                    | 12.05.10 | Bar Supplies                    | 221.00 |
| British Gas               | 12.05.10 | Electricity – Cemetery          | 64.82  |
| British Gas               | 12.05.10 | Electricity – HCWAFC            | 143.83 |
| British Gas               | 12.05.10 | Electricity – Works Building    | 242.45 |
| British Gas               | 12.05.10 | Electricity – SWC               | 420.16 |
| British Gas               | 12.05.10 | Electricity – Comm. Pavilion    | 40.62  |
| British Gas               | 12.05.10 | Electricity – Sunderland Road   | 270.76 |
| British Gas               | 12.05.10 | Electricity – Memorial Park     | 16.24  |
| British Gas               | 12.05.10 | Electricity – Welfare Ground    | 59.4   |
| British Telecom           | 13.05.10 | Line Rental                     | 159.5  |
| B J Thompson              | 13.05.10 | Internal Audit Year End         | 440.00 |
| Builders Warehouse NE Ltd | 07.04.10 | Gravel                          | 31.7   |
| BNP                       | 05.06.10 | Photocopier Rental              | 371.5  |
| Co-operative Bank         | 01.06.10 | Bank Charges - May              | 54.2   |
| Coors                     | 07.05.10 | Bar Supplies                    | 225.0  |
| Coors                     | 14.05.10 | Bar Supplies                    | 603.2  |
| Coors                     | 28.05.10 | Bar Supplies                    | 272.9  |
| D.C.C                     | 18.05.10 | SWC – Premises Licence          | 180.0  |
| Frank Wheatley            | 03.06.10 | Emergency Works –               | 500.8  |
|                           |          | Grandstand/Changing Rooms       |        |
| Frank Wheatley            | 03.06.10 | SWC Lights/Emergency Works at   | 344.9  |
|                           |          | Sunderland Road Pavilion        |        |
| Greenspace Forum Ltd      | 13.05.10 | Membership Renewal              | 175.0  |
| Guy Potts & Co            | 30.04.10 | Grease Gun/Visors               | 53.4   |
| H B Clark                 | 07.05.10 | Bar Supplies                    | 433.0  |
| H B Clark                 | 14.05.10 | Bar Supplies                    | 28.7   |
| Homecare                  | 20.05.10 | DIY Goods                       | 59.6   |
| Hydraulic Tech Services   | 18.05.10 | Tractor Hose                    | 22.0   |
| Integrated Office Systems | 12.05.10 | Paper                           | 87.1   |
| ITC Service Ltd           | 14.05.10 | IT – Call Out                   | 101.8  |
| Leamside Nurseries        | 19.05.10 | Plants                          | 90.0   |
| Lloyds                    | 19.05.10 | Main Drive Belts Kubota         | 274.3  |
| MacDonald Martin          | 25.05.10 | Repairs to Emergency Lights SWC | 117.5  |
| Machine Mart              | 17.05.10 | Mini Compresser                 | 11.7   |
| Mastercopy                | 19.05.10 | Cost per Copy                   | 161.4  |
| Maxwells                  | 31.05.10 | DIY Goods                       | 141.8  |
|                           |          |                                 |        |
| NALC                      | 20.05.10 | Members Networking Lunch        | 45.0   |

| Network Rail              | 19.05.10 | Water Pipe                      | 27.41      |
|---------------------------|----------|---------------------------------|------------|
| Shell                     | 17.05.10 | Fuel                            | 275.39     |
| Spaldings                 | 07.05.10 | Litter Picker                   | 120.92     |
| Sportlands                | 10.05.10 | Topdressing/Seeds               | 4647.12    |
| SLCC                      | 20.05.10 | Regional Conference - Clerk     | 64.62      |
| Treasured Memories        | 21.05.10 | Wall Plaques                    | 212.15     |
| T J's Heating & Home Impr | 19.05.10 | Repairs to WCs – Greenleaf Cafe | 335.00     |
| Upnorth Cooling           | 04.05.10 | New Fan Motor Cooler            | 70.69      |
| Wallace of Kelso          | 30.04.10 | Glyphosate                      | 88.13      |
| Wilf Husband              | 20.05.10 | Topsoil                         | 150.40     |
| Wilf Husband              | 20.05.10 | Topsoil                         | 150.40     |
| Viking                    | 01.06.08 | Stationery/Stamps               | 52.82      |
| Vodafone                  | 12.05.10 | Mobile Phones                   | 132.42     |
|                           |          | Invoice Total for May           | £12,836.82 |

#### F&GP Members/Officers Allowances.

10/11/028 The Clerk advised he had received participations claims totaling £1715.79 for Councillors J Clark, M Clark and W Hill.

**RESOLVED:** That the payments be ENDORSED.

#### F&GP Social Welfare Centre Sub-Committee.

**RESOLVED:** that the minutes be NOTED. 10/11/029

#### F&GP Horden Recreation Ground.

The Clerk advised that the Welfare Park is a registered charity and the Charity 10/11/030 Commission has advised him that it cannot be de-registered as it's income is over  $\pm 5,000$ . Reports have know to be back dated to 2005 and thereon an annual basis. **RESOLVED:** that

- to NOTE the contents of the report for information; i)
- ii) to ENDORSE the actions of the Clerk;
- iii) to APPROVE the annual returns for 2005 and 2006;
- to APPROVE the Trustee's Annual Report for 2009/10. iv)

#### F&GP Audit of Accounts for Year Ended 31/03/10.

- 10/11/031 Members gave consideration to the Audit of Accounts for Year Ended 31 March 2010.
  - a) Members gave consideration to the report of the Internal Auditor. **RESOLVED:** that the report of the Internal Auditor be APPROVED and a review of outstanding debtors be completed.
  - b) Members gave consideration to the Statement of Accounts which had been previously circulated.

**RESOLVED:** that the statement of accounts be APPROVED.

c) Members gave consideration to the Annual Governance Statement which had been previously circulated.

**RESOLVED**: that the Annual Governance Statement be APPROVED.

Members gave consideration to the Earmarked Reserves which had been d) previously circulated.

**RESOLVED:** that the Earmarked Reserves be APPROVED.

Members gave consideration to the Grant donations which had been previously e) circulated.

**RESOLVED:** that the Grant donations be APPROVED.

#### F&GP SWC Fire Safety Improvements.

10/11/032 Members gave consideration to the verbal report of the Clerk.

> **RESOLVED:** that the Clerk be AUTHORISED to purchase and refurbish fire doors in the Social Welfare Centre at a cost of £4359 plus VAT.

#### F&GP **Durham Miners Gala Brochure.**

10/11/033 Councillor G Jones declared a personal interest as he is a Member of Durham Miners. Members gave consideration to placing an advertisement in the Durham Miners Gala for 2010.

**RESOLVED:** that a quarter page advertisement placed in the 2010 Brochure at a cost of £145.

### F&GP <u>Training Room.</u>

**10/11/034** Councillor G Jones spoke regarding the conditions in the Training Room when the room was used and that there was a need for the extractor fan to be used and cool water to be provided. Members discussed the various options available in providing water to the meeting room.

**RESOLVED:** that the Assistant Clerk obtain quotations for the provision of a water cooler to the Training Room for the next meeting.

### F&GP <u>Safer Cemeteries Seminar.</u>

**10/11/035** Consideration was given to the attendance of the Parks and Cemetery Manager and Clerk to the above Seminar to be held on Tuesday 7<sup>th</sup> September at Manchester, free of charge.

**RESOLVED:** that the Parks and Cemetery Manager and the Clerk be AUTHORISED to attend.

### F&GP Planning Applications.

**10/11/36** PL/5/2010/0208 - Proposed Rear Extension at 5 Wilkinson Road, Horden for Mr B Armstrong

**PL/5/2010/0216** – Proposed Single Storey Rear Extension at 5 Hillside Villas, Horden for A Hickman

**PL/5/2010/0186** – Proposed Single Storey Front and Two Storey Rear Extensions at 12 Windsor Terrace, Horden for Mr A Richardson

**PL/5/2010/0191** – Proposed Rear Extension at 4 Hudson Avenue, Horden for Mr C Cain.

**RESOLVED**: that the information given, be NOTED.

## FULL PARISH COUNCIL Minutes of Meeting held 3<sup>rd</sup> June 2010

**Present:** Councillor J White (Chair)

- Councillors J Clark, M Clark, E Connor, W Hill, G Jones, T Jones, G Patterson, G Phillips, M Robinson and E Wood
- **Staff:** Mr P Davison (Clerk), Mrs G M Crute (Assistant Clerk)
- **Apologies:** Councillor R Brown, G Lavery, D Maddison and W Smith

### HPC <u>Civil Parking.</u>

**10/11/024** Dave Lewin, Team Leader, Traffic Section, Durham County Council spoke on civil parking enforcement detailing the benefits of the scheme and requested that the Parish Council write a letter of support for the scheme. Members asked Mr Lewin a number of questions regarding Civil Parking.

**RESOLVED:** that Horden Parish Council write a letter of support to Durham County Council regarding the aim to obtain civil parking enforcement in the North Durham area.

### HPC <u>County Durham Plan.</u>

**10/11/025** The Clerk advised on correspondence received from County Durham Association of Local Councils regarding the County Durham Plan. **RESOLVED:** that the information given, be NOTED.

### HPC Places to Go Website.

**10/11/026** The Clerk advised Members on the "places to go" website which was linked to the Durham County Council website which could be used to advertise events held by the Parish Council and in promoting the Social Welfare Centre. Subscription to the website was free. **RESOLVED:** to participate in the website.

### HPC <u>CDALC Executive Committee.</u>

10/11/027 Members gave consideration on correspondence received regarding the nominations for the CDALC Executive Committee.
 RESOLVED: that the Clerk report back to the July meeting on any further nominations received.

### HPC <u>NALC Bulletin.</u>

**10/11/027** The Clerk updated Members on NALC Bulletin which had been circulated with the agenda. **RESOLVED:** that the information given, be NOTED.

### HPC Durham County Council Residents Service.

**10/11/028** Members gave consideration to correspondence received from Durham County Council regarding the carrying out of a survey of residents in County Durham. **RESOLVED:** that the information given, be NOTED.

### HPC <u>National Association of Councillors.</u>

**10/11/029** The Clerk advised on correspondence received from the National Association of Councillors requesting the Parish Council's delegate to the Association. **RESOLVED:** that Councillor J Clark be NOMINATED to be the Parish Council's delegate to the National Association of Councillors.

### HPC Exclusion of the Press and Public.

**10/11/030 RESOLVED:** That in accordance with Section 100(A) of the Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985 the press and public be excluded from the meeting for the following item of business on the grounds that it involves confidential information.

### HPC <u>HCWAFC Tenancy.</u>

**10/11/031** The Clerk updated Members on information regarding the ongoing electricity dispute between the Parish Council and HCWAFC. **RESOLVED:** that the actions of the Clerk be ENDORSED.

### HPC Clerk's Salary Increment.

The Clerk declared a personal and prejudicial interest and left the meeting. The Chairman advised Members on the recent appraisal which had been undertaken by 10/11/032 herself and the Vice-Chairman.

**RESOLVED:** that the Clerk be awarded a salary increment back dated to 1<sup>st</sup> April 2010.