

**HORDEN PARISH COUNCIL**  
**Minutes of Meeting held 6<sup>th</sup> October 2011**

**Present:** Councillor J White (Chairman)  
 Councillors J Clark, M Clark, E Connor, G Phillips, M Robinson and E Wood  
**Staff:** Mr P Davison (Clerk), Mrs J S Hunt (Assistant Clerk),  
 Mr J Bush (Parks & Cemetery Manager).  
**Also Present:** PC G Davies

**HPC 11/12/061** **Apologies for Absence.**  
**RESOLVED:** Apologies RECEIVED and approved for Councillors R Bagnall, W Hill, G Lavery, G Jones and W Smith.

**HPC 11/12/062** **Minutes of the Meeting of Horden Parish Council held 1<sup>st</sup> September 2011.**  
**RESOLVED:** that the minutes be confirmed as a correct record to be signed by the Chairman.

**HPC 11/12/063** Matters Arising – Clerk's Report

- |                           |  |
|---------------------------|--|
| <b>HPC 11/12/036</b>      | <b>Police Report</b> - The Clerk had written to Durham Constabulary regarding letters of thanks to PC Thompson and complaint regarding previous incidents. |
| <b>P&amp;C 11/12/023</b>  | <b>Green Flag Award</b> – The Clerk had written to the parks and cemetery staff to congratulate them on achieving the Green Flag awards.                   |
| <b>F&amp;GP 11/12/055</b> | <b>East Durham Horse Fayre</b> – The Traveller's organizer had already provided a donation to another charity in the interim period.                       |
| <b>F&amp;GP 11/12/059</b> | <b>Safe Durham Partnership Plan 2011/2014</b> – The Clerk had written to Durham County Council providing feedback.   |

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

**HPC 11/12/064** **Items Tabled for Information.**  
**Hartlepool Mail**

Tuesday 30th August 2011	"Horses parade through village"
Friday 2nd September 2011	"Horden planning adventurous approach"
Friday 2nd September 2011	"Horden hope for better weather after washout"
Monday 5th September 2011	"Horden are dominant"
Monday 5th September 2011	"Horden have fun in sun"
Monday 12th September 2011	"What a Turnaround as Horden pass Medical exam"
Wednesday 14th September 2011	"Horden go bottom"
Wednesday 14th September 2011	"Bomb trial suspect begins his defence"
Monday 19th September 2011	"Family says man pushed to the limit"
Monday 19th September 2011	"Horden hurt by collapse"
Wednesday 21st September 2011	"Litter-pickers make it a clean sweep"
Thursday 22nd September 2011	"Award for officer who solved arson"
Wednesday 28th September 2011	"Balloon boys are taking off"

**Peterlee Star**

Wednesday 14th September 2011 "Travellers' special present for hospice"

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

**HPC**  
**11/12/065**

**Police Report:**

The Chairman welcomed to the meeting PC Glen Davies, who reported on incidents covering the period 1<sup>st</sup> September 2011 to 6<sup>th</sup> October 2011.

**Police Report:**

Recorded Incidents in Horden	319
Burglary	4
Vehicle Crime – theft of	2
Vehicle Crime – theft from	0
Thefts	14
Rowdy, Nuisance Behaviour	57
Criminal Damage	8

There were no recorded incidents in Grants Houses.

PC Davies informed Members of a current trend of scrap metal thefts in the area, he asked that people be vigilant and if any flat bed trucks in the area look suspicious, to then take note of the registration and report it to the Police.

He also advised Members that the Street Wardens were continuously finding used syringes lying around the area and advised if any others were found to contact the Street Wardens who will then remove them. The Clerk advised PC Davies that syringes continue to be found in the football grounds.

PC Davies also updated Members on the status of complaints as a result of the East Durham Horse Fayre, which he advised were being forwarded on to Ian Dickinson.

Concerns were raised regarding Hardwick House. PC Davies advised he would look into this matter further and report his findings at the next meeting. Councillor Connor wished to express her congratulations to PCSO Bowman in achieving her award.

**RESOLVED:** that the information given, be **NOTED** and that PCSO Bowman be congratulated on achieving her award.

**HPC**  
**11/12/066**

**Public Participation.**

There were no members of the public currently present. A member advised that two members of the public who had expressed an interest to speak were not present, possibly due to the earlier convening of the parish council meeting and that they may arrive at 6pm.

Members sought clarification on the procedure for public participation. The Clerk advised that members of the public do not need to submit a letter as long as they inform the Clerk beforehand that they wish to participate in the meeting and the subject matter to be raised.

**RESOLVED:** that

- i. The Chairman, under Standing Order S.26 ss. (d) move without notice that the order of business be changed and defer public participation until after the conclusion of the meeting of the Parks and Cemetery Committee.

## **PARKS AND CEMETERY COMMITTEE**

### **Minutes of Meeting held 6<sup>th</sup> October 2011**

- Present:** Councillor M Clark ( Chairman )  
Councillors J Clark, E Connor, G Patterson, G Phillips, M Robinson, J White and E Wood
- Staff:** Mr P Davison (Clerk), Mrs J S Hunt (Assistant Clerk), Mr J Bush (Parks & Cemetery Manager).
- Apologies:** Councillors R Bagnall, W Hill, G Lavery, G Jones and W Smith.

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

**11/12/029**

The report previously circulated covered the period 22<sup>nd</sup> August 2011 to 26<sup>th</sup> September 2011. Councillor E Wood advised that she had received complaints from members of the public with regard to the Band in the park not turning up on Sunday 25<sup>th</sup> September. The Parks & Cemetery Manager explained that he was not informed beforehand, therefore could not inform members of the public. He advised that next year he will make a point of enquiring about their cancellation procedures. Councillor G Phillips queried the "grant of rights" with regard to the name "L. Hubble" appearing for the second month running. The Parks & Cemetery Manager informed Members that this was because they did not have the necessary documents the first time, therefore were included on the next month.

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

**P&C**                    **Damage/Incident Reports.**

**11/12/030**

The Clerk advised Members of the following damage/incident reports:-

26/08/11 Incident    **Green Leaf Café**

Parks staff alerted by café staff of a chip pan fire. Kitchen tray with oil in was on fire. Parks staff turned electricity off and used fire extinguisher to put out fire. Fire alarm would not deactivate initially once fire was put out, but did so later.

No emergency services were called out by café staff.

Parks and playing fields Supervisor was informed and arrangements were made for alarm and fire extinguisher to be serviced.

Clerk immediately visited the premises and spoke to parks and café staff. Was advised that the kitchen was left unattended. Clerk has written to Acumen regarding the incident with recommendations for improvement.

30/08/11 Incident    **Horden Social Welfare Centre**

External metal waste pipes broken off and stolen during the night. Arranged replacement and protective cover over pipes.

07/09/11 Incident    **Welfare Park Football Field**

Staff strimming between fence and Laurels discovered 4 needles. Needles removed and safely disposed of.

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

**P&C**  
**11/12/031** **Winter Footpath Maintenance.**  
The Clerk informed Members of the meeting that was with Durham County Council which was attended by Jimmy Bush and himself. He advised that it was a positive meeting and that DCC were aware of the routes that the Parish Council were doing. The snow plough is due to be fitted shortly to enable the clearing of footpaths. There will be a meeting at County Hall on 17<sup>th</sup> October. The Clerk is awaiting the decision from DCC regarding to the potential use of the DCC depot at the Seaview Industrial Estate in order to store salt. DCC public liability insurance would be arranged and overtime would be paid by DCC when required.

**RESOLVED:** that

- i. that the information given, be **NOTED**.
- ii. Members be provided with a copy of the gritting routes when available.

**P&C**  
**11/12/032** **Thorpe Road Cemetery.**  
The Clerk advised Members that he had made enquiries into land at Grants Houses and also the Grasslands in Horden and that he is awaiting feedback. He also updated Members on the situation with the Golf course with regard to the planning application. A lengthy discussion ensued.

**RESOLVED** that

- i. The Clerk and Members to raise awareness within the local community.
- ii. the Clerk to provide a summary of the parish council's objection to Members.
- iii. the Clerk to re-submit the objection to the golf course planning application.

**P&C**  
**11/12/033** **Stapylton Drive MUGA.**  
The Clerk advised Members that the Solicitors were still working with the appointed receivers to obtain the certificate of ownership. The Solicitors are aware that AAP community budget funding may be withdrawn on 27<sup>th</sup> October if the transfer is not completed.

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

**P&C**  
**11/12/034** **Remembrance Sunday 2011.**  
The Clerk gave a summary to Members regarding the Remembrance Sunday 2011 procedure.

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

*Councillor G Patterson entered the meeting at 5.55pm*

**P&C**  
**11/12/035** **Horden "Blight Sites".**  
Councillor June Clark advised Members that she was taking the lead on behalf of The Horden Regeneration Partnership. She advised Members that she had contacted various groups all with the same consensus of opinion, with the following being identified; the Old Trust site, Adam's Garage and The Victoria Ballrooms.

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

**P&C**  
**11/12/036**

**Green Leaf Café.**

The Clerk provided Members a summary regarding the issues with the Green Leaf Café and considered the correspondence received from Acumen Community Enterprise Development Trust. A lengthy discussion ensued.

**RESOLVED** that

- i. the information given, be NOTED.
- ii. The license agreement be terminated on the basis that Acumen had failed to provide sufficient management support to the Green Leaf Café.
- iii. one month's notice period as per the license be provided to Acumen.
- iv. appropriate notices to be displayed informing the public of the closure.
- v. The Clerk to draw up a draft tender specification for the use of the Ambulance House café facilities.

**HPC**  
**11/12/067**

**Public Participation.**

*Deferred from item HPC 11/12/066.*

Mr. C Bradley and Mr. T Scholick addressed Members with regard to the recent 2011 Flower and Vegetable Show in order to seek Members views on the 2011 Show and on the planning of future shows. The Chairman advised that during public participation, Members could not respond to requests although the Show was discussed in the previous months meeting and the Clerk had already responded with the parish councils resolutions which addressed their requests.

**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held 6<sup>th</sup> October 2011**

**Present:** Councillor E Connor (Chairman)  
 Councillors J Clark, M Clark, G Patterson, G Phillips, M Robinson, J White and E Wood

**Staff:** Mr P Davison (Clerk), Mrs J S Hunt (Assistant Clerk).

**Apologies:** Councillors R Bagnall, W Hill, G Lavery, G Jones and W Smith.

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

**11/12/064** The Clerk reported the bank balances as at 30/09/2011 being £591,262.33

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

**F&GP** **Income and Expenditure Report to 31/08/2011.**

**11/12/065** The report was circulated at the meeting.

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

**F&GP** **Cash Cheques.**

**11/12/066** There were no cheques for payment.

**F&GP** **Bank Transfer.**

**11/12/067** The Clerk informed Members that the transfer for September was £71,019.24.

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

**F&GP** **Invoices for endorsement for payment.**

**11/12/068** **RESOLVED:** To ENDORSE the following invoices for payment:

SUPPLIER	INVOICE DATE	DESCRIPTION	AMOUNT £	PAID REF:
Angel Springs Limited	31.08.11	Water cooler rental	31.00	310677
Ashley Gases	30.08.11	SWC - Cellar gases	17.94	310678
Ashley Gases	13.09.11	SWC - Cellar gases	17.94	310679
Baker Ross	30.08.11	Event prizes	94.57	310680
Bishop Sports & Leisure	06.09.11	Boundary poles & yellow flags	36.24	310681
BOC	31.08.11	SWC - CO2 monitor	27.78	DD
Booker Limited	16.09.11	SWC - Bar supplies	216.44	DD
British Gas	31.08.11	SWC- gas	342.39	DD
British Gas	30.09.11	Gas - SWC	296.73	DD
Darlington Borough Council	23.09.11	Summer Bedding	3874.80	310682
DAVMAR	08.08.11	Uniform - Lee and Carl	32.70	310684
Durham County Council	08.09.11	Repair cutting deck & replace blades	529.31	310683
Eden Fancy Dress	12.09.11	Fancy dress costumes	290.00	310685
GO2 Electrical Services	03.10.11	Electrical certificates - SWC	100.00	310686
Harbro Electrical	16.09.11	Convactor heater - SWC toilets	23.94	310687
Homecare	20.09.11	Various DIY supplies, cement & sand	23.79	310688
Horns Sawmills & DIY	20.09.11	Various timber, bolts & screws	99.56	310689
Innerglass	06.09.11	Floor polish & maintainer	67.27	310690
Innerglass	08.09.11	Floor polish & jumbo rolls	107.21	310690
ITC	31.08.11	Internet	42.00	DD
ITC Service Limited	30.09.11	Static Service - Internet	42.00	DD
Lloyd	07.07.11	Key for new tractor	6.50	310691
MacDonald Martin	31.08.11	Call out & new ext./ smoke detector	159.60	310692
Mastercopy	17.08.11	Cost per copy	125.36	310695
Mastercopy	19.08.11	Credit for IT charge - not required	-58.80	310695
Maxwells DIY	31.08.11	Timber, drill bit set, undercoat	78.39	310694

Maxwells DIY	28.09.11	DIY Supplies	73.53	310693
MKM Building Supplies	16.09.11	Tarmac / wheelbarrow tyre	83.68	310696
MKM Building Supplies	22.09.11	Roof Tiles	26.92	310696
Molson Coors	09.09.11	SWC - Bar supplies	289.87	DD
Molson Coors	26.08.11	SWC - Bar supplies	313.76	DD
Molson Coors	23.09.11	SWC - Bar supplies	887.38	DD
Mortons Solicitors	19.09.11	Legal services	2400.00	310697
NTE Limited	01.09.11	Telephone charges	80.27	DD
Peeks of Bournemouth	12.09.11	Event prizes	189.77	310666
Rigby Taylor	01.09.11	Grass seed	588.00	310700
Rigby Taylor	07.09.11	Grass seed	302.65	310802
Scottish Power	19.09.11	Electricity charges - SWC	166.67	DD
Scottish Power	19.09.11	Electricity charges - Works Building	166.67	DD
Scottish Power	19.09.11	Electricity charges - Cemetery	166.67	DD
Scottish Power	19.09.11	Electricity charges - Pavillion	166.67	DD
Scottish Power	19.09.11	Electricity charges - Memorial Park	166.67	DD
Scottish Power	19.09.11	Electricity charges - Welfare Park	166.67	DD
Scottish Power	29.09.11	Electricity - Cricket/Rugby	49.49	DD
Scottish Power	29.09.11	Electricity - Cemetery	31.08	DD
Scottish Power	29.09.11	Electricity - Works Building	534.70	DD
Scottish Power	29.09.11	Electricity - Memorial Park	24.95	DD
Scottish Power	29.09.11	Electricity - SWC	954.66	DD
Shell UK Ltd	02.09.11	Fuel	410.03	DD
Shell UK Ltd	17.09.11	Fuel	326.22	DD
The Co-operative Bank	01.09.11	Charges	42.84	DD
Treasured Memories	31.08.11	Memorial plaque	143.22	310698
Trimdon Concert Band	09.09.11	Brass band - 14.08.11	350.00	310699
Viking Direct	23.08.11	First aid kit & Stationery	92.94	310801
Vodafone	12.09.11	Mobile phone charges	135.44	DD
Wilf Husband	26.08.11	Topsoil	192.00	310803
<b>Invoice Total For September</b>			<b>£16,148.08</b>	

**F&GP**  
**11/12/069**

**Members/Officers Allowances.**

The Clerk advised he had received travel expenses for Councillor J White and June Clark totaling £39.67.

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

**F&GP**  
**11/12/070**

**Social Welfare Centre Sub-Committee – 22<sup>nd</sup> September 2011.**

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

**F&GP**  
**11/12/071**

**Audit of Accounts for the Year Ended 31 March 2011.**

The Clerk gave a brief update to Members on the situation regarding the audit of accounts for year ended 31 March 2011.

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

**F&GP**  
**11/12/072**

**County Durham Association of Local Councils AGM 29<sup>th</sup> October 2011.**

Members gave consideration on nominations to attend the County Durham Association of Local Councils AGM to be held in The Council Chamber, County Hall, Durham, on Saturday 29<sup>th</sup> October 2011.

**RESOLVED:** that Councillors J Clark and E Connor attend with Councillor E Connor take the voting.

**F&GP**  
**11/12/073**

**3 C's Event.**

Members gave consideration to the 3 C's training event on October 19<sup>th</sup> 2011 to be held at the Civic Hall, Shildon priced at £30 + VAT per delegate.

**RESOLVED:** that no-one attend.



- F&GP**  
**11/12/074** **"The Role of the Modern Councillor"**  
Members gave consideration to The Role of the Modern Councillor training event on 7<sup>th</sup> November 2011 to be held at Durham County Cricket Club, Chester-Le-Street, priced at £85 + VAT per delegate.
- RESOLVED:** that no-one attend.
- F&GP**  
**11/12/075** **Centre Field Pavilion Boiler Removal Quotations.**  
The Clerk advised three tenders had been received for the removal of the old boiler in centre field pavilion in order to create more space. Members considered whether this would actually be of benefit to the Parish Council.
- RESOLVED:** that the work would not proceed until further notice.
- F&GP**  
**11/12/076** **Donation Request: Hartlepool and District Hospice.**  
Members gave consideration to a request for a donation from Hartlepool and District Hospice.
- RESOLVED** that
- i. no donation be made.
  - ii. the Clerk to write a letter of explanation.
  - iii. any shortfall in the monies raised from the Charimans Charity night be made up by the Parish Council.
- F&GP**  
**11/12/077** **Donation Request: East Durham Citizens Advice Bureau.**  
Members gave consideration to a request for a donation from East Durham Citizens Advice Bureau.
- RESOLVED:** that a donation of £1,000 be GRANTED.
- F&GP**  
**11/12/078** **Donation Request: Mayors Charity Ball.**  
Members gave consideration to correspondence from Peterlee Town Council regarding the Mayor's Charity Ball.
- RESOLVED:** that a donation of a bottle of spirits be GRANTED.
- F&GP**  
**11/12/079** **Urban and Rural Renaissance Initiative Grant Scheme.**  
The Clerk updated Members on potential schemes and advised them of the criteria of the scheme. He advised Members that due to financial constraints that this be deferred.
- RESOLVED** that
- i. the information be NOTED.
  - ii. potential URRI projects be evaluated in 2012.
- F&GP**  
**11/12/080** **Exclusion of Press and Public.**  
**RESOLVED:** That in accordance with Section 2 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 it involves information prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- F&GP**  
**11/12/081** **Ambulance House Catering Proposal.**  
Members gave consideration to the catering proposal received. A lengthy discussion ensued.
- RESOLVED** that
- i. the information given, be NOTED.

- ii. the catering franchise for Ambulance House to be subject to a formal tender process.
- iii. The Clerk to draft a tender specification and bring back to Members.

**F&GP**  
**11/12/082**

**Horden Social Welfare Centre Catering Proposal.**

Members gave consideration to the catering proposal received. A lengthy discussion ensued.

**RESOLVED** that

- i. the information given, be NOTED.
- ii. the item be placed on the agenda for the next Social Welfare Centre Sub-Committee. To consider further.

**F&GP**  
**11/12/083**

**Mortons Solicitors Fees and Charges.**

Members gave consideration to correspondence received by Mortons Solicitors.

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

**F&GP**  
**11/12/084**

**Resignation of SWC Cleaner.**

The Clerk advised Members of the cleaners letter of resignation and provided details of measures to fill the vacancy.

**RESOLVED** that

- i. the Clerk draft an application pack and arrange local advertising for the post.
- ii. the Clerk and the Chairman of the Social Welfare Committee conduct the interviews.

**F&GP**  
**11/12/085**

**Training.**

*The Assistant Clerk declared a prejudicial interest in the following item on the grounds it was relating to their training request and left the room at 7.35pm*

Members gave consideration to Association of Accounting Technician training for the Assistant Clerk. The Clerk advised that there was insufficient budget resource contained within the current training budget to accommodate this request and that more focused local government training may prove more beneficial to aid in the continuous professional development of the Assistant Clerk.

**RESOLVED** that

- i. the training request be not acceded to.
- ii. The Clerk discuss the Assistant Clerks future training needs in line with annual appraisal training and development plans.

**FULL PARISH COUNCIL**  
**Minutes of Meeting held 6<sup>th</sup> October 2011**

**HPC**                    **Councillor Terry Jones.**  
**11/12/068** Members noted the correspondence received from Councillor Terry Jones regarding his resignation as a Parish Councillor.

**RESOLVED** that

- i. the information be NOTED.
- ii. the Clerk inform Durham County Council as to a casual vacancy arising.

**HPC**                    **Councillor George Jones.**  
**11/12/069** Members gave consideration to correspondence received by Councillor George Jones regarding his request for extended apologies for absence.

**RESOLVED** that

- i. councillor Jones' apologies for absence be accepted for six months.
- ii. the Clerk write to Councillor Jones in six months time regarding attendance.

**HPC**                    **Exclusion of the Press and Public.**  
**11/12/070** **RESOLVED:** That in accordance with Section 2 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 it involves information prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**HPC**                    **HCW AFC Issues.**  
**11/12/071** The Clerk issued Members with correspondence issued by Mortons Solicitors then proceeded to give an update since the last meeting. A lengthy discussion ensued.

**RESOLVED** that

- i. to address inaccuracies in Mortons Solicitor's correspondence.
- ii. to follow Morton's Solicitors recommendation to instruct a Barrister.
- iii. the Clerk to send a letter to the Football Association highlighting the issue with the football club.