

**HORDEN PARISH COUNCIL**  
**Minutes of Meeting held 9<sup>th</sup> January 2014**

**Present:** Councillor J White (Chairman)  
 Councillors J Clark, E Connor, W Hill, D Langan, D Nicol, G Phillips, I Roberts,  
 M Robinson, D Tait and L Williams

**Staff:** Mr P Davison (Clerk), Mrs J S Hunt (Assistant Clerk) and Mr J Bush (Parks and Cemetery Manager)

**Also Present:** PCSO Nicola Bowman.

**HPC** **Apologies for Absence.**

**13/14/125** **RESOLVED:** Apologies received for Councillors R Bagnall, M Clark, W Smith and E Wood.

**HPC** **Minutes of the Meeting of Horden Parish Council held 26<sup>th</sup> November and 5<sup>th</sup> December 2013.**

**13/14/126** **RESOLVED:** That the minutes be confirmed as a correct record to be signed by the Chairman.

**HPC** **Matters Arising – Clerk’s Report.**

**13/14/127**

**P&C 13/14/042**

**Location of Dog and Grit Bins –**

The grit bins have been ordered by the Parks and Cemetery Manager. The item will be included at future meetings annually in October. DCC will be contacted in January with regards to progress on missing bins.

**P&C 13/14/043**

**Cotsford Park Play Area –** the trees have been removed.

**P&C 13/14/044**

**Staylton Drive MUGA –** the Clerk will commence work on this item in January and will table for a future agenda item.

**P&C 13/14/045**

**Church Green Village Green Status –** the Assistant Clerk will look at the next steps for the registration of the village green in January.

**F&GP 13/14/091**

**Members/Officers Allowances –** NALC had been contacted with regard to reimbursement.

**F&GP 13/14/094**

**Internal Audit Report: Creditors –** The Clerk will provide a written report in February regarding the item.

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

**HPC** **Items Tabled for Information.**

**13/14/128** There were no items for information.

**HPC** **Police Report.**

**13/14/129** The Chairman welcomed PCSO Bowman to the meeting who reported on the following incidents covering the period 6<sup>th</sup> December to 9<sup>th</sup> January 2014:

Recorded incidents in Horden	265
Burglary	8
Vehicle Crime – Theft of and from	17
Thefts	
Anti-Social Behaviour	39
Criminal Damage	9

PCSO Bowman advised Members on the report given. She also advised that overall there had been a reduction of 20% in the area for general crime.

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

**HPC** **Public Participation.**

**13/14/130** There were no members of the public currently present.

**PARKS AND CEMETERY COMMITTEE**  
**Minutes of Meeting held 9<sup>th</sup> January 2014**

**Present:** Councillor I Roberts (Chairman)  
 Councillors J Clark, E Connor, W Hill, D Langan, D Nicol, G Phillips, M Robinson, D Tait,  
 J White and L Williams

**Staff:** Mr P Davison (Clerk), Mrs J S Hunt (Assistant Clerk) and Mr J Bush (Parks and Cemetery Manager).

**Apologies:** Councillors R Bagnall, M Clark, W Smith and E Wood.

**P&C 13/14/046** **Parks and Cemetery Manager's Report.**  
 The report previously circulated covered the period 25<sup>th</sup> November to 22<sup>nd</sup> December 2013.

The Parks and Cemetery Manager advised Members on the above report.

Members expressed their thanks and compliments to Parks and Cemetery Staff for their continuous good work.

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

**P&C 13/14/047** **Damage/Incident Reports.**

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

25.11.13	Incident	<u>Sunderland Road Play Area</u> Dog foul bags removed from bins and smeared on play equipment surfaces and bags scattered around area. Police informed. Incident no: 143/26/11/2013 Excrement cleaned from play surfaces and bags removed.
03.12.13	Incident	<u>Welfare Park</u> Syringe with exposed needle found behind hedge at top of football field. Police informed. Incident no: 185/03/12/2013 Needle disposed of in appropriate manner.
04.12.13	Damage	<u>Sunderland Road Play Area</u> Bin liner in new dog bin set alight, causing damage to the bin. Police informed. Incident no: 280/05/12/2013 Bin liner replaced, bin still in working order.
07.12.13	Damage	<u>Welfare Park – Cricket Ground</u> Front of storage shed (back of Grandstand) had the front ripped open. Police informed. Incident no: 0199/07/12/2013 Items removed from the shed by staff (none taken) and damage repaired.
10.12.13	Damage	<u>Park Road – Welfare Park</u> Dog bin on wall looks although someone has stood on it to gain access to the park causing the lid to break – damage is beyond repair. Police informed. Incident no: 0266/10/12/2013 Dec 11 <sup>th</sup> – bin pulled from fixings and therefore it has been removed.

A local Member enquired as to whether or not we were given any feedback from the Police when reporting incidents.

The Clerk advised that this has been a problem and continues to be so and that the Parish Council had already sent correspondence to Durham Constabulary informing them of the council's concerns.

**RESOLVED:**

- i. that the information given, be NOTED.
- ii. that prior to each meeting, a report of damage and incidents be sent to the Police for them to investigate to enable feedback at the meetings.

**P&C**  
**13/14/048** **Thorpe Road Cemetery Extension.**  
The Clerk advised Members on correspondence received from the environment agency with regard to the groundwater audit for the proposed cemetery.

He advised that the feedback was positive and that a meeting of the Cemetery Development Sub-Committee will be convened within the next two weeks to discuss progress.

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

**P&C**  
**13/14/049** **Thorpe Road Cemetery Toilet Block.**  
The Clerk advised Members on the progress of the refurbishment of Thorpe Road Cemetery Toilet Block. He also advised that completion should be by the end of next week.

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

**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held 9<sup>th</sup> January 2014**

**Present:** Councillor E Connor (Chairman)  
 Councillors J Clark, W Hill, D Langan, D Nicol, G Phillips, I Roberts, M Robinson, D Tait,  
 J White and L Williams .

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

**Apologies:** Councillors R Bagnall, M Clark, W Smith and E Wood.

**F&GP 13/14/099** **Parish Council Financial Status – Bank Balances.**  
 The Clerk reported the bank balances as at 31/12/2013 being £500,693.36.

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

**F&GP 13/14/100** **Income and Expenditure Report to 29/11/2013.**  
 The report was circulated at the meeting. There were a number of requests for clarification regarding some items of income and expenditure. The Clerk advised that these would be further investigated and brought back for Members information.

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

**F&GP 13/14/101** **Cash Cheques.**  
 The Clerk requested a cash cheque totaling £330 (£300 Admin and £30 Cemetery) be endorsed for payment.

**F&GP 13/14/102** **Bank Transfer.**  
 The Clerk informed Members that the transfer for December was £61,470.67.

**RESOLVED:** To ENDORSE transfers.

**F&GP 13/14/103** **Invoices for endorsement for payment.**

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Payment Ref:
A1 Trophies	20.12.13	A4 Park Opening Signs	£32.40	311880
Allstar	11.12.13	Fuel	£159.61	DD
Allstar	18.12.13	Fuel	£259.79	DD
Angel	30.11.13	Water Cooler Hire	£34.42	DD
Ashley Gases	23.12.13	CO2 / N2CO2	£27.72	311881
Black Box	11.12.13	Maintenance of CCTV for 31.01.14 - 30.01.15	£90.00	311882
BOC	30.11.13	CO2 Cellar Monitor	£31.98	DD
Booker	19.12.13	Bar Stock	£236.65	DD
British Gas	02.12.13	Gas - SWC	£848.06	DD
British Gas	03.12.13	Electricity - Cemetery	£30.60	DD
British Gas	03.12.13	Electricity - Community Pavillion	£26.34	DD
British Gas	13.12.13	Electricity - SWC	£557.81	DD
British Gas	13.12.13	Electricity - Welfare Ground	£58.56	DD
British Gas	13.12.13	Electricity - HCW AFC	£108.27	R/DD
British Gas	13.12.13	Electricity - Memorial Park	£52.53	DD
Castle Eden Beer Company	13.12.13	Bar Stock	£84.00	311870
Castle Eden Beer Company	20.12.13	Bar Stock	£168.00	311870
Co-operative Bank	02.12.13	Bank Charges	£33.84	DD
Darlington Borough Council	09.12.13	Supply of bedding	£3,040.03	311883
Durham County Council	02.12.13	New battery for Kubota	£95.54	311884
Harbro	27.11.13	Halogen Lamp	£5.40	311885
Homecare	19.12.13	Various DIY supplies	£77.14	311886
Horn's Garden Centre	30.11.13	Trees	£158.44	311887
Horn's Landscaping	17.12.13	Turf	£54.27	311888
Integrated Office Systems	30.11.13	Heavy Refuse Sacks	£111.60	311889

John Barron	10.12.13	M.O.T.	£40.00	311890
John Barron	18.12.13	Full Service - SA05 EXM	£385.00	311890
LWC	05.10.13	Credit for half barrel Smooth	£45.70	DD
LWC	13.12.13	Bar Stock	£811.10	DD
LWC	20.12.13	Bar Stock	£945.03	DD
MacDonald Martin	04.12.13	New Emergency Light Fitting	£204.00	311891
Niramax	08.12.13	Trade Waste	£50.76	311892
Niramax	15.12.13	Trade Waste	£68.94	311892
Niramax	22.12.13	Trade Waste	£68.94	311892
Niramax	30.11.13	Trade Waste	£68.94	311892
Niramax	31.12.13	Trade Waste	£71.70	311892
NTE	01.12.13	Telephone and Internet Charges	£154.02	DD
O'Brien	30.11.13	Trade Waste/paper recycling	£13.20	311893
Premier Ironcraft	26.11.13	Repair to Main Gates	£40.00	311894
Raby Estates	12.12.13	Christmas Tree	£228.00	311895
Shorts of Whitburn	13.12.13	Repairs to Roller	£186.94	311896
Speedyhire	20.12.13	Air bag stopper/air drain bag	£56.64	311897
TESS	30.11.13	Portaloo	£92.57	311898
Trevor Jones	16.12.13	Repairs to Cem Boiler	£195.00	311900
Vodafone	16.12.13	Mobile Phone Charges	£94.77	DD
Zurich	16.12.13	LCAS seminar	£108.00	311901
<b>Invoice Total December 2013</b>			<b>£10,312.25</b>	

**RESOLVED:** To ENDORSE the invoices for payment

**F&GP 13/14/104** **Members/Officers Allowances.**

The Clerk advised she had received participation allowance for Councillor M Robinson and travel expenses for Councillor J White totaling £597.51.

**RESOLVED:** that payments be ENDORSED.

**F&GP 13/14/105** **Budget Sub-Committee Minutes of Meeting held 28<sup>th</sup> November 2013.**

Members gave consideration to the minutes of the meeting which was held on 21<sup>st</sup> November 2013, previously circulated.

**RESOLVED:** that the recommendations given, be NOTED for the following items.

**F&GP 13/14/106** **Fee Setting 2014.**

Members gave consideration to the draft fees for users of council services for 2014/15. Discussion ensued with regard to the parity between individual users of council facilities and letting agreements.

**RESOLVED:** that the fees for 2014 be APPROVED.

**F&GP 13/14/107** **Strategic Plan 2014.**

Members gave consideration to the Strategic Plan for 2014. A lengthy discussion ensued with regard to budget priorities.

**RESOLVED:** that the budget priorities for 2014 be APPROVED.

**F&GP 13/14/108** **Council Reserves.**

Members gave consideration to the Council Reserves for 2013/2014.

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

**F&GP 13/14/109** **Budget and Precept 2014/15.**

Members gave consideration to the Budget and Precept for 2014/15, which had previously been circulated.

The Clerk advised that the precept figure for 2014/15 was taking into account a 0% increase in council tax based on fluctuations in the council tax base and the reduction of

Durham County Council's Localisation of Council Tax Support Scheme Grant.

**RESOLVED:** that the 2014/15 precept be APPROVED at £362,857.

**F&GP  
13/14/110**

**SWC Automatic Door Installation.**

The Clerk advised that this be deferred until February Meeting to allow himself to prepare a full written report.

**RESOLVED:** that this item be DEFERRED until February Meeting.

**F&GP  
13/14/111**

**Acceptance Criteria for Subsistence Expenses and Mileage Claims.**

The Clerk advised on the report which had previously been circulated. A lengthy discussion ensued.

**RESOLVED:** that the Clerk's recommendations be APPROVED subject to the relevant amendments.

**FULL PARISH COUNCIL**  
**Minutes of Meeting held 9<sup>th</sup> January 2014**

**Present:** Councillor J White (Chairman)  
 Councillors J Clark, E Connor, W Hill, D Langan, D Nicol, G Phillips, I Roberts,  
 M Robinson, D Tait and L Williams

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

**Apologies:** Councillors R Bagnall, M Clark, W Smith and E Wood.

**HPC** **Neighbourhood Protection Team Update November 2013.**

**13/14/131** Members gave consideration to correspondence received from Durham County Council's Neighbourhood Protection Team Performance Report for November 2013, which had been previously circulated.

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

**HPC** **Members Delegated to Outside Bodies.**

**13/14/132** Members gave consideration to the draft standing order which had been previously circulated.

The Clerk advised Members that this should be a separate item for Members to consider and enquired as to where Members would like this item placed on future agendas.

**RESOLVED:** that the draft standing order be APPROVED.

**HPC** **Review of Members Delegated to Outside Bodies.**

**13/14/133** Members gave consideration to the report previously circulated and it was decided that the following bodies be removed;

a: Horden Health Forum, b: Community Plan Steering Group and c: Flower and Vegetable Show

It was also decided that Easington Police Panel be added and that the representatives be Councillors E Connor, G Phillips, I Roberts, M Robinson and W Smith.

It was also decided that a letter be sent to the Citizens Advice Bureau requesting that they begin sending an agenda to Councillor W Hill.

Councillor J Clark requested that her name be removed as a representative for the LLC Forum.

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