

HORDEN PARISH COUNCIL
Minutes of Meeting held 3rd July 2014

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

Staff: Mrs J S Hunt (Assistant Clerk), Miss G Rowe (A&F Officer), Mr J Bush (Parks and Cemetery
 Manager)

Also Present: PCSO David Edson.

HPC 14/15/053 **Apologies for Absence.**
 There were no apologies submitted.

HPC 14/15/054 **Minutes of the Horden Parish Council Meeting held 5th June 2014.**
RESOLVED: That the minutes be confirmed as a correct record to be signed by the Chairman.

HPC 14/15/055 **Matter Arising – Clerk’s Report.**

P&C 14/15/011 Horden Rugby Club – Clarification was sought. The request for use
 of additional grounds would have been whilst the Rugby Pitch was
 undergoing the drainage improvement scheme.

F&GP 14/15/020 Cemetery Development Sub-Committee – Messrs Howards Solicitor
 have been contacted and they are now drawing up “heads of terms”,
 details of the Parish Council’s Solicitor have also been forwarded for
 them to liaise with.

CDC have also been contacted and advised to proceed. They are
 in the process of drawing up designs and costings.

Once further information has been received a Cemetery
 Development Sub-Committee meeting will be arranged and
 Members informed.

The Assistant Clerk further advised that the Heads of Terms have
 been received today and when all information is received there will
 be a Cemetery Development Sub-Committee Meeting.

F&GP 14/15/021 Audit of Accounts for Year Ended 31/03/2014 – a stamp
 reconciliation system has been put in place.

RBS have been contacted with regard to setting up the new
 accounting system.

RESOLVED: That the information be NOTED.

HPC 14/15/056 **Items Tabled for Information.**
 Neighbourhood Protection Team - update
 Peterlee Area Performance Report for May 2014

Peterlee Star

Wednesday 18th June 2014

"Cemetery to be extended"

Wednesday 18th June 2014

"Club flies the flag"

RESOLVED: That the information be NOTED.

HPC **Police Report.**

14/15/057 The Chairman welcomed to the meeting PCSO David Edson who reported on the following incidents:-

Recorded incidents in Horden	198
Burglary	5
Vehicle Crime – theft of and from	1
Anti-social, Nuisance Behavior	42
Criminal Damage	6

PCSO Edson advised that there are still PACT priorities in place in relation to off road bikes and there are four new Neighbourhood Watch Schemes that have been set up in Horden.

Cllr I Roberts enquired about the CCTV in the Church Green area and whether the CCTV footage had been checked. PCSO Edson advised that the CCTV must belong to the County Council and he would make enquiries.

Cllr E Connor made Members aware of the Stop Loan Sharks Press Release in which Durham Police have been shortlisted for a National Champions Award and that you could show your support by voting online.

Cllr J Clark followed on from her report in the previous meeting regarding the difficulties trying to get through to an operator when dialing 101 for Police Assistance. Cllr J Clark advised that she had spoken to Ron Hogg, the Police and Crime Commissioner for Durham Constabulary, and advised him of the lengthy wait when dialing 101 to which he advised that if you press number 3 on your keypad on connection this will direct you straight through to an operator. He further advised that if Police presence is required immediately due to the nature of the crime then it should be a case of dialing 999. Cllr J Clark advised that this should be made public knowledge as members of the public are encouraged to dial 101 rather than using 999.

RESOLVED: that the information, be NOTED.

HPC **Public Participation.**

14/15/058 There were no members of the public present.

PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 3rd July 2014

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

Staff: Mrs J S Hunt (Assistant Clerk), Miss G Rowe (A&F Officer), Mr J Bush (Parks and Cemetery Manager).

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

14/15/013 The report previously circulated covered the period 26th May to 22nd June 2014. Members congratulated the parks and cemetery staff on the appearance of the parks, flowerbeds and tubs. The Parks & Cemetery Manager praised the Parks and Playing Fields Supervisor for his work on the flowerbeds.

RESOLVED:

- i. That a staff sickness report be placed on the next Personnel Sub-Committee Agenda.
- ii. That the information given be **NOTED**.

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

14/15/014 The Assistant Clerk advised Members of the following damage/incident reports:-

- 27.05.14 Damage Welfare Park
 2 locks taken from gate and Grandstand.
 Police informed and locks Replaced.
- 07.06.14 Damage Welfare Park - Grandstand
 Approx 8 seats smashed and thrown onto the concrete below and some seats have been tried to be pulled from the brackets causing damage to the brackets.
 Police informed and broken seats were collected and disposed of (with Police consent).
- 08.06.14 Damage Welfare Park - Grandstand
 A further approx. 7 seats damaged as previous day. Later in the day the staff went to check the Grandstand again and heard damage being caused so the Police were called and two youths were apprehended.
 Damaged seats/brackets removed and taken to the yard.
- 10.06.14 Damage Welfare Park – Bandstand
 Loft hatch found on floor of Bandstand after youths were kicking football at it.
 Police informed. Hatch replaced but it is damaged.
- 14.06.14 Incident Welfare Park
 Two motorcyclists chased from the park, stopped from speeding around the park. One was followed to an address which was reported to the Police.

Members discussed the Parks and Cemetery Manager's Inspection Checklists for the Bowls Pavilion and the Cricket Pavilion.

RESOLVED:

- i. That a letter be sent to Horden Cricket Club to advise of their conduct when using the dressing rooms.
- ii. That any remedial works that need to be done to the buildings are carried out at the Parks and Cemetery Manager's discretion so long as they are under the finance threshold for approval.
- iii. That the information given, be NOTED.

P&C **CISWO.**
14/15/015 Correspondence from CISWO regarding Sunderland Road Pavilion previously circulated.
RESOLVED: That the information given, be NOTED.

P&C **Cotsford Park Play Area.**
14/15/016 *Cllr G Phillips declared an interest on the grounds that she is a Member of the Cotsford Park Working Group.*
 Members gave consideration to correspondence previously circulated regarding the installation of the new play area. The Assistant Clerk advised of the need to be cautious when it comes to VAT and to have a clear audit trail. A lengthy discussion ensued.

6:58pm Darren Meadows (Member of the Public) entered the meeting.

RESOLVED: That a joint funding application be made by Horden Parish Council and Horden Regeneration Partnership.

P&C **Stayplton Drive MUGA.**
14/15/017 Correspondence previously circulated regarding the transfer of the land.
RESOLVED: That the information given, be NOTED.

P&C **Sunderland Road Pavilion**
14/15/018 Correspondence from the tenant previously circulated regarding the electricity charges at the pavilion. A lengthy discussion ensued.
RESOLVED:

- i. That a letter be sent to the tenant to advise that the payment of the electricity of the changing rooms was a condition of his license agreement and that any equipment which remained in the pavilion at the date of the lease expiry will be removed.
- ii. That a separate letter be sent to the tenant to advise of their conduct when dealing with members of staff.

FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 3rd July 2014

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

Staff: Mrs J S Hunt (Assistant Clerk), Miss G Rowe (A&F Officer).

Also

Present: Darren Meadows (Member of the Public).

F&GP Parish Council Financial Status – Bank Balances.

14/15/028 The Assistant Clerk reported the bank balances as at 30th June 2014 being £503,255.16.
RESOLVED: That the information be NOTED.

F&GP Income and Expenditure Report to 31/05/2014.

14/15/029 The report had been previously circulated.
RESOLVED: That the report be NOTED.

F&GP Cash Cheques.

14/15/030 The Assistant Clerk requested a cash cheque totaling £130.00 (£100 Admin/SWC and £30 Cemetery Petty Cash).
RESOLVED: to ENDORSE cheque for payment.

F&GP Bank Transfer.

14/15/031 The Assistant Clerk informed Members that the transfer for June was £42,195.35.
RESOLVED: To ENDORSE transfers.

F&GP Invoices for endorsement for payment.

14/15/032 **RESOLVED:** To ENDORSE the following invoices for payment:

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Payment Ref:	Re-charge Amount
A1 Trophies	03.06.14	Police Signs Dr Who Exhibition	£54.00	312093	
A1 Trophies	30.06.14	Painting Competition Trophies	£162.00	312093	
All Star Business	11.06.14	Fuel Charges	£370.32	D/D	
All Star Business	25.06.14	Fuel Charges	£130.66	D/D	
Angel Springs	31.05.14	Water Cooler Rental	£35.62	D/D	
Ashely Gases	09.06.14	SWC Bar Cellar Gases	£17.52	312094	
Baker Ross	05.06.14	Summer Activities - Craft Workshop Supplies	£357.51	312095	
Baker Ross	11.06.14	Black Card for Craft Workshop (back order)	£2.99	312095	
BOC	31.05.14	CO2 Monitor	£31.98	D/D	
Booker Wholesale	27.06.14	SWC Bar Supplies	£270.48	D/D	
British Gas	11.06.14	Memorial Park Electricity	£23.14	D/D	
British Gas	11.06.14	Sports Pavilion Electricity	£36.75	D/D	
British Gas	11.06.14	Welfare Park Electricity	£41.13	D/D	
British Gas	11.06.14	Horden AFC Welfare Ground Electricity	£61.46	D/D	£61.46
British Gas	11.06.14	SWC Electricity	£595.69	D/D	
British Gas	11.06.14	Cemetery Electricity	£21.32	D/D	
Co-operative Bank	02.06.14	Bacs Charges	£32.81	D/D	
DTA	06.06.14	Scorpion Lager	£84.00	312083	
DTA	20.06.14	Scorpion Lager	£74.46	312083	
Durham County Council	10.06.14	Replace Belts on Mower	£159.30	312096	
Durham County Council	16.06.14	Replace Heating Pump SWC Boilers	£80.47	312096	
Durham County Council	20.06.14	Repair Hedgecutter	£22.50	312096	
Durham County Council	26.06.14	New Blades John Deere	£108.89	312096	
Dyno-Rod	09.06.14	Investigate surface water & drainage	£156.00	312097	
Dyuno-Rod	23.06.14	Follow up to clear drain & plans of drainage	£360.00	312097	
Eurooffice	17.06.14	Wall Mounted Suggestion Box	£17.62	312098	
Go2 Electrical	20.06.14	New Cellar Fuse Board & light fitting SWC	£490.00	312099	
Homecare	26.06.14	Various DIY Goods	£28.52	312100	
Innerglass Ltd	04.06.14	SWC Cleaning Supplies	£95.26	312101	
Innerglass Ltd	18.06.14	SWC Cleaning Supplies	£348.35	312101	
J Laidlaw Carpentry	26.06.14	3 doors & frames Welfare House	£450.00	312085	
LWC Wholesale	27.06.14	SWC Bar Supplies	£981.84	D/D	

Macdonald Martin	30.04.14	Fire Extinguisher Service/Replace Café	£126.60	312102	
Macdonald Martin	14.05.14	Fire Extinguisher Service/Replace Cemetery	£33.60	312102	
Macdonald Martin	14.05.14	Fire Extinguisher Service/Replace Mem Park	£8.40	312102	
Macdonald Martin	14.05.14	Fire Extinguisher Service/Replace Works Build	£57.60	312102	
Macdonald Martin	14.05.14	Fire Extinguisher Service/Replace Bowls Pav	£66.00	312102	
Macdonald Martin	14.05.14	Fire Extinguisher Service/Replace Grandstand	£162.60	312102	
Macdonald Martin	14.05.14	Fire Extinguisher Service/Replace Sports Pav	£75.60	312102	
Macdonald Martin	14.05.14	Fire Extinguisher Service/Replace S'Land Rd	£71.40	312102	
Macdonald Martin	30.04.14	Emergency Lights Green Leaf Café	£173.88	312102	
Macdonald Martin	14.05.14	Emergency Lights Works Build	£120.00	312102	
Macdonald Martin	13.05.14	Fire Extinguisher Service/Replace SWC	£115.20	312102	
Macdonald Martin	13.05.14	Emergency Lights SWC	£165.54	312102	
Macdonald Martin	14.05.14	Emergency Lights Grandstand	£120.00	312102	
Macdonald Martin	04.06.14	Credit for Overcharges - not agreed prices	-£307.26	312102	
Maxwells DIY	31.05.14	DIY Goods	£92.46	312103	
MKM Building Supplies	03.06.14	Timber	£77.34	312104	
Mortons Solicitors	30.09.13	Legal Provision Ambulance House Lease	£420.00	312105	
NAC	02.06.14	NAC Membership Fees 2014/15	£78.00	312106	
Niramax Group	08.06.14	Trade Waste Collections	£68.10	312107	
Niramax Group	15.06.14	Trade Waste Collections	£63.78	312107	
Niramax Group	22.06.14	Trade Waste Collections	£69.18	312107	
Niramax Group	30.06.14	Trade Waste Collections	£67.02	312107	
NTE	01.06.14	Telephone Line/Calls & Internet Charges	£153.74	D/D	
O'Brien	31.05.14	Recycling Trade Waste	£26.40	312108	
O'Brien	30.06.14	Recycling Trade Waste	£13.20	312108	
ROSPA	20.06.14	Annual Playground Inspections	£554.40	312109	
Sornel Ltd	13.06.14	Star Light Curtains for SWC Stage	£320.40	312110	
Trevor Jones	18.06.14	Repair stop valve & pipe at S'Land Rd Pavilion	£184.00	312111	
Trevor Jones	18.06.14	Repair toilets at Bowls Club	£65.00	312111	
Viking	04.06.14	Stamps & Stationery	£239.50	312112	
Viking	11.06.14	Armchair	£54.71	312113	
Vodafone	13.06.14	Mobile Phones	£84.87	D/D	
Mr Windbags	15.03.14	Appearance Teddy Bears Picnic	£320.00	312114	
Zurich Municipal	10.06.14	2015/14 Insurance Renewal	£16,345.16	312115	
		Invoice Total for June 2014	£25,989.01		

F&GP Members/Officers Allowances.

14/15/033 The Assistant Clerk advised she had received participation allowances and travel expenses for Councillors J White and I Roberts, totaling £576.63.

RESOLVED: That the payments be APPROVED.

F&GP Sunderland Road Pavilion Working Group

14/15/034 Minutes of Meeting 11th June 2014 previously circulated.

RESOLVED:

- i. That the Sunderland Road Pavilion be demolished.
- ii. Representation from the East Durham Area Action Partnership be sought to attend the next meeting to advise on funding opportunities.
- iii. Charges for use of the Sunderland Road Playing Fields for the 2014/15 season be placed on the next Full Parish Council Agenda.
- iv. That a presentation from Av Danzer be arranged at the next meeting.
- v. The information be NOTED.

F&GP Council Reserves.

14/15/035 Proposed new reserves for 2014/15 previously circulated.

RESOLVED: That the item be deferred until the costs for Sunderland Road Pavilion are obtained.

F&GP Strategic Plan Review.

14/15/036 Members gave consideration to the proposed Strategic Plan.

RESOLVED: That the item be deferred until the costs for Sunderland Road Pavilion are obtained.

F&GP Staplyton Drive MUGA.

14/15/037 Correspondence of the costs to transfer the land previously circulated.
RESOLVED: The information be NOTED.

F&GP Cotsford Park Working Group.

14/15/038 Details of the purchase of the new play equipment previously circulated.
RESOLVED: The information be NOTED.

F&GP NEREO Chairing Skills for Elected Members.

14/15/039 Details of training, 'Chairing Skills for Elected Members' Tuesday 9th September 2014, previously circulated.
RESOLVED: That Cllr W Smith attend.

F&GP CTP Planning in County Durham.

14/15/040 Details of training, 'Planning in County Durham' Wednesday 30th July 2014, previously circulated .
RESOLVED: No Member was available to attend.

F&GP Thank you Letters.

14/15/041 Members gave consideration to correspondence received from:-
 a) East Durham Community Transport.
 b) Hartlepool and District Hospice.
RESOLVED: that the letters be placed on the noticeboard.

F&GP Planning Applications.

14/15/042 DM/14/01553/FPA – Sub-division of dwelling to create two flats at 83 Third Street, Horden for Mr Kotecha.
RESOLVED: The information be NOTED.

FULL PARISH COUNCIL
Minutes of Meeting held 3rd July 2014

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

Staff: Mrs J S Hunt (Assistant Clerk), Miss G Rowe (A&F Officer).

HPC
14/15/059 **Register of Disclosable Pecuniary and other Registerable Interests.**
 Previously circulated. The Assistant Clerk advised that Members will need to complete an up-to-date form if they have any amendments to make and that copies were available online or from the Parish Council Office.
RESOLVED: That the information be NOTED.

HPC
14/15/060 **Community Alcohol Partnership.**
 Details of the launch of the initiative to be held 8th July 2014 previously circulated.
RESOLVED: No Member was available to attend.

HPC
14/15/061 **Representation on Outside Bodies.**
 Cllr M Robinson summarised the Horden North Residents Association Meeting which she attended last week advising that Accent Homes provided an update on removing the metal shutters from windows which had resulted in thefts and that the CCTV in Twelfth Street had been damaged but was being re-installed.

Cllr W Smith summarised the North East Town, Parish & Local Council Association Meeting he attended on 25th June 2014. Cllr W Smith updated Members on training opportunities available to Parish Councillors.

RESOLVED: That the information given, be NOTED.

At this juncture Cllr J Clark requested that item 6 on the Parks & Cemetery Committee be re-visited.

P&C
14/15/018 **Sunderland Road Pavilion.**
 Members discussed at length the risks associated with lone working and the need for a risk assessment to be carried out to identify potential risks and the need for procedures to be in place in the event of any potential danger or threat.
RESOLVED:

- i. That a Risk Assessment be carried out for lone working.
- ii. That safety measures are put into place at the Parish Council Office as soon as possible.