

**HORDEN PARISH COUNCIL**  
**Minutes of Meeting held 12<sup>th</sup> February 2015**

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

**Staff:** Ms J S Hunt (Assistant Clerk), Miss G Rowe (Admin & Finance Officer) and Mr C Muir (Parks and Cemetery Team Leader).

**Also Present:** Mr John Goldsborough (Community Action Team), PCSO David Edson and PSCO Michelle Burr.

Prior to the commencement of the meeting the Chairman read the following *"I would like to advise Members of this Committee and Members of the Public that, in line with the amendment to 'the Public Bodies Admission to Meetings Act 1960, which came into force in August 2014, parts of this Meeting may be recorded by photographic, video and audio means"*.

**HPC 14/15/132** **Apologies for Absence.**  
**RESOLVED:** Apologies RECEIVED and approved for R Bagnall and M Robinson.

**HPC 14/15/133** **Minutes of the Meeting of Horden Parish Council held 22<sup>nd</sup> January 2015 and 3<sup>rd</sup> and 4<sup>th</sup> February 2015.**  
**RESOLVED:** That the minutes be confirmed as a correct record to be signed by the Chairman.

**HPC 14/15/134** **Matters Arising – Clerk's Report.**

- |                |   |
|----------------|---|
| P&C 14/15/040  | Park Opening on Christmas & New Years Day – deferred to the next meeting due to the Parks & Cemetery Manager's absence from February Meeting.   |
| P&C 14/15/040  | Christmas Tree Lights – a timer has now been fitted at Memorial Park.   |
| F&GP 14/15/103 | Fee Setting 2015/16 – Cemetery fees updated.  |
| F&GP 14/15/107 | Budget and Precept – Precept sent to Durham County Council.   |
| F&GP 14/15/108 | Mortons Solicitors – Revised charges queried – Morton's response: <i>"The rates for new clients were increased last August with the new rates applying to existing clients from January 2015 hence the letter. In fact the rates have not increased since January 2010 but due to increasing overheads and general inflation we were unable to freeze them any longer and so we have brought them back into line"</i> |
| HPC 14/15/127  | Royal Garden Party – Nominations sent to Steve Ragg on Friday 23 <sup>rd</sup> January 2015 – Email received by Steve Ragg on 4 <sup>th</sup> February 2015 advising the two nominations selected at random were:-<br><br>Cllr G O'Hehir and his wife from Spennymoor Town Council and Cllr A Bonner and her husband from Brandon and Byshottles Parish Council.  |
| HPC 14/15/128  | Recording of Meetings – equipment prices being sought.  |
| HPC 14/15/123  | Cllr E Connor advised Members that PCSO Edson had responded to her via email regarding her query over the recent burglaries and thanked him for his prompt response.  |

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

**HPC**  
**14/15/135** **Items Tabled for Information.**  
There were no items tabled for information.

**HPC**  
**14/15/136** *At this juncture it was **RESOLVED**: that the Chairman, under Standing Order S.12 ss. (d) move without notice that the order of business be changed and Public Participation be moved forward as the Community Action Team Representative was present.*

**HPC**  
**14/15/137** **Public Participation**  
John Goldsborough introduced himself and proceeded to advise Members of the work the Community Action Team (CAT) are currently undertaking in the Horden East area. John advised that the work CAT are doing involves working with partners such as the Police, Planning and Housing Associations targeting problem areas and tackling the issues by serving legal notices and working with Landlords etc. John asked Members to encourage community involvement and participation.

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

*At 6:14pm John Goldsborough left the Meeting.*

**HPC**  
**14/15/137** **Police Report**  
The Chairman welcomed PCSO David Edson and PCSO Michelle Burr to the meeting who reported on the following incidents:-

Recorded incidents in Horden	196
Burglary	15
Vehicle Crime – theft of and from	7
Thefts	
Rowdy, Nuisance Behavior	31
Criminal Damage	9

PCSO Burr advised there has been four arrests made in connection with burglary and hopefully this will reduce the recent increase in burglaries.

PCSO Edson advised that he has raised concerns over the lack of Police presence in the Horden area with only one PCSO and one Beat Officer to patrol the area.

The Chairman thanked both PCSOs for their attendance.

**RESOLVED**: that a letter be sent to the Sergeant to raise concerns over the lack of Police presence in Horden and that the information given, be NOTED.

**PARKS AND CEMETERY COMMITTEE**  
**Minutes of Meeting held 12<sup>th</sup> February 2015**

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

**Staff:** Ms J S Hunt (Assistant Clerk), Miss G Rowe (Admin & Finance Officer) and Mr C Muir (Parks and Cemetery Team Leader).

**Also Present:**

**Apologies:** R Bagnall, M Robinson.

- P&C 14/15/043** **Parks & Cemetery Manager's Report.**  
 Report previously circulated covering the period 5<sup>th</sup> January to 1<sup>st</sup> February 2015.  
**RESOLVED:** That the cemetery staff room arrangements be placed on the next agenda and the information be NOTED.
- P&C 14/15/044** **Damage/Incident Reports.**  
 29.12.2014 Incident **Memorial Park**  
 Grassed areas damaged and churned up by motorbike(s) on the Church Green.  
 Members re-iterated the importance of dialing 999 whilst a crime was taking place.  
**RESOLVED:** that the information be NOTED.
- P&C 14/15/045** **Third Street Allotment.**  
 Details of the lease for the vacant allotment previously circulated along with a request from "Innovations" to take up tenancy of the allotment.  
**RESOLVED:** that the item be deferred to the next meeting and a representative from Innovations be invited to attend.
- P&C 14/15/046** **Rescission of Resolution P&C 14/15/025 (i).**  
 Members gave consideration to the rescission of the resolution made as above, a copy of the necessary five signatories had been previously circulated.  
**RESOLVED:** that the rescission be APPROVED.

**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held 12<sup>th</sup> February 2015**

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

**Staff:** Ms J S Hunt (Assistant Clerk), Miss G Rowe (Admin & Finance Officer).

**Also Present:**

**Apologies:** R Bagnall, M Robinson.

**F&GP** **Parish Council Financial Status – Bank Balances.**  
**14/15/097** The Assistant Clerk reported the bank balances as at 31/01/2015 being £431,333.17.  
**RESOLVED:** that the information be NOTED.

**F&GP** **Income and Expenditure Report to 31/12/2014.**  
**14/15/098** The report was circulated prior to the meeting.  
**RESOLVED** that the report be NOTED.

**F&GP** **Cash Cheques.**  
**14/15/099** The Assistant Clerk requested a cash cheque totaling £250.00 (Admin and SWC Petty Cash) be endorsed for payment.  
**RESOLVED:** to ENDORSE cheque for payment.

**F&GP** **Bank Transfer.**  
**14/15/100** The Assistant Clerk informed Members that the transfer for January 2015 was £55,607.89.  
**RESOLVED:** To ENDORSE transfers.

**F&GP** **Invoices for endorsement for payment.**  
**14/15/101** **RESOLVED:** To ENDORSE the following invoices for payment:

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Payment Ref:
All Star Business	14.01.2015	Fuel Charges	£186.75	D/D
Ashley Gases	19.01.2015	SWC Cellar Gas	£18.96	BACS
BDO LLP	28.01.2015	Audit-Annual Return Year Ended 31st March 2014	£2,542.80	BACS
BOC	31.01.2015	SWC Cellar CO2 Monitor	£32.88	D/D
Booker Wholesale	22.01.2015	SWC Bar & Welfare Park Cleaning Supplies	£348.64	D/D
British Gas	12.01.2015	Electricity 30/11/2014 - 31/12/2014 - Memorial Pk	£37.40	D/D
British Gas	12.01.2015	Electricity 27/11/2014 - 16/12/2014 - SWC	£404.97	D/D
British Gas	12.01.2015	Electricity 29/10/2014 - 16/12/2014 - Cemetery	£105.89	D/D
British Gas	12.01.2015	Electricity 30/11/2014 - 31/12/2014 - Welfare Park	£52.30	D/D
British Gas	12.01.2015	Electricity 27/11/2014 - 30/12/2014 - Sports Pav.	£11.98	D/D
Canon Hygiene	01.04.2014	Green Leaf Café Sanitary Disposal - 11 months	£104.83	BACS
Canon Hygiene	03.10.2013	SWC Sanitary Disposal - 6 months	£104.83	BACS
Cemetery Development Svcs	26.01.2015	Land Visual Impact Assessment - LVIA	£2,640.00	BACS
Concept	16.01.2015	Photocopier Cost Per Copy	£54.13	D/D
Co-operative Bank	02.01.2015	FD Online & BACS Fees	£55.02	D/D
Durham County Council	05.01.2015	SWC Annual Gas Servicing 2014/15	£644.90	BACS
Durham County Council	13.01.2015	Green Leaf Café Lift Service	£60.00	BACS
DTA	16.01.2015	Scorpion Lager	£84.00	BACS
DTA	23.01.2015	Scorpion Lager	£168.00	BACS
Innerglass	16.01.2015	SWC Cleaning Supplies	£283.03	BACS
Innerglass	09.01.2015	Signs & First Aid Kit	£51.60	BACS
IOS	31.01.2015	Heavy Duty Refuse Sacks for Parks, Cem & SWC	£223.20	BACS
Kraftwerx	11.01.2015	Spot Welding Letters on Welfare Park Gates	£102.00	BACS
LWC Wholesale	23.01.2015	SWC Bar Supplies	£545.62	D/D
Machine Mart	06.01.2015	Lie Flat Hose	£59.07	BACS

Niramax Group	11.01.2015	Trade Waste	£100.56	312324
Niramax Group	18.01.2015	Trade Waste	£25.10	312324
Niramax Group	25.01.2015	Trade Waste	£56.40	312324
<b>NTE</b>	<b>01.01.2015</b>	<b>Credit Telephone System</b>	<b>-£9.74</b>	<b>D/D</b>
O'Briens	31.12.2014	Recycling Trade Waste	£13.20	BACS
O'Briens	31.01.2015	Recycling Trade Waste	£13.20	BACS
Regal Print	15.01.2015	x6 Grant of Right Cemetery Books	£132.00	BACS
Select Telecom	31.12.2014	Telephone Lines, Calls, Internet	£128.34	D/D
Treasured Memories	23.01.2015	Memorial Wall Plaque	£79.68	BACS
Trevor Jones	15.01.2015	Repair Water Leak Memorial Park	£137.00	312326
Trevor Jones	15.01.2015	x2 water meters purchase & installation	£553.00	312326
Vodafone	14.01.2015	Mobile Phones	£84.14	D/D
Zurich Municipal	15.01.2015	New Tractor Insurance Fee	£151.52	BACS
Invoice Total for January 2015			£10,387.20	

**F&GP**  
**14/15/102**

**Members/Officers Allowances.**

There were no claims made.

**F&GP**  
**14/15/103**

**Audit of Accounts for Year Ended 31<sup>st</sup> March 2014**

Members considered the Issues Arising Report previously circulated. After much discussion it was **RESOLVED:** That the recommendations of BDO be taken on board and a letter be sent to BDO in reply to advise that the Internal Auditor's recommendations were already implemented and that Officers and Members have received further training since and the information be NOTED.

**F&GP**  
**14/15/104**

**2016 Pantomime.**

Members considered hosting the annual Pantomime at a cost of £2,900.00 + VAT. The Admin & Finance Officer advised that she has booked the Pantomime as we are able to cancel four months prior at no cost. **RESOLVED:** That a review of the financial situation be undertaken at the September 2015 Finance and General Purposes Meeting allowing four months for cancellation if required.

**F&GP**  
**14/15/105**

**SWC Sub-Committee Meeting held 29<sup>th</sup> January 2015.**

Minutes of meeting previously circulated.  
**RESOLVED:** that the information be NOTED.

**F&GP**  
**14/15/106**

**Durham Miners Gala Association.**

Members considered placing an advertisement in the 2015 Gala Souvenir Brochure.  
**RESOLVED:** that a quarter page advertisement of the Social Welfare Centre be placed in the brochure at a cost of £165.00.

**F&GP**  
**14/15/107**

**County Durham School Benevolent Fund.**

Members considered the donation request previously circulated.  
**RESOLVED:** That a donation of £50.00 be APPROVED.

**F&GP**  
**14/15/108**

**Cotsford Infants School Thank You Letter.**

Previously circulated.  
**RESOLVED:** That the letter be placed on the noticeboard.

**F&GP**  
**14/15/109**

**Yohden Primary School Pantomime Feedback and Thank You Booklet.**

Members passed around the booklet at the Meeting.  
**RESOLVED:** That the information be NOTED.

**F&GP**  
**14/15/110**

**Planning Applications.**

DM/15/00270/FPA – Two storey rear extension and detached garage at 5 Belford Street, Horden, Peterlee SR8 4BD for Mr D Major.  
DM/15/00101/FPA - Erection of first floor extension to west elevation of dwelling and construction of detached garage in garden area to east at 26 Morpeth Street, Horden, Peterlee SR8 4BB for Mr & Mrs Dixon  
**RESOLVED:** That the information be NOTED.

**FULL PARISH COUNCIL**  
**Minutes of Meeting held 12<sup>th</sup> February 2015**

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

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

**Also  
 Present:**

**Apologies:** R Bagnall, M Robinson

- HPC** **Apologies for Absence.**  
**14/15/138** Members considered the procedure for submitting their apologies for absence.  
**RESOLVED:** that the item be deferred to next month's meeting once the existing policy and procedure has been investigated further.
- HPC** **Members Delegated to Outside Bodies.**  
**14/15/139** There were no updates.
- HPC** **Accent Homes.**  
**14/15/140** Members considered the correspondence previously circulated regarding the decision to dispose of their stock of empty properties. Cllr E Connor provided Members with a reply from Grahame Morris's Office.  
**RESOLVED:** That the information be NOTED with a view of monitoring the situation.
- HPC** **Staff Welfare.**  
**14/15/141** The Assistant Clerk advised Members of the current workload with the numerous projects ongoing and asked Members to be mindful of this.  
**RESOLVED:** That the information be NOTED. A Member thanked the Assistant Clerk and Admin & Finance Officer for their hard work.
- HPC** **Workers Council Meeting.**  
**14/15/142** *Councillor E Connor declared an interest on the grounds that she had a personal interest.*  
 The Assistant Clerk advised that representatives and a meeting date need to be arranged.  
**RESOLVED:** That Cllrs J Clark, I Roberts and J White be representatives and subject to availability a Meeting be held Thursday 26<sup>th</sup> February at 10am or alternatively Monday 2<sup>nd</sup> March at 10am.