

HORDEN PARISH COUNCIL
Minutes of Meeting held 3rd December 2015

Present: Councillor J White.
 Councillors R Bagnall, C Cain, J Clark, M Clark, E Connor, D Langan, D Nicol, I Roberts, G Robson, W Smith and D Tait.

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

Also

Present: PCSO Ian Goodwin and Mo Dyer (Horden Children's Centre).

HPC **Apologies for Absence.**

15/16/121 **RESOLVED:** Apologies RECEIVED and approved for Councillors W Hill, L Williams and E Wood.

HPC **Minutes of the Horden Parish Council Meeting held 5th and 12th November 2015.**

15/16/122 **RESOLVED:** that the minutes be confirmed as a true record to be signed by the Chairman, subject to the following amendments:-
 HPC 15/16/107 –

HPC 15/16/116 – Clocking in Policy – to include “Councillor Langan stated that he was not going to be responsible for breaking employment law, in allowing a member of staff to work through their lunch hour and it is employment law that they don't do it”.

HPC **Matters Arising.**

15/16/123

P&C 15/16/038 - Damage and Incident Reports

Representatives from the HCWAFS Supporters Club and the Police licensing unit have met with the Horden Recreation Ground Committee in November.

F&GP 15/16/083 - Human Resources Services

Due to other priorities, this has not been progressed and will be addressed in the New Year when capacity allows.

F&GP 15/16/084 - Welfare House Roof Repairs

ABA Roofing Services committed to the commencement of the work but did not start the work when agreed, nor contacted the parish council when requested to respond. Subsequently, Wearside Contractors were appointed and work will commence within the next two weeks.

F&GP 15/16/085 - SWC Wall Ties and Window Replacement

Weardale Construction will commence the work on 30th November 2015, weather dependent.

F&GP 15/16/086 - Ride On Mower

The mower has been purchased and the virement made shortly.

HPC **Items Tabled for Information.**

15/16/124

Information previously circulated.

RESOLVED: to NOTE the information.

HPC **Police Report.**

15/16/125

The Chairman welcomed PCSO Ian Goodwin to the meeting who reported on the following incidents:-

| | |
|--|-----|
| Recorded incidents in Horden | 190 |
| Burglary | 5 |
| Vehicle Crime – theft of and from | 6 |
| Thefts | 1 |
| Environmental Crime – including noise and off road bikes | |
| Criminal Damage | |

RESOLVED: that the information given, be NOTED.

Mo Dyer from Horden Children's Centre entered the room at 6:22pm.

HPC **Public Participation.**

15/16/126

The Chairman welcomed Mo Dyer to the meeting, who proceeded to advise Members on the services provided by One Point within the village.

PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 3rd December 2015

Present: Councillor I Roberts (Chairman)
 Councillors R Bagnall, C Cain, J Clark, M Clark, E Connor, D Langan, D Nicol, G Robson,
 W Smith, D Tait and J White.

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

Apologies: Councillors W Hill, L Williams and E Wood.

P&C **Declarations of Interest.**
15/16/039 There were no declarations.

P&C **Parks and Cemetery manager's Report.**
15/16/040 The report previously circulated covered the period 26th October to 21st November 2015. The Parks and Cemetery Manager advised on the situation with regard to a number of trees being damaged due to recent high winds.

He also advised that he had been approached by a resident of Horden with concerns about some of the boundary trees sited near the bowling greens within the Welfare Park. The Parks and Cemetery Manager advised that he had made an inspection of the trees concerned and concluded that there was no immediate danger of them falling. He has also investigated the costs of removing the three trees concerned which was approximately £500 each. He suggested the black poplar trees may be best removed and replaced with cherry trees which would be easier to maintain in the future.

P&C **Damage / Incident Reports.**
15/16/041

31.10.15 Incident - Welfare Park Football Grandstand
 Parish Council Gardener/Gravedigger was contacted at 2.20pm on 31st October from member of the public stating that a group of 8-10 youths were in the football grandstand and banging on the corrugated iron walls. The youths were approximately 14 years old. A football match was being played.

On approaching the grandstand, the member of staff could hear the youths shouting and banging on the walls from 100 yards away. The staff member approached the youths and told them they would have to leave the grandstand and that they could watch the match being played, below the grandstand.

The youths were jeering at this point and the member of staff advised they were going to call the police to get the youths ejected from the ground. The Parks and Playing Fields supervisor had previously informed his staff to contact the police, if any problems arose.

As the member of staff left the ground, the youths continued to jeer sarcastically and verbally abuse him. The police were notified at 2.45pm.

20.11.15 Incident - SWC – Male Toilets
 A member of Ju-Jitsu opened the door and hit himself in the face. First Aid applied by Ju-Jitsu instructor and parents were called. There was a small cut and bruising.

21.11.15 Damage - Welfare Ground, Welfare Park
 Floodlight snapped in half due to high winds. HCWAFC informed and area cordoned off.

P&C **Winter Gritting.**
15/16/042 Members gave consideration to the review of winter gritting arrangements and grit bin locations.

A lengthy discussion ensued and it was;

RESOLVED: that the winter maintenance be reviewed on an annual basis as part of the agenda.

P&C **Thorpe Road Cemetery Extension.**
15/16/043 Members gave consideration to the appointment of Mr Andrew Entwhistle, Surveyor from George F. White to give a valuation of the land to be purchased, without the restrictive covenant and to deal with the Coal Authority on behalf of the Parish Council.
RESOLVED: to appoint Mr Andrew Entwhistle on the advice of the Parish Council's Solicitors.

HORDEN RECREATION GROUND COMMITTEE
Minutes of Meeting Held 3rd December 2015.

Present: Councillor R Bagnall (Chairman).
 Councillors C Cain, J Clark, M Clark, E Connor, D Langan, D Nicol, I Roberts, G Robson,
 W Smith, D Tait and J White.

Staff: Mr P Davison (Clerk), Ms J Hunt (Assistant Clerk).

Apologies: Councillors W Hill, L Williams and E Wood.

HRG **Declarations of Interest.**

15/16/081 There were no declarations.

HRG **HCW AFC Floodlight Report.**

15/16/082 Trustees gave considered the correspondence previously circulated regarding the dismantling and replacement of the floodlights.

The Clerk advised that a structural engineer had visually inspected the floodlights as a result of damage caused by severe winds to one of them. The structural engineer had recommended that the safest course was to dismantle the floodlights.

He further advised that he had received the following two quotations for the dismantling of the four floodlights:-

Quotation a) at a cost of £12,890.00

Quotation b) at a cost of £ 7,550.00

The following two motions were put on the table:-

Motion 1) that the Parish Council engage the services of Doyle Construction Group Ltd, being quotation b, at a cost of £7,550.00.

Those in favour were Councillors G Robson, D Tait, J White, D Langan, I Roberts and C Cain.
 Those against were Councillors E Connor, D Nicol, W Smith, J Clark, M Clark and R Bagnall.

Motion 2) that the Parish Council engage the services of Doyle Construction Group Ltd, being quotation b, at a cost of £7,550.00 and that in view of the surveyors report and health and safety issues, the ground be closed with immediate effect until such time as the ground has been made safe.

Those in favour were Councillors D Tait, J White, D Langan, I Roberts and C Cain, E Connor, D Nicol, W Smith, J Clark, M Clark and R Bagnall

Those against were Councillor G Robson.

RESOLVED that:

- i. the Parish Council engage the services of Doyle Construction Group Ltd, being quotation b, at a cost of £7,550.00 and that in view of the surveyors report and health and safety issues, the ground be closed with immediate effect until such time as the ground has been made safe.
- ii. the costs of the work to be carried out, come from the General Reserve at the end of the financial year.
- iii. a response be submitted to the Football Club advising them that the replacement of the lights will be considered after the current litigation has been resolved.

FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 3rd December 2015

Present: Councillor E Connor.
 Councillors R Bagnall, C Cain, J Clark, M Clark, D Langan, D Nicol, I Roberts, G Robson,
 W Smith, D Tait and J White.

Staff: Mr P Davison (Clerk), Ms J Hunt (Assistant Clerk).

Apologies: Councillors W Hill, L Williams and E Wood

F&GP **Declarations of Interest.**
15/16/089 There were no declarations.

F&GP **Parish Council Financial Status – Bank Balances as at 30/11/2015.**
15/16/090 The Clerk reported the bank balances as being £459,180.67.
RESOLVED: that the information be NOTED.

F&GP **Income and Expenditure Report as at 31/10/2015.**
15/16/091 The report was previously circulated.
RESOLVED: that the information given, be NOTED.

F&GP **Debtor Report as at 31/10/2015.**
15/16/092 The report was previously circulated.
RESOLVED: that the information given, be NOTED.

F&GP **Creditor Report as at 31/10/2015.**
15/16/093 The report was previously circulated.
RESOLVED: that the information given, be NOTED.

F&GP **Reserves Report as at 31/10/2015.**
15/16/094 The report was previously circulated.
RESOLVED: that the information given, be NOTED.

F&GP **Cash Cheques.**
15/16/095 The Clerk requested a cash cheque totalling £150 for admin.
RESOLVED: to ENDORSE cheque for payment.

F&GP **Bank Transfer.**
15/16/096 The Clerk informed Members that the transfer for November were nil.
RESOLVED: that the information given, be NOTED.

F&GP **Invoices for endorsement for payment.**
15/16/097 **RESOLVED:** to ENDORSE the following invoices for payment.

| SUPPLIER | DATE | DESCRIPTION | AMOUNT | |
|----------------------------|----------|---------------------------------------|------------|---------|
| All Star Business | 11.11.15 | Fuel Charges | £214.87 | |
| All Star Business | 25.11.15 | Fuel Charges | £176.15 | |
| Angel Springs | 31.10.15 | SWC Water Cooler Rental | £37.33 | |
| Ashley Gases | 23.11.15 | SWC Cellar Gases | £19.92 | |
| BOC | 30.11.15 | SWC CO2 Monitor | £33.72 | |
| Booker Wholesale | 13.11.15 | Bar Supplies & Equipment | £65.05 | |
| British Gas | 11.11.15 | Electricity Charges as below: | £761.07 | |
| British Gas | 11.11.15 | SWC 02.10.15 - 01.11.15 | | £526.66 |
| British Gas | 11.11.15 | Welfare Park 29.09.15 - 28.10.15 | | £48.65 |
| British Gas | 11.11.15 | Welfare Ground 29.09.15 - 28.10.15 | | £95.55 |
| British Gas | 11.11.15 | Sports Pavilion 01.10.15 - 28.10.15 | | £11.57 |
| British Gas | 11.11.15 | Memorial Park 29.09.15 - 28.10.15 | | £20.34 |
| British Gas | 11.11.15 | Cemetery 28.09.15 - 27.10.15 | | £58.30 |
| BT | 11.11.15 | SWC Alarm Line Rental x3 months | £3.74 | |
| Concept | 04.11.15 | Photocopier/Printing Charges | £174.72 | |
| Co-op Bank | 31.10.15 | FD Online and BACS Charges | £66.76 | |
| Darlington Borough Council | 23.11.15 | Autumn Bedding | £3,010.75 | |
| DTA | 13.11.15 | Scorpion Lager | £168.00 | |
| DTA | 20.11.15 | Scorpion Lager | £84.00 | |
| DTW | 19.11.15 | 250 "Marra" Mugs | £987.00 | |
| Durham County Council | 30.10.15 | SWC Lift Repairs | £181.76 | |
| Durham County Council | 24.11.15 | SWC Trade Waste Dec 2015 - March 2016 | £326.77 | |
| Greenlay | 25.11.15 | John Deere Lawn Tractor | £12,759.42 | |

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| Harbro | 09.11.15 | Light Bulbs | £4.92 |
| Homecare | 30.11.15 | DIY Goods | £57.69 |
| Horn's Landscaping | 31.10.15 | Turf | £121.68 |
| Innerglass | 17.11.15 | SWC Cleaning Supplies | £412.20 |
| Innerglass | 18.11.15 | Soap Pump Dispensers | £8.21 |
| IOS | 19.11.15 | 2016 Filofax Inserts | £14.87 |
| IOS | 30.11.15 | Paper & year planners | £75.20 |
| ITC Service | 30.11.15 | Remote backup Service - Nov 2015 | £30.00 |
| JJ Dell (Castle Eden Estate) | 02.12.15 | Allotment Rent | £1,435.00 |
| K Ord | 19.11.15 | Paving around Miner | £843.48 |
| Kennek Construction | 04.11.15 | Sunderland Road Valuation No2 | £21,211.98 |
| Kennek Construction | 30.11.15 | Valuation 3 - Sunderland Road | £68,904.06 |
| LWC Wholesale | 04.09.15 | SWC Bar Supplies | £1,169.14 |
| LWC Wholesale | 13.11.15 | SWC Bar Supplies | £293.42 |
| LWC Wholesale | 20.11.15 | SWC Bar Supplies | £1,097.90 |
| MacDonald Martin | 28.10.15 | Call out & re-set fire alarm SWC | £84.00 |
| MacDonald Martin | 09.11.15 | Call out & re-set faulty call point | £84.00 |
| Machine Mart | 30.10.15 | Tiger Compressor | £71.98 |
| Machine Mart | 13.11.15 | Polyethylene Tarpaulin | £26.39 |
| Maxwell Amenity | 26.11.15 | Wildflower Seed | £181.20 |
| Maxwell Amenity (Pitchcare) | 20.11.15 | Wildflower Seed | £235.20 |
| MKM Building Supplies | 23.11.15 | DIY Supplies | £314.38 |
| MKM Supplies | 09.11.15 | Post Mix, Taps, Joints, water pipes | £130.85 |
| Mortons | 11.11.15 | Legal Provision | £18,636.00 |
| Niramax | 08.11.15 | Trade Waste | £72.00 |
| Niramax | 15.11.15 | Trade Waste | £58.80 |
| Niramax | 22.11.15 | Trade Waste | £72.00 |
| Niramax | 30.11.15 | Trade Waste | £72.00 |
| Nordstrom | 31.10.15 | Wood | £10.08 |
| Northumbrian Water | 03.11.15 | Refund on Cemetery Water Charges | -£763.63 |
| Northumbrian Water | 01.11.15 | SWC water charges for 3 months | £49.57 |
| Northumbrian Water | 01.11.15 | Sports Pavilion Water for 3 months | £5.66 |
| Northumbrian Water | 01.11.15 | Welfare Park water charges for 3 months | £121.21 |
| Northumbrian Water | 01.11.15 | Welfare Ground water for 3 months | £126.24 |
| Northumbrian Water | 01.11.15 | Ambulance House Water for July, Aug, Sept | £24.17 |
| Northumbrian Water | 01.12.15 | Cemetery water charges for 3 months | £70.52 |
| RBS | 13.11.15 | Alpha Software Annual Support | £133.20 |
| Screwfix | 29.10.15 | Safety Boots | £79.98 |
| Select Telecom | 07.10.15 | Annual Telephone Maintenance | £240.00 |
| Select Telecom | 31.10.15 | Phone Calls, Lines & Internet | £149.51 |
| Vodafone | 23.06.15 | Mobile Phones (missed invoice) | £85.28 |
| Vodafone | 23.11.15 | Mobile Phones | £84.14 |
| Weardale Construction | 30.11.15 | SWC new windows & scaffolding | £7,880.00 |
| Invoice Total for November 2015 | | | £143,085.51 |

F&GP Members / Officers Allowances.

15/16/098 The Clerk advised he had received travel claims and subsistence claim from Councillor I Roberts totalling £283.82.

RESOLVED: that the payment be APPROVED.

F&GP Internal Auditors Report – Income and Banking.

15/16/099 The report was previously circulated.

RESOLVED that:

- i. The information given, be NOTED.
- ii. The Administration and Finance Officer and the Assistant Clerk be sent a letter of thanks for their work in receiving the full assurance as per the internal auditors report.

F&GP Internal Auditors Report – Accounts Payable Creditors.

15/16/100 The report was previously circulated.

RESOLVED that:

- i. the information give, be NOTED.
- ii. the Administration and Finance Officer and the Assistant Clerk be sent a letter of thanks for their work in receiving the full assurance as per the internal auditors report.

F&GP Internal Auditors Report – Budgetary Control.

15/16/101 The report was previously circulated.

RESOLVED: that the information given, be NOTED.

F&GP Internal Audit Action Plan – Budgetary Control.

15/16/102 Members gave consideration to the above action plan, which was previously circulated.

RESOLVED that:

- i. The information given, be NOTED.
- ii. The purchase of the clocking-in system be met by the General Reserve at the end of the financial year for 2015/16.

F&GP **Provision of Electronic Notebooks / Tablets for Members.**

15/16/103 Members gave consideration to the purchase of I.T. equipment for Members to use in conjunction with Parish Council business to replace paper copies, therefore saving on costs relating to the purchase of copier paper.

A lengthy discussion ensued and it was;

RESOLVED: that the item be placed on the Larger Local Councils agenda for further discussion.

F&GP **Sunderland Road Pavilion Roof.**

15/16/104 The Clerk advised that there had been a recent snagging meeting of the pavilion and proceeded to update Members on any issues arising from that meeting.

A very lengthy discussion ensued and it was;

RESOLVED: that a special meeting of the Sub-Committee be arranged to discuss issues arising and to progress these issues and that the architect be invited.

Meeting closed at 9:00pm.