

HORDEN PARISH COUNCIL
Minutes of Meeting held 10th March 2016

Present: Councillor J White (Chairman)
 Councillors R Bagnall, C Cain, E Connor, W Hill, D Langan, D Nicol, I Roberts, G Robson, D Tait,
 L Williams and E Wood.

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

Also Present: P.C.S.O. Ian Goodwin

HPC 15/16/165 **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and approved for Councillor J Clark, M Clark and W Smith.

HPC 15/16/166 **Minutes of the Horden Parish Council Meetings held 11th February 2016.**
RESOLVED: that the minutes of 11th February be APPROVED as a true record, to be signed by the Chairman.

HPC 15/16/167 **Matters Arising.**
P&C 15/16/049 Thorpe Road Cemetery Water Drainage - Quotation to obtain suitable system ongoing.

F&GP 15/16/137 Land at Horden Hall Farm Restrictive Covenant - The Solicitor has been given the necessary instruction.

F&GP 15/16/138 Sunderland Road Pavilion Ventilation - The Clerk has contacted the architect, who in turn has contacted the contractor, who is happy to get his decorators to clean off the mould to the ceilings with a suitable cleanser and repaint the effected ceilings. This will be done when they come to site to paint the floors. In doing so, they accept no responsibility for the development of the mould which, as discussed on site, is a result of water vapour in the building condensing on the cold uninsulated roof structure. This situation should stabilise once the moisture is dispersed and finally when the new insulated roof structure is fitted – the Assistant Clerk further advised that the work is to be carried out on Monday 13th March 2016. A Member referred to the last site meeting in which the representatives of the working party relayed their concerns to the architect.

F&GP 15/16/133 Invoices for Endorsement – the invoice from Lee Dobson Photographer was queried by a member, the Assistant Clerk advised that they have not received payment as of yet, further clarification was required regarding the photographs in question.

HPC 15/16/168 **Items Tabled for Information.**
RESOLVED: to NOTE the information

HPC 15/16/169 **Police Report.**
 The Chairman welcomed PCSO Ian Goodwin to the meeting who reported on the following incidents from 11th February 2016 to date:-

Recorded incidents in Horden	177
Burglary	7
Vehicle Crime – theft of and from	7
Anti-social Behaviour	14
Criminal Damage	7

Members enquired if there had been any subsequent follow up on the reported vandalism, the malicious social media comments and the safeguarding of staff. The Assistant Clerk advised that a member had reported the incidents to the Police and Crime Commissioner and they were directed to relay the concerns to Sgt Thubron. To date we have not received any feedback.

A Member congratulated Durham Constabulary on their recent award and thanked them for their continued hard work.

RESOLVED: that the information given, be NOTED and a letter be sent to the Chief Constable to request an immediate follow up of the reported malicious comments.

HPC 15/16/170 **Public Participation.**
 There were no members of the public present.

PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 10th March 2016

Present: Councillor I Roberts (Chairman)
Councillors R Bagnall, C Cain, E Connor, W Hill, D Langan, D Nicol, G Robson, D Tait, J White,
L Williams and E Wood.

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

Apologies: Councillor J Clark, M Clark and W Smith.

P&C **Declarations of Interest.**
15/16/054 There were no declarations.

P&C **Tenancy Agreement of Third Street Allotment**
15/16/055 Previously circulated. Members specifically discussed clause ten of the tenancy agreement.
RESOLVED: That the key for Third Street Allotment, which was in the possession of the Parish
Council, be returned to Cotsford Junior School.

P&C **Damage / Incident Reports.**
15/16/056 There were no incidents.

Cllr J White left the meeting at 6:48pm

P&C **East Durham Creates Events.**
15/16/057 Further to a request from Cllr J Clark, on behalf of Horden Regeneration Partnership, to deliver a fully
funded, multi artistic range of events as part of the Parish Council's Teddy Bear Picnic Event.
RESOLVED: That the Parish Council fully support the project.

FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 10th March 2016

Present: Councillor E Connor (Chairman).
 Councillors R Bagnall, C Cain, W Hill, D Langan, D Nicol, I Roberts, G Robson, D Tait, J White,
 L Williams and E Wood.

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

Apologies: Councillors J Clark, M Clark and W Smith.

F&GP **Declarations of Interest.**
15/16/140 There were no declarations.

F&GP **Parish Council Financial Status – Bank Balances as at 29/02/2016.**
15/16/141 The Assistant Clerk reported the bank balances as being £225,273.30
RESOLVED: that the information be NOTED.

F&GP **Income and Expenditure Report as at 31/01/2016.**
15/16/142 The report was previously circulated.
RESOLVED: that the information given, be NOTED.

F&GP **Debtor Report as at 31/01/2016.**
15/16/143 The report was previously circulated.
RESOLVED: that the information given, be NOTED.

F&GP **Reserves Report as at 31/01/2016.**
15/16/144 The report was previously circulated.
RESOLVED: that the information given, be NOTED.

F&GP **Cash Cheques.**
15/16/145 The Assistant Clerk requested a cash cheque totalling £150 for Admin.
RESOLVED: to ENDORSE cheque for payment.

F&GP **Bank Transfer.**
15/16/146 There was no transfer for February 2016.

F&GP **Invoices for endorsement for payment.**
15/16/147

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
A1 Trophies	18.11.15	"Marra" engraved plaque	£40.80	BACS
A1 Trophies	06.01.16	Memorial Bench Plaque - recharge	£30.00	BACS
A1 Trophies	15.02.16	Engrave Chain of Office	£7.50	BACS
Alan Wood	08.03.16	Redecoration x2 Offices SWC	£480.00	312563
All Star Business	10.02.16	Fuel Charges	£291.16	D/D
Angel Springs	29.02.16	SWC Water Cooler Rental	£39.13	D/D
Arco	11.02.16	Workwear	£15.60	BACS
Arco	10.02.16	Workwear	£58.80	BACS
Arco	10.02.16	Workwear	£54.78	BACS
Arco	19.02.16	Workwear	£36.00	BACS
Ashley Gases	22.02.16	SWC Cellar Gas	£9.96	BACS
BOC	29.02.16	CO2 Monitor SWC Cellar	£33.72	D/D
Booker	19.02.16	SWC Bar and Kitchen Supplies	£45.45	BACS
British Gas	11.02.16	Electricity Charges as below:	£703.60	D/D
		SWC 02/01/16 - 29/01/16	£427.51	
		Welfare Park 29/12/15 - 28/01/16	£48.90	
		HCWAFc 29/12/15 - 28/01/16	£73.58	
		Sports Pavilion 29/12/15 - 28/01/16	£11.20	
		Memorial Park 29/12/15 - 28/01/16	£25.48	
		Cemetery 28/12/15 - 28/01/16	£116.93	
BT	10.02.16	SWC Alarm Line Rental	£3.74	D/D
DTA	12.02.16	Scorpion Lager	£168.00	BACS
Durham County Council	10.02.16	SWC Lift Repairs	£524.70	BACS
Durham County Council	16.02.16	SWC Lift Service	£61.20	BACS
Durham County Council	18.02.16	Repairs to sump pump	£544.33	BACS
Durham County Council	19.02.16	Annual Gas/Testing Service 2015/16	£656.93	BACS

Eurooffice	18.02.16	Extendable Projector Screen	£47.75	BACS
Homecare	23.02.16	DIY Supplies	£77.68	BACS
Innerglass	17.02.16	SWC Cleaning Supplies	£551.05	BACS
IOS	18.02.16	Stationery & Stamps	£66.97	BACS
ITC	29.02.16	Remote Back Up	£30.00	D/D
John Barron Test Station	18.12.15	MOT & Repairs SA05 EXM	£140.00	312557
LWC Wholesale	12.02.16	SWC Bar Supplies	£672.22	D/D
Machine Mart	26.02.16	Rope	£40.79	BACS
Maddison Carpets	25.02.16	New Carpets x2 Rooms SWC (dilapidation)	£1,130.00	312551 & 312558
Marian Doors & Shutters	15.01.16	Install Roller Shutter Sunderland Rd Pavilion	£774.00	BACS
Maxwells DIY	29.02.16	Paint, Black Jack Felt & Roofing Felt	£206.90	BACS
Mortons Solicitors	12.02.16	Legal Provision	£12,584.70	312559
O'Brien	29.02.16	Recycle Trade Waste	£14.40	D/D
PPG	12.02.16	Green Gloss Paint	£74.21	BACS
Screwfix	28.01.16	Safety Boots	£64.98	BACS
Screwfix	01.02.16	Safety Boots	£102.96	BACS
Select Telecom	31.01.16	Telephone Lines/Calls/Line Rental	£139.30	D/D
Steadfast Security	08.03.16	SWC Door Access System - Supply & Fit	£786.00	312562
Treasured Memories	26.02.16	Memorial Wall Plaque - recharge	£156.90	BACS
Trevor Jones	14.10.16	SWC Removal of Dangerous Roof Tiles	£72.00	312560
Trevor Jones	14.11.15	Servicing Combi Boilers	£132.00	312560
Trevor Jones	14.11.15	Sunderland Rd Bungalow Toilet Repairs	£135.60	312560
Trevor Jones	03.12.15	Supply fans, replacement taps, remedial work Grandstand	£528.60	312560
Trevor Jones	03.12.15	Replace Dehumidifiers & Shower Valve Grandstand	£970.08	312560
Trevor Jones	12.01.16	Roof Tile replacement and Sink Refit Sunderland Rd Bungalow	£114.00	312560
Trevor Jones	03.02.16	Emergency call out electricity trip Cem toilets	£48.00	312560
Vodafone	22.02.16	Mobile Phones	£55.32	D/D
OTHER PAYMENTS - NO INVOICES				
DCC Pension Fund	01.03.16	Superannuation wks 45-48	£4,133.28	312553
HMRC	01.03.16	PAYE wks 45-48	£4,129.92	312554
Durham County Council	01.03.16	Attachment of Earnings wks 45-48	£32.84	312555
HM Courts & Tribunals	01.03.16	Attachment of Earnings wks 45-48	£72.00	312556
Invoice Total for February 2016			£31,889.85	

RESOLVED: to ENDORSE the following invoices for payment.

F&GP **Members / Officers Allowances.**

15/16/148 The Assistant Clerk advised she had received the following claim:-
Travel allowance from Councillor J White totalling £30.80.

RESOLVED: that the payment be APPROVED.

F&GP **Smaller Authorities Audit Appointments.**

15/16/149 Information previously circulated.

RESOLVED: that the Parish Council opt in to the SAAA arrangements and continue to receive an audit from the auditors appointed on their behalf by the SAAA and receive the benefit of being part of the SAAA bulk purchase arrangement.

F&GP **HCW AFC Litigation Transcript.**

15/16/150 Members gave consideration to the request of Cllr I Roberts to purchase a transcript of the summary of the trial. The Assistant Clerk provided Members with an update from Mortons Solicitors.

RESOLVED: That subject to an Appeal being denied, the Parish Council obtain a summary of the hearing.

Those voting for the above resolution were:-

Councillors R Bagnall, E Connor, W Hill, D Langan, D Nicol, I Roberts, D Tait, J White, L Williams and E Wood.

Councillors C Cain and G Robson abstained from voting.

F&GP **Durham Miners Association.**

15/16/151 Members considered placing an advert in the 2016 Gala Souvenir Brochure.

RESOLVED: To place an eighth of a page advert at a cost of £45.00.

F&GP **Planning Applications.**

15/16/152 **DM/15/03931/FPA** – Erection of single-storey extension at rear of dwelling to replace existing conservatory at 1 Ashwood Meadows for Mr Jones.

RESOLVED: that the information given, be NOTED and that there be no comment.

FULL PARISH COUNCIL
Minutes of Meeting Held 10th March 2016

Present: Councillor J White (Chairman)
 Councillors R Bagnall, C Cain, E Connor, W Hill, D Langan, D Nicol, I Roberts, G Robson, D Tait, L Williams and E Wood.

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

Apologies: Councillors J Clark, M Clark and W Smith

HPC **Declarations of Interest.**
15/16/171 There were no declarations.

HPC **Members Delegated to Outside Bodies.**
15/16/172 There were currently no updates.

HPC **Redaction of addresses on Personal e-mails and Letters.**
15/16/173 A Member asked to redact the item.
RESOLVED: that the item be deferred.

HPC **Data Protection Policy.**
15/16/174 It was **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.

A Member stated that recent events have highlighted the need for a robust Data Protection Policy to ensure that all staff are safeguarded and the Parish Council, as employers, fulfil its' obligations under the Data Protection Act 1998.

A lengthy discussion ensued in relation to the consequences if the parish council do not adhere to procedures in relation to the Data Protection Act 1998.

At 7:48pm Cllr G Robson left the Meeting

RESOLVED: That the NALC Data Protection Policy be circulated to Members with a view of adoption at the upcoming AGM Meeting and a Personnel Sub-Committee Meeting be arranged for as soon as reasonable.