

HORDEN PARISH COUNCIL
Minutes of Meeting held 9th November 2017

Present: Councillor I Roberts (Chairman)
 Councillors C Cain, J Clark, E Connor, D Langan, F Leadbitter, A Lodge, I Mclean, W Morrow, L Williams, E Wood.

Staff: Mr. P Davison (Clerk to the Council), Miss G Rowe (Deputy Clerk).

Also

Present: Mr Oliver Sherratt (Corporate Director of Neighbourhood Services, Durham County Council).

HPC **Apologies for Absence.**

17/18/112 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, W Smith, D Tait.

HPC **Declarations of Interest.**

17/18/113 Cllr J Clark declared a personal interest on Item HPC 17/18/114 - Environmental Proposals from Durham County Council Regarding the Numbered Streets in Horden.

The Chairman under Standing Order 5(a)(vi) moved without notice to alter the order of business on the agenda for reasons of expedience for the following items HPC 17/18/114.

HPC **Environmental Proposals from Durham County Council Regarding the Numbered Streets in Horden.**

17/18/114 Mr Oliver Sherratt, Corporate Director of Neighbourhood Services for Durham County Council provided Members with an overview of the current issues surrounding the Numbered Streets in Horden. Mr Sherratt outlined the progress made to date and the proposed next steps. Mr Sherratt stressed that this is a multi-agency initiative and partnership funding is required to progress the next steps. Members congratulated Mr Sherratt on the progress made so far and thanked him for attending.

RESOLVED: That available funds are reviewed at the upcoming Budget Sub-Committee Meeting.

At 6:32pm Mr Oliver Sherratt left the Meeting.

HPC **Minutes of the Horden Parish Council Meeting held 4th October 2017.**

17/18/115 A copy of which had been circulated to each Member.

RESOLVED: That the Minutes be confirmed as a true record and signed by the Chairman.

HPC **Minutes of the Personnel Sub-Committee Meeting held 19th October 2017.**

17/18/116 A copy of which had been circulated to each Member.

RESOLVED: In accordance with Standing Order 5(a)(ix) the Minutes be referred by formal delegation back to the Personnel Sub-Committee.

HPC **Matters Arising.**

17/18/117 A copy of which had been circulated to each Member.

RESOLVED: That the information be NOTED.

HPC **Police Report.**

17/18/118 Members considered the Police Report circulated.

RESOLVED: That the information be NOTED.

At 6:39pm Mr C Muir, Parks and Cemetery Manager entered the Meeting.

HPC **Parks and Cemetery Manager's Report.**

17/18/119 The report circulated covered the period 30th September to 29th October 2017. The Clerk read aloud a thank you message for the Halloween event received through the Parish Council's Facebook Page. Members discussed the Christmas Tree Lighting Service which will take place Wednesday 6th December 2017.

RESOLVED: That the Heritage Centre volunteers are thanked for their continued hard work and contribution towards the events and the information be NOTED.

At 6:44pm Mr C Muir, Parks and Cemetery Manager left the Meeting.

At 6:44pm Mr A Atchinson, Social Welfare Centre Manager entered the Meeting.

HPC **Social Welfare Centre Manager's Report.**

17/18/120 Members discussed the content of the report which had been circulated to each Member. Members thanked the Social Welfare Centre Manager and staff for their continued hard work.

RESOLVED: That the information be NOTED.

At 6:47pm Mr A Atchinson, Social Welfare Centre Manager left the Meeting.

- HPC 17/18/121** **County Durham Association of Local Councils Revised Code of Conduct.**
A copy of which had been circulated to each Member.
It was **RESOLVED:**
i. That the Code of Conduct be ADOPTED.
ii. To include "If the councils Standing Orders dictate, the member shall leave the room while the matter is being discussed and voted on" in the Parish Council's Standing Orders.
- HPC 17/18/122** **Confidential Reporting Policy.**
Members considered the draft policy.
RESOLVED: the Confidential Reporting Policy be ADOPTED.
- HPC 17/18/123** **Authorised Leave Policy.**
Members considered the draft policy.
It was **RESOLVED:**
i. To consolidate clause 4.7 to last paragraph of clause 4.5.
ii. To amend clause 7.7 to remove "and reasonable time off will be granted".
iii. Subject to the amendments the Authorised Leave Policy be ADOPTED.
- HPC 17/18/124** **Data Protection Bill.**
A copy of information from the Department for Digital, Culture, Media and Sport had been circulated prior to the Meeting.
RESOLVED: That the information be NOTED.
- HPC 17/18/125** **Policy Review Schedule.**
Members considered the timetable and review dates.
RESOLVED: to remove "up to date" from the Comments section of Members' Register of Interest and the information be NOTED.
- HPC 17/18/126** **School Governor Vacancy: Horden Nursery.**
RESOLVED: Councillor L Williams be nominated.
- HPC 17/18/127** **Member Reports to Outside Bodies.**
Cllr E Connor provided an overview of the County Durham Association of Larger Councils AGM Meeting held Saturday 21st October 2017.

Meeting concluded at 7:27pm

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 9th November 2017

Present: Councillor I Roberts (Chairman)
Councillors C Cain, J Clark, E Connor, D Langan, A Lodge, F Leadbitter, I Mclean, W Morrow, L Williams, E Wood.

Staff: Mr. P Davison (Clerk to the Council), Miss G Rowe (Deputy Clerk).

P&C **Apologies for Absence.**

17/18/016 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, W Smith, D Tait.

P&C **Declarations of Interest.**

17/18/017 There were no Declarations of Interest.

P&C **Minutes of the Parks and Cemetery Committee Meeting held 4th October 2017.**

17/18/018 A copy of which had been circulated to each Member.

RESOLVED: That the Minutes be confirmed as a true record and signed by the Chairman.

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

17/18/019 There were no damage and incident reports.

P&C **Thorpe Road Cemetery Extension.**

17/18/020 The Clerk provided Members with an update. Members discussed the next steps required to progress the extension.

RESOLVED: That the information be NOTED.

P&C **Remembrance Sunday Parade 2017.**

17/18/021 Members noted the route and order of service of the 2017 Parade.

RESOLVED: That the information be NOTED.

Meeting concluded at 7:46pm.

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 9th November 2017

Present: Councillor E Connor (Chairman)
 Councillors C Cain, J Clark, D Langan, F Leadbitter, A Lodge, I Mclean, W Morrow, I Roberts, L Williams, E Wood.

Staff: Mr. P Davison (Clerk to the Council), Miss G Rowe (Deputy Clerk).

F&GP 17/18/037 **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and APPROVED for Councillors R Bagnall, W Smith, D Tait.

F&GP 17/18/038 **Declarations of Interest.**
 Cllr J Clark declared a Personal Interest on Item F&GP 17/18/050 – Planning Applications.

F&GP 17/18/039 **Minutes of the Finance and General Purposes Committee Meetings held 4th October 2017.**
 A copy of which had been circulated to each Member.
RESOLVED: That the Minutes be confirmed as a true record and signed by the Chairman.

F&GP 17/18/040 **Parish Council Financial:**

a) **Bank Balances as at 31/10/2017.**
 The Deputy Clerk reported the bank balances as at 31/10/2017 being £876,455.28 less Cemetery Extension Loan balance of £407,359.78 = £469,095.50.
RESOLVED: That the information be NOTED.

b) **Income and Expenditure Report.**
 Members thanked the Deputy Clerk for implementing a Budget Monitoring Report, and Cllr J Clark for the suggestion of doing so.
RESOLVED: That the information be NOTED.

c) **Debtor Report.**
 Members considered the report previously circulated. Members discussed at length Peterlee Town Councils debt of £8,343.00.
RESOLVED:

- i. The Clerk respond to Peterlee Town Council advising the invoice for payment is still outstanding and to respectfully request that the item is re-tabled for further consideration, with full information, to their Members and to ask what arrangements will be made for the ongoing maintenance of Peterlee Graves should the debt remain unpaid.
- ii. That the information be NOTED.

d) **Cash Cheques.**
 The Deputy Clerk requested a cash cheque for £300 Petty Cash.
RESOLVED: To APPROVE payment.

e) **Bank Transfer.**
RESOLVED: The Deputy Clerk advised the bank transfer for October 2017 being £494.00.

F&GP 17/18/041 **Invoices for endorsement for payment.**
RESOLVED: to ENDORSE payment for the attached schedule of Invoices.

F&GP 17/18/042 **Members/Officers Allowances.**
 The Deputy Clerk advised she had received the following claims:
 Participation Allowance from Councillor C Cain for £571.93.
 Participation Allowance from Councillor D Tait for £571.93.
 Participation Allowance from Councillor I Roberts for £571.93.
 Participation Allowance from Councillor E Connor for £571.93
 Travel Allowance from Councillor I Roberts for £138.85.
 Travel Allowance from Councillor E Connor for £21.40.
 Travel Allowance from Councillor D Langan for £50.11.
RESOLVED: That the payments be APPROVED.

F&GP 17/18/043 **Donation Request: Haswell and District Mencap.**
 Members considered the Donation Request and the summary of the accounts submitted.
RESOLVED: That no donation be made.

F&GP 17/18/044 **Donation Request: Great North Air Ambulance Service.**
 Members considered the Donation Request.
RESOLVED: To APPROVE a donation of £150 from Local Government Act 1972 Section.137.

F&GP **Durham County Council Corporate Procurement Service Level Agreement.**

17/18/045 Members considered the benefits of joining the procurement service.

RESOLVED:

- i. To APPROVE a Service level Agreement for the Procurement Service for 10 months at £449.
- ii. The Clerk be given plenary powers to engage Durham County Council Corporate Procurement Service to oversee the tender exercise for the development of Thorpe Road Cemetery extension.

F&GP **Internal Audit Reports.**

17/18/046

a) Accounts Payable (Creditors).

A copy of which was circulated to each Member prior to the Meeting.

RESOLVED: That the information be RECEIVED and ACCEPTED.

b) Income and Banking.

A copy of which was circulated to each Member prior to the Meeting.

RESOLVED: That the information be RECEIVED and ACCEPTED.

c) Income and Banking Action Plan.

A copy of which was circulated to each Member prior to the Meeting.

RESOLVED: That the information be RECEIVED and ACCEPTED.

d) Budgetary Control.

A copy of which was circulated to each Member prior to the Meeting.

RESOLVED:

- i. To amend Clause 8.2 to (paragraph 2.4)
- ii. To Remove Clause 14.
- iii. That subject to the amendments the information be RECEIVED and ACCEPTED.

e) Time Off In Lieu.

A copy of which was circulated to each Member prior to the Meeting.

RESOLVED: That the information be RECEIVED and ACCEPTED.

f) Time Off In Lieu Control Action Plan.

A copy of which was circulated to each Member prior to the Meeting.

RESOLVED: That in accordance with Financial Regulation 3.17 the Internal Auditor investigate all claims of Time Off in Lieu and the reasons for accrual to ensure completeness, accuracy and reliability of financial management information and other records and the information be RECEIVED.

F&GP **Anti-Fraud and Corruption Policy.**

17/18/047 Members considered the draft policy.

RESOLVED: The Anti-Fraud and Corruption Policy be ADOPTED.

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

17/18/048 Members considered the Deputy Clerk's Report previously circulated.

RESOLVED: To utilise the Durham County Council Corporate Procurement Service to seek three further quotations based on the approved specification.

At 9:14pm Cllr I Mclean left the Meeting.

F&GP **Financial Reports.**

17/18/049

RESOLVED: In order to provide a more accurate statement of the financial status of Horden Parish Council, the financial balances which are presented to the parish council (during the Finance and General Purposes Committee) include the current balance of the remaining money available in relation to the cemetery development PWLB borrowing as a separate figure to other bank balances.

F&GP **Planning Applications.**

17/18/050

a) DM/17/03207/FPA – Erection of terrace of 3 commercial units comprising veterinary surgery and pet grooming facility with ancillary retail use (Unit A), A1/A2/A3/A4/A5 Betting Office Unit (Unit B) and A1 retail (Unit C) with access, car parking, servicing lay-by and associated parking, servicing ATM, refuse store, litter bin, access and works at the former Carlton Bingo site, Sunderland Road, Horden for Zetland Estates Ltd.

RESOLVED: No objections be made and the information be NOTED.

Meeting concluded at 9:40pm

Horden Parish Council Invoices for Payment

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Angel Springs	30.09.17	SWC water cooler	£19.24	D/D
Angel Springs	31.10.17	SWC Water Cooler	£19.24	D/D
Ashley Gases	30.10.17	Cellar Gases	£21.36	BACS
BOC	31.10.17	CO2 Monitor	£35.76	D/D
Booker	04.10.17	SWC Bar Supplies	£118.66	D/D
Booker	12.10.17	Parks cleaning supplies	£244.30	D/D
Bright Ideas Group	09.10.17	X500 Newsletters	£225.00	312853
British Gas	11.10.17	Cemetery electricity charges 29/07/17 - 27/08/17	£42.03	D/D
British Gas	11.10.17	Welfare Ground electricity charges 01/08/17-01/09/17	£83.48	D/D
CNG	10.10.17	Supporters Club fixed gas charges	£18.86	BACS
Co-op bank	02.10.17	BACS Charges	£59.84	D/D
Creative Youth Opportunities	31.10.17	Halloween Event Welfare Park (funded)	£250.00	BACS
Darlington Borough Council	02.11.17	Autumn Bedding	£3,096.14	312859
Diesels TVC	05.10.17	Transit body repairs	£300.00	BACS
DTA	13.10.17	SWC Bar Supplies	£88.80	BACS
DTA	27.10.17	SWC Bar Supplies	£88.80	BACS
Durham County Council	15.10.17	Bearings repaired on pro-line, scarifier repairs	£228.40	BACS
Durham County Council	25.10.17	SWC Gas servicing	£440.34	BACS
Durham County Council	31.10.17	Service Ambulance House Lift	£63.72	BACS
Gazprom	13.10.17	SWC Gas charges 31/08/17 - 30/09/17	£278.10	D/D
Gordon Fletcher	05.11.17	Internal Audit Service	£250.00	BACS
GO2 Electrical	18.10.17	Remedial Electrical Works arising from EIC Report	£885.00	BACS
GO2 Electrical	29.10.17	Supply of LED lighting panel	£70.00	BACS
Harbro	04.10.17	6x CFL lamps, 2ft linear lamp	£46.80	BACS
Horden Café	25.10.17	Supplying beverages and treats for Halloween event.	£60.00	BACS
HTS	27.10.17	Removed and Replaced Oring on John Deere	£31.80	BACS
Hutton Fire Protection	26.10.17	Test fire alarms, smoke detectors, emergency lights.	£330.00	BACS
Innerglass	09.10.17	SWC cleaning supplies	£285.74	BACS
IOS	26.10.17	USB drive, envelopes, notebooks, paper, post it notes	£95.69	BACS
IOS	31.10.17	x3 Wireless Mouse and Lumbar Back Support for Chair	£114.60	BACS
ITC	31.10.17	Remote backup	£30.00	D/D
Landform Surveys	12.09.17	Survey of Cemetery August 2017	£300.00	312860
LWC	13.10.17	SWC Bar Supplies	£564.01	D/D
LWC	27.10.17	SWC Bar Supplies	£721.02	D/D
Mortons	27.10.17	Provision of legal fees	£4,032.00	312861
N&J Catering	23.10.17	Ride Hire for summer events	£600.00	312862
O'Briens	30.09.17	Trade Waste	£16.72	D/D
O'Briens	31.10.17	Recycle Trade Waste	£16.72	D/D
Omega Asbestos	18.10.17	Asbestos Kitchen Refurbishment Survey	£210.00	BACS
On Route	03.10.17	Fuel Charges	£240.72	D/D
On Route	17.10.17	Fuel Charges	£230.42	D/D
On Route	24.10.17	Fuel Charges	£164.27	D/D
On Route	31.10.17	Fuel Charges	£118.56	D/D
Peart Fencing	31.10.17	New Cemetery Boundary Fencing	£17,404.56	312863
Scottish Power	15.09.17	Sports Pavilion 08/07/17 - 15/09/17 electricity charges	£12.40	D/D
Scottish Power	11.10.17	Memorial Park 08/07/17 - 10/10/17 electricity charges	£5.13	D/D
Scottish Power	19.10.17	Cemetery electricity charges - 2 months	£102.84	D/D
Scottish Power	11.10.17	Works building electricity charges - 2 months	£150.59	D/D
Scottish Power	14.10.17	SWC electricity charges - 3 months	£302.16	D/D
Scottish Power	14.10.17	Welfare Park electricity charges - 4 months	£54.68	D/D
Scottish Power	18.10.17	Ex-Supporters Club Electricity 19/07-22/09/17	£36.45	BACS
Screwfix	24.10.17	3x safety boots	£91.97	BACS

Screwfix	24.10.17	Jerry Can, Socket set, Combi drill (Insurance claim)	£194.97	BACS
Select Telecom	30.09.17	Telephone Calls, Lines and Internet	£154.73	D/D
Smiths of Derby	20.10.17	Service & Replace battery in Memorial Clock	£384.00	BACS
Spaldings	06.10.17	Strimmer cord, Hammer, secateurs, strimmer head autocut, stroke oil	£220.84	BACS
Veolia	31.10.17	Trade Waste	£120.00	BACS
Vodafone	23.10.17	Mobile Phones	£54.87	D/D
OTHER PAYMENTS - NO INVOICES				
Co-op Bank	12.10.17	Wages Week 28	£6,110.87	D/D
Co-op Bank	19.10.17	Wages Week 29	£5,050.68	D/D
Co-op Bank	26.10.17	Wages Week 30	£5,065.31	D/D
Co-op Bank	02.11.17	Wages Week 31	£5,685.16	D/D
Co-op Bank	09.11.17	Wages Week 32	£5,029.71	D/D
Durham County Council	31.10.17	Attachment of Earnings wks 28-32	£23.70	312855
HM Courts & Tribunals	31.10.17	Attachment of Earnings wks 28-32	£50.00	312856
HMRC	31.10.17	PAYE wks 28-32	£6,356.79	312857
DCC Pension	31.10.17	Superannuation wks 28-32	£6,314.36	312858
Northumbrian Water	11.10.17	Cemetery Water Charges (monthly DD)	£7.15	D/D
		October 2017 TOTAL	£74,120.06	