

HORDEN PARISH COUNCIL
Minutes of Meeting held 7th June 2018

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

Staff: Miss G Rowe (Deputy Clerk).

Also

Present: Representatives from Durham County Council (DCC) Regeneration and Local Services.

HPC **Public Participation.**

18/19/029 Representatives from Durham County Council Regeneration and Local Services addressed Members in relation to the proposals for Horden's Masterplan for the future of the numbered streets. The DCC Officers advised that all of the information would be gathered and analysed to produce the statement of community involvement to feed into the plan. It was stated that the consultation had been a success with a number of people attending to give their input. Members thanked DCC Officers for the interactive and friendly manner in which the consultation was carried out and for listening to local concerns.

At 6:20pm the representatives from Durham County Council left the Meeting.

HPC **Apologies for Absence.**

18/19/030 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors I Mclean, W Smith.

HPC **Declarations of Interest.**

18/19/031 There were no declarations of interest.

HPC **Minutes of the Horden Parish Council Annual Meeting held 10th May 2018.**

18/19/032 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 Horden Parish Council Meeting held 10th May 2018.**

18/19/033 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 **Matters Arising.**

18/19/034 A copy of which had been circulated to each Member.

RESOLVED: That the information be NOTED.

HPC **Police Report.**

18/19/035 No police report was submitted.

At 6:25pm Mr C Muir, Parks and Cemetery Manager entered the Meeting.

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

18/19/036 The report circulated covered the period 30th April to 27th May 2018. Members asked the Parks and Cemetery Manager questions relating to his report.

RESOLVED: the information be NOTED.

At 6:42pm Mr C Muir, Parks and Cemetery Manager left the Meeting.

At 6:43pm Mr A Atchinson, Social Welfare Centre Manager entered the Meeting.

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

18/19/037 Members discussed the content of the report which had been circulated to each Member. Members asked the SWC Manager questions relating to his report.

RESOLVED: That the information be NOTED.

At 6:50pm Mr A Atchinson, Social Welfare Centre Manager left the Meeting.

HPC **Audit of Accounts for the Year Ended 31/03/2018.**

18/19/038 a) **To approve the Annual Report of Internal Audit for the Year Ended 31/03/2018.**

A copy of which had been circulated to each Member.

RESOLVED: That the Annual Report of the Internal Audit for the year ended 31st March 2018 be APPROVED.

b) To approve the Statement of Accounts for the Year Ended 31/03/2018.

A copy of which had been circulated to each Member.

RESOLVED: That the Statement of Accounts for the year ended 31 March 2018 be APPROVED and signed by the Chairman.

c) To approve the Annual Governance Statement for the Year Ended 31/03/2018.

A copy of which had been circulated to each Member.

RESOLVED: the Annual Governance Statement for the year ended 31 March 2018 be APPROVED and signed by the Chairman.

d) To approve the Internal Audit Plan for 2018/19.

Members considered the Service Level Agreement from Durham County Council and proposed Strategic Internal Audit Plan over a three-year period.

RESOLVED:

- i. To include Bar and Functions and Use of Community Buildings in the Year 1 Audit Plan.
- ii. That subject to the above amendment the Internal Audit Plan for 2018/19 be APPROVED.

HPC **Review of Earmarked Reserves.**

18/19/039 Members considered the allocation of funds from the General Reserve Fund.

It was **RESOLVED:**

- i. To vire £40,000 from the General Reserve to Sunderland Road Pavilion Earmarked Reserve.
- ii. To vire £30,000 from the General Reserve to Cemetery Extension Capital Earmarked Reserve.
- iii. To vire £20,000 from the General Reserve to Property Repair Earmarked Reserve.
- iv. To vire £10,000 from the General Reserve to the Admin Earmarked Reserve.

HPC **Request for Dispensation.**

18/19/040 Members considered a Dispensation Requests for Cllr J Clark. The Deputy Clerk reminded all Members to submit their Dispensations if they have not already done so as soon as possible.

RESOLVED: To APPROVE the four-year Dispensation Request for Cllr J Clark.

HPC **Hornden Masterplan.**

18/19/041 Members considered feedback to Durham County Council's consultation for the regeneration of the Hornden numbered streets.

RESOLVED: To send a letter of support for the proposals from the Parish Council.

HPC **General Data Protection Regulations Update.**

18/19/042 The Deputy Clerk updated Members with the progress made to-date.

RESOLVED: That the information be NOTED.

HPC **Information and Data Protection Policy.**

18/19/043 A copy of which had been circulated to each Member.

RESOLVED: That the Policy be APPROVED.

HPC **Member Reports Appointed to Outside Bodies.**

18/19/044 Cllr E Connor provided Members with an update from the CDALC Larger Council's Meeting.

RESOLVED: That the information be NOTED.

Meeting concluded at 7:33pm

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 7th June 2018

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

Staff: Miss G Rowe (Deputy Clerk).

P&C **Apologies for Absence.**

18/19/007 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors I Mclean, W Smith.

P&C **Declarations of Interest.**

18/19/008 There were no Declarations of Interest.

P&C **Minutes of the Parks and Cemetery Committee Meeting held 10th May 2018.**

18/19/009 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 **Minutes of the Parks and Cemetery Development Sub-Committee Meeting held 29th May 2018.**

18/19/010 A copy of which had been circulated to each Member.

It was **RESOLVED:**

- i. That subject to the addition of Cllr Cain's apologies the Minutes be confirmed as a true record and signed by the Chairman.
- ii. To APPROVE Recommendations PC DEV SC 18/19/005 (i) and (ii).

P&C **Parks and Cemetery Development Sub-Committee Terms of Reference.**

18/19/011 A copy of which had been circulated to each Member.

It was **RESOLVED:**

- i. Cllr L Williams be elected to join the Sub-Committee.
- ii. That subject to the addition of "progress projects within agreed overall budgets" under the Delegated Authority the Terms of Reference and Delegated Authority be APPROVED.

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

18/19/012 There were no damage and incident reports.

P&C **Third Street Allotment.**

18/19/013 Members considered the draft Tenancy Agreement.

It was **RESOLVED:**

- i. Subject to the amendment to the last page to "signed as a witness on behalf of Horden Parish Council" the Tenancy Agreement is APPROVED.
- ii. To charge an annual rent of £1.

Meeting concluded at

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 7th June 2018

- Present:** Councillor E Connor (Chairman)
Councillors R Bagnall, C Cain, J Clark, D Langan, F Leadbitter, A Lodge, W Morrow, I Roberts, D Tait, L Williams, E Wood.
- Staff:** Miss G Rowe (Deputy Clerk).
- F&GP 18/19/017** **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and APPROVED for Councillors I Mclean, W Smith.
- F&GP 18/19/018** **Declarations of Interest.**
There were no declarations of interest.
- F&GP 18/19/019** **Minutes of the Finance and General Purposes Committee Meetings held 10th and 15th May 2018.**
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 18/19/020** **Parish Council Financial:**
- a) Bank Balances as at 31/05/2018.**
The Deputy Clerk reported the bank balances as at 31/05/2018 being £822,751.61 less Cemetery Extension Loan balance of £394,910 = £427,841.61.
RESOLVED: That the information be NOTED.
 - b) Income and Expenditure Report.**
Members noted the current levels of income and expenditure.
RESOLVED: That the information be NOTED.
 - c) Debtor Report.**
Members considered the report.
RESOLVED: That the information be NOTED.
 - d) Cash Cheques.**
There were no cash cheques.
 - e) Bank Transfer.**
The Deputy Clerk advised there was no bank transfer for May 2018.
- F&GP 18/19/021** **Invoices for endorsement for payment.**
RESOLVED: to ENDORSE payment for the attached schedule of Invoices.
- F&GP 18/19/022** **Members/Officers Allowances.**
The Deputy Clerk advised she had the following claims:
Participation Allowance for Cllr J Clark for £571.93.
Participation Allowance for Cllr I Roberts for £571.93.
RESOLVED: The payments be APPROVED.
- F&GP 18/19/023** **Hornden Recreation Ground Charity Donation.**
RESOLVED: To APPROVE quarterly payment of £11,045 to Hornden Recreation Ground Charity.
- F&GP 18/19/024** **Grants and Donations for Year Ended 31st March 2018.**
A copy of the Deputy Clerk's Report detailing the grants and donations paid in the 2017/18 financial year under the Council's Statutory Provisions had been circulated to each Member.
RESOLVED: That the information be displayed on the Parish Council Noticeboards and the information be NOTED.
- F&GP 18/19/025** **Review of Durham County Council's Gambling Statement of Principles.**
Members considered Durham County Council's Policy Statement, in their capacity as a consultee.
RESOLVED: No comment be made and the information be NOTED.
- F&GP 18/19/026** **Planning Applications.**
- (i) DM/18/01167/FPA –** Erection of first floor extension and garage conversion to side at 44 Willow Grove, Hornden for Mr R Thirkell.
RESOLVED: That the Planning Applications be RECEIVED and no objections made.

Meeting concluded at 8:12pm.

Horden Parish Council Invoices for Payment

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Angel Springs	30.04.18	SWC Water Cooler Rental	£19.24	D/D
Arco	30.04.18	Staff Clothing	£52.31	BACS
Ashley Gases	24.05.18	CO2 Gas	£33.48	BACS
Biffa	31.05.18	Recycle Trade Waste SWC	£36.10	D/D
BOC	31.05.18	SWC CO2 Monitor	£35.76	D/D
Booker Wholesale	06.06.18	Bar/Kitchen Supplies	£86.92	D/D
Co-op Bank	01.05.18	FD Online/BACS Payments	£59.70	D/D
Co-op Bank	01.06.18	May Bank Charges/FD Online	£71.16	D/D
CS Technical Support	29.05.18	Wi-fi Booster and Installation	£76.80	BACS
Durham County Council	08.05.18	SWC Lift Service	£66.00	312961
Gazprom	17.05.18	SWC Gas Charges	£869.63	D/D
Gordon Fletcher	07.05.18	Internal Audit Annual Return	£250.00	BACS
Fuelcard Company	06.05.18	Fuel Charges	£60.52	D/D
Fuelcard Company	13.05.18	Fuel Charges	£259.99	D/D
Fuelcard Company	20.05.18	Fuel Charges	£126.02	D/D
Fuelcard Company	27.05.18	Fuel Charges	£98.50	D/D
Fuelcard Company	03.06.18	Fuel Charges	£319.88	D/D
H.A. Davie	30.04.18	Descale Base Unit	£92.57	BACS
H.A. Davie	18.05.18	Annual Refrigeration Contract Cellar & Bottle Fridges	£416.40	BACS
Homecare	25.05.18	Concrete, Cement, Sand and Gravel	£93.90	BACS
Hutton	30.04.18	Service SWC/Sunderland Rd Fire Alarms/Emerg. Lights	£180.00	BACS
ITC Service	31.05.18	Remote Back-up	£30.00	D/D
Kraftwerx	21.05.18	Welding to Rocking Horse at Memorial Park	£78.00	BACS
LWC Wholesale	11.05.18	SWC Bar Supplies	£1,533.33	D/D
LWC Wholesale	01.06.18	SWC Bar Supplies	£329.42	D/D
Network Rail	11.05.18	Water Pipe Rental	£35.32	BACS
Select Telecom	30.04.18	Telephone Lines, Calls, Internet	£129.38	D/D
Shoreline Fire & Security	14.05.18	2 sounder strobes DDS Office, SWC	£168.00	BACS
Veolia	30.04.18	Welfare Park Trade Waste	£133.92	312967
Veolia	31.05.18	Welfare Park Trade Waste	£167.40	312967
Vodafone	26.04.18	Delivery Charge New Mobile Phones	£4.94	D/D
Vodafone	22.05.18	Mobile Phones	£82.56	D/D
Zurich Municipal	14.05.18	2018/19 Insurance Premium	£12,784.31	312962
Zurich Municipal	21.05.18	Works in Progress Cemetery Extension	£1,121.08	312963
OTHER PAYMENTS				
Co-op Bank	17.05.18	Wages Week 6	£5,896.94	D/D
Co-op Bank	24.05.18	Wages Week 7	£5,624.30	D/D
Co-op Bank	31.05.18	Wages Week 8	£5,539.21	D/D
Co-op Bank	07.06.18	Wages Week 9	£5,498.01	D/D
Durham County Council	30.05.18	Attachment of Earnings Weeks 5-8	£8.46	312959
HMCS	30.05.18	Attachment of Earnings Weeks 5-8	£45.00	312956
HMCS	30.05.18	Attachment of Earnings Weeks 5-8	£32.88	312957
HMRC	30.05.18	PAYE Weeks 5-8	£4,643.65	312958
DCC Pension	30.05.18	Superannuation Weeks 5-8	£5,423.20	312960
NWG	02.05.18	Cemetery Water (monthly charge)	£72.00	D/D
NWG	02.05.18	SWC Water (monthly charge)	£109.00	D/D
Horden Parish Council May 2018 TOTAL			£52,795.19	