

**HORDEN PARISH COUNCIL**  
**Minutes of Meeting held 12<sup>th</sup> July 2018**

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

**Staff:** Miss G Rowe (Clerk to the Council), Mr K Wilkinson (Deputy Clerk).

**HPC 18/19/049** **Apologies for Absence.**  
**RESOLVED:** Apologies RECEIVED and APPROVED for Councillors I Mclean, D Tait, E Wood.

**HPC 18/19/050** **Declarations of Interest.**  
 There were no declarations of interest.

**HPC 18/19/051** **Minutes of the Horden Parish Council Meetings held 7<sup>th</sup> and 14<sup>th</sup> June 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.

**HPC 18/19/052** **Matters Arising.**  
 A copy of which had been circulated to each Member.  
**RESOLVED:** That the information be NOTED.

**HPC 18/19/053** **Police Report.**  
 No police report was submitted.

*At 6:05pm Cllr W Smith entered the Meeting.*

*At 6:08pm the Parks and Cemetery Manager entered the Meeting.*

**HPC 18/19/054** **Parks and Cemetery Manager's Report.**  
 The report circulated covered the period 28<sup>th</sup> May to 29<sup>th</sup> June 2018. Members asked the Parks and Cemetery Manager questions relating to his report.  
**RESOLVED:** the information be NOTED.

*At 6:11pm Cllr J Clark entered the Meeting.*

*At 6:12pm the Parks and Cemetery Manager left the Meeting.*

*At 6:13pm the Social Welfare Centre Manager entered the Meeting.*

**HPC 18/19/055** **Social Welfare Centre Manager's Report.**  
 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 6:17pm the Social Welfare Centre Manager left the Meeting.*

**HPC 18/19/056** **Requests for Dispensation.**  
 Members considered Dispensation Requests relating to Trusteeship of Horden Recreation Ground.  
**RESOLVED:** To APPROVE the four-year Dispensation Requests for Cllrs D Tait, A Lodge, R Bagnall, I Mclean and C Cain.

**HPC 18/19/057** **General Data Protection Regulations Update.**  
 The Clerk provided Members with a progress report and advised further policies need to be drafted for approval at the next meeting.  
**RESOLVED:** That the information be NOTED.

**HPC 18/19/058** **Corporate and Financial Risk Review 2018**  
 The Clerk advised that the quarterly Corporate and Financial Risk Reviews were due for approval, however, following training it was evident that both documents needed revision and a risk management policy and strategy is in the draft process.  
**RESOLVED:** That that information be NOTED.

**HPC 18/19/059** **County Durham Plan Preferred Options Consultation.**  
 Members considered the content of the County Durham Plan. The Clerk advised that the council have previously consulted on the final content.  
**RESOLVED:** That no comment is made and the information is RECEIVED.

**HPC**            **NALC Legal Briefing.**  
**18/19/060**    Members noted the content of the Judicial Review Claim.  
**RESOLVED:** That that information be NOTED.

**HPC**            **Member Reports Appointed to Outside Bodies.**  
**18/19/061**    Cllr L Williams provided Members with an overview of the Remembrance Sunday Working Group Meetings and progress to date.  
**RESOLVED:** That the information be NOTED.

**HPC**            **Exclusion of Press and Public.**  
**18/19/062**    **RESOLVED:** that in accordance with Section 2 (1) of the Public Bodies (Admission to Meetings) Act, 1960, the press and public be excluded from the meeting for the following items of business on the grounds that they involve information prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**HPC**            **Staff Matters.**  
**18/19/063**    The Clerk provided Members with a verbal update.  
**RESOLVED:** That the information be NOTED.

*Meeting concluded at 6:40pm*

**HORDEN PARISH COUNCIL**  
**PARKS AND CEMETERY COMMITTEE**  
**Minutes of Meeting held 12<sup>th</sup> July 2018**

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

**Staff:** Miss G Rowe (Clerk to the Council), Mr K Wilkinson (Deputy Clerk), Mr C Muir (Parks & Cemetery  
Manager)

**P&C** **Apologies for Absence.**

**18/19/014** **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors I Mclean, D Tait, E Wood.

**P&C** **Declarations of Interest.**

**18/19/015** Cllr J Robinson declared a prejudicial interest on Item P&C 18/19/021 – Peterlee Town Council Thorpe  
Road Cemetery Contribution.

**P&C** **Minutes of the Parks and Cemetery Committee Meeting held 7<sup>th</sup> June 2018.**

**18/19/016** 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 6<sup>th</sup> June 2018.**

**18/19/017** A copy of which had been circulated to each Member.

**RESOLVED:** the Minutes be confirmed as a true record and signed by the Chairman and the Resolutions  
NOTED.

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

**18/19/018** The Clerk advised Members of the progress made to date, she further advised that the Project Manager  
was currently progressing items arising from the Parks and Cemetery Development Sub-Committee, with a  
further meeting of the Development Committee scheduled for 18<sup>th</sup> July with the Project Manager in  
attendance to present his report.

**RESOLVED:** That the information be NOTED.

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

**18/19/019** There were no damage and incident reports.

**P&C** **Station Road Allotment Association.**

**18/19/020** Members considered the donation offer of six bags of fertiliser from Station Road Allotment Association.

**RESOLVED:** For reasons of transparency, the offer be declined and the Association thanked for the offer.

*At 7:12pm Cllr J Robinson left the Meeting.*

**P&C** **Peterlee Town Council Thorpe Road Cemetery Contribution.**

**18/19/021** Members considered future arrangements for Thorpe Road Cemetery contribution from Peterlee Town  
Council and their subsequent response at the 2018/19 contribution invoice for payment. Members  
discussed at length the pursuance of the debt.

**RESOLVED:** To request all relevant committee meeting minutes, relating to the cemetery contribution, from  
Peterlee Town Council for further review.

*Meeting concluded at 7:40pm*

**HORDEN PARISH COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held 12<sup>th</sup> July 2018**

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

**Staff:** Miss G Rowe (Clerk to the Council), Mr K Wilkinson (Deputy Clerk).

**F&GP** **Apologies for Absence.**

**18/19/031** **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors I Mclean, D Tait, E Wood.

**F&GP** **Declarations of Interest.**

**18/19/032** There were no declarations of interest.

**F&GP** **Minutes of the Finance and General Purposes Committee Meetings held 7<sup>th</sup> and 14<sup>th</sup> June 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.

**F&GP** **Parish Council Financial:**

**18/19/034** **a) Bank Balances as at 30/06/2018.**

The Clerk reported the bank balances as at 30/06/2018 being £748,840.38 less Cemetery Extension Loan balance of £421,465.39 = £327,374.99.

**RESOLVED:** That the information be NOTED.

**b) Income and Expenditure Report to 31/05/2018.**

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.**

The Clerk requested a cash cheque for £200 Petty Cash.

**RESOLVED:** To APPROVE payment.

**e) Bank Transfer.**

The Clerk advised there was no bank transfer for June 2018.

**F&GP** **Invoices for endorsement for payment.**

**18/19/035** **RESOLVED:** to ENDORSE payment for the attached schedule of Invoices.

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

**18/19/036** The Clerk advised she had the following claims:

Participation Allowance for Cllr F Leadbitter for £571.93.

Participation Allowance for Cllr W Morrow for £571.93.

Participation Allowance for Cllr R Bagnall for £571.93.

**RESOLVED:** The payments be APPROVED.

**F&GP** **Deputy Clerk CiLCA Qualification.**

**18/19/037** The Deputy Clerk, currently acting up as Clerk to the Council, advised her portfolio for the Certificate in Local Council Administration had passed. Members congratulated the Deputy Clerk on her achievement.

**RESOLVED:** To present Members with a draft Reward and Recognition Policy, drafted in consultation with staff members.

**F&GP** **Durham County Council Sale of Land at Kilburn Drive.**

**18/19/038** **RESOLVED:** That no comment is made and the information is RECEIVED.

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

**18/19/039** The Clerk advised Members that the pitched roof project was now complete, the Clerk further advised that she was meeting with the architect the following morning to 'sign off' the approved specification and agree the final account.

**RESOLVED:** To issue a press release and the information be NOTED.

**F&GP** **Alice House Hospice Donation Request**

**18/19/040** Members considered financial assistance.

**RESOLVED:** To APPROVE a donation of £250 under Local Government Act 1972, Section 137.

**F&GP** **East Durham Community Transport Donation Request****18/19/041** Members considered financial assistance.**RESOLVED:** To APPROVE a donation of £100 under Local Government and Rating Act 1997, Sections 26-29.**F&GP** **Durham County Council Final Determination on Proposal to Remove Street Lights.****18/19/042** Members considered the correspondence.**RESOLVED:** That the information be NOTED.**F&GP** **SLCC Regional Training Event.****18/19/043** Members considered attendance at Darlington 19<sup>th</sup> September 2018 at a cost of £95 + VAT.**RESOLVED:** Councillor I Roberts attend.**F&GP** **Durham County Council Constitution Planning Amendment.****18/19/044** Members considered the amendment.**RESOLVED:** That the information be NOTED.**F&GP** **Remembrance Sunday Working Group Expenditure.****18/19/045** Members considered the purchase of 120 decorative Scarlet Poppies as an item of expenditure requested from the Remembrance Sunday Working Group Committee.**RESOLVED:** To APPROVE the purchase of the decorative poppies for £529.20 + VAT from Gardman Ltd.**F&GP** **Planning Applications.**

- 18/19/046** (i) **DM/18/01713/FPA** – Erection of detached garage at 114 Cotsford Park Estate, Horden for Mr Toy.  
(ii) **DM/18/01712/FPA** – Change of use of ground floor from retail to residential into 3 no. additional flats and 1 no. separate dwelling at Eden House, Eden Street, Horden for Mr Shah.  
(iii) **DM/18/01719/VOC** – Variation of condition 3 of planning permission DM/17/00722/FPA to replace roof tiles at Sunderland Road Pavilion for Horden Parish Council.  
(iv) **DM/18/01799** – Felling of 3no. trees at 1 Malt Crescent, Horden for Mr Holmes.

**RESOLVED:** That the Planning Applications be RECEIVED and no objections made.*Meeting concluded at 8:25pm.***Horden Parish Council Invoices for Payment**

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Angel Springs	31.05.18	SWC Water Cooler Rental	£19.24	D/D
Angel Springs	30.06.18	SWC Water Cooler Rental	£19.24	D/D
Banner	10.04.18	Refuse Sacks, Paper and Stationery	£170.50	BACS
Banner	04.05.18	Stationery	£68.64	BACS
Banner	05.06.18	Paper	£54.60	BACS
Banner	07.06.18	x4 2019 Wall Planners	£8.69	BACS
BCE Northern Ltd	26.06.18	Cemetery Extension Certificate No 001	£103,694.84	312977
Biffa	30.06.18	SWC Recycle Trade Waste	£18.05	D/D
BOC	30.06.18	CO2 Monitor	£35.76	D/D
CDALC	27.06.18	CiLCA Training	£190.00	BACS
DTA	08.06.18	Scorpion Lager	£91.68	BACS
DTA	15.06.18	Scorpion Lager	£91.68	BACS
Durham County Council	08.06.18	Building Control Fees Sunderland Rd Pavilion Roof Refurb	£408.62	BACS
Durham County Council	12.06.18	SLA Procurement Service for Cemetery Capital Works Tender and Contract	£3,534.00	312978
Durham County Council	03.07.18	Risk Management Training x2 sessions 26/06/18	£339.00	312978
Durham County Council	02.07.18	Grasscutting BMX (up to 30/06/18 end of Lease) & Grasscutting Cotsford Park 2018/19	£349.38	312978
Elvet	29.06.18	Project Management Cemetery Extension x4 weeks	£3,680.74	312979
Fuelcard	10.06.18	Fuel Charges	£266.91	D/D
Fuelcard	24.06.18	Fuel Charges	£190.63	D/D
Gazprom	14.06.18	SWC Gas 30/04/18-31/05/18	£641.02	D/D

GO2 Electrical	02.07.18	PAT Testing SWC	£230.00	BACS
Homecare	25.06.18	Stroke Oil and Dust Sheets	£35.94	BACS
Horn's Garden Centre	30.06.18	Fertiliser, Bonemeal	£89.93	BACS
ITC Service	30.06.18	Remote Backup Service	£30.00	D/D
LWC Wholesale	08.06.18	SWC Bar Supplies	£280.36	D/D
MAP Architectural	12.06.18	Revised Planning Submission S'land Rd Pavilion	£75.00	BACS
NAC	13.06.18	NAC Subscription 2018/19	£78.00	BACS
Party Animals	21.06.18	3 hour party zoo at Teddy Bears Picnic	£200.00	BACS
Regent Maintenance	29.06.18	Sunderland Road Pavillion Pitched Roof F&GP 17/18/101(b)	£70,947.30	312980
Select Telecom	31.05.18	Phone Lines, Calls and Internet	£137.46	D/D
SSE Electrical	12.06.18	SWC Electricity 01/03/2018 - 11/06/2018	£1,740.43	D/D
Steadfast Security	31.05.18	Annual SWC Alarm Maintenance	£107.33	BACS
Treasured Memories	29.06.18	Memorial Wall Plaque (recharge)	£161.04	BACS
Vodafone	22.06.18	Mobile Phones	£74.68	D/D
Weardale Contractors	21.06.18	Render damaged wall at Welfare House (HPC 17/18/147)	£1,890.00	312969
<b>OTHER PAYMENTS</b>				
Co-op Bank	14.06.18	Wages Week 10	£5,530.46	D/D
Co-op Bank	21.06.18	Wages Week 11	£7,348.14	D/D
Co-op Bank	28.06.18	Wages Week 12	£5,959.50	D/D
Co-op Bank	05.07.18	Wages Week 13	£6,832.91	D/D
Co-op Bank	12.07.18	Wages Week 14	£6,093.85	D/D
Durham County Council	14.06.18	Planning Variation Fee Sland Rd Roof	£234.00	312968
Horden Recreation Ground	11.06.18	Grant Donation Payment (F&GP 18/19/023)	£11,045.00	312966
Nationwide Retail Systems	30.06.18	SWC Bar Till Rolls	£67.14	312970
Post Office Ltd	01.06.18	Vehicle Tax	£255.00	312964
HMRC	02.07.18	PAYE Weeks 9-13	£8,058.75	312972
DCC Pensions	02.07.18	Pension Contributions wks 9-13	£7,753.48	312973
Durham County Council	02.07.18	Attachment of Earnings wks 9-13	£59.97	312974
CAPS	02.07.18	Attachment of Earnings wks 9-13	£75.00	312975
CAPS	02.07.18	Attachment of Earnings wks 9-13	£43.26	312976
<b>Horden Parish Council June 2018 TOTAL</b>			<b>£249,307.15</b>	