

HORDEN PARISH COUNCIL
Minutes of Meeting held 4th October 2018

Present: Councillor I Roberts (Chairman)
 Councillors C Cain, J Clark, E Connor, D Langan, F Leadbitter, W Morrow, J Robinson, D Tait, L Williams.
Staff: Miss G Rowe (Acting Clerk to the Council).

HPC **Apologies for Absence.**
18/19/081 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, A Lodge, I Mclean, W Smith, E Wood.

HPC **Declarations of Interest.**
18/19/082 There were no declarations of interest.

HPC **Minutes of the Horden Parish Council Meetings held 6th September 2018.**
18/19/083 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.**
18/19/084 A copy of which had been circulated to each Member.
RESOLVED: That the information be NOTED.

HPC **Police Report.**
18/19/085 The Police did not attend to provide a report.

HPC **Parks and Cemetery Manager's Report.**
18/19/086 The report circulated covered the period 26th August to 28th September 2018. Members queried an incident of vandalism at Cotsford Park Play Area, which had not been reported via the Council's reporting mechanisms. The Acting Clerk advised Members that she would query the incident with the Parks and Cemetery Manager.
RESOLVED: The information be NOTED.

At 6:08pm the Social Welfare Centre Manager entered the Meeting.

HPC **Social Welfare Centre Manager's Report.**
18/19/087 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 6:18pm the Social Welfare Centre Manager left the Meeting.

HPC **Audit of Accounts for the Year Ended 31st March 2018 External Auditors Report.**
18/19/088 Members considered the External Auditors Report. The Acting Clerk advised that the items which should be published under the Accounts and Audit Regulations 2015 have been completed. The Acting Clerk advised Members that the significant matters arising have resulted in a Qualified Audit, namely the management of the Recreation Ground Charity's Accounts, however, with steps taken to address the separation of accounts in the current financial year the Council can demonstrate they have acted on the recommendations made by the External Auditor.
 It was **RESOLVED:**

- a) That the External Auditors Report is ACCEPTED.
- b) As minor scope for improvement, Section 1 of the Annual Governance Statement is approved at the conclusion of the year-end.
- c) With the charity separation now complete and working practices established the Council can discharge their responsibilities as Trustees for the 2018/19 Financial Year.

HPC **Members Social Media Policy and Guidance.**
18/19/089 Members considered the draft policy and guidance. The Acting Clerk advised Members that the draft was issued on behalf of Durham County Council's Monitoring Officer for guidance and support to local councils.
RESOLVED: To APPROVE the Policy and Guidance.

HPC **Acting Up and Additional Duties Revised Policy.**
18/19/090 Members considered revisions to the Act Up Policy.
RESOLVED: That Clauses 3a and b are revised and referred back to Council for approval.

HPC **Revised Publication Scheme.**

18/19/091 The Acting Clerk advised Members that the policy was due for review, however, the revisions made to the existing document made the policy more user friendly to members of the public to easily access information on the Council's website.

RESOLVED: To APPROVE the Publication Scheme.

HPC **Exclusion of Press and Public.**

18/19/092 In accordance with Standing Order 5(a)(xx) a Member moved without notice the Exclusion of Press and Public from the Meeting.

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 **Employee Reward and Recognition Policy Report.**

18/19/093 Members considered the Acting Clerk's Report which incorporated the feedback from staff consultation, as requested. Members discussed what content they wished to include in the draft policy.

RESOLVED: The Acting Clerk draft the Reward and Recognition Policy for approval, including the items agreed in the report.

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

18/19/094 There were no reports.

Meeting concluded at 6:50pm

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 4th October 2018

Present: Councillor D Tait (Chairman)
 Councillors C Cain, J Clark, E Connor, D Langan, F Leadbitter, W Morrow, I Roberts, J Robinson, L Williams.
Staff: Miss G Rowe (Acting Clerk to the Council).

P&C **Apologies for Absence.**

18/19/031 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, I Mclean, A Lodge, W Smith, E Wood.

P&C **Declarations of Interest.**

18/19/032 Cllr J Robinson declared a prejudicial interest on Item P&C 18/19/037, Peterlee Town Council Thorpe Road Cemetery Contribution.

P&C **Minutes of the Parks and Cemetery Committee Meeting held 6th September 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.

P&C **Minutes of the Parks and Cemetery Development Sub-Committee Meeting held 10th September 2018.**

18/19/034 A copy of which had been circulated to each Member.
RESOLVED: the Minutes be confirmed as a true record and signed by the Chairman.

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

18/19/035 a) Project Manager's Report August 2018.
RESOLVED: That the information be NOTED.
 b) **Acting Clerk's Verbal Update.**
 The Acting Clerk provided Members with an update of progress to date.
 It was **RESOLVED:**

- i. The Acting Clerk make enquires with the Contractor to establish the safety of the boundary wall.
- ii. The Acting Clerk ensure that any safety precautions required, in relation to the boundary wall, are put in place immediately.
- iii. That the installation of the new pedestrian access is delayed pending clarification on the status of the existing boundary wall.
- iv. That the information be NOTED.

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

18/19/036 There were no reports.

At 7:25pm Cllr J Robinson left the Meeting.

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

18/19/037 The Acting Clerk advised Members that the Acting Deputy Clerk had met with Peterlee Town Council's Clerk to discuss the content of his report and that we envisage a response shortly.
RESOLVED: That the information is NOTED.

Meeting concluded at 7:27pm

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 4th October 2018

- Present:** Councillor E Connor (Chairman)
 Councillors C Cain, J Clark, D Langan, F Leadbitter, W Morrow, I Roberts, J Robinson, D Tait, L Williams.
- Staff:** Miss G Rowe (Acting Clerk to the Council).
- F&GP 18/19/068** **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and APPROVED for Councillors R Bagnall, A Lodge, I Mclean, W Smith, E Wood.
- F&GP 18/19/069** **Declarations of Interest.**
 Cllr E Connor declared an interest on Item F&GP 18/19/082 – Payment of Water Bills in Relation to Tenanted Houses.
- F&GP 18/19/070** **Minutes of the Finance and General Purposes Committee Meeting held 6th September 2018.**
 A copy of which had been circulated to each Member.
RESOLVED: That the subject to the amendments to F&GP 18/19/067(i) "Cllr Langan abstained from voting owing to his original vote against the Resolution" and (ii) the inclusion of "Cllr Langan abstained from voting" the Minutes be confirmed as a true record and signed by the Chairman.
- F&GP 18/19/071** **Parish Council Financial;**
- a) **Bank Balances as at 30/09/2018.**
 The Acting Clerk reported the bank balances as at 30/09/2018 being £468,534.35 less Cemetery Extension Loan balance of £107,811 = £360,663.35.
RESOLVED: That the information be NOTED.
 - b) **Income and Expenditure Report to 31/08/2018.**
 Members noted the current levels of income and expenditure and queried budget overspends.
RESOLVED: That the information be NOTED.
 - c) **Debtor Report.**
 Members considered the report.
 It was **RESOLVED:** That the information be NOTED.
 - d) **Cash Cheques.**
 The Acting Clerk requested a cash cheque for £250 Petty Cash.
RESOLVED: To APPROVE payment.
 - e) **Bank Transfer.**
 The Acting Clerk advised the bank transfer for September 2018 was £247,150.28.
- F&GP 18/19/072** **Invoices for endorsement for payment.**
RESOLVED: to ENDORSE payment for the attached schedule of Invoices.
- F&GP 18/19/073** **Members/Officers Allowances.**
 The Clerk advised she had the following claim:
 Mileage Claim for Cllr I Roberts for £63.00.
RESOLVED: The payment be APPROVED.
- F&GP 18/19/074** **Earmarked Reserves.**
- a) **Acting Clerk's Verbal Report.**
 The Acting Clerk advised Members that Horden Recreation Ground Charity's income balance of £40,678 had been carried over as a debtor to the Council at the close of the 2017/18 Financial Year. Owing to the separation of the charity account the balance should have, in fact, been deducted from the Council's Reserve Balance but as it was carried over as a debtor, the balance had been reflected in the Council's Reserve. The Acting Clerk made the Council aware, that as a result, the operational reserve balance, in accordance with the Council's Medium Term Financial Strategy, was now reduced by £40,678. The Acting Clerk advised the Council that the provision of increasing the operational reserve balance will need to be factored into the 2019/20 Budget when considering the Charity's Grant Donation.
RESOLVED: That the information be NOTED.
 - b) **Reserve Balances.**
 Members considered the reserve balances and virement.
RESOLVED: To vire £10,000 from the Admin Reserve to the General Reserve.

F&GP **Hornden Recreation Ground Charity Donation.**
18/19/075 Members considered the payment of the charity's quarterly donation of £11,045.
RESOLVED: To APPROVE Payment.

F&GP **2018 Remembrance Sunday Parade, Centenary Events and Expenditure.**
18/19/076 Members considered the Acting Clerk's Report, including details of events and expenditure proposed by the Remembrance Sunday Advisory Group. Cllr L Williams, Chairman of the Advisory Group, provided Members with an update.
 It was **RESOLVED:**

- i. To yield additional capacity and raise additional income for the three chosen charities, the Mechanics Social Club is cancelled Friday 9th November 2018.
- ii. That the proposed events and related expenditure is APPROVED.
- iii. That the information is NOTED.

F&GP **County Durham Association of Local Councils AGM.**
18/19/077 **a) Decisions Relating to the Agenda.**
 It was **RESOLVED:**

- i. To nominate Mr G M Morris as President.
- ii. To nominate Cllrs D Bell, A Blakemore and R Harrison as Vice Presidents.
- iii. To nominate Cllr A Blakemore as Honorary Treasurer.
- iv. To nominate D Austin as Honorary Auditor.
- v. To appoint three representatives of the CDALC Executive Committee to attend the NALC Annual General Meeting.
- vi. The Chairman and one Member of the CDALC Executive Committee be appointed as a representative and deputy to serve on the NALC National Council.
- vii. To co-opt Lorraine O'Donnell, Jo Laverick and Cllr Brian Stephens to represent kindred organisations.
- viii. To note the NALC 2019/20 subscription fee increase and freezing CDALC Fees for 2019/20.

b) Attendance.
RESOLVED: Cllrs E Connor and I Roberts attend.

F&GP **Reinstatement of Community Event.**
18/19/078 Cllr J Clark proposed the reinstatement of an event specifically for the elderly community.
RESOLVED: The expenditure is factored into the 2019/20 Budget.

F&GP **Hornden Schools Amalgamation.**
18/19/079 Members considered the information provided by Durham County Council.
RESOLVED: To NOTE the information.

The Chairman under Standing Order 5(a)(vi) moved without notice to alter the order of business on the agenda for reasons of urgency or expedience for the following items.

F&GP **Application for Premises Licence for Aldi Stores, Yoden Way, Hornden, Peterlee.**
18/19/080 A copy of which had been circulated to each Member.
RESOLVED: That the information be NOTED.

F&GP **Planning Applications.**
18/19/081 There were no Planning Applications to consider.

At 8:40pm, Cllr E Connor left the Meeting.

In the Vice Chairman's absence, Members nominated Cllr I Roberts as Chairman.

F&GP **Payment of Water Bills in Relation to Tenanted Houses.**
18/19/082 Cllr Langan provided Members with a history of previous resolutions in relation to water recharges and procedures.
RESOLVED: That the Acting Deputy Clerk arrange the installation of all necessary water meters and a staff procedure for recording meter readings, in order to recharge users for utility charges, as a matter of urgency.

Meeting concluded at 8:42pm

Hornden Parish Council Invoices for Payment

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
A1 Trophies and Engraving	03.08.18	No Parking Sign Made	£42.50	BACS
Angel Springs Ltd	31.08.18	SWC Water Cooler	£19.24	D/D
Ashley Gases Limited	17.09.18	CO2 Gas	£22.32	BACS
BCE Northern Limited	30.09.18	Cemetery Capital Works	£39,300.07	313024
Biffa	31.08.18	SWC Recycle Trade Waste	£18.05	D/D
BOC Limited	30.09.18	CO2 Monitor	£37.02	D/D
Co-operative Bank	01.10.18	FD Online/BACS Payments	£60.40	D/D
Durham County Council	06.09.18	Spool of Strimmer Line, Repair Puncutre on Ride On	£169.56	BACS
Durham County Council	13.09.18	SWC Gas Servicing 2018-2019	£451.68	BACS
EDF	01.09.18	x3 months Sunderland Rd Pav. Electricity	£311.00	D/D
Elvet Construction Consultants	29.09.18	Works x 4 Weeks	£3,680.74	313025
Gazprom	14.09.18	SWC Gas 31/07/18-31/08/18	£101.72	D/D
Go2 Electrical Services	07.09.18	Replace Hand Dryer in SWC Downstairs Gents	£150.00	BACS
Harbro Lighting and Electrical	06.09.18	6x LED Bulbs 6x Lumen Lamp Bulbs	£38.88	BACS
Innerglass Ltd	26.09.18	SWC Cleaning Supplies	£279.64	BACS
ITC Service Limited	18.09.18	Register/Set Up & Computer Migration (GDPR Compliance)	£732.00	313026
ITC Service Limited	30.09.18	Remote Back Up Service September 2018	£30.00	D/D
Kirkup, Lascelles & Creed	20.09.18	Legal Provision	£348.00	313027
LWC North East	21.09.18	SWC Bar Supplies	£463.94	D/D
LWC North East	22.09.18	SWC Bar Supplies	£198.77	D/D
Mazars	24.09.18	Exteral Audit	£1,920.00	BACS
MKM Building Supplies	25.09.18	8 x Tarmac	£81.89	BACS
MPLC	07.09.18	SWC Motion Picture Licence	£117.42	BACS
Pat Lavery	16.01.18	Renew Near Side Front CV Joint on Transit Connect	£86.00	BACS
Pat Lavery	10.09.18	Renew ECU Circuit Board on Ivecco Van	£132.00	BACS
Ron's Plumbing	06.09.18	Removal and Replace Flush Control SWC Ladies Toilet	£50.00	313028
Select Telecom	31.08.18	Telephone calls, lines & internet	£139.24	D/D
Scottish Power	13.09.18	x3 months Cemetery Electricity	£377.25	D/D
SSE	17.09.18	SWC electricity 12/06/18 - 13/09/18	£1,342.04	D/D
The Fuelcard Company	02.09.18	Fuel Charges	£335.97	D/D
The Fuelcard Company	09.09.18	Fuel Charges	£130.64	D/D
The Fuelcard Company	16.09.18	Fuel Charges	£61.86	D/D
The Fuelcard Company	23.09.18	Fuel Charges	£204.04	D/D
Vodafone	21.09.18	Mobile Phones	£74.00	D/D
Wilf Husband	22.09.18	Tonne of Topsoil for Cemetery	£230.40	BACS
OTHER PAYMENTS				
Co-op Bank	06.09.18	Wages Week 22	£5,882.18	D/D
Co-op Bank	13.09.18	Wages Week 23	£6,341.39	D/D
Co-op Bank	20.09.18	Wages Week 24	£5,973.73	D/D
Co-op Bank	27.09.18	Wages Week 25	£12,703.08	D/D
NWG	01.09.18	Cemetery Water Monthly Standing Charge	£72.00	D/D
HMRC	01.10.18	PAYE Weeks 22-26	£13,233.70	313017
HMRC	01.10.18	PAYE Month 6	£114.20	313018
DCC Pensions	01.10.18	Superannuation Weeks 22-26	£10,456.33	313019
Durham County Council	01.10.18	Attachment of Earnings Weeks 22-26	£107.04	313020
CAPS	01.10.18	Attachment of Earnings Weeks 22-26	£50.00	313021, 313022
CAPS	01.10.18	Attachment of Earnings Weeks 22-26	£41.10	313023
Hornden Parish Council September 2018 TOTAL			£106,713.03	