

HORDEN PARISH COUNCIL
Minutes of Meeting held 5th September 2019

Present: Councillor I Roberts (Chairman)
 Councillors R Bagnall, C Cain, J Clark, E Connor, F Leadbitter, W Morrow, D Tait, A Turner, L Williams.
Staff: K Wilkinson (Clerk to the Council), Miss G Rowe (Deputy Clerk/RFO), Mr C Muir (Parks and Cemetery
Also Manager).
Present: Sgt T Hill, PCSO G Anderson and a Resident.

HPC **Apologies for Absence.**
19/20/054 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors I Mclean, W Smith, E Wood.

HPC **Declarations of Interest.**
19/20/055 Cllr J Clark declared an Interest on Item HPC 19/20/062, Durham County Council Long Term Empty Property Council Tax Premium Consultation.

HPC **Minutes of the Horden Parish Council Meetings held 4th July 2019.**
19/20/056 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 Risk Management Committee held 11th July 2019.**
19/20/057 A copy of which had been circulated to each Member.
RESOLVED: That subject to the amendment of 'A Turner be elected as Vice Chairman' the Minutes be confirmed as a true record and signed by the Chairman.

HPC **Matters Arising.**
19/20/058 A copy of which had been circulated to each Member.
RESOLVED: That the information be NOTED.

HPC **Police Report.**
19/20/059 The Police present provided Members with an update and encouraged all to continue to report off-road bikes in the area. Members were reminded that PACT Meetings will take place prior to Council Meetings where local policing issues can be discussed in further detail directly with the Police and County Councillors.
RESOLVED: That the information be NOTED.

At 6:19pm Sgt T Hill and PCSO G Anderson left the Meeting.

HPC **Parks and Cemetery Manager's Report.**
19/20/060 The report circulated covered the period of July and August 2019. Members asked the Parks and Cemetery Manager questions in relation to his report.
RESOLVED: That an evaluation of summer events is carried out in order to ascertain value for money and quality of service and the information be NOTED.

At 6:27pm the Parks and Cemetery Manager left the Meeting.

HPC **Audit of Accounts for the Year Ended 31st March 2019 External Auditors Report.**
19/20/061 The Deputy Clerk/RFO advised Members that the Notice of Conclusion of Audit and Certified Annual Governance and Accountability Return was available on the Council's Website and displayed on the Council's Noticeboard. Members congratulated the Deputy Clerk/RFO for certified assurance.
RESOLVED:

- i. To RECEIVE and ACCEPT the Certified Completion of the Audit for Year Ended 31st March 2019.
- ii. As the Minor Scope for Improvement for 2019/20 was self-evident the Deputy Clerk/RFO takes the feedback on board in 2019/20.

HPC **Durham County Council Long Term Empty Property Council Tax Premium Consultation.**
19/20/062 Members considered a response to the consultation.
RESOLVED: To support the proposed changes and Durham County Council's approach in tackling the empty property issue in Horden.

HPC **Attendance Management Policy and Procedure.**
19/20/063 Members considered the Clerk's Report and Revised Policy.
RESOLVED: To APPROVE the revised Absence Management Policy and Procedure and update the Scheme of Delegation accordingly.

HPC **Strategic Net Risk Register**

19/20/064 Members noted the changes made by the Risk Management Committee.
RESOLVED: To APPROVE the Strategic Net Risk Register.

HPC **Financial Net Risk Register.**

19/20/065 Members noted the changes made by the Risk Management Committee.
RESOLVED: To APPROVE the Financial Net Risk Register.

HPC **Five-Year Medium Term Financial Strategy.**

19/20/066 The Deputy Clerk/RFO advised Members she was in the process of drafting a Financial Strategy to provide a clear five-year financial strategy and a Special Meeting would be convened shortly to review Council priorities.
RESOLVED: That the information is NOTED.

HPC **Members Appointed to Outside Bodies.**

19/20/067 Cllr I Roberts provided Members with an update from the recent County Durham Association of Larger Council's Meeting.
RESOLVED: That the information is NOTED.

HPC **Exclusion of Press and Public.**

19/20/068 **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.

At 6:50pm the Resident left the Meeting.

HPC **Sickness Report.**

19/20/069 Members considered the Clerk's Report, which covered the period 1st April to 28th July 2019.
RESOLVED: That the information is NOTED.

HPC **Future Management of the Social Welfare Centre.**

19/20/070 Members considered the Clerk's Report
 It was **RESOLVED:**

- (i) To APPROVE the appointment of the current SWC Supervisor to the post of SWC Operations and Events Manager.
- (ii) To APPROVE Recommendations 5.1, 5.2, 5.3, 5.4 and 5.5 in the Confidential Report .

Meeting concluded at 6:31pm

**HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 5th September 2019**

- Present:** Councillor D Tait (Chairman)
Councillors R Bagnall, C Cain, J Clark, E Connor, F Leadbitter, W Morrow, I Roberts, A Turner, L Williams.
- Staff:** Mr K Wilkinson (Clerk to the Council), Miss G Rowe (Deputy Clerk/RFO).
- P&C 19/20/020** **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and APPROVED for Councillors I Mclean, W Smith, E Wood.
- P&C 19/20/021** **Declarations of Interest.**
There were no declarations of interest.
- P&C 19/20/022** **Minutes of the Parks and Cemetery Committee Meeting held 4th July 2019.**
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 19/20/023** **Minutes of the Parks and Cemetery Development Committee Meeting held 25th July 2019.**
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 19/20/024** **Damage and Incident Reports.**
A copy of which had been circulated to each Member.
RESOLVED: That the information is NOTED.
- P&C 19/20/025** **Sunderland Road Playing Field Fitness Equipment Successful Funding Application.**
Members received notification of a successful funding application for a total of £9,880 from the National Lottery Awards for All for the installation of fitness equipment at Sunderland Road Playing Fields. Members congratulated the Deputy Clerk/RFO for a successful funding application.
RESOLVED: That the information is NOTED.
- P&C 19/20/026** **Sunderland Road Playing Field Goal Posts Successful Funding Application.**
Members received notification of a successful funding application for a total of £498 from believe housing for replacement goalposts at Sunderland Road Playing Fields. Members congratulated the Deputy Clerk/RFO for a successful funding application.
RESOLVED: That the information is NOTED.
- P&C 19/20/027** **Durham Constabulary Community Payback Scheme.**
Members considered nominating a work project, which benefit the community, via the Community Payback Scheme.
It was **RESOLVED:**
- (i) To nominate painting Memorial Park boundary fencing.
 - (ii) If the application is successful, the project is overseen by a member of staff.
 - (iii) To explore further projects for nomination to refer back to Members.

Meeting concluded at 7:35pm

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 5th September 2019

Present: Councillor E Connor (Chairman)

Councillors R Bagnall, C Cain, J Clark, F Leadbitter, W Morrow, I Roberts, D Tait, A Turner, L Williams.

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

F&GP **Apologies for Absence.**

19/20/025 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors I Mclean, W Smith, E Wood.

F&GP **Declarations of Interest.**

19/20/026 Cllr J Clark declared an interest on Item F&GP 19/20/033 - Planning Applications.

Cllr E Connor declared an interest on Items F&GP 19/20/032 – East Durham Trust Feed Project and F&GP 19/20/033 (v) - Planning Applications.

F&GP **Minutes of the Finance and General Purposes Committee Meeting held 4th July 2019.**

19/20/027 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:**

19/20/028 **i. Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 31/08/2019.**

The Deputy Clerk/RFO reported the bank balances as at 31/08/2019 being £270,534.33.

The Deputy Clerk/RFO reported the Estimated General/Earmarked Reserve Balances being £232,805; resulting in an estimated Cash Flow of £37,729.

RESOLVED: That the information be NOTED.

ii. Bank Reconciliations as at 31/07/2019.

A copy of which had been circulated to each Member.

RESOLVED: That the information be NOTED.

iii. Income and Expenditure Report to 31/07/2019.

Members noted the current levels of income and expenditure.

RESOLVED: That the information be NOTED.

iv. Debtor Report.

Members considered the report.

RESOLVED: That the information be NOTED.

v. Cash Cheques.

The RFO requested £300 cash cheque for Petty Cash.

RESOLVED: To APPROVE payment.

vi. Bank Transfers – July/August 2019.

The Deputy Clerk/RFO advised there were no bank transfers for July and August 2019.

RESOLVED: That the information be NOTED.

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

19/20/029 **RESOLVED:** to ENDORSE payment for the attached schedule of Invoices.

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

19/20/030 The Deputy Clerk/RFO advised she had received the following claims:

Travel Allowance for Cllr I Roberts for £123.15.

Participation Allowance for Cllr D Tait for £571.93.

RESOLVED: To APPROVE payments.

F&GP **Durham Deafened Support.**

19/20/031 Members considered the request to re-name the Conference Room “The Sandra Cottrell Room” and installation of Plaque.

RESOLVED: To APPROVE the request of a commemorative plaque inside the remit of the rented office space and duration of the occupation of Durham Deafened Support.

F&GP **East Durham Trust Feed Project.**

19/20/032 Members considered the use of the Social Welfare Centre as a donation point for food donations.

RESOLVED: To APPROVE use of the Social Welfare Centre.

F&GP **Planning Applications.**

19/20/033 (i) **DM/19/01642/FPA** – Single Storey Rear Extension at 18 Durham Avenue, Horden for Mr Armstrong.

(ii) **DM/19/01885/FPA** – Retention of 1no. Aviary Building, 1no. Animal shelter and 1no. Horticulture Greenhouse (Retrospective) at Land to the South of Culloden Terrace, Grants Houses, Horden for Mr

Tony Richardson.

- (iii) **DM/19/02090/FPA** – Single-Storey Rear Extension at 6 Kell Road, Horden for Mrs H Sibbit.
- (iv) **DM/19/02168/FPA** – Extension of driveway and drop kerb at 6 Durham Road, Horden for Mr D Grimstead.
- (v) **DM/19/02443/FPA** – Erection of Detached Bungalow at and to the south-east of Cotsford Grange Farm, Cotsford Lane, Horden, SR8 4TB for J Graham.
- (vi) **DM/19/02309/FPA** – 2no. obscurely glazed opening windows to side elevation at 1 Warkworth Avenue, Horden, SR8 4AZ for Mrs Cross.
- (vii) **DM/19/01593/FPA** – Retention of Boundary Fence to side at 26 Willow Grove, Horden, SR8 4SA for Mrs A Kent.
- (viii) **DM/19/02188/FPA** – Conservatory extension at 32 Sunderland Avenue, Horden for Mr Mitchell.

RESOLVED: That no comment is made and the information be NOTED.

Meeting concluded at 7:55pm

Horden Parish Council Invoices for Payment

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Angel Springs	31.07.19	SWC water cooler hire	£20.26	D/D
Angel Springs	30.06.19	SWC water cooler hire	£20.26	D/D
B&M Stocktakers	25.07.19	SWC bar stocktake	£80.00	BACS
Banner	03.07.19	2 boxes of hand towels	£36.17	BACS
Banner	03.07.19	SWC Cleaning Supplies	£84.95	BACS
Booker	05.07.19	Bar supplies	£231.29	D/D
Booker	19.07.19	Bar supplies	£329.81	D/D
Booker	02.08.19	Bar supplies	£304.30	D/D
Collate	02.07.19	4 boxes of IRIS payslips	£66.96	BACS
Co-Op bank	01.07.19	BACS charges	£56.62	D/D
Darlington B' Council	30.07.19	Cemetery, Memorial Pk/tubs summer bedding	£2,026.94	313169
Durham County Council	04.07.19	Repaired puncture on John Deere tractor	£22.20	BACS
D.W.P Joinery Services	31.07.19	6 moles caught in Thorpe Road Cemetery	£42.00	BACS
Elvet Construction	31.07.19	Thorpe Road Cemetery impact assessment	£432.00	BACS
ES Systems Ltd	07.08.19	Microsoft 360, remote set up & account transfer	£75.84	D/D
Gazprom	04.07.19	SWC Gas charges 01.06.19 - 30.06.19	£117.24	D/D
Go2 Electrical Services	04.07.19	Emerg. call out/repair Cem Lodge electrical fault.	£90.00	BACS
H.B Clark	02.08.19	Bar supplies	£375.62	D/D
Horns Garden Centre	30.06.19	32 Alpine plants, 17 border plants	£184.83	BACS
Horns Garden Centre	31.07.19	32 Alpine plants, 7 perennials, 6 compost	£138.93	BACS
ITC	30.06.19	Office 365 Mailbox 27.06.19 - 26.07.19	£54.24	D/D
ITC	05.07.19	Domain renewal 08.09.19 - 07.09.20	£36.00	D/D
Kraftwerx	10.07.19	Grave filter ends for lister pump	£24.00	BACS
Rialtas	01.08.19	Omega support and maintenance contract	£793.20	BACS
Select Telecom	30.06.19	Phone lines, calls and internet	£101.08	D/D
Sherriff Amenity	31.05.19	Sports sand, seeding, verti drain (S'land Road)	£1,496.32	BACS
SSE	12.07.19	SWC Electricity charges 02.04.19 - 01.07.19	£1,206.60	D/D
SSE	09.07.19	Memorial Park Electricity 02.04.19 - 01.07.19	£55.41	D/D
SSE	24.07.19	Cemetery Electricity	£4.58	D/D
Steadfast Security	18.07.19	Annual maintenance of SWC alarm	£107.33	BACS
Storm Entertainment	02.08.19	Glitter Tattoos Pirates in the Park & entertainment, games/prizes & glitter tattoos SWC 28.08.19	£260.00	BACS
The Family Cobbler	19.07.19	4 keys cut	£12.00	BACS
The Fuelcard Company	23.06.19	Fuel charges	£344.11	D/D
The Fuelcard Company	07.07.19	Fuel charges	£263.00	D/D
The Fuelcard Company	14.07.19	Fuel charges	£100.23	D/D
The Fuelcard Company	21.07.19	Fuel charges	£144.84	D/D
The Fuelcard Company	28.07.19	Fuel charges	£267.60	D/D
Treasured Memories	28.06.19	Memorial Wall plaque	£161.04	BACS
Treasured Memories	26.07.19	Memorial Wall plaque	£161.04	BACS
Trident	30.07.19	Asbestos survey S'land Rd Bungalow	£270.00	BACS
Vodafone	30.07.19	Mobile phones	£79.10	D/D
Welco	05.07.19	Ambulance / Fire evac chair	£114.00	BACS
Xerox Finance	01.07.19	Annual Photocopier Rental & Consumables	£2,043.69	D/D
OTHER PAYMENTS				
Co-Op bank	11.07.19	Wages Week 14	£5,635.29	D/D

Co-Op bank	11.07.19	Wages Month 4	£915.46	D/D
Co-Op bank	18.07.19	Wages Week 15	£4,451.05	D/D
Co-Op bank	25.07.19	Wages Week 16	£4,662.23	D/D
Co-Op bank	01.08.19	Wages Week 17	£4,471.16	D/D
Northumbrian Water	02.07.19	Cemetery Water (monthly)	£192.00	D/D
Northumbrian Water	16.07.19	SWC Water (monthly)	£254.00	D/D
DCC	05.08.19	Attachment of Earnings wks 14-17	£35.36	313162
				313164
CAPS	05.08.19	Attachment of Earnings wks 14-17	£40.00	313165
HMRC	05.08.19	PAYE weeks 14-17	£5,199.70	313166
DCC Pension Fund	05.08.19	Superannuations wks 14-17	£4,836.69	313167
HMRC	05.08.19	PAYE months 3-4	£575.40	313168
		Horden Parish Council July 2019 TOTAL	£44,103.97	

Horden Parish Council Invoices for Payment

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
A1 Trophies	28.08.19	Cemetery signs (car park) and (8MPH)	£330.96	BACS
Banner	01.08.19	Stationery	£24.29	BACS
Banner	07.08.19	SWC Cleaning Supplies	£92.21	BACS
Banner	07.08.19	SWC Cleaning Supplies	£9.58	BACS
Banner	11.08.19	Cemetery cleaning supplies, blue tac	£10.01	BACS
Booker	15.08.19	Bar supplies	£761.52	D/D
Co-op Bank	01.08.19	FD Online/BACS Charges	£57.74	D/D
C.Griffiths	27.08.19	Line mark 28 bays/no parking zone Sland Rd	£400.00	313178
Durham County Council	05.08.19	Strimmer Line/Pushmower Repair	£203.23	BACS
Durham County Council	08.08.19	SWC Lift Service	£66.00	BACS
Durham County Council	19.08.19	Toddler Tales & Trails summer events	£380.00	BACS
EDF	01.08.19	Sland Rd Pavilion Electricity (2 months)	£302.00	D/D
Epic Adventure	21.08.19	Summer event activity days	£1,250.00	313179
Gazprom	05.08.19	SWC Gas 01/07/19 - 31/07/19	£102.38	D/D
HB Clark	23.08.19	Bar supplies	£313.02	D/D
ITC	31.07.19	Office 365 Mailbox 27.07.19 - 26.08.19	£54.24	D/D
ITC	31.07.19	Credit Office 365 Mailbox 04.08.19 - 26.08.19	-£40.27	D/D
ITC	31.07.19	Domain renewal 08.09.19 - 07.09.20	£36.00	D/D
ITC	31.07.19	Annual Domain hosting horden-pc.gov.uk	£108.00	D/D
Jeff Dobson	24.06.19	Marquee & Portaloo hire Oktoberfest 05.10.19	£1,764.00	BACS
Mazars	16.08.19	External audit year end 31st March 2019	£2,400.00	313180
Screwfix	28.08.19	Dropped Bollard	£39.99	BACS
Select Telecom	31.07.19	Telephone lines, calls & internet	£98.58	D/D
The Fuelcard Co.	04.08.19	Fuel Charges	£123.26	D/D
The Fuelcard Co.	11.08.19	Fuel Charges	£288.08	D/D
The Fuelcard Co.	18.08.19	Fuel Charges	£128.06	D/D
The One and Only Wanda	29.08.19	Balloons & Magic Show 28.08.2019	£150.00	313172
Treasured Memories	21.08.19	Memorial wall plaque	£94.38	BACS
Vodafone	20.08.19	Mobile phones	£76.90	D/D
Welco	16.08.19	Four wheel walker for cemetery	£87.36	BACS
YMS Training	30.08.19	Evac Chair Training. SIA & CCTV Exam	£220.00	BACS
OTHER PAYMENTS				
Co-op Bank	08.08.19	Wages Week 18	£4,462.63	D/D
Co-op Bank	15.08.19	Wages Week 19	£4,810.60	D/D
Co-op Bank	22.08.19	Wages Week 20	£4,641.23	D/D
Co-op Bank	29.08.19	Wages Week 21	£4,928.16	D/D
HMRC	02.09.19	PAYE wks 18-22	£6,000.49	313173
DCC Pension Fund	02.09.19	Superannuations wks 18-22	£5,830.84	313174
DCC	02.09.19	Attachment wks 18-22	£121.56	313175
				313176
CAPS	02.09.19	Attachments wks 18-22	£90.00	313177
		Horden Parish Council August 2019 TOTAL	£40,817.03	