

**HORDEN PARISH COUNCIL**  
**Minutes of Meeting held 7<sup>th</sup> November 2019**

- Present:** Councillor I Roberts (Chairman)  
 Councillors C Cain, J Clark, E Connor, D Langan, F Leadbitter, I Mclean, J Robinson, D Tait, A Turner, L Williams.
- Staff:** K Wilkinson (Clerk to the Council), G Rowe (Deputy Clerk/RFO), C Muir (Parks and Cemetery Manager).
- Also Present:** Amy Hamilton and Alan Hunter (Durham County Council) and a member of the public.

**HPC** **Public Participation.**

**19/20/081** Representatives from Durham County Council provided Members with an update in relation to the latest consultation outcome for Horden Masterplan and discussed the next steps. Members thanked the representatives for their attendance and update.

*At 6:12pm Amy Hamilton and Alan Hunter left the Meeting.*

**HPC** **Apologies for Absence.**

**19/20/082** **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, W Morrow, W Smith E Wood.

**HPC** **Declarations of Interest.**

**19/20/083** There were no declarations of interest.

**HPC** **Minutes of the Horden Parish Council Meeting held 3<sup>rd</sup> October 2019.**

**19/20/084** 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.**

**19/20/085** A copy of which had been circulated to each Member.

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

**HPC** **Police Report.**

**19/20/086** Members considered the Horden statistics and Neighbourhood News provided by the Police.

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

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

**19/20/087** The report circulated covered the period of October 2019. Members asked the Parks and Cemetery Manager questions in relation to his report.

Members were advised that the tenant of Third Street Allotment had ended the tenancy.

Members thanked the Parks and Cemetery staff for their work erecting the new football pitch perimeter fencing. It was **RESOLVED:**

- (i) The Parks and Cemetery Manager consult with Mr Graham's family on the location of donated coal tubs.
- (ii) The Parks and Cemetery Manager research long-term Christmas Tree provisions.
- (iii) To make enquires in relation to the sale of the Third Street Allotment.

**HPC** **Dementia Friendly Communities.**

**19/20/088** Members considered representation at the Dementia Friendly Community Meetings, which aim to develop Horden as a Dementia Friendly Community.

It was **RESOLVED:**

- (i) Members contact the Council Office directly if they wish to attend the Meetings.
- (ii) Free use and frequency of use of the Social Welfare Centre is delegated to the discretion of the Social Welfare Centre Operation and Events Manager.

**HPC** **Members Appointed to Outside Bodies.**

**19/20/089** Cllr F Leadbitter provided Members with an update from the recent Horden Regeneration Partnership Meeting. **RESOLVED:** That the information be NOTED.

*At 6:39pm the member of public left the Meeting.*

**HPC** **Exclusion of Press and Public.**

**19/20/090** **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** **Peterlee Town Council, Thorpe Road Cemetery Contribution.****19/20/091** Members considered and discussed the legal advice presented by the Solicitor at length.**RESOLVED:**

- (i) That the Clerk extends a further invitation to Peterlee Town Council's Clerk to meet and discuss the outstanding debt and the Council's recovery of the debt.
- (ii) The Clerk draft a Press Release.
- (iii) Should the discussions between Clerks prove unsuccessful the full outstanding debt of £18,408 is pursued via Small Claims Court.

*Meeting concluded at 7:09pm*

**HORDEN PARISH COUNCIL**  
**PARKS AND CEMETERY COMMITTEE**  
**Minutes of Meeting held 7<sup>th</sup> November 2019**

- Present:** Councillor D Tait (Chairman).  
 Councillors C Cain, J Clark, E Connor, D Langan, F Leadbitter, I Mclean, I Roberts, J Robinson, A Turner, L Williams.
- Staff:** K Wilkinson (Clerk to the Council), G Rowe (Deputy Clerk/RFO), C Muir (Parks & Cemetery Manager).
- P&C**            **Apologies for Absence.**  
**19/20/032**    **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, W Morrow, W Smith, E Wood.
- P&C**            **Declarations of Interest.**  
**19/20/033**    There were no declarations of interest.
- P&C**            **Minutes of the Parks and Cemetery Committee Meetings held 3<sup>rd</sup> October 2019.**  
**19/20/034**    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.**  
**19/20/035**    Members considered the reports.  
 It was **RESOLVED:**
- (i) The Parks and Cemetery Manager enquire with Streetscape for replacement handles for fitness equipment at Sunderland Road.
  - (ii) To make enquires with the Police as to why calls to the non-emergency number frequently go unanswered.
- P&C**            **Station Road Allotments Balance Sheet for 2018/19.**  
**19/20/036**    **RESOLVED:** That the information be NOTED.
- P&C**            **Chapel of Rest Refurbishment.**  
**19/20/037**    Members considered the draft specification and schedule of works.  
 It was **RESOLVED:**
- (i) To retain and extend the Office space into Store 1.
  - (ii) To revise the existing plans to include the above amendment.
  - (iii) To ascertain momentum for a 'Friends of the Cemetery' Group.
  - (iv) To further review the amended plans and consider use and management of Chapel space.

*Meeting concluded at 6:34pm*

**HORDEN PARISH COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held 7<sup>th</sup> November 2019**

- Present:** Councillor E Connor (Chairman)  
 Councillors C Cain, J Clark, D Langan, F Leadbitter, I Mclean, I Roberts, J Robinson, D Tait, A Turner, L Williams.
- Staff:** K Wilkinson (Clerk to the Council), G Rowe (Deputy Clerk/RFO).
- F&GP 19/20/041** **Apologies for Absence.**  
**RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, W Morrow, W Smith, E Wood.
- F&GP 19/20/042** **Declarations of Interest.**  
 Cllr J Clark declared an Interest and abstained from voting on Item F&GP 19/20/054 – Planning Applications.  
 Cllr I Mclean declared an Interest and abstained from voting on Item F&GP 19/20/054 – Planning Applications.
- F&GP 19/20/043** **Minutes of the Finance and General Purposes Committee Meeting held 3<sup>rd</sup> October 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.
- F&GP 19/20/044** **Parish Council Financial:**
- i. Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 31/10/2019.**  
 The Deputy Clerk/RFO reported the bank balances as at 31/10/2019 being £497,754.23.  
 The Deputy Clerk/RFO reported the Estimated General/Earmarked Reserve Balances being £230,225; resulting in an estimated Cash Flow of £267,529.23.  
**RESOLVED:** That the information be NOTED.
  - ii. Income and Expenditure Report to 30/09/2019.**  
 Members noted the current levels of income and expenditure.  
**RESOLVED:** That the information be NOTED.
  - iii. Debtor Report.**  
 Members considered the report.  
**RESOLVED:** That the information be NOTED.
  - iv. Cash Cheques.**  
 The RFO requested £300 cash cheque for Petty Cash.  
**RESOLVED:** To APPROVE payment.
  - v. Bank Transfers – October 2019.**  
 The Deputy Clerk/RFO advised there was a £5,000 transfer to the Business Savings Account.
- F&GP 19/20/045** **Invoices for endorsement for payment.**  
**RESOLVED:** to ENDORSE payment for the attached schedule of Invoices.
- F&GP 19/20/046** **Members/Officers Allowances.**  
 The Deputy Clerk/RFO advised she had received the following claims:  
 Participation Allowance for Cllr I Roberts for £571.93.  
 Participation Allowance for Cllr E Connor for £571.93.  
**RESOLVED:** To APPROVE payments.
- F&GP 19/20/047** **Remembrance Sunday Procedure 10<sup>th</sup> November 2019.**  
 Members considered the 2019 order of events.  
 It was **RESOLVED:**
- (i)** To amend the order of the laying of wreaths.
  - (ii)** From 2019 onwards, the Chairman lay a wreath at the War Memorial at Thorpe Road Cemetery as part of the Saturday service held at the Cemetery prior to Remembrance Sunday.
- F&GP 19/20/048** **2019/20 Strategic Plan.**  
 The Deputy Clerk/RFO provided Members with a progress report. Members re-considered their 2019/20 priorities.  
**RESOLVED:** That the priorities remain unchanged and the information be NOTED.
- F&GP 19/20/049** **Durham Community Action Funding Fair.**  
 Members considered attendance at the free event at Blackhall Community Centre Wednesday 13<sup>th</sup> November 2019.  
**RESOLVED:** That the Deputy Clerk/RFO attend and Members who wish to attend contact the Council Office directly.

- F&GP** **19/20/050** **County Durham and Cleveland County Training Partnership, Planning Applications.**  
Members considered attendance at the training session, Tuesday 26<sup>th</sup> November 2019 at County Hall, Durham at a cost of £30 per delegate.  
**RESOLVED:** That the Clerk and Deputy Clerk attend.
- F&GP** **19/20/051** **Education 4 Action Durham Gala Memories.**  
Members considered the correspondence and outline of the project to record Durham Gala memories.  
**RESOLVED:** To APPROVE free use of Horden Social Welfare Centre for viewings and the information be NOTED.
- F&GP** **19/20/052** **Durham Community Action Training Brochure.**  
Members considered attendance at training sessions.  
**RESOLVED:** Councillors who wish to attend training sessions arrange direct with the Council Office.
- F&GP** **19/20/053** **Request for Donation.**  
Members considered a donation request from Great North Air Ambulance Service.  
**RESOLVED:** To APPROVE a donation of £200 payable under Local Government Act 1972, Section 137.
- F&GP** **19/20/054** **Planning Applications.**  
(i) **DM/19/02973/FPA** – Siting of caravan on agricultural holding (retrospective) for use to provide comfort facilities at Land to South of Culloden Terrace, Grants Houses, Horden for Mr T Richardson.  
(ii) **DM/19/03262/FPA** – Extension of car park to facilitate five additional staff car parking spaces, including removal of trees and replacement palisade fencing and gate at Cotsford Junior School & Family Centre, Third Street, Horden for Durham County Council.  
(iii) **DM/19/03243/FPA** – Erection of 1 detached bungalow at Land to the South of Culloden Terrace, Grants Houses, Horden for Mr T Richardson.  
**RESOLVED:** That no objections are made and the information is NOTED.

*Meeting concluded at 6:48pm*

**Horden Parish Council Invoices for Payment**

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Angel Springs	30.09.19	SWC water cooler hire	£20.26	D/D
Banner	14.10.19	Stationary	£13.11	BACS
Booker Wholesale	25.10.19	Bar supplies	£593.88	D/D
Co-Op Bank	15.10.19	BACS charges	£59.48	D/D
DCC	07.10.19	Blades, gear box, tyre & link repairs to ride on	£592.96	BACS
DCC	18.10.19	Internal audit 01.04.19 - 31.03.20	£4,068.00	313204
DCC	23.10.19	SWC lift service	£66.00	BACS
EDF energy	18.10.19	EDF Energy	£200.00	D/D
Gazprom	07.10.19	SWC gas 01.09.19 - 30.09.19	£182.67	D/D
H.B Clark	25.10.19	Bar Supplies	£500.83	D/D
Homecare	23.10.19	Drill bits, stroke oil, nuts, bolts wall fixings	£97.91	BACS
Homecare	23.10.19	Concrete, cement, drill bits	£55.50	BACS
Hutton Fire Protection	15.10.19	SWC & Sland Rd fire alarm & emerg. light svc	£180.00	BACS
LWC	04.10.19	Bar Supplies	£834.20	D/D
LWC	04.10.19	Bar Supplies	£506.48	D/D
LWC	09.10.19	Bar Supplies	£869.84	D/D
LWC	09.10.19	Bar Supplies CREDIT	-£179.56	D/D
MAP Architectural Services	23.10.19	Survey, plans, drawings, schedule of work & risk assess. Chapel of Rest	£720.00	BACS
Marmax	01.10.19	Two benches with leg extenders (recharged)	£733.68	BACS
Maxwells DIY	05.09.19	Woodstain, Paintbrushes	£34.99	BACS
MIM systems	24.09.19	Clocking in annual support	£354.00	BACS
MKM building supplies	02.10.19	Wood panels	£41.06	BACS
Nereo	16.10.19	Advisory service 01.04.19 - 31.03.20	£354.00	BACS
Power Northeast	07.10.19	Generator fuel	£42.48	BACS
Screwfix	08.10.19	Drill bit set, screws	£27.28	BACS
Select Telecom	30.09.19	Internet, Line Rental, Calls	£89.26	D/D
SLCC	10.10.19	Clerks manual	£52.30	BACS

Speedy	10.10.19	Fence hire	£108.00	BACS
Spennymoor Town Council	16.10.19	Legionella training	£600.00	BACS
SSE/SWALEC	01.10.19	Memorial park electricity - 02.07.19 - 01.10.19	£56.70	D/D
SSE/SWALEC	14.10.19	SWC electricity - 02.07.19 - 01.10.19	£1,320.02	D/D
The Fuelcard Co	29.09.19	Fuel	£176.11	D/D
The Fuelcard Co	06.10.19	Fuel	£71.30	D/D
The Fuelcard Co	13.10.19	Fuel	£127.59	D/D
The Fuelcard Co	13.10.19	Fuel Credit	-£59.98	D/D
The Fuelcard Co	20.10.19	Fuel	£98.41	D/D
Trevor Jones	18.10.19	Sevice of Cemetery house boiler	£55.00	313205
Trevor Jones	18.10.19	Service of Welfare House boiler	£55.00	313205
Vodafone	20.10.19	Mobile Phones	£77.40	D/D
Wave	13.10.19	HSWC water 13.07.19 - 13.10.19 (monthly)	£254.00	D/D
Wilf Husband	30.09.19	Top Soil	£691.20	BACS
<b>OTHER PAYMENTS</b>				
Co-op Bank	10.10.19	Wages Week 27	£5,028.46	D/D
Co-op Bank	17.10.19	Wages Week 28	£4,455.39	D/D
Co-op Bank	24.10.19	Wages Week 29	£4,711.04	D/D
Co-op Bank	31.10.19	Wages Week 30	£4,659.37	D/D
HMRC	31.10.19	PAYE wks 27-30	£4,779.56	313197
DCC Pension	31.10.19	Superannuation wks 27-30	£4,689.11	313198
HMRC	31.10.19	PAYE Months 5-7 (Members)	£55.40	313199
DCC	31.10.19	Attachment wks 27-30	£68.96	313200
CAPS	31.10.19	Attachment wks 27-30	£40.00	313201 313202
<b>Horden Parish Council October 2019 TOTAL</b>			<b>£43,228.65</b>	