

HORDEN PARISH COUNCIL
Minutes of Meeting held 19th November 2020

- Present:** Councillor I Roberts (Chairman)
 Councillors C Cain, E Connor, D Langan, F Leadbitter, I Mclean, W Morrow, A Turner, L Williams.
- Staff:** K Wilkinson (Clerk to the Council), G Rowe (Deputy Clerk/RFO), C Muir (Parks & Cemetery Manager).
- HPC 20/21/048** **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and APPROVED for Councillor J Clark, W Smith, D Tait, E Wood.
- HPC 20/21/049** **Declarations of Interest.**
 There were no declarations of interest.
- HPC 20/21/050** **Minutes of the Horden Parish Council Meeting held 1st and 13th October 2020.**
 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 20/21/051** **Minutes of the Personnel Meeting held 30th September 2020.**
 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 20/21/052** **Police Report.**
- a) **Report and Update.**
 The Chairman provided Members with a further update provided by the Police that day.
RESOLVED: That the information is NOTED.

 - b) **Draft Questions and Format for Meeting with Police.**
 Members discussed at length the relevant issues facing the community.
It was RESOLVED: That, subject to the addition of the question 'what are your perceived problems in Horden and how do you plan to address these issues', the questions from Members are submitted with a further request for a face-to-face meeting.
- HPC 20/21/053** **Horden Whippet Club.**
 The Deputy Clerk/RFO advised Members that she had waived the 2020/21 fee of £178 as the Club had suffered significant financial loss due to Covid-19.
RESOLVED: To ENDORSE the Deputy Clerk/RFO's actions.
- HPC 20/21/054** **Horden Recreation Ground Charity Donation.**
 Members considered a donation to the Charity in accordance with their committed budget to the Charity.
RESOLVED: To APPROVE a donation of £50,000.
- HPC 20/21/055** **Neighbourhood Budget Funding for Christmas Project.**
 The Deputy Clerk/RFO requested permission to apply for a Neighbourhood Budget Funding Application to fund County Councillors J Clark and I Mclean's distribution of Christmas packs.
 It was **RESOLVED:**
- i. To APPROVE the request for the Deputy Clerk/RFO to submit a funding application on the Council's behalf.
 - ii. Due to the fact all Parish Council events and activities had either been cancelled or postponed, due to Covid-19, the Deputy Clerk/RFO research and report back ideas for the Council to suitably and safely mark the occasion with the community.
- HPC 20/21/056** **Horden Community Action Team Update.**
 Members considered the information and updates.
RESOLVED: To send correspondence to Durham County Council Regeneration, Economy and Growth to address the question of whether they are managing decline or improving the area of Horden.
- HPC 20/21/057** **Councillors Attending Meetings Remotely.**
 Members considered the purchase of tablets in order to partake in remote Meetings.
RESOLVED: To obtain costings for a suitable handheld tablet and 4G data package and report back to Council.

HPC **2021/22 Major Schemes for Budget Setting Purposes.****20/21/058** The Deputy Clerk/RFO circulated updated draft proposals, based on the actual 2021/22 Tax Base.**RESOLVED:** That the following items are included in the 2021/22 Budget as a Major Scheme:

- i. £5,000 Earmarked for Cemetery Boundary Wall Replacement.
- ii. £4,000 Elections.
- iii. £10,000 Capital Purchases.
- iv. £10,000 Property Repairs.
- v. £8,000 Play Equipment Earmarked Reserve.
- vi. £8,000 for Events.
- vii. £10,000 Earmarked for South Terrace Wall Repairs.
- viii. £10,000 for an Apprentice Gardener/Gravedigger.

HPC **Exclusion of Press and Public.****20/21/059** **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** **Thorpe Road Cemetery Contribution.****20/21/060** The Clerk provided Members with a verbal update to supplement the circulated information.**RESOLVED:** That the information is NOTED.**HPC** **Recruitment of Clerk.****20/21/061** The Clerk provided Members with an update, and advised that timescales for recruitment would be revised owing to the lack of applications but a further Meeting of the Personnel Committee would be convened for November 2020.**RESOLVED:** That the information is NOTED.

Meeting concluded at 7:32pm

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 19th November 2020

Present: Councillor W Morrow (Chairman).
 Councillors C Cain, E Connor, D Langan, F Leadbitter, I Mclean, I Roberts, A Turner, L Williams.
Staff: K Wilkinson (Clerk to the Council), Miss G Rowe (Deputy Clerk/RFO), C Muir (Parks & Cemetery Manager).

P&C **Apologies for Absence.**
20/21/008 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillor J Clark, W Smith, D Tait, E Wood.

P&C **Declarations of Interest.**
20/21/009 Cllr F Leadbitter declared an interest on Item P&C 20/21/012.

P&C **Minutes of the Parks and Cemetery Committee Meeting held 1st October 2020.**
20/21/010 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 **Parks and Cemetery Manager's Report.**
20/21/011 Members considered the information detailed in the report and accompanying appendices.
It was RESOLVED:

- i. The design and refurbishment of the Chapel of Rest is referred to the Parks and Cemetery Development Committee for further consideration.
- ii. The Parks and Cemetery Manager obtain costings for the Parks and Cemetery Development Committee to consider the future design and size of the roundabout.
- iii. To APPROVE the Parks and Cemetery Managers recommendation to re-site the new ashes section.
- iv. To refer the aesthetic element of soil storage to the Parks and Cemetery Development Committee.
- v. The three quotations obtained for the replacement tractor are scheduled on the Finance and General Purposes Agenda for consideration.
- vi. Specification and quotes for improved drainage are scheduled on the Finance and General Purposes Agenda for consideration.
- vii. The recommendations contained in the Crime Prevention Report are ACCEPTED and the Parks and Cemetery Manager address and rectify the issues thereof.
- viii. The surplus palisade fencing, gifted to the Council for the allotment site, is measured and costed for use at the cemetery boundary and referred to the Parks and Cemetery Development Committee.
- ix. The use of the cradle swing is deferred until March 2021.
- x. Three quotations are sought for the floor repair in Sunderland Road Pavilion.
- xi. Three quotations are sought for the refurbishment of the gifted coal tubs.

At 8:50pm the Parks and Cemetery Manager left the Meeting.

P&C **Station Road Allotments Balance Sheet for 2019/20.**
20/21/012 A copy of which had been circulated to each Member.
RESOLVED: That the information be NOTED.

P&C **Sunderland Road Playing Fields Request to Display Banner.**
20/21/013 Members considered a request to display an advertising banner from an existing customer at Sunderland Road Playing Fields.
RESOLVED: That subject to a suitable advertising fee factored in the customers' rental charge, the request is APPROVED

Meeting concluded at 8:55pm

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 19th November 2020

Present: Councillor E Connor (Chairman)
 Councillors C Cain, D Langan, F Leadbitter, I Mclean, W Morrow, I Roberts, A Turner, L Williams.
Staff: K Wilkinson (Clerk to the Council), G Rowe (Deputy Clerk/RFO).

F&GP 20/21/018 **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and APPROVED for Councillor J Clark, W Smith, D Tait, E Wood.

F&GP 20/21/019 **Declarations of Interest.**
 There were no declarations of interest.

F&GP 20/21/020 **Minutes of the Finance and General Purposes Meeting held 1st October 2020.**
 A copy of which had been circulated to each Member.
RESOLVED: That subject to the amendment to Item F&GP 20/21/014, the Minutes be confirmed as a true record and signed by the Chairman.

F&GP 20/21/021 **Parish Council Financial:**

- i. Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 31/10/2020.**
 The RFO reported the bank balances as at 31/10/2020 being £666,243.98.
 The RFO reported the estimated General/Earmarked Reserve Balances being £301,828; resulting in an estimated Cash Flow of £364,415.98.
RESOLVED: That the information be NOTED.
- ii. Income and Expenditure Report to 30/09/2020.**
 Members noted the current levels of income and expenditure.
RESOLVED: That the information be NOTED.
- iii. Cash Cheques.**
 The RFO requested a cash cheque of £300 Petty Cash.
RESOLVED: To APPROVE Payment.
- iv. Bank Transfers October 2020.**
 The RFO advised there was a bank transfer for £10,000 to the Business Savers Account in October 2020.
RESOLVED: To APPROVE the Bank Transfer.

F&GP 20/21/022 **Invoices for endorsement for payment.**
RESOLVED: to ENDORSE payment for the attached schedule of Invoices.

F&GP 20/21/023 **Members/Officers Allowances.**
 The Deputy Clerk/RFO advised she had received the following claims:
 Participation Allowance for Cllr F Leadbitter for £571.93.
 Participation Allowance for Cllr L Williams for £571.93.
 Participation Allowance for Cllr D Langan for £571.93.
 Participation Allowance for Cllr E Connor for £571.93.
RESOLVED: To APPROVE payments.

F&GP 20/21/024 **Planning Applications.**
 There were no planning applications.

Meeting concluded at 9pm

Horden Parish Council Invoices for Payment

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Angel Springs	30.09.20	SWC water cooler	£23.14	D/D
Angel Springs	31.10.20	SWC water cooler	£23.14	D/D
Banner	12.10.20	Stationery & refuse sacks	£60.39	BACS
Banner	28.10.20	SWC cleaning supplies	£51.30	BACS
Baxters Bakery	29.10.20	Half Term Packed Lunches (AAP Funded)	£875.00	BACS
Co-Op bank	01.10.20	BACS fees	£56.06	D/D
Durham County Council	30.09.20	Internal Audit 01.04.20 - 31.03.21	£2,440.80	BACS
Durham County Council	08.10.20	Staff occupational health appointment	£60.00	BACS

Durham County Council	13.10.20	Removal of fly tipping	£15.00	BACS
EDF Energy	13.10.20	Sunderland Road Pavlion electricity 2 months	£324.00	D/D
ES Systems	01.09.20	Office 365 subscription	£18.24	D/D
ES Systems	01.10.20	Office 365 subscription	£18.24	D/D
Gazprom	06.10.20	SWC Gas 31.08.20 - 29.09.20	£252.20	D/D
JD Creative	30.10.20	Halloween Craft Packs (NB Funding)	£1,050.00	BACS
Marmax	08.10.20	Memorial bench	£502.80	BACS
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MIM systems	23.09.20	Clocking system support 20.11.20 - 20.11.21	£418.80	BACS
Northern Tank Services	14.10.20	Fuel Tank	£1,266.00	BACS
Regalprint	29.09.20	Cemetery receipt books	£140.40	BACS
Rickerby	30.09.20	4 rollers reground and sharpened	£315.99	BACS
Select Telecom	30.09.20	Phone lines and internet	£98.76	D/D
SLCC	31.10.20	Clerk Job Advert	£246.00	BACS
Spaldings	05.10.20	2 Hedgetrimmers	£468.00	BACS
SSE	09.10.20	Memorial Park electricity 02.07.20 - 01.10.20	£45.84	D/D
SSE	14.10.20	SWC electricity 02.07.20 - 01.10.20	£905.78	D/D
Treasured Memories	25.09.20	Memorial wall plaque	£165.06	BACS
Treasured Memories	23.10.20	Memorial wall plaque	£175.74	BACS
TJ's Heating/Home Improvements	29.10.20	Service Electric Fire/Combi & supply/fit new extractor fan Welfare Hse	£137.00	313292
Vodafone	20.08.20	Mobile Phones	£97.97	D/D
Vodafone	20.09.20	Mobile Phones	£78.47	D/D
Wellers Hedleys	30.09.20	Professional fees HPC v PTC	£1,500.00	313295
Wex	26.10.20	Fuel	£62.15	D/D
Wex	19.10.20	Fuel	£110.33	D/D
Wex	26.10.20	Fuel	£70.52	D/D
Wex	25.10.20	Vehicle Trackers/Data	£11.98	D/D
OTHER PAYMENTS				
Co-Op Bank	28.09.20	Wages Week 26	£4,251.68	BACS
Co-Op Bank	08.10.20	Wages Week 27	£4,262.71	BACS
Co-Op Bank	15.10.20	Wages Week 28	£5,738.47	BACS
Co-Op Bank	22.10.20	Wages Week 29	£4,738.31	BACS
Co-Op Bank	29.10.20	Wages Week 30	£4,240.06	BACS
HMRC	31.10.20	PAYE weeks 27-31	£5,691.85	313290
DCC Pensions	31.10.20	Superannuation wks 27-31	£5,590.17	313291
HM Courts	31.10.20	Wks 27-31	£50.00	313293 / BACS
Hornden Parish Council October 2020 TOTAL			£47,151.15	