

HORDEN PARISH COUNCIL
Minutes of Meeting held 3rd December 2020

Present: Councillor I Roberts (Chairman)
 Councillors R Bagnall, C Cain, J Clark, E Connor, D Langan, F Leadbitter, I Mclean, W Morrow, W Smith,
 A Turner, E Wood.

Staff: K Wilkinson (Clerk to the Council), G Rowe (Deputy Clerk/RFO), C Muir (Parks & Cemetery Manager).

HPC **Apologies for Absence.**

20/21/062 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillor D Tait, L Williams.

HPC **Declarations of Interest.**

20/21/063 Cllr J Clark declared an interest on Item HPC 20/21/066.

HPC **Minutes of the Horden Parish Council Meeting held 19th November 2020.**

20/21/064 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 **Police Report.**

20/21/065 Members were provided with a further update at the Meeting.

RESOLVED: That the information is NOTED.

HPC **Audit of Accounts for Year Ended 31st March 2020 External Auditors Report.**

20/21/066 A copy of which had been circulated to each Member. The Deputy Clerk/RFO advised Members that the Notice of Conclusion of the Audit had been published on the Council's website and noticeboard. Members congratulated the Deputy Clerk/RFO for an Annual Governance and Accountability Return in accordance with Proper Practices.

RESOLVED: To RECEIVE and ACCEPT the Certified Completion of the Audit for Year Ended 31st March 2020.

HPC **Notification of Tax Base and Local Council Tax Reduction Scheme Grant Allocation for 2021/22.**

20/21/067 Members considered the correspondence from Durham County Council.

RESOLVED: That the 2021/22 Tax Base and LCTRS Grant payable for 2021/22 are NOTED.

HPC **Earmarked and General Reserves as at 30th November 2020.**

20/21/068 Members considered the details of their current Earmarked and General Reserve prior to setting their 2021/22 budget.

It was RESOLVED:

- i. To transfer £1,200 from the VE Day Celebrations Earmarked Reserve to Play Equipment Earmarked Reserve.
- ii. That the information is NOTED.

HPC **2021/22 Draft Budget Options.**

20/21/069 a) **Deputy Clerk/RFO's Budget Setting Report.**

Members considered the contents of the report and associated appendices presented by the RFO, including financial influences and challenges and the resulting assumptions included in the draft 2021/22 budget options.

It was RESOLVED that:

- i. To APPROVE that any loss of income from the 2020/21 Budget, resulting from the impact of Covid-19, is met from the General Reserve Balance.
- ii. To APPROVE the assumptions factored in the 2021/22 Budget in relation to inflation and contractual increases.
- iii. The estimated 2021/22 Wages and On-Costs, in the absence of a NJC Pay Agreement, factored in the 2021/22 Budget are APPROVED.
- iv. The schedule of property repairs factored in the 2021/22 are NOTED.
- v. The contents of the Report are RECEIVED and NOTED.

b) **2021/22 Three Draft Budget Options.**

Members considered the three options presented by the RFO, in conjunction with the Budget Setting Report.

RESOLVED: To APPROVE Budget Option 3, Precept total £521,148, representing a -0.3% Band D Decrease.

c) **2021/22 Draft Fees and Charges.**

Members considered the three draft fee options in conjunction with the budget setting report.

RESOLVED: To APPROVE Option 3, an increase of 1% on all sports pitch ground fees and Social Welfare Centre fees and an increase of 2% on domestic property rentals.

d) **2021/22 Cemetery Fees.**

RESOLVED: To APPROVE Option 3, an increase of 1%.

HPC **Exclusion of Press and Public.**

20/21/070 **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 **Recruitment of Clerk.**

20/21/071 Members considered the Clerk's Report.

RESOLVED: The recruitment process is suspended, with a Personnel Committee Meeting convened for January 2021.

Meeting concluded at 6:13pm

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 3rd December 2020

Present: Councillor W Morrow (Chairman).
Councillors R Bagnall, C Cain, J Clark, E Connor, D Langan, F Leadbitter, I Mclean, I Roberts, W Smith,
A Turner, E Wood.

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

P&C **Apologies for Absence.**

20/21/014 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillor D Tait, L Williams.

P&C **Declarations of Interest.**

20/21/015 There were no declarations of interest.

P&C **Minutes of the Parks and Cemetery Committee Meeting held 19th November 2020.**

20/21/016 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 **Parks and Cemetery Manager's Report.**

20/21/017 Members considered the information detailed in the report and accompanying appendices.

It was RESOLVED:

- i. The Parks and Cemetery Manager obtain costings for a real Christmas Tree and appropriate framework and report back to Council.
- ii. That the information in the report is NOTED.

Meeting concluded at 6:32pm

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 3rd December 2020

- Present:** Councillor E Connor (Chairman)
 Councillors R Bagnall, C Cain, J Clark, D Langan, F Leadbitter, I Mclean, W Morrow, I Roberts, W Smith, A Turner, E Wood.
- Staff:** K Wilkinson (Clerk to the Council), G Rowe (Deputy Clerk/RFO).
- F&GP 20/21/025** **Apologies for Absence.**
RESOLVED: Apologies RECEIVED and APPROVED for Councillor D Tait, L Williams.
- F&GP 20/21/026** **Declarations of Interest.**
 Cllr J Clark declared an interest on Item F&GP 20/21/033.
 Cllr C Cain declared an interest on Item F&GP 20/21/033(i).
- F&GP 20/21/027** **Minutes of the Finance and General Purposes Meeting held 19th November 2020.**
 A copy of which had been circulated to each Member.
RESOLVED: That subject to the amendment to Item F&GP 20/21/018, the Minutes be confirmed as a true record and signed by the Chairman.
- F&GP 20/21/028** **Parish Council Financial:**
- i. Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 30/11/2020.**
 The RFO reported the bank balances as at 30/11/2020 being £639,256.97. The RFO reported the estimated General/Earmarked Reserve Balances being £301,828; resulting in an estimated Cash Flow of £337,428.97.
RESOLVED: That the information be NOTED.
 - ii. Income and Expenditure Report to 31/10/2020.**
 Members noted the current levels of income and expenditure.
It was RESOLVED:
 - i.** To hold a Special Meeting of the Council to review and discuss in detail the strategic aims of the Council and its asset base.
 - ii.** That the information be NOTED.
 - iii. Cash Cheques.**
 The RFO advised no cash cheque was required.
 - iv. Bank Transfers November 2020.**
 The RFO advised there was a bank transfer of £20,000 to the Business Savers Account in November 2020.
RESOLVED: To APPROVE the Bank Transfers.
- F&GP 20/21/029** **Invoices for endorsement for payment.**
RESOLVED: to ENDORSE payment for the attached schedule of Invoices.
- F&GP 20/21/030** **Members/Officers Allowances.**
 The Deputy Clerk/RFO advised she had received the following claim:
 Participation Allowance for Cllr W Smith for £571.93.
RESOLVED: To APPROVE payment.
- F&GP 20/21/031** **Council Christmas Project/Initiative.**
 Members considered the update from the Deputy Clerk.
It was RESOLVED:
 - i.** To ENDORSE the Deputy Clerk/RFO's actions for the booking of virtual pantomimes for Horden schools.
 - ii.** A further £1,000 budget is allocated for the Deputy Clerk to supply Horden Care Homes with Christmas gifts.
- F&GP 20/21/032** **Great North Air Ambulance Donation Request.**
 Members considered the application for financial assistance.
RESOLVED: To APPROVE a donation of £200 under Local Government Act 1972, Section 137.

Cllr C Cain withdrew from the Meeting.

F&GP
20/21/033

Planning Applications.

DM/20/03039/FPA – Change of Use of one office to a tattoo parlour at Horden Group Business Centre, Sunderland Road, Horden, SR8 4QJ for Mr Michael Cockburn.

DM/20/03098/FPA – First floor rear extension at 18 Inchcape Terrace, Grants Houses, Horden, SR8 3ST for Mr R Hepworth.

RESOLVED: That there are no objections and the information is NOTED.

Meeting concluded at 7:26pm

Horden Parish Council Invoices for Payment

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Co-Op Bank	02.11.20	BACS fees	£64.30	D/D
Darlington B' Council	19.11.20	Autumn bedding	£1,045.44	313305
Durham County Council	23.11.20	Repairs to bucket on tractor	£613.48	313306
DWP Joinery	25.11.20	Mole Control	£42.00	BACS
ES Systems	01.11.20	Office 365 subscription	£18.24	D/D
ES Systems	01.12.20	Office 365 Subscription	£18.24	D/D
Gazprom	06.11.20	SWC Gas charges 30.09.20 - 30.10.20	£470.06	D/D
HTS	24.11.20	Repaired hose on tractor	£99.19	BACS
JD Creative	10.11.20	Creation, supply, delivery of 500 Christmas gift bags	£4,925.00	BACS
JJ Dell	13.11.20	Station Road Allotment rent - Annual	£1,435.00	313307
Marmax	17.11.20	Memorial Bench	£502.80	BACS
M&M Productions	27.11.20	Cinematic live stream Panto - Six shows	£1,800.00	BACS
Nereo	04.11.20	Clerks vacancy advertisement	£600.00	BACS
Pat Lavery	11.11.20	Replaced wing mirror and tyre on pick up	£261.00	BACS
Pat Lavery	30.03.20	MOT test, fix door locks and replace bulbs	£128.00	BACS
PWLB	04.11.20	Loan Repayment	£6,534.91	DD
RBS	06.11.20	Asset inventory Annual support	£145.20	BACS
Screwfix	11.11.20	2 litres of stroke oil	£9.48	BACS
Screwfix	11.11.20	10 litres of stroke oil	£30.38	BACS
Steadfast Security	31.10.20	Weld and repair all 3 sides of boards on pick up	£360.00	BACS
Tj's Heating	17.11.20	Cemetery house boiler service	£55.00	313304
Turfcare	01.12.20	25ft Christmas Tree	£900.00	313308
Wellers Hedley	30.10.20	Professional fees HPC v PTC	£150.00	BACS
Wex	30.11.20	Fuel	£68.12	D/D
Wex	29.11.20	Two vehicle trackers - Monthly	£11.98	D/D
OTHER PAYMENTS				
Co-Op Bank	05.11.20	Wages Week 31	£4,124.16	BACS
Co-Op Bank	12.11.20	Wages Week 32	£4,436.31	BACS
Co-Op Bank	19.11.20	Wages Week 33	£4,519.54	BACS
Co-Op Bank	26.11.20	Wages Week 34	£6,440.29	BACS
Co-Op Bank	03.12.20	Wages Week 35	£4,249.25	BACS
DCC Pension	01.12.20	Supperannuation weeks 32-35	£4,615.47	313303
HM Courts	01.12.20	Attachments weeks 32-35	£40.00	BACS / 313302
HMRC	01.12.20	PAYE weeks 32-35	£4,880.51	313300
HMRC	01.12.20	PAYE month 8	£308.20	313301
Horden Parish Council November 2020 TOTAL			£53,901.55	