

HORDEN PARISH COUNCIL
Minutes of Virtual Meeting held 22nd April 2021

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

HPC **Apologies for Absence.**
20/21/105 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors W Smith, D Tait.

HPC **Declarations of Interest.**
20/21/106 There were no declarations of interest.

HPC **Minutes of the Horden Parish Council Meeting held 4th March 2021.**
20/21/107 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.**
20/21/108 Members were provided with a copy Neighbourhood News.
RESOLVED: That the information is NOTED.

HPC **Durham County Council, Police & Crime Commissioner and Town and Parish Council Elections 6th May 2021 Guidance for Elected Members and Employees.**
20/21/109 **RESOLVED:** To RECEIVE the information.

HPC **Exclusion of Press and Public.**
20/21/110 **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 **Minutes of Personnel Committee Meetings held 3rd and 10th March 2021.**
20/21/111 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 Personnel Committee Meeting held 24th March 2021.**
20/21/112

- i. **Report of Personnel Committee.**
 A copy of which had been circulated to each Member.
RESOLVED: That the report to supplement the Personnel Committee Recommendations is RECEIVED.
- ii. **Minutes and Recommendations for Approval.**
RESOLVED: That the Recommendations are APPROVED and the Minutes be confirmed as a true record and signed by the Chairman.

HPC **Review of Job Description and Person Specification for the post of Parks and Cemetery Manager.**
20/21/113 Members considered the details of the Job Description and Person Specification. The Clerk advised Members there were some minor alterations to make to the Job Description.
RESOLVED: That the Clerk make the necessary changes to the Job Description and the vacancy is advertised for recruitment.

Meeting concluded at 6:14pm

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Virtual Meeting held 22nd April 2021

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

P&C **Apologies for Absence.**
20/21/029 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors W Smith, D Tait.

P&C **Declarations of Interest.**
20/21/030 There were no declarations of interest.

P&C **Minutes of the Parks and Cemetery Committee Meeting held 4th March 2021.**
20/21/031 A copy of which had been circulated to each Member.
RESOLVED: Subject to the amendment of Cllr D Tait as Chairman, the Minutes be confirmed as a true record and signed by the Chairman.

P&C **Big Spring Clean 2021.**
20/21/032 Members considered the request from Horden Helping Hands to work in partnership for the event Tuesday 25th May 2021.
RESOLVED: To defer the Item to the next Meeting of the Parks and Cemetery Committee.

P&C **St John's Day 24th June 2021.**
20/21/033 Members considered the correspondence from Durham County Priory to celebrate St John's Day in recognition of the volunteers who have worked and supported St John Ambulance.
 It was **RESOLVED:**

- i. To participate in the event.
- ii. To appeal to the community to share memories, photographs or memorabilia associated with St John Ambulance.

P&C **Disposal of Third Street Allotment.**
20/21/034 The Deputy Clerk/RFO advised there had been a delay with solicitors but the matter had been followed up.
RESOLVED: That the information is NOTED.

Meeting concluded at 6:21pm

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Virtual Meeting held 22nd April 2021

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

F&GP **Apologies for Absence.**
20/21/061 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors W Smith, D Tait.

F&GP **Declarations of Interest.**
20/21/062 Cllr F Leadbitter declared an interest on Item F&GP 20/21/067, SWC Bar Stock.

At 6:28pm Cllr C Cain entered the Meeting.

F&GP **Minutes of the Finance and General Purposes Meeting held 4th March 2021.**
20/21/063 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:**
20/21/064

- i. Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 31/03/2021.**
 The RFO reported the bank balances as at 31/03/2021 being £429,672.41. The RFO reported the estimated General/Earmarked Reserve Balances being £301,828; resulting in an estimated Cash Flow of £127,844.41.
RESOLVED: That the information be NOTED.
- ii. Income and Expenditure Report to 28/02/2021.**
 Members noted the current levels of income and expenditure.
RESOLVED: That the information be NOTED.
- iii. Cash Cheques.**
 The RFO advised there were no cash cheques.
- iv. Bank Transfer(s) March 2021.**
 The RFO advised there was a bank transfers of £10,000 to the Business Savers Account.
RESOLVED: To APPROVE the Bank Transfer.

F&GP **Invoices for endorsement for payment.**
20/21/065 **RESOLVED:** to ENDORSE payment for the attached schedule of Invoices.

F&GP **Members/Officers Allowances.**
20/21/066 The Deputy Clerk/RFO advised she had received no claims.

F&GP **SWC Bar Stock.**
20/21/067 Members noted the current level and value of bar stock and discussed suitable options for re-sale of stock, which is no longer of use.
RESOLVED: To circulate the list of stock to local bars and clubs and accept the highest bid.

F&GP **Durham County Council Multi-Agency Office Space.**
20/21/068 Members considered the update and draft Heads of Terms proposed by Durham County Council as an inclusion to the Licence agreement.
It was RESOLVED:

- i.** To APPROVE the Heads of Terms and RECEIVE the information.
- ii.** To issue a public statement to establish the facts surrounding the future use and occupancy of the Social Welfare Centre.

F&GP **Covid-19 Mobile Testing Unit, Horden Social Welfare Centre Car Park.**
20/21/069 Members received a letter of appreciation from Durham County Council for supporting the public health response with the siting of a mobile test unit in the car park.
RESOLVED: To RECEIVE the information.

F&GP
20/21/070

Planning Applications.

DM/21/01030/FPA – Internal Refurbishment of existing unused DCC Office Building to form a Resource and Recovery Centre at Horden Resource Centre, Sunderland Road, Horden, SR8 4NU for Durham County Council.

Cllr C Cain relayed the concerns of local residents who had approached him in connection with the use of the building. Following discussion, Members were hopeful, that once full details were disclosed there would be some reassurance to residents.

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

Meeting concluded at 6:52pm

Hornden Parish Council Invoices for Payment

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Advanced Scape	16.03.21	Little Bin for Church Green	£269.00	BACS
Amazon	05.03.21	Laptop Admin	£279.00	BACS
Amazon	12.03.21	50pk Ear Plugs	£12.59	BACS
Amazon	12.03.21	Nylon Work Gloves	£13.10	BACS
Amazon	12.03.21	Harris Shovels x2	£23.80	BACS
Amazon	12.03.21	Honda WX10 Water Pump (Cemetery)	£398.13	BACS
Amazon	12.03.21	PVC Suction Hose (water pump) & 3no. Hand Saws	£49.91	BACS
Amazon	12.03.21	Layflat Water Discharge Hose Pipe	£26.65	BACS
Amazon	19.03.21	P60 forms	£4.98	BACS
Amazon	24.03.21	Safety Boots	£28.00	BACS
Angel springs	28.02.21	SWC water cooler	£25.57	D/D
B&M Stocktakers	10.03.21	SWC stocktake	£80.00	BACS
Banner	05.01.21	SWC cleaning supplies	£91.48	BACS
Banner	02.03.21	Cemetery cleaning supplies	£95.78	BACS
Banner	11.03.21	Stationery	£38.24	BACS
Bin Shop	16.03.21	2 bins for memorial park	£237.36	BACS
CISWO	30.03.21	Sunderland Rd Annual Rent	£342.58	BACS
Co-op bank	01.03.21	BACS fees	£62.06	D/D
Co-op bank	08.04.21	BACS fees	£75.50	D/D
Durham County Council	25.02.21	Cemetery lodge council tax 21.02.21 - 31.03.21	£243.63	D/D
Durham County Council	17.03.21	Puncture, repair oil leak and back hoe John Deere tractor	£470.38	BACS
Durham County Council	31.03.21	Tyre puncture repair	£27.00	BACS
EDF	01.03.21	S'land Rd Pavilion Electricity (x3 months)	£486.00	D/D
Fisher Electrical Services	17.03.21	Electrical work identified in property surveys	£4,521.60	313335
FMG Repair services	25.03.21	Repairs to Cemetery pick up	£499.27	BACS
Gazprom	17.03.21	SWC Gas 31/01/21 - 27/02/21	£1,268.68	D/D
HTS	15.03.21	Hydraulic couplings and adapters	£48.64	BACS
Keep Britain Tidy	23.03.21	Memorial Park Green Flag 21/22	£394.80	BACS
Malvern Services	23.03.21	Road Planings Station Rd Allotment Car Park (FUNDED).	£1,428.00	313330
Marmax	23.03.21	Two memorial benches	£951.60	BACS
Scotts Memorials	12.03.21	Removal and replacement of headstone.	£168.00	BACS
Select Telecom	28.02.21	Phone lines, calls & internet	£98.36	D/D
SSE	12.03.21	Cemetery electricity 02.12.20 - 01.03.21	£784.18	D/D
Station Road Allotments	24.03.21	Recharge 2 days hire JCB & dumper and roller, plus phormisol, for new car park - FUNDED	£1,530.00	313331
TCS Exhumation	19.03.21	Exhumation transfer and reburial	£5,850.00	313329
Treasured Memories	19.03.21	Memorial wall plaque	£165.06	BACS
Trevor Jones	13.03.21	Welfare House Toilet Repairs	£110.00	BACS
Vodafone	20.02.21	Mobile phones	£94.45	D/D
VP Groundforce Shorco	16.03.21	Cylinder Pump for Grave Shoring	£292.08	BACS
Wellers Hedleys	28.02.21	Professional fees HPC v PTC	£1,050.00	313336
Wellers Hedleys	30.03.21	Professional fees HPC v PTC	£1,100.00	313336
WEX	04.03.21	Vehicle Trackers	£11.98	D/D
WEX	15.03.21	Vehicle fuel	£47.12	D/D

WEX	22.03.21	Vehicle fuel	£44.90	D/D
WEX	28.03.21	Vehicle Trackers	£11.98	D/D
Wilf Husband	22.03.21	Topsoil for cemetery	£230.40	BACS
OTHER PAYMENTS				
Co-Op Bank	04.03.21	Wages Week 48	£3,849.82	BACS
Co-Op Bank	11.03.21	Wages Week 49	£4,988.85	BACS
Co-Op Bank	18.03.21	Wages Week 50	£4,067.52	BACS
Co-Op Bank	25.03.21	Wages Week 51	£4,073.54	BACS
Co-Op Bank	01.04.21	Wages Week 52	£4,024.18	BACS
DCC Pension	04.03.21	Superannuation weeks 45-48	£4,407.13	313321
HM Courts	04.03.21	Attachments weeks 45-48	£20.00	BACS
HM Courts	04.03.21	Attachments weeks 45-48	£20.00	313322
HMRC	04.03.21	PAYE weeks 45-48	£4,266.38	BACS
HMRC	04.03.21	PAYE MONTH 11	£114.20	313323
DCC Pension	01.04.21	Superannuation wks 49-52	£4,490.32	313332
HMRC	01.04.21	PAYE wks 49-52	£4,815.55	BACS
HMRC	01.04.21	PAYE MONTH 12	£342.60	BACS
HM Courts	01.04.21	Attachments weeks 49-52	£20.00	BACS
HM Courts	01.04.21	Attachments weeks 49-52	£10.00	313334
Horden Parish Council MARCH 2021 TOTAL			£63,591.93	