

HORDEN PARISH COUNCIL
Minutes of Meeting held 7th October 2021

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

HPC **Apologies for Absence.**

21/22/070 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors E Laing, P Naisbett, W Smith, D Tait, A Turner.

HPC **Declarations of Interest.**

21/22/071 There were no declarations of interest.

HPC **Minutes of the Horden Parish Council Meetings held 2nd and 3rd September 2021.**

21/22/072 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 27th August 2021.**

21/22/073 A copy had been circulated to each Member.

RESOLVED: That the Minutes be confirmed as a true record and signed by the Chairman.

HPC **Remembrance Sunday Arrangements.**

21/22/074 The Clerk provided Members with an update of progress to date.

RESOLVED: That information be NOTED.

HPC **Exclusion of Press and Public**

21/22/075 **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 **Staffing Update.**

21/22/076 Members considered the Clerk's Briefing Note in relation to staff capacity.

It was **RESOLVED:**

- i. To create a new post for Cemetery Record Data Input for recruitment via Kick Start Scheme.
- ii. That the content be NOTED.

HPC **Sunderland Road Bungalow.**

21/22/077 Members considered the Clerk's Report.

RESOLVED: To APPROVE the request from an employee to relocate from Welfare House to Sunderland Road Bungalow.

Meeting concluded at 6:22pm

HORDEN PARISH COUNCIL
PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 7th October 2021

- Present:** Councillor C Cain (Chairman)
Councillors D Gregory, F Leadbitter, I Mclean, D Meadows, W Morrow, I Roberts, L Williams, F Winrow.
- Staff:** K Wilkinson (Clerk to the Council), G Rowe (Deputy Clerk/RFO).
- P&C** **Apologies for Absence.**
21/22/018 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors E Laing, P Naisbett, W Smith, D Tait, A Turner.
- P&C** **Declarations of Interest.**
21/22/019 There were no Declarations of Interest.
- P&C** **Minutes of the Parks and Cemetery Committee Meeting held 2nd September 2021.**
21/22/020 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** **Request to Erect a Memorial in Thorpe Road Cemetery.**
21/22/021 Members considered the request for the erection of a headstone prior to an interment at Thorpe Road Cemetery.
RESOLVED: To APPROVE the request and practice in future.
- P&C** **Damage and Incident Reports.**
21/22/022 A copy of which had been circulated to each Member.
RESOLVED: That the information be NOTED.

Meeting concluded at 6:34pm

HORDEN PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 7th October 2021

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

F&GP **Apologies for Absence.**
21/22/053 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors E Laing, P Naisbett, W Smith, D Tait, A Turner.

F&GP **Declarations of Interest.**
21/22/054 There were no declarations of interest.

F&GP **Minutes of the Finance and General Purposes Meeting held 2nd September 2021.**
21/22/055 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:**
21/22/056

- i. Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 30/09/2021.**
 The RFO reported the bank balances as at 30/09/2021 being £553,898.52. The RFO reported the estimated General/Earmarked Reserve Balances being £428,549; resulting in an estimated Cash Flow of £125,349.52.
RESOLVED: That the information be NOTED.
- ii. Income and Expenditure Report to 31/08/2021 - Close of Month 5.**
 Members considered the current levels of income and expenditure.
RESOLVED: That the information be NOTED.
- iii. Cash Cheques.**
 There was no requirement for cash cheques.
- iv. Bank Transfer(s) September 2021.**
 The Deputy Clerk reported there were no transfers.

F&GP **Invoices for endorsement for payment.**
21/22/057 **RESOLVED:** to ENDORSE payment for the attached schedule of Invoices.

F&GP **Members/Officers Allowances.**
21/22/058 The Deputy Clerk advised she had received the following claims:
 Participation Allowance for Cllr Leadbitter for £571.93
 Participation Allowance for Cllr Smith for £571.93.
 Participation Allowance for Cllr Winrow for £571.93.
 Participation Allowance for Cllr I Roberts for £571.93.
RESOLVED: To APPROVE payments.

F&GP **John Deere X940 Ride-On Mower Quotations.**
21/22/059 Members considered the Clerk's verbal update in relation to incorporating a grass cutting collection facility.
RESOLVED: To APPROVE Company 2 (Thomas Sheriff & Co.) for a total of £9,955.00.

F&GP **Renewal of Memorial Park Main Gate.**
21/22/060 Members considered the quotation for new main gates. Members further discussed the current condition of the paths and the feasibility of lighting the Memorial Park Clock of an evening.
RESOLVED: That the Deputy Clerk/RFO makes an AAP Funding Application for the renewal of main gates, footpath/paving repairs, fixture of floodlights and Christmas tree boundary fence.

F&GP **Planning Applications.**
21/22/061

- **DM/21/02467/FPA** – Change of use of ground floor from shop to residential flat for Mr S Shah at 11 Blackhills Road, Horden Street, Horden, SR8 4LG.
RESOLVED: That no objection is made and the application be NOTED.

Meeting concluded at 6:55pm

Hornden Parish Council Invoices for Payment

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	22.09.21	Vacuum cleaner - SWC	£199.00	BACS
Amazon	22.09.21	Vacuum cleaner - SWC	£199.00	BACS
Amazon	24.09.21	Staff safety boots	£25.49	BACS
Amazon	24.09.21	Staff safety boots	£26.22	BACS
Amazon	24.09.21	Staff clothing - winter hats	£20.99	BACS
Amazon	24.09.21	Two pairs of loppers	£49.66	BACS
Arco	21.09.21	Staff clothing	£42.70	BACS
Arco	27.09.21	Staff Clothing	£141.59	BACS
Banner	28.09.21	SWC cleaning	£60.23	BACS
Banner	23.09.21	Hand soap refills	£14.16	BACS
Carrs Billington	26.08.21	Stihl lawnmower	£1,159.20	313370
CDALC	15.09.21	Councillor training	£30.00	BACS
CDI Energy	08.09.21	Legionella risk assessments SWC & Sland Rd pavilion.	£744.00	BACS
Co-op Bank	03.09.21	BACS over limit	£50.00	D/D
Document Solutions	31.08.21	Printer charges - cost per copy	£51.93	BACS
Document Solutions	30.09.21	Photocopier Cost per Copy 1st - 30th Sept 21	£26.27	D/D
Durham County Council	25.08.21	Website hosting 01.04.21 - 31.03.22	£747.56	BACS
Durham County Council	20.09.21	Repairs to ride-on, puncture repair on tractor	£101.40	BACS
DWP Joinery	29.09.21	Cemetery mole control	£77.00	BACS
ES Systems	01.09.21	Monthly Microsoft Office 365 subscription	£31.68	D/D
Gazprom	29.08.21	SWC Gas 01.07.21 - 31.07.21	£122.45	D/D
Gazprom	17.09.21	SWC Gas 01.08.21 - 30.08.21	£130.31	D/D
Go 2 Electrical Services	31.08.21	SWC annual PAT testing	£180.00	BACS
Horn's Garden Centre	30.09.21	Wheelbarrow, fertiliser, secateurs	£83.97	BACS
Kingfisher Lighting	31.08.21	Floodlight installation	£2,943.00	313371
Kingfisher Lighting	17.09.21	Floodlight installation	£10,728.00	313371
Kingfisher Lighting	20.09.21	Floodlight installation	£2,662.78	313371
Kingfisher Lighting	22.09.21	Floodlight installation	£19,206.07	313371
Kingfisher Lighting	23.08.21	Civils - Floodlights Welfare Ground (Recharge/Funded)	£17,506.80	313362
Maxwells DIY	31.08.21	Drain cover, silicone, wire brushes, sandpaper, filler	£26.50	BACS
Mazars	08.09.21	External Audit Y/E 31/03/2021	£1,560.00	BACS
MKM	14.09.21	Cement and sand	£80.40	BACS
Select Telecom	31.08.21	Phones and broadband	£96.48	D/D
Shoreline	21.09.21	Call out SWC, reset fire panel & supply new key for panel.	£84.00	BACS
Shoreline	23.09.21	Call out to SWC, replaced ribbon cable in panel	£72.00	BACS
SSE	09.09.21	Cemetery electric 02.06.21 - 01.09.21	£78.96	D/D
Wex	29.08.21	Vehicle trackers	£11.98	D/D
Wex	30.08.21	Fuel	£96.29	D/D
Wex	06.09.21	Fuel	£54.02	D/D
Wex	13.09.21	Fuel	£166.20	D/D
Waterlogic	31.08.21	SWC water cooler	£25.57	D/D
Waterlogic	30.09.21	SWC Water Cooler Rental	£25.57	D/D
Wilf Husband	24.09.21	16 Tonne Topsoil	£249.60	BACS
OTHER PAYMENTS				
Co-op Bank	09.09.21	Wages Week 23	£5,211.09	BACS
Co-op Bank	16.09.21	Wages Week 24	£4,453.87	BACS
Co-op Bank	23.09.21	Wages Week 25	£4,257.97	BACS
Co-op Bank	30.09.21	Wages Week 26	£4,553.47	BACS
HM Courts	27.09.21	Attachment wks 23-26	£20.00	313365
HMRC	27.09.21	PAYE wks 23-26	£4,873.26	313367
DCC Pension	27.09.21	Superannuation wks 23-26	£4,396.40	313368
HMRC	27.09.21	PAYE month 6	£228.40	313369
Hornden Parish Council SEPTEMBER 2021 TOTAL			£87,983.49	

