

HORDEN PARISH COUNCIL
Minutes of Meeting held 9th June 2022

Present: Councillor W Morrow (Chairman)
 Councillors R Bagnall, C Cain, F Leadbitter, I Roberts, D Tait, A Turner, L Williams, F Winrow.
Staff: Mrs S Shippen (Clerk to the Council), Miss G Rowe (Deputy Clerk & RFO).

Also Present: Mr C Mason (Neighbourhood Warden).

HPC 22/23/041 **Apologies for Absence.**
RESOLVED: That apologies be APPROVED for Councillors D Gregory, E Laing, I Mclean, D Meadows, W Smith.

HPC 22/23/042 **Declarations of Interest.**
 Cllr F Leadbitter declared a personal interest on Item HPC22/23/054 as he is Chairman of Station Road Allotments.

HPC 22/23/043 **Minutes of the Horden Parish Council Annual Meeting held 12th May 2022.**
RESOLVED: That the Minutes be confirmed as a true record and signed by the Chairman.

HPC 22/23/044 **Minutes of the Horden Parish Council Meeting held 12th May 2022.**
RESOLVED: That the Minutes be confirmed as a true record and signed by the Chairman.

HPC 22/23/045 **Public Participation.**
 Mr Mason, Neighbourhood Warden, provided Members with a breakdown of Horden Ward cases for May 2022 totaling 93 new cases. Members asked Mr Mason questions in relation to the report and the Clerk to the Council queried Horden cleaning schedules, in particular reference to dog fouling.

At 6:15pm Mr Mason left the Meeting.

HPC 22/23/046 **Horden Parish Council Annual Assembly.**
RESOLVED: Council NOTE the information.

HPC 22/23/047 **Minutes of the Social Welfare Centre and Event Management Committee held 24th May 2022.**
RESOLVED: That the Minutes be confirmed as a true record and signed by the Chairman. The Council thanked staff for their fantastic work over the Jubilee weekend.

HPC 22/23/048 **Damage and Incident Report.**
RESOLVED: Council NOTE the information.

HPC 22/23/049 **Thorpe Road Cemetery Boundary Wall Options.**
RESOLVED: Council APPROVE Option 3 for specification and tender.

HPC 22/23/050 **Social Welfare Centre and Event Management Committee Terms of Reference.**
RESOLVED: Council APPROVE the revised terms of reference.

HPC 22/23/051 **Register of Delegated Decisions.**
RESOLVED: Council APPROVE the register.

HPC 22/23/052 **Horden Parish Council Bank Signatories Update.**
RESOLVED: Council APPROVE Cllr D Meadows request to be removed as a signatory.

HPC 22/23/053 **East Durham Mapping Report.**
RESOLVED: Council NOTE the information.

HPC 22/23/054 **Flower Planters.**
 Council considered the Clerk's report and recommendation.
RESOLVED: Council APPROVE the request to site two planters at Horden Station subject to acknowledgement of sponsorship attached to the planters and ownership of the planters remaining with the Council.
 The Chairman agreed to fund the cost of sponsorship plaques from the Chairman's Allowance.

HPC **Third Street Allotment Request for Permission to Erect Garden Shed.****22/23/055** **RESOLVED:** Council APPROVE the request.**HPC** **Durham County Council Pharmacy Needs Assessment.****22/23/056** **RESOLVED:** Council submit a response to the consultation to request pharmacy provision be considered in the North Ward of Horden, particularly the Crossroads, given the number of health disadvantages in the village.**HPC** **Durham County Council Decarbonising Transport.****22/23/057** **RESOLVED:** Council agree in principle to the installation of EV charge points in the Social Welfare Centre Car Park subject to a more detailed report coming back for consideration.**HPC** **Exclusion of Press and Public.****22/23/058** **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 item 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** **Sale of Cemetery Lodge Domestic Property.****22/23/059** The Clerk to the Council provided Members with a further update.**RESOLVED:** Council APPROVE the revised offer of £120,000.**HPC** **Audit of Accounts Year Ended 31st March 2022 – Annual Internal Audit Report 2021/22.****22/23/060** **RESOLVED:** That Council RECEIVE and NOTE The Annual Internal Audit Report for 2021/22.**HPC** **Audit of Accounts Year Ended 31st March 2022 – Annual Governance Statement 2021/22.****22/23/061** **RESOLVED:** That Council APPROVE the Annual Governance Statement 2021/22 as below and it be signed by the Clerk and Chairman.

1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes	
2	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes	
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Yes	
4	We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	No	The certified Annual Governance and Accountability Return, together with relevant accompanying information were published a few days late on 5 th October 2021 due to unavoidable staff absence. To overcome this problem and improve for future, the Clerk to the Council is aware that publication is their responsibility and in addition the RFO is aware of publication requirements.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes	
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes	

7	We took appropriate action on all matters raised in reports from the internal and external audit.	Yes	
8	We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on this authority and, where appropriate have included them in the accounting statements.	Yes	
9	Trust Funds (including charitable). In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	

HPC 22/23/062 **Audit of Accounts Year Ended 31st March 2022 – Accounting Statements 2021/22.**
RESOLVED: That Council APPROVE the Annual Accounting Statement 2021/22 and it be signed by the Chairman.

HPC 22/23/063 **Exercise of Public Rights 13th June to 22nd July 2022.**
RESOLVED: That Council RECEIVE the information.

HPC 22/23/064 **Year Ended 31st March 2022 – Financial Position and Allocation of Year-End Surplus.**
Council considered the RFO's report and recommendations.
RESOLVED: Council APPROVE an increase to the General Reserve Policy to four months budget net expenditure and further APPROVE the allocation of surplus general fund to the following Earmark Reserve Accounts:

- i. £21,600 to Equipment Replacement.
- ii. £60,000 to South Terrace Wall.
- iii. £6,175 to Property Repairs.
- iv. £60,000 to Play Equipment.
- v. £62,000 to Cemetery Capital.

HPC 22/23/065 **Parish Council Financial:**

- i. **Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 31/05/2022.**
The RFO reported bank balances as at £763,100.06, estimated General/Earmarked Reserve Balance of £542,437; resulting in an estimated Cash Flow of £220,663.96.
RESOLVED: Council APPROVE Bank Balances.
- ii. **Income and Expenditure Report to 30/04/2022 - Close of Month 1.**
RESOLVED: Council APPROVE the Income, Expenditure and Variances Report to Month 1.
- iii. **Cash Cheques.**
The RFO requested a cash cheque of £100 petty cash.
RESOLVED: Council APPROVE cash cheque.
- iv. **Bank Transfer(s) May 2022.**
The RFO advised there was one bank transfer of £10,000 to the Business Saver Account.
RESOLVED: Council APPROVE bank transfer.

HPC 22/23/066 **Invoices for endorsement for payment.**
RESOLVED: to ENDORSE payment for the attached schedule of invoices totaling £61,404.59.

HPC 22/23/067 **Members/Officers Allowances.**
The RFO advised she had received the following claims:
Participation Allowance for Cllr W Morrow for £500.
Participation Allowance for Cllr D Meadows for £500.
RESOLVED: Council APPROVE payments.

HPC 22/23/068 **Purchase of New Asset – Cemetery Ride-on Mower.**
Council considered three quotations in accordance with Financial Regulation 4.1.
RESOLVED: Council APPROVE Company 1 (Lloyd Ltd.) at a total of £13,650 + VAT and APPROVE immediate payment.

HPC 22/23/069 **Grants and Donations for Year Ended 31st March 2022.**
RESOLVED: Council RECEIVE the information.

HPC
22/23/070

Planning Applications.

- **DM/22/00485/FPA** – Two storey rear extension with render finish at 8 Hawthorn Crescent, Horden, SR8 4LJ for Ms Cleary.
- **DM/22/01219/LB** – Roof replacement, restoration and upgrading works at Horden Hall Farm, Thorpe Road, Horden, SR8 4TN for Mr Jon Barber.

RESOLVED: Council make no comment on the applications.

Meeting concluded at 7:15pm

Horden Parish Council Invoices for Payment				
SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	12.05.22	Key Safe - Parks	£19.95	BACS
Amazon	13.05.22	2 x monitor risers	£35.89	BACS
Banner	17.05.22	Cleaning Materials - SWC	£23.86	BACS
Banner	18.05.22	Cleaning Materials - SWC	£226.45	BACS
Bullfinch	11.05.22	Platinum Jubilee Beacon	£588.00	BACS
Co-operative Bank	03.05.22	BACS Fees	£57.24	D/D
Jeff Dobson Marquee Hire	19.05.22	Charges for out of hours work	£420.00	313431
Durham County Council	07.04.22	Fix boilers SWC - March 2021	£886.49	BACS
Durham County Council	26.05.22	Building Compliance Charges SWC Lift and Boiler	£691.62	BACS
Elegant Bubbles	10.05.22	Bubble display deposit - Jubilee	£50.00	BACS
Elegant Bubbles	10.05.22	Bubble display balance - Jubilee	£250.00	BACS
ES Systems Ltd	01.05.22	Microsoft Office Subscription	£31.68	D/D
Gazprom Energy	20.05.22	SWC Gas 31/03/2022-29/04/2022	£573.62	D/D
Horden Vintage Tea Room	06.05.22	Refreshments - Beacon Lighting	£135.00	313432
Wilf Husband	06.05.22	Topsoil - Cemetery	£249.60	BACS
IRIS Business Software Ltd	12.05.22	Annual Licence Fee to 10/06/2023	£412.92	BACS
Pat Lavery	27.05.22	Repairs Skoda Octavia	£427.00	313433
Lloyd Limited	26.05.22	Demo Wessex RMX180	£6,780.00	313434
Network Rail	11.05.22	Station Road Water Pipe Rent to 23/06/2023	£41.58	BACS
Office Furniture Online	04.05.22	2 x Office Chairs	£405.60	313435
PartyPacks Limited	22.04.22	Party items for Jubilee Event	£218.50	BACS
Running Imp	18.05.22	300 Platinum Jubilee Medals	£371.39	BACS
Select Telecom	30.04.22	Admin Phone Lines/Calls/Internet	£102.47	D/D
Shoreline Fire Limited	19.05.22	S'land Rd Pavilion fire alarm & emergency lighting service	£120.00	BACS
Shoreline Fire Limited	19.05.22	Memorial Park works building annual intruder alarm service	£96.00	BACS
Shoreline Fire Limited	20.05.22	SWC fire alarm & emergency light service	£120.00	BACS
SLCC	11.05.22	Training Seminar - The North - S Shippen	£102.00	BACS
SLCC	11.05.22	Training Seminar - The North - G Rowe	£102.00	BACS
Storm Entertainment	17.05.22	Face Painting - Jubilee	£210.00	BACS
Twittys Locksmiths	03.05.22	Replace cylinder toilet block - Cemetery	£40.00	BACS
Viking	18.05.22	Shredder	£358.80	313436
Vodafone	20.05.22	Mobile Phones	£58.82	D/D
Waterlogic	15.05.22	Water Cooler Rental	£26.46	D/D
Wex	09.05.22	Fuel - Cemetery	£205.96	D/D
Wex	16.05.22	Fuel - Pick up and Cemetery	£235.96	D/D
Zurich	22.04.22	Annual Insurance	£13,406.52	313426
OTHER PAYMENTS				
Co-op Bank	05.05.22	Wages Week 5	£3,904.39	BACS
Co-op Bank	12.05.22	Wages Week 6	£4,553.76	BACS
Co-op Bank	19.05.22	Wages Week 7	£5,407.31	BACS
Co-op Bank	26.05.22	Wages Week 8	£4,548.78	BACS
Co-op Bank	01.06.22	Wages Week 9	£4,830.36	BACS
Durham County Council	27.05.22	Superannuation Weeks 6-9	£4,927.32	313427
Durham County Council	27.05.22	Attachment Weeks 6-9	£26.74	313428
H M Courts	27.05.22	Attachment Weeks 6-9	£20.00	313429
HMRC	27.05.22	PAYE Weeks 6-9	£5,104.55	313430
Horden Parish Council MAY 2022 TOTAL			£61,404.59	