

HORDEN PARISH COUNCIL
Minutes of Meeting held 6 October 2022

Present: Councillor W Morrow (Chairman)
 Councillors D Gregory, E Laing, F Leadbitter, I Mclean, D Tait, A Turner, J Ward (from 6:13pm),
 F Winrow.

Staff: Mrs S Shippen (Clerk to the Council), Miss G Rowe (Deputy Clerk & RFO).

Also

Present: J Ward (member of the public).

HPC **HM Queen Elizabeth II.**
22/23/136 Council observed a two-minute silence.

HPC **Apologies for Absence.**
22/23/137 **RESOLVED:** That apologies be APPROVED for Councillor I Roberts, W Smith, L Williams.

HPC **Declarations of Interest.**
22/23/138 There were no declarations of interest.

HPC **Minutes of the Horden Parish Council Meeting held 1 September 2022.**
22/23/139 **RESOLVED:** That the Minutes be confirmed as a true record and signed by the Chairman.

HPC **Public Participation.**
22/23/140 Council received no representation.

HPC **Co-option of Councillor.**
22/23/141 The Clerk to the Council advised that following the fourteen-day notice period no election was called, therefore the position could be co-opted to. The Labour Party have a nomination.
RESOLVED: Council co-opt Jacqueline Ward.

At 6:07pm the Meeting adjourned whilst Jacqueline Ward signed her Acceptance of Office with the Proper Officer.

At 6:13pm the Meeting re-opened at which time Councillor J Ward joined the Council.

HPC **Register of Delegated Decisions.**
22/23/142 **RESOLVED:** Council NOTED there are no decisions to report since the last meeting.

HPC **Damage and Incident Reports.**
22/23/143 **RESOLVED:** Council NOTED there are no reports since the last meeting.

HPC **Cemetery Burial and Income Report 22 August to 23 September 2022.**
22/23/144 **RESOLVED:** Council RECEIVE the information.

HPC **Cemetery Rules – additional information, implementation and communication.**
22/23/145 **RESOLVED:**

- i. Council AGREE to maintain the system of renewal of expired Exclusive Rights of Burial in accordance with the legal advice supplied;
- ii. Council APPROVE a process of displaying lists of memorials which fail tests both at the cemetery and on the Council's website, also the introduction of notices at or near the memorial;
- iii. Council AGREE to temporarily stake headstones which fail tests where suitable;
- iv. Council delegate authority to the Clerk to the Council to implement incremental payment arrangements for cases where hardship is identified;
- v. Council APPROVE the implementation and communication plan method giving notice for compliance within six months. Notices to be placed on the Council's website and facebook page, with editorial to be submitted to East Durham Life. After a six-month period, any remaining items will be removed by staff.

HPC **Staff Update – Apprentice Gardener/Gravedigger.**
22/23/146 **RESOLVED:** Council NOTE the appointment of Mr Callum Lamb as Apprentice Gardener/Gravedigger.

- HPC**
22/23/147 **Flower & Vegetable Show.**
RESOLVED: Council AGREE in principle to a Flower and Vegetable Show in September 2023 subject to a costed plan.
- HPC**
22/23/148 **Parish Council Financial:**
- i. Bank Balances, General/Earmarked Reserve and Cash Flow Forecast as at 30/09/2022.**
The RFO reported bank balances as at £898,285.33; estimated General/Earmarked Reserve Balance of £536,371; resulting in an estimated Cash Flow of £361,914.33.
RESOLVED: Council APPROVE Bank Balances.
 - ii. Finance Report to 31/08/2022 - Close of Month 5.**
RESOLVED: Council APPROVE the Income, Expenditure and Variances Report to Month 5.
 - iii. Cash Withdrawal(s) and Debit Card Transactions.**
RESOLVED: Council APPROVE a £100 cash withdrawal for Petty Cash and £38.93 online debit card transaction.
 - iv. Bank Transfer(s) September 2022.**
The RFO advised there was a total transfer value of £200,000 from the Business Saver Account to the Current Account for the purpose of the CCLA Deposit, approved by Council the prior month.
The RFO requested a further transfer of £400,000 to the CCLA Public Sector Deposit Fund.
RESOLVED: Council APPROVE bank transfers.
- HPC**
22/23/149 **Invoices for endorsement for payment.**
RESOLVED: to ENDORSE payment for the attached schedule of invoices totaling £54,726.65.
- HPC**
22/23/150 **Members/Officers Allowances.**
RESOLVED: Council APPROVE the following claims:
Participation Allowance for Cllr F Winrow for £500.
Participation Allowance for Cllr D Gregory for £500.
- 7pm - At this juncture Council RESOLVED to suspend Standing Order 3(x) and extend the Meeting by an additional hour.*
- HPC**
22/23/151 **BACS Facility Increase.**
RESOLVED: Council APPROVE the increase of weekly BACS limit to £30,000 per week.
- HPC**
22/23/152 **Budget 2023/24.**
Council considered a draft major scheme and capital purchase proposal for the 2023/24 budget presented by the Clerk to the Council and Deputy Clerk/RFO. Council did not recommend any amendments.
RESOLVED:
- i.** Council AGREE to a Member Budget Briefing prior to presentation of a formal budget proposal to Council.
 - ii.** Council AGREE to publicly consult 2023/24 budget proposals.
- HPC**
22/23/153 **Horden Recreation Ground Charity Finance Request.**
RESOLVED: Council APPROVE an additional grant payment of up to £8,235 for capital works.
- HPC**
22/23/154 **Winter Warm Update.**
RESOLVED:
- i.** Council AGREE to work in partnership with other community groups and centres in Horden to facilitate the provision of winter warm hubs in the village.
 - ii.** Council delegate authority to the Clerk to the Council and Deputy Clerk to progress.

Meeting concluded at 7:14pm

Horden Parish Council Invoices for Payment September 2022				
SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	31.08.22	Securing Pegs	£11.99	BACS
Amazon	21.09.22	Plastic Dome Bolt Nut Caps	£3.99	BACS
Amazon	21.09.22	3 Tier Wall Hanging File	£23.58	BACS
Banner	20.09.22	Tape dispenser, Stamps, Batteries & Paper	£163.59	BACS
Coast Road Karaoke	11.09.22	PA Hire - Proclamation	£100.00	BACS
Co-operative Bank	01.09.22	BACS/FD Online Fees 01/08/2022-31/08/2022	£56.06	D/D
Document Solutions	31.08.22	Photocopier fees August 2022	£51.17	D/D
Document Solutions	31.08.22	Callout Scanning Problem	£42.00	BACS
Durham County Council	17.08.22	Investigate Starting Fault - Ride On Cemetery	£55.57	BACS
Durham County Council	30.08.22	Website Hosting 01/04/2022-31/03/2023	£769.99	D/D
Durham County Council	15.09.22	Provision of Internal Audit Services	£4,464.00	313470
ES Systems Limited	01.09.22	Microsoft Office Subscription September 2022	£44.64	D/D
ES Systems Limited	05.09.22	Remote Support - August 2022	£17.16	BACS
Gazprom Energy	15.08.22	SWC Gas 30/06/2022-31/07/2022	£111.37	D/D
GLM Electrics Ltd	12.09.22	Electrical Condition Report - SWC	£828.00	BACS
Wilf Husband	19.08.22	Topsoil - Cemetery	£249.60	BACS
ITC Service	31.08.22	Monthly Subscription Members and 54 x Business Premium - August	£153.60	BACS
ITC Service	31.08.22	Monthly Subscription Members and 54 x Business Premium - September	£153.60	BACS
ITC Service	31.08.22	IT Maintenance - July and August	£60.00	D/D
JRB Enterprise Ltd	23.06.22	Dog Bags	£1,800.00	BACS
Pat Lavery Ltd	20.09.22	Puncture Repair - FX11 FSV	£15.00	BACS
Marmax	24.08.22	Memorial Bench	£520.80	BACS
Merlins Magical Productions	31.08.22	Magic Show, Balloon Modelling and face Painting - 31/08/2022	£255.00	BACS
Rialtas Business Solutions	16.09.22	Move Software to G Rowe Computer	£30.00	BACS
Scott Memorials	15.09.22	Overpayment Williams and Peacock	£160.00	313464
Screwfix	05.09.22	Strimmer Cord	£34.99	BACS
SelectTelecom	31.08.22	Admin Phone Lines/Calls/Internet	£118.54	D/D
Shell Energy	08.08.22	Welfare House Gas and Electricity 07/07/2022-07/08/2022	£29.85	BACS
Shell Energy	07.09.22	Welfare House Gas and Electricity 07/08/2022-07/09/2022	£16.24	BACS
Streetscape	24.08.22	Repairs Outdoors Fitness Equipment - Sunderland Road	£186.00	BACS
Tastes Like Heaven	10.09.22	Lunch for 30 people 75th Ann - Cancellation fee	£30.00	BACS
Thinford Nurseries Ltd	16.09.22	Autumn Plants, Compost and Manure - Cemetery	£487.20	BACS
Uniform Supplies Ltd	14.09.22	Staff Uniform	£162.16	BACS
Uniform Supplies Ltd	14.09.22	Staff Uniform	£23.51	BACS
Vodafone	20.07.22	Mobile Phones	£58.82	D/D
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Waterlogic	25.06.22	Water Cooler Rental - June 2022	£30.43	D/D
Waterlogic	25.07.22	Water Cooler Rental - July 2022	£30.43	D/D
Waterlogic	16.08.22	Water Cooler Rental - August 2022	£30.43	D/D
Waterlogic	16.09.22	Water Cooler Rental & Service	£30.43	D/D
Wex	28.08.22	Vehicle Trackers	£11.98	D/D
Wex	05.09.22	Fuel - Cemetery Pick Up	£103.87	D/D
Wex	29.08.22	Fuel - Cemetery	£160.05	D/D
Wex	25.09.22	Vehicle Trackers	£11.98	D/D
Wex	26.09.22	Fuel - Cemetery	£156.82	D/D
OTHER PAYMENTS				
Co-op Bank	01.09.22	Wages Week 22	£4,557.84	BACS
Co-op Bank	08.09.22	Wages Week 23	£5,314.41	BACS
Co-op Bank	15.09.22	Wages Week 24	£4,647.45	BACS
Co-op Bank	22.09.22	Wages Week 25	£4,777.08	BACS
Co-op Bank	29.09.22	Wages Week 26	£4,893.16	BACS
Durham County Council	30.08.22	Superannuation Weeks 20-22	£3,990.72	313458
Durham County Council	30.08.22	Attachment Weeks 20-22	£112.72	313459
H M Courts	30.08.22	Attachment Weeks 20-22	£15.00	313460
HMRC	30.08.22	PAYE Weeks 20-22	£3,670.94	313461
Durham County Council	26.09.22	Superannuation Weeks 23-26	£5,379.01	313465
Durham County Council	26.09.22	Attachment Weeks 23-26	£133.07	313466
H M Courts	26.09.22	Attachment Weeks 23-26	£20.00	313467
HMRC	26.09.22	PAYE Weeks 23-26	£5,002.17	313468
HMRC	26.09.22	PAYE Month 6	£241.00	313469
Horden Parish Council SEPTEMBER 2022 TOTAL			£54,726.65	