

**HORDEN PARISH COUNCIL**  
**Minutes of Meeting held 2 March 2023**

- Present:** Councillor W Morrow (Chairman)  
Councillors E Laing, F Leadbitter, W Smith, D Tait, A Turner, J Ward and F Winrow.
- Staff:** Mrs S Shippen (Clerk to the Council) and Miss A Lee (SWC & Events Manager).
- Also present:** Ms A Bell and Mr A Hunter Durham County Council.
- HPC 22/23/239** **Apologies for Absence.**  
**RESOLVED:** That apologies be APPROVED for Councillors C Cain and I Roberts and be RECEIVED for Councillor J Brown.
- HPC 22/23/240** **Declarations of Interest.**  
There were no declarations of interest.
- HPC 22/23/241** **Minutes of the Horden Parish Council Meeting held 2 February 2023.**  
**RESOLVED:** That the Minutes be confirmed as a true record and signed by the Chairman.
- HPC 22/23/242** **Public Participation.**  
Amy Bell and Alan Hunter from Durham County Council attended the meeting in respect of the Horden Regeneration Masterplan and the recently failed bid for Levelling Up Fund Round 2. They explained the principle behind the bid and advised that DCC had been unsuccessful on all 5 bids across the county, not only Horden. DCC had requested feedback on the bid and are looking at how the scheme, or any part of it, could be funded from other sources. They confirmed that following a review on all DCC allocated budgets, the £6m earmarked for Horden is still available.
- 6.10pm Councillor A Turner entered the meeting.*
- The DCC officers advised that the project is still a long term one with considerable costs.
- Councillors raised questions regarding the proposals and requested a timescale for communication to the community.
- The officers were thanked for their attendance.
- HPC 22/23/243** **Register of Delegated Decisions.**  
The Clerk to the Council advised that the event did not go ahead on the planned date, but would do so at some point in the future.  
**RESOLVED:** Council APPROVE the report.
- HPC 22/23/244** **Damage and Incident Report(s).**  
**RESOLVED:** Council NOTE the information.
- HPC 22/23/245** **Cemetery Burial and Income Report 23 January to 19 February 2023.**  
**RESOLVED:** Council RECEIVE the information.
- HPC 22/23/246** **NJC Pay Award 2023 Employers Offer**  
The Chairman advised that the offer made by Employers' side would be the minimum settlement and this would have an impact on 2023/24 budgets as the Council has only budgeted for 5% and for the majority of staff the offer would equate to closer to 9%.  
**RESOLVED:** Council NOTE the information and await the outcome of negotiations.
- HPC 22/23/247** **Durham Miners Gala Brochure Advertising**  
**RESOLVED:** to liaise with Horden Together as partners to seek to place a joint half page advert at a cost of £400.
- HPC 22/23/248** **DCC Allotments Update**  
**RESOLVED:** that Council
- a) does not seek to proceed with negotiations on any other site than Gants Houses unless an approach comes from allotment tenants, at which time the parish council may reconsider;
  - b) that the Clerk to the Council be delegated the authority to negotiate the transfer of ownership in the Grants Houses (Culloden Terrace) site from Durham County Council subject to legal costs be acceptable.

*W. W. W.*  
6/4/23

HPC  
22/23/249

**Parish Council Financial:**

**a) Bank Balances (Balance Sheet).**

**RESOLVED:** Council APPROVE the Bank Balances and Balance Sheet dated 24/02/2023.

**b) Finance Report to 31/01/2023 - Month 10.**

**RESOLVED:** Council APPROVE the Income, Expenditure and Variances Report to Month 10.

**c) Cash Withdrawal(s) and Debit Card Transactions.**

**RESOLVED:** Council APPROVE debit card transaction totalling £103.69.

**d) Bank Transfer(s).**

The Clerk to the Council advised that the transfer of £50,000 from the CCLA Public Sector Deposit Fund to Current Account approved on 2/2/23 had not yet been actioned.

**RESOLVED:** Council NOTE the transfer of £50,000 may take place if required.

HPC  
22/23/250

**Invoices for endorsement for payment.**

**RESOLVED:** to ENDORSE payment for the attached schedule of invoices at £25,076.31 plus the additional schedule at £52,937.68 totalling £78,013.99.

HPC  
22/23/251

**Members/Officers Allowances.**

The Clerk to the Council advised she had the following claims:

Participation Claims for Cllrs R Bagnall and W Smith for £500 each and mileage for the Clerk of 64 miles totalling £28.80.

**RESOLVED:** Council APPROVE the payments.

HPC  
22/23/252

**Review of the Effectiveness of Internal Control**

**RESOLVED:** Council APPROVE the review.

*7pm - At this juncture Council RESOLVED to suspend Standing Order 3(x) and extend the meeting.*

HPC  
22/23/253

**SWC & Events Committee.**

The Clerk advised that the meeting due to be held on Monday 27<sup>th</sup> February 2023 was inquorate and therefore the report of the Social Welfare Centre and Events Manager had been circulated as the events plan needs to be approved.

The Social Welfare Centre and Events Manager was invited into the meeting to explain the proposals contained in the report.

**RESOLVED:** Council AGREE the overall proposals and the detail for each event be reported when available.

HPC  
22/23/254

**Personnel Committee 17<sup>th</sup> February 2023.**

**RESOLVED:** Council RECEIVE the minutes and defer discussion on staffing matters to later in the meeting..

HPC  
22/23/255

**Appointment of RFO.**

**RESOLVED:** Council APPOINT the Clerk to the Council as RFO on a temporary basis until such time as a member of staff who is suitably qualified and experienced can be appointed to take on the RFO role. An additional grade to LC3 above substantive at points 42-45 is awarded to the Clerk to the Council whilst undertaking the RFO duties and that she is paid at the top of that grade.

HPC  
22/23/256

**Exclusion of Press & Public.**

**RESOLVED:** Council APPROVE in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act, 1960, to exclude the press and public from the meeting for the following items of business on the grounds that it involves information prejudicial to the public interest by reason of the personal and confidential nature of the business to be transacted.

HPC  
22/23/257

**Staffing Matters.**

**RESOLVED:** The Clerk to the Council investigate options with other local councils to seek temporary cover; that the position of Deputy Clerk either as RFO or capable of becoming RFO is advertised on a full time basis.

Meeting concluded at 8:05pm

## Horden Parish Council Invoices for Payment February 2023

SUPPLIER	DATE	DESCRIPTION	AMOUNT	Pay Ref:
Amazon	13.02.23	Carbon Monoxide Alarm - Sunderland Road Bungalow	£19.75	BACS
Amazon	13.02.23	Letter Stencils - Cemetery	£12.33	BACS
Amazon	23.02.23	Food Probe and 100 x Disposable Hair Nets - Warm Hub	£13.98	BACS
Amazon	23.02.23	200 Disposable Gloves - Warm Hub	£12.90	BACS
Amazon	23.02.23	200 Disposable Aprons - Warm Hub	£7.00	BACS
Amazon	23.02.23	7 Dish Brushes - Warm Hub	£6.99	BACS
Amazon	28.02.23	Vacuum Cleaner - SWC	£99.00	BACS
Banner	03.02.23	50 x 2nd Class Stamps	£34.00	BACS
Banner	10.02.23	Cleaning Supplies - SWC	£121.13	BACS
Buildroute Limited	23.02.23	Boundary Wall Repairs - Cemetery 2nd Invoice	£40,185.00	313501
Co-operative Bank	01.02.23	BACS/FD Online Fees 01/01/2023 - 31/01/2023	£62.06	D/D
Document Solutions	31.01.23	Photocopier Fees January 2023	£203.58	D/D
Document Solutions	28.02.23	Photocopier Fees February 2023	£46.61	D/D
Durham County Council	22.02.23	Cemetery Lodge Council Tax Premium	£257.29	D/D
East Durham College	04.01.23	3 no. Apprentices - Employer Contribution	£675.00	BACS
E S Systems Limited	01.02.23	Microsoft Office Subscription	£42.96	D/D
HTS (North East) Limited	22.02.23	RAM Repair & New Hydraulic Pipes - John Deere - Cemetery	£696.00	BACS
ITC Service Limited	31.01.23	Office 365 Officers	£153.60	D/D
ITC Service Limited	31.01.23	Unifi security	£30.00	D/D
ITC Service Limited	28.02.23	Unifi security	£30.00	D/D
ITC Service Limited	28.02.23	Office 365 Officers	£153.60	D/D
JLT Electrical Contractors Ltd	17.02.23	Supply & Fit Hard Wired Smoke Alarm & Extractor Fan - Sunderland Road Bungalow	£198.00	BACS
NALC	16.02.23	Training - Roles and Responsibilities - Members	£420.00	BACS
PPL PRS Limited	14.02.23	Music Licence - SWC	£139.20	BACS
Select Telecom	31.01.23	Admin Phone Lines/Calls/Internet	£118.37	D/D
Station Road Allotments	28.02.23	Tarmac Footpath 19 Square Meters in Cemetery	£925.00	BACS
Total Energies	09.02.23	Memorial Park Electricity 14/12/2022 - 18/01/2023	£38.70	D/D
Total Energies	09.02.23	Sports Pavilion Sunderland Road Electricity 01/01/2023 - 18/01/2023	£116.73	D/D
Total Energies	09.02.23	Cemetery Electricity 14/12/2022 - 18/01/2023	£134.70	D/D
Total Energies	09.02.23	SWC Electricity 14/12/2022 - 20/01/2023	£86.71	D/D
Waterlogic	16.02.23	Water Cooler Rental & Service	£35.00	D/D
Wex	30.01.23	Equipment Fuel - Cemetery	£98.81	D/D
Wex	29.01.23	Vehicle Trackers	£11.98	D/D
Wex	20.02.23	Vehicle Fuel - Iveco Pickup - Cemetery	£91.88	D/D
Wex	26.02.23	Vehicle Trackers	£11.98	D/D
Wex	27.02.23	Equipment Fuel - Cemetery	£126.38	D/D
Alan Wood Painting & Decorating	10.02.23	Prepare and Paint SWC Kitchen	£260.00	BACS
<b>OTHER PAYMENTS</b>				
Co-op Bank	02.02.23	Wages Week 44	£5,013.67	BACS
Co-op Bank	09.02.23	Wages Week 45	£7,787.89	BACS
Co-op Bank	16.02.23	Wages Week 46	£4,283.07	BACS
Co-op Bank	23.02.23	Wages Week 47	£4,283.07	BACS
H M Courts & Tribunals	27.02.23	Attachment Weeks 45-48	£20.00	313502
Durham County Council	27.02.23	Attachment Weeks 45-48	£162.40	313503
Durham County Council	27.02.23	Superannuation Weeks 45-48	£4,921.68	313504
HMRC	27.02.23	PAYE Weeks 45-48	£5,865.99	313505
<b>Horden Parish Council FEBRUARY 2023 TOTAL</b>			<b>£78,013.99</b>	

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