

**HORDEN PARISH COUNCIL**  
**Minutes of Meeting held 3 April 2025**

- Present:** Councillor F Leadbitter (Chairman)  
Councillors R Bagnall, T Baldasera, C Cain, E, Laing, W Morrow, C Robson, A Turner, J Ward, L Williams and P Wood.
- Staff:** Mrs S Shippen (Clerk to the Council), Mr C Jackson (Deputy Clerk) and John Peace (Outdoor Team Manager)
- Other:** Two members of the public were present.
- HPC 24/25/245** **Apologies for Absence.**  
**RESOLVED:** That apologies be **APPROVED** for Councillors W Smith, D Tait and F Winrow.
- HPC 24/25/246** **Declarations of Interest.**  
Councillor C Robson declared an interest in agenda item 18 as Chair of the group.
- HPC 24/25/247** **Minutes of the Horden Parish Council Meeting held 6<sup>th</sup> March 2025.**  
**RESOLVED:** The minutes be confirmed as a true record and signed by the Chairman.
- HPC 24/25/248** **Public Participation.**  
No public spoke at this item.
- HPC 24/25/249** **Register of Delegated Decisions.**  
There were no delegated decisions to report.
- HPC 24/25/250** **Damage and Incident Report(s).**  
**RESOLVED:** Council **NOTED** the report.
- HPC 24/25/251** **Cemetery Burial and Income Report 24 February 2025 to 23 March 2025.**  
**RESOLVED:** Council **RECIEVE** the information.
- HPC 24/25/252** **Outdoor Team Manager Report.**  
**RESOLVED:** Council **NOTE** the report.
- HPC 24/25/253** **Exclusion of Press and Public**  
**RESOLVED** that due to the nature of the business relating to legal matters, that the press and public be excluded in accordance with the Public Bodies (Admissions to Meetings) Act 1960.
- HPC 24/25/254** **Cemetery Layout Report.**  
**RESOLVED:** Council **APPROVE** Option 2 of the cemetery layout report.
- HPC 24/25/255** **Bank Transfer(s).**  
The Clerk requested that £330,000 to be transferred from the Current bank account to the CCLA account.  
**RESOLVED:** Council **ENDORSE** transfer of funds from the Current bank account to the CCLA account.
- HPC 24/25/256** **Invoices for endorsement for payment.**  
**RESOLVED:** to **ENDORSE** payment of the attached schedule of invoices plus the additional schedule totalling £109,291.78. This includes £46,680 for capital equipment that was approved at the last meeting. Councillors F Leadbitter and W Morrow to authorise
- HPC 24/25/257** **Members/Officers Allowances.**  
No claims received.
- HPC 24/25/258** **Complaints Procedure Review.**  
**RESOLVED:** Council **APPROVE** the Complaints Procedure
- HPC 24/25/259** **Policies Review.**  
**Late Payments Bad Debt Review Policy.**  
**RESOLVED:** Council **APPROVE** the Late Payments and Bad Debt Policy.
- HPC 24/25/260** **Acceptance for Interment Policy.**  
**RESOLVED:** Council **APPROVE** the Acceptance for Interment Policy

HPC Confidential Reporting Policy.  
24/25/261 **RESOLVED:** Council **APPROVE** the Confidential Reporting Policy.

HPC Information and Data Protection Policy.  
24/25/262 **RESOLVED:** Council **APPROVE** the Information and Data Protection Policy.

HPC Publication Scheme.  
24/25/263 **RESOLVED:** Council **APPROVE** the Publication Scheme.

HPC Risk Management Policy and Strategy.  
24/25/264 **RESOLVED:** Council **APPROVE** Risk Management Policy and Strategy.

HPC Horden 125<sup>th</sup> Anniversary.  
24/25/265 **RESOLVED:** Council **NOTE** the report and asked for an update on the logo for the next meeting.

HPC Events Working Group.  
24/25/266 **RESOLVED:** Council **NOTE** the report.

*Councillor C Robson left the meeting at 6:35pm.*

HPC Hooked on Crafts Request.  
24/25/267 **RESOLVED:** Council **APPROVE** the request for free use on the following dates, 29<sup>th</sup> April 2025, 19<sup>th</sup> August 2025 25<sup>th</sup> November 2025 plus a date near Easter 2026.

*Councillor C Robson Entered the meeting at 6:38pm.*

HPC Sunderland Road Bungalow.  
24/25/268 **RESOLVED:** Council **APPROVE** the request to install a small greenhouse subject to it being removed at the end of the tenancy.

HPC SWC Garage.  
24/25/269 **RESOLVED:** Council **NOTE** the information

HPC Telephone Kiosks Consultations.  
24/25/270 **RESOLVED:** Council **ADVISE** the Clerk to respond to the consultation, citing high deprivation, locality near bungalows and people not having mobiles phones.

HPC NAC Finance Conference.  
24/25/271 **RESOLVED:** Council **AGREED** no response required.

*Meeting concluded at 6:50pm*

 15/5/25

## Horden Parish Council Invoices for Payment March 2025

| SUPPLIER                                    | DATE                         | DESCRIPTION   | AMOUNT     | Pay Ref: |
|---|------------------------------|---|------------|----------|
| Amazon                                      | 29.03.25                     | Food Waste Caddies and Biodegradable & Recycling Bags   | £59.37     | BACS     |
| Banner Group Limited                        | 26.03.25                     | Laminating Pouches  | £10.61     | BACS     |
| CISWO                                       | 24.03.25                     | Sunderland Road Annual Rent 25/03/2025 - 24/03/2026   | £409.94    | BACS     |
| C N 24Hour Locksmith - Christopher Naylor   | 06.03.25                     | Supply & Fit Lockable Handle Upstairs Toilet - SWC  | £90.00     | BACS     |
| Corona Energy                               | 06.03.25                     | Sunderland Road Pavilion Electricity 01/02/25 - 28/02/25  | £136.06    | D/D      |
| Corona Energy                               | 13.03.25                     | Memorial Park Electricity 01/01/2025 - 31/01/2025 CREDIT  | -£33.71    | CREDIT   |
| Corona Energy                               | 13.03.25                     | Memorial Park Electricity 01/01/2025 - 31/01/2025 RECALCULATION                                     | £26.47     | D/D      |
| Corona Energy                               | 13.03.25                     | Memorial Park Electricity 01/02/2025 - 28/02/2025   | £29.98     | D/D      |
| County Durham Association of Local Councils | 01.04.25                     | Annual CDALC Subscription 2025/2026   | £1,211.81  | BACS     |
| Document Solutions Ltd                      | 31.03.25                     | Photocopying Fees March 2025  | £91.02     | D/D      |
| Durham County Council                       | 10.03.25                     | Cemetery Lodge Council Tax 01/04/2025 - 31/03/2026 (£570.84 1st month £566.00 monthly x 9)          | £5,664.84  | D/D      |
| Durham County Council                       | 10.03.25                     | Cemetery Council Tax 01/04/2025 - 31/03/2026 (£208.26 1st month £209.00 monthly x 9)                | £2,089.26  | D/D      |
| Durham County Council                       | 10.03.25                     | SWC Council Tax 01/04/2025 - 31/03/2026 (£736.25 1st month £736.00 monthly x 9)                     | £7,360.25  | D/D      |
| Durham County Council                       | 10.03.25                     | Sunderland Road Pavillion Council Tax 01/04/2025 - 31/03/2026 (£73.50 1st month £75.00 monthly x 9) | £748.50    | D/D      |
| Durham County Council                       | 10.03.25                     | Welfare House Council Tax 01/04/2025 - 31/03/2026 (£374.56 1st month £378.00 monthly x 9)           | £3,776.56  | D/D      |
| Durham County Council                       | 31.03.25                     | Repairs to 3 Strimmers  | £373.58    | BACS     |
| ITC Service Limited                         | 31.03.25                     | Unifi Security & Office 365 Officers & Domain/Hosting/Estate Management & 365 Backup - April        | £433.81    | D/D      |
| Lloyd Limited                               | 12.03.25                     | Toro 3100 Mower   | £40,200.00 | 313564   |
| Microshade Business Consultants Ltd         | 15.03.25                     | Hosted Application Service - Rialtas 15/03/2025 - 14/04/2025  | £143.52    | BACS     |
| Octopus Energy Limited                      | 25.03.25                     | Welfare House Gas & Electricity 28/02/2025 - 24/03/2025   | £28.63     | BACS     |
| Octopus Energy Limited                      | 25.03.25                     | Cemetery Lodge Gas & Electricity 27/02/2025 - 24/03/2025  | £33.93     | BACS     |
| Stephen Ragg                                | 06.03.25                     | Internal Audit 2024/2025  | £3,675.00  | BACS     |
| Rickerby Limited                            | 10.03.25                     | Ransomes Mastiff 91 Hand Mower  | £6,480.00  | BACS     |
| Geo Robinson & Son                          | 28.02.25                     | Brush, Varnish. Beeswax Polish, Turps, Bolts, Gloves & Toilet Seat - Cemetery                       | £70.94     | BACS     |
| Select Telecom Limited                      | 28.02.25                     | Admin Phone Lines/Calls/Internet - March 2025   | £119.04    | D/D      |
| Siemens Financial Services                  | 15.03.25                     | Photocopier Lease 14/04/2025-13/07/2025   | £178.56    | D/D      |
| Thinford Nurseries Limited                  | 17.03.25                     | Winter Bedding Plants - Memorial Park, Cemetery & Tubs  | £759.60    | BACS     |
| Uniform Supplies Limited                    | 20.01.25<br>rcvd<br>27.03.25 | Fleece & 3 x Polo Shirts - AL   | £58.19     | BACS     |
| Vodafone                                    | 20.03.25                     | Mobile Phones   | £49.70     | D/D      |
| Wex   | 24.03.25                     | Equipment Fuel - Cemetery   | £84.32     | D/D      |
| Wex   | 30.03.25                     | Vehicle Trackers  | £14.40     | D/D      |

| OTHER PAYMENTS        |          |   |                    |      |
|-----------------------|----------|---|--------------------|------|
| Co-op Bank            | 06.03.25 | Wages Week 48                                       | £5,183.32          | BACS |
| Co-op Bank            | 13.03.25 | Wages Week 49                                       | £4,903.08          | BACS |
| Co-op Bank            | 20.03.25 | Wages Week 50                                       | £4,903.91          | BACS |
| Co-op Bank            | 27.03.25 | Wages Week 51                                       | £5,289.48          | BACS |
| Wave                  | 11.03.25 | Cemetery Water 11/12/2024 - 10/03/2025 (£35.00 pcm) | £233.90            | D/D  |
| Durham County Council | 01.04.25 | Attachment Weeks 48 - 52                            | £333.48            | BACS |
| Durham County Council | 01.04.25 | Superannuation Weeks 48 - 52                        | £7,357.45          | BACS |
| HMRC                  | 01.04.25 | PAYE Weeks 48 - 52                                  | £6,712.98          | BACS |
|                       |          | <b>Horden Parish Council<br/>MARCH 2025 TOTAL</b>   | <b>£109,291.78</b> |      |

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15/5/25