

HORDEN PARISH COUNCIL
Minutes of Meeting held 4th December 2008

- Present:** Councillor J White (Chairman)
 Councillors R Brown, W Hill, T Jones, G Patterson, G Phillips, M Robinson and W Smith
- Staff:** Mrs S J Shippen (Clerk), Mrs G M Crute (Assistant Clerk), Mr J Bush (Parks & Cemetery Manager).
- Also present:** Mr J Barnett
- HPC** **Apologies for Absence.**
- 08/09/121** **RESOLVED:** Apologies RECEIVED and approved for Councillors J Clark, M Clark, E Connor, G Jones, G Lavery, D Maddison and E Wood
- HPC** **Minutes of the Meeting of Horden Parish Council held 6th November 2008.**
- 08/09/122** **RESOLVED:** That the minutes be confirmed as a correct record to be signed by the Chairman.
- HPC** **Matters Arising – Clerk’s Report.**
- 08/09/123** The Clerk advised that there were no matters arising that were not already covered under main agenda Items.
RESOLVED: That the information be NOTED.
- HPC** **Items Tabled for Information.**
- 08/09/124** District of Easington Meeting of the Audit Committee – 13th November 2008.
 Meeting of the Regeneration Services Scrutiny Committee Meeting – 17th November 2008.
 Meeting of the Community Services Scrutiny Committee – 28th October 2008.
 Meeting of Community Services Scrutiny Committee – 18th November 2008.
 Meeting of the Resources Scrutiny Committee – 18th November 2008
 Meeting of the Executive – 25th November 2008
 Meeting of the Tidy Easington District Committee – 10th December 2008
- Hartlepool Mail “Putting heart back into the community” – Friday 31st October 2008.
 “Bus takes information out to people” – Friday 31st October 2008.
 “In honour of those who gave their lives for our freedom” – Thursday 6th November 2008.
 “Santa will be at fair” – Thursday 13th November 2008.
 “Give us back village service” - Friday 14th November 2008.
 “Club’s help for holiday tragedy family” - Saturday 15th November 2008.
 “Family’s thanks for charity night” – Friday 21st November 2008.
 “Project Provides Jobs and Homes” – Wednesday 26th November 2008.
 “Residents Sign Up to the Clean Team” – Thursday 27th November 2008.
- The Municipal Journal, 06.11.2008; 13.11.2008; 20.11.2008; 27.11.2008
 Local Council Review, Volume 60, November 2008.
 LGE Advisory Bulletin, no.544, October 2008.
 Durham County Council Pension Fund, Annual Report and Accounts for the year ended 31st March 2008.
 Local Government Pension Scheme (LGPS) - Update.
 Clerks and Councils Direct, Issue 60, November 2008.
 Pathfinder News, Easington Colliery & Horden Pathfinder Newsletter, November 2008.
 Horden Youth & Community Centre ‘Broth & Stottie’ Morning with an art exhibition and tombola – Friday 5th December 2008, 10am – 2pm.
 Coast and Countryside Rangers Newsletter, November 2008.

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Interactive, Coal Industry Social Welfare Organisation Newsletter, Issue 14, Autumn/Winter 2008.

The Local Column – November 2008

Charity Commission – Autumn 2008

RESOLVED: The information be RECEIVED by the Council.

HPC **Police Report.**

08/09/125 There were no police in attendance.

HPC **Public Participation.**

08/09/126 Mr J Barnett spoke about a potential event for young people in the Social Welfare Centre being organised by the Pathfinder and the problems being encountered with hiring a disco because of the noise limiter. Mr Barnett had no objections to the event going ahead provided that the disco equipment would use the noise limiter.

J White 8-1-09

PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 4th December 2008

- Present:** Councillor T Jones (Chairman)
 Councillors R Brown, W Hill, G Patterson, G Phillips, M Robinson, W Smith and J White
- Staff:** Mrs S J Shippen (Clerk), Mrs G M Crute (Assistant Clerk), Mr J Bush (Parks & Cemetery Manager).
- Also Present:** Mr J Barnett
- Apologies:** Councillors J Clark, M Clark, E Connor, G Jones, G Lavery, D Maddison and E Wood

P&C **Parks & Cemetery Manager's Report.**

08/09/52 The report previously circulated covered the period 27th October to 23rd November 2008.

RESOLVED: That:-

- i) the information given, be NOTED;
- ii) two bow shaped bike racks be purchased to be placed outside the main gates to the Welfare Park.

P&C **Damage/Incident Reports.**

08/09/53 The Clerk advised Members of the following damage/incident reports:-

- | | | |
|----------|------------------------|--|
| Incident | 15.11.08 | A member of staff was verbal abused and spat at by a youth in the Foyer of the Social Welfare Centre as they were prevented from entering the building. A Window was broken later in the evening. Police informed. |
| Damage | 19.11.08 | Following a routine inspection of salt bins it was found that the lid to the salt bin in Cotsford Park had been ripped off. Police informed. |
| Damage | 23.11.08 | Safety matting in Cotsford Park play area pulled up from base of swings, nuts and bolts removed from barriers. Police informed. Matting brought to Welfare Park. Nuts and Bolts replaced. |
| Damage | 25.11.08 –
26.11.08 | Two flower beds in Welfare Park were trampled on. Police informed. |

RESOLVED: The reports be NOTED.

P&C **Groundwork East Durham – Horden Crossroads Environmental Appraisal.**

08/09/54 The Clerk advised on a questionnaire, which had been circulated to Parish Councillors, on an environmental appraisal of the Crossroads area of Horden that was being carried out by Groundwork East Durham on behalf of East Durham Homes. The Clerk advised that the results of the appraisal could be useful for the community plan.

RESOLVED: to NOTE the information and the Clerk write to Groundwork East Durham to request results of the appraisal.

P&C **Horden Rugby Club.**

08/09/55 The Clerk advised that Horden Rugby Club had requested use of Sunderland Road playing fields for training purposes of the mini/midi teams. The Clerk informed Members that on a Saturday afternoon the playing fields were free, however, dual goals would be required for playing. Use on a Sunday morning would be five a side area only.

RESOLVED: that Horden Rugby Club be allowed to use Sunderland Road playing fields on a provisional basis with the Parks and Cemetery Manager to report back on the effect on the playing fields in two months.

P&C **Welfare Park Footpath**

08/09/56 a) The Clerk gave information regarding a meeting between County Durham Sport, the Rugby Union, District of Easington Sports Development and Horden Rugby Club. The Rugby Club had a few items left to complete then they would be given to their seal of approval which would enable them to obtain funding from the Rugby Football Club. The Regional Officer had advised that funding may be available for the outside pitch.

RESOLVED: that the information given, be NOTED.

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- b) The Clerk advised on the two quotations that had been received for repair/ resurface of the footpath giving details of the different options available and the prices.
RESOLVED: that the information given be noted.
- c) **RESOLVED:** to defer the action plan as it was felt that insufficient Members were available to make such an important decision.

July 8-1-09

FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 4th December 2008

Present: Councillor G Phillips (Chairman)
 Councillors R Brown, W Hill, T Jones, G Patterson, M Robinson, W Smith and J White
Staff: Mrs S J Shippen (Clerk), Mrs G M Crute (Assistant Clerk)

Also Present: Mr J Barnett

Apologies: Councillors J Clark, M Clark, E Connor, G Jones, G Lavery, D Maddison and E Wood

F&GP **Parish Council Financial Status – Bank Balances.**

08/09/100 The Clerk reported the bank balances as at 30/11/2008 being £431,383.15
RESOLVED: That the information be NOTED.

F&GP **Income and Expenditure Report to 30/10/2008**

08/09/101 There was no report available this month due to problems with balancing accounts.
RESOLVED: That the information be NOTED.

F&GP **Cash Cheques.**

08/09/102 The Clerk requested that a cash cheque totaling £190. (£160 Admin and £30 Cemetery petty cash).
RESOLVED: To ENDORSE the cheque for payment.

F&GP **Bank Transfer.**

08/09/103 The Clerk informed Members that the transfer for November was £35,153.45
RESOLVED: To ENDORSE transfers.

F&GP **Invoices for endorsement for payment**

08/09/104 **RESOLVED:** To ENDORSE the following invoices for payment:

SUPPLIER	DATE	DESCRIPTION	AMOUNT
British Gas	05.11.08	Electricity - Cemetery	48.42
British Gas	05.11.08	Electricity - Sunderland Road	4.45
British Gas	05.11.08	Electricity - Community Pavilion	32.49
British Gas	05.11.08	Electricity - SWC	385.81
British Gas	05.11.08	Electricity - Welfare Ground	21.96
British Gas	05.11.08	Electricity - Works Bulding/Green Leaf	307.07
British Gas	05.11.08	Electricity - Memorial Park	10.25
British Gas	05.11.08	Electricity - HCW AFC	319.74
British Gas	15.10.08	HCW AFC - Electricity	12284.33
British Gas	15.10.08	HCW AFC - Electricity	-961.68
British Telecom	12.11.08	Telephone - Admin	193.13
British Telecom	12.11.08	Telephone - Cemetery	-17.82
BNP Paribas	10.11.08	Photocopier Rental	371.59
BNP Paribas	10.11.08	Photocopier - Annual Admin Fee	35.25
Co-Operative Bank	04.11.08	Bank Charges	34.20
District of Easington	03.10.08	Annual Licence Fee - SWC	70.00
District of Easington	26.11.08	Repairs to Vehicles	410.00
E-Cat Partners	11.11.08	Website - Policy Additions	352.50
Frank Wheatley	21.11.08	Electrical Repairs	274.65
Homecare	25.11.08	Hardware	44.41
Horns	20.11.08	Cuprinol & Woodfiller	12.93
Horns	26.11.08	Manure	19.74
Horns	29.11.08	Plants/Manure/Ties	138.91
Horns	29.11.08	Plants'Compost/Ties	87.24
In-Bev	20.11.08	Bar Supplies	653.03
Innerglass	21.11.08	Handsoap	-13.14
Innerglass	02.12.08	Cleaning Supplies	112.75
Kensington Specialties	14.11.08	Calculators	230.23
Lloyd Ltd	21.11.08	Shaft PTO	141.29
Lloyds Ltd	06.11.08	New Deck Kubota	1692.00
Marmax Products	01.12.08	Raised Beds	1113.20
Mastercopy	13.11.08	Cost Per copy/IT Support	140.62
Maxwells DIY	31.10.08	Various Goods	330.52
Newsquest	08.11.08	Job Advertisement	421.85
Newsquest	15.11.08	Job Advertisement	662.73
Newsquest	15.11.08	Job Advertisement	137.50

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NTE Limited	01.11.08	Telephones	76.86
NTE Limited	01.12.08	Telephone System & Calls	74.46
Opportunities	10.11.08	Job Advertisement	1304.25
P.A.T.S	12.11.08	Repairs to Pick-Up	382.43
P.A.T.S	12.11.08	MOT Works Van	35.00
Protec	05.11.08	Safety Boots	34.09
Pudsey Diamond Engineering	26.11.08	Feeder Pillar	366.61
Shell	17.11.08	Fuel	50.13
SLCC	07.11.08	Job Advertisement	120.00
Ted Wilford	12.11.08	Coach Travel	140.00
Shah's	11.11.08	Newspapers	42.00
Vaughtons	10.11.08	Chain Pouch	100.46
Viking Direct	13.11.08	Diary	-4.45
Viking Direct	13.11.08	Diary Inserts	5.86
Viking Direct	11.11.08	Envelopes & Diaries	118.65
Viking Direct	19.11.08	Stationery & Stamps	39.88
Viking Direct	02.12.08	Marker Pens/A4 Paper	50.57
Vitax	12.11.08	Brass Nozzle Tips	21.88
Vodafone Ltd	11.11.08	Mobile Phones	293.42
Vodafone Ltd	14.11.08	Mobile Phones Adjustment	-153.42

Invoice Total

£23200.83

F&GP **Members/Officers Allowances.**

08/09/105 The Clerk advised that Councillor T Jones had submitted his claim for participation and the Clerk had submitted her mileage claim.

RESOLVED: That the participation allowances and mileage claim totaling £889.84 be APPROVED for payment.

F&GP **VAT.**

08/09/106 The Clerk advised Members on the effect the VAT reduction would have on the fees the Parish Council charges. The Cemetery fees are exempt from VAT so wouldn't be affected, however, if other fees were reduced by 2.5% then this would make the fees charged an unrounded amount.

RESOLVED to adjust fees to round figures inclusive of VAT.

F&GP **Participatory Budgeting Working Group.**

08/09/107 **RESOLVED:** that:-

- a) Notes of the Meeting held 11th November 2008 be APPROVED.
- b) Notes of the Meeting held 17th November 2008 be APPROVED.
- c) The Recommendations contained in the notes of 11th November and 17th November
 BPWG/08/09/002 – APPROVED
 BPWG/08/09/003 – APPROVED
 BPWG/08/09/004 – APPROVED with a limit set for a maximum grant of £1,000, a total budget of £10,000, the grant be for the benefit of the residents of Horden and the Working Group design a process for application.

F&GP **Social Welfare Centre Sub-Committee held 20th November 2008.**

08/09/108 **RESOLVED:** that

- a) the minutes be APPROVED.
- b) SWC/08/09/49 – be APPROVED.
 SWC/08/09/50 – be APPROVED
 SWC/08/09/51 – be APPROVED.
 SWC/08/09/52 – that date of the Wedding Exhibition be set at 29th March 2008 and the Magic Show be moved to 24th January with tickets sold at a cost of 50p be APPROVED
 SWC/08/09/53 – be APPROVED that Councillor E Wood join the Group and delegated authority be given to the Social Welfare Centre Sub-Committee to book events.
 SWC/08/09/54 – be APPROVED.
 SWC/08/09/55 – be APPROVED.
 SWC/08/09/56 – be APPROVED.
 SWC/08/09/57 – be APPROVED.
 SWC/08/09/59 – be APPROVED.

J White
8-1-09.

- F&GP** **Internal Audit Interim Report.**
08/09/109 The Clerk advised on the interim internal audit report
RESOLVED: to ACCEPT the report.
- F&GP** **Parish Basic Allowance.**
08/09/110 The Clerk advised Members on correspondence received from District of Easington regarding the basic parish council allowance being given an interim 2.45% rise.
RESOLVED: to APPROVE the 2.45% interim rise with individual Members making the claim for the additional amount if they wanted.
- F&GP** **Banking Arrangements.**
08/09/111 The Clerk briefed Members on the implications of how the Parish Council banks it's money and how various other local councils bank their money.
RESOLVED: That the Parish Council continues to bank with The Co-operative Bank.
- F&GP** **NALC Regional Conference.**
08/09/112 The Clerk gave details on the above Conference which was to be held in York on Saturday 21st February 2009 at a cost of £64.00 plus VAT.
RESOLVED: that Councillor J Clark attend.
- F&GP** **National Association of Councillors – Tackling Violent Crime and Disorder Conference.**
08/09/113 The Clerk gave details of the above Conference which was to be held in York from Friday 16th January to Sunday 18th January 2009 at a cost of £295.00 plus VAT.
RESOLVED: that no-one was available to attend.
- F&GP** **National Association of Councillors – Conferences**
08/09/114 The Clerk provided Members with details of the forthcoming NAC Conferences.
RESOLVED: that the information given, be NOTED.
- F&GP** **Request for Donation – New Life Family Centre**
08/09/115 Members gave consideration to a request from the New Life Family Centre for a donation toward a Christmas Party their for pre school toddler group.
RESOLVED: that a donation of £200 be granted under the Local Government Act 1972 S.145)
- F&GP** **Proposed Planning Applications**
08/09/116
- PLAN/2008/0459 – Proposed 5 No. Houses, Conversion of Existing Outbuilding for Form 2 No. Houses at Cotsford Grange Farmhouse Cotsford Lane, Horden, SR8 4TB for Mr J Kieken.
 - PLAN/2008/0460 – Proposed Conversion of Bulding to Two Dwellings at Cotsford Grange Farmhouse, Cotsford Lane, Horden, SR8 4TB for Mr J Kieken.
 - PLAN/2008/0661 – Proposed Change of Use from Open Space to Private Garden and Erection of Concrete Sectional Garage at 1 Kell Road, Horden SR8 4RP for Mr V Hill.
 - PLAN/2008/0665 – Proposed Rear Extension and Loft Conversion at 22 Yoden Avenue, Horden, SR8 4PS for Mr J Johnston.
 - PLAN/2008/0674 – Proposed Detached Garage at 4 Ocean View, Horden, SR8 4EQ for Mr C Griffiths.
 - PLAN/2008/0677 – Proposed Two Storey Side Extension at 24 Acacia Avenue, Horden, SR8 4HF for Mr R Cummings.
- RESOLVED:** That the information be NOTED.

J White

FULL PARISH COUNCIL
Minutes of Meeting held 4th December 2008

Present: Councillor J White (Chair)
 Councillors R Brown, W Hill, T Jones, G Patterson, G Phillips, M Robinson and W Smith
Staff: Mrs S J Shippen (Clerk), Mrs G M Crute (Assistant Clerk)

Also Present: Mr J Barnett

Apologies: Councillors J Clark, M Clark, E Connor, G Jones, G Lavery, D Maddison and E Wood

HPC **Strategic Plan Sub-Committee held 14th November 2008.**
08/09/127 **RESOLVED** that:-
 SPWG/08/09/01 – be APPROVED.
 SPWG/08/09/02 – be APPROVED.

HPC **Budget Sub-Committee held 24th November 2008.**
08/09/128 **RESOLVED** that:-
 BSG/08/09/01 – be APPROVED.

HPC **Freedom of Information Act**
08/09/129 The Clerk advised Members of the need for the adoption of the model scheme and completion of guide for information. The Clerk went through the items for inclusion with Members.
RESOLVED: That the model Freedom of Information Policy, previously circulated be ADOPTED and the guide for information be completed in line with the information given at the meeting.

HPC **Codes of Conduct for Local Authority Members and Employees**
08/09/130 The Clerk advised Members of the Codes of Conduct for Local Authority Members and Employees and a response was considered.
RESOLVED: to send a response to the consultation.

HPC **NHS Co Durham and Darlington – Seizing the Future**
08/09/131 The Clerk advised on the above documentation.
RESOLVED: That no response be given to the consultation.

HPC **Durham County Council – Chairman’s Congratulations re Quality Status**
08/09/132 The Clerk advised on correspondence received from the Chairman of Durham County Council expressing his congratulations of the Parish Council on becoming a Quality Parish Council.
RESOLVED: that the information given, be NOTED.

HPC **District of Easington Twinning Association**
08/09/133 The Clerk advised Members on correspondence received from District of Easington regarding the above.
RESOLVED: That the information given, be NOTED.

HPC **Parish Council Elections**
08/09/134 The Clerk advised Members that there would not now be any Parish Council Elections in 2009.
RESOLVED: That the information given, be NOTED.

HPC **Remembrance Day 2009 – Provision of Refreshments**
08/09/135 Councillor J White requested that Members give consideration to refreshments for after the 2009 Remembrance Day Service.
RESOLVED: That the Events Management Team look at the various options available to provide refreshments after the service.

J White 8-1-09.

HPC Clerk's Farewell

08/09/136 Councillor J White requested Members give consideration to arrangements for a leaving presentation for the Clerk

RESOLVED: that

- a) the Assistant Clerk and Admin & Finance Officer together with Councillors compile a list of invitees;
- b) the presentation take place at the Social Welfare Centre on Thursday 15th January 2009 between 3.00 pm and 8.00 pm with a buffet and refreshments to be provided;
- c) the Chairman purchase a gift to be presented to the Clerk on behalf of the Parish Council and a bouquet be sent to the Clerk when she moves to her new home.

HPC Exclusion of the Press and Public

08/09/137 As the matter to be discussed concerned staff wages, the Clerk requested an exclusion of press & public.

RESOLVED: That the press & public be excluded in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

HPC Parks and Cemetery Team Leader

08/09/138 *Councillor T Jones declared a personal interest in the matter and took no part in the discussions.*

The Clerk advised on a request received from the Parks and Cemetery Team Leader for his recent pay award to be backdated. The further advised on advice she had been given on this issue.

RESOLVED: that to backdate the pay award from April 2008.

HPC Pay Award 2008

08/09/139 *Councillor T Jones declared a personal interest in the matter on the basis that he has a business interest with one of the staff.*

Members gave consideration to the notes of the meeting held 12th November 2008.

RESOLVED: to approve the pay award.

J White 8-1-09.