

HORDEN PARISH COUNCIL
Minutes of Meeting held 7th May 2009

- Present:** Councillor J White (Chairman)
 Councillors R Brown, J Clark, M Clark, E Connor, W Hill, G Jones, T Jones, G Lavery, D Maddison, G Phillips, M Robinson and W Smith
- Staff:** Mr P Davison (Clerk), Mrs G M Crute (Assistant Clerk), Mr J Bush (Parks & Cemetery Manager).
- Also present:** PC A Holland and PCSO M Cornforth
 Coralie Dickinson, Durham Heritage Coast
- HPC** **Apologies for Absence.**
09/10/027 **RESOLVED:** Apologies RECEIVED and approved for Councillors G Patterson and E Wood
- HPC** **Minutes of the Meeting of Horden Parish Council held 2nd April 2009 and Special**
09/10/028 **Meeting held 21st April 2009**
RESOLVED: That the minutes be confirmed as a correct record subject to minute no. HPC08/09/209 be changed from personal interest to prejudicial and be signed by the Chairman.
- HPC** **Matters Arising – Clerk’s Report.**
09/10/029 Police 08/09/160 **Cotsford Lane Parking Issues**
 A meeting had been arranged for Friday 8th May 2009 at 10:00 at Horden Bells store to discuss the parking issues. Maxine Stubbs from Durham Constabulary and David Batensby from Durham County Council are scheduled to meet Cllrs. E Connor, G Lavery, M Robinson and G Phillips (subject to confirmation).
- P&C 08/09/76 **Section 106 Agreement Funding**
 The equipment ordered for the Memorial Park had been installed. The equipment for the Welfare Park would be ordered in the coming weeks.
- F&GP 08/09/163 **Neighbourhood Management Pathfinder Grant**
 No suggestions had been submitted to the Clerk by 1st May 2009.
- F&GP 08/09/154 **Proposed Planning Application**
 The Clerk had written to Durham County Council objecting to planning application PLAN/2007/0790 – Golf Driving Range at Horden Hall.
- HPC 08/09/200 **Boundary Committee Electoral Review**
 The Clerk had submitted a written response to state Grants Houses should remain in Horden.
- HPC 08/09/204 **Police Community Consultative Group**
 No comments had been forwarded to the Clerk prior to the meeting on 7th May 2009. The Clerk had enquired as to other available dates for attendance and no further dates had yet been scheduled.
- HPC 08/09/207 **Letter of Support for Ninth Street Residents**
 The Clerk had written to Durham County Council stating support for the selective licensing scheme and to request an evaluation on rolling out the scheme to 3rd-13th Streets.
- HPC 08/09/210 **Parish/Community Plan**
- i. The Clerk had retrieved the minutes of the previous Horden Community Plan Group meetings and would make these available prior to the next meeting on the 28th May 2009.
 - ii. Catherine Jones had been assigned as the Designated Premises Supervisor for the Social Welfare Centre until a member of staff had obtained a Personal License.
 - iii. The Clerk had arranged for Fire Risk Assessment personnel to visit the Social Welfare Centre on Friday 1st and 14th May to complete the recommendations made by County Durham and Darlington Fire and Rescue Service.
 - iv. A meeting of the Personnel Sub-Committee had been convened for 27th April 2009 to discuss the Social Welfare centre staffing issue.

J White
 11-6-09

RESOLVED: That the information be NOTED.

HPC
09/10/030

Items Tabled for Information.

Hartlepool Mail "Top Designer at Bridal Fair" – 31st March 2009.
"In the Days of Black and White" – 3rd April 2009.
"Brake Put on Car Park Plan" – 29th April 2009.

County Durham Association of Local Councils - Special General Meeting draft minutes and new Constitution 04.04.09
LGE Advisory Bulletin, April 2009
Link County Durham The Link News, Issue 2 March 2009
The Municipal Journal - 02.04.09, 09.04.09, 16.04.09, 23.04.09
National Association of Local Councils Policy and Parliamentary Briefing, 03.04.09

RESOLVED: The information be RECEIVED by the Council.

HPC
09/10/031

Police Report.

The Chairman welcomed PC A Holland and PCSO M Cornforth to the meeting who reported on incidents covering April to May 2009.

Recorded incidents in Horden	93
Burglary Dwellings and Burglary	7
Vehicle Crime – theft of	1
Vehicle Crime – theft from	12
Thefts	0
Rowdy, Nuisance Behavior	51
Criminal Damage	22

HPC
09/10/032

Public Participation.

There were no members of the public present.

J White
11.0.9.

PARKS AND CEMETERY COMMITTEE
Minutes of Meeting held 7th May 2009

Present: Councillor T Jones (Chairman)
 Councillors R Brown, J Clark, M Clark, E Connor, W Hill, G Jones, G Lavery, D Maddison, G Phillips, M Robinson, W Smith and J White

Staff: Mr P Davison (Clerk), Mrs G M Crute (Assistant Clerk), Mr J Bush (Parks & Cemetery Manager).

Apologies: Councillors G Patterson and E Wood

Also present: Coralie Dickinson, Durham Heritage Coast

P&C

09/10/01

Parks & Cemetery Manager's Report.

The report previously circulated covered the period 23rd March to 26th April 2009.

RESOLVED:-

- i) that the information given, be NOTED;
- ii) thanks be given to the Parks and Cemetery Manager for produce an excellent summer programme of events;
- iii) the Parks and Cemetery's Manager organise a leaflet drop in the streets surrounding Memorial Park with contact numbers for anti-social behaviour.

P&C

09/10/02

Damage/Incident Reports.

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

5.4.09	Incident	Young boy hit by two other boys who admitted hitting him but alleged he hit them first. Police informed.
8.4.09	Incident	While locking up Parks two members of staff were verbally abused and had stones thrown at them by approximately six youths aged 12-16. Police informed.
9.4.09	Incident	While locking up Memorial Park youths found drinking in park asked to move. Staff verbally abused and stones thrown. Police informed.
14.4.09	Incident	Youths approached member of staff advising youth was in park carrying a knife. PCSOs that were on site were advised who contacted Police. Area searched and knife recovered.
14.4.09	Damage	Flower beds on main drive and bottom drive plants pulled out and flower heads kicked off and strewn about the Park. Police Informed. Areas tidied up.
20.4.09	Damage	Graffiti on three benches and one bin lock on double gates car park end of Park smashed off. One swing seat damaged by using sharp object to scratch and put holes in. Police informed. Graffiti removed. Lock replaced.
23.4.09	Damage	Memorial Park. Newly laid tarmac had been dug up in play area. Police informed. Tarmac fixed.
28.4.09	Damage	Front of dog bin smashed in Rosedale area. Still usable. Police informed.
1.5.09	Damage	Memorial Park. Two new bins vandalised and thrown around the Park. Police informed. Bins removed and brought back to compound.

Reference was made to the violent incidents park staff were having to dealing with. Council deemed this unacceptable and discussions ensued on ways to tackle this.

RESOLVED: that;

- i) The reports be NOTED;
- ii) The Clerk examine options in conjunction with the Parks and Cemetery Manager and Police at ways to minimise the potential for violent incidents that may be incurred to parks staff.

P&C

09/10/03

Horden RFC Number Two Pitch Drainage.

Members gave consideration to the report of the Clerk which had been previously

J White
11-6-09

circulated regarding the drainage and overuse of the no. 2 pitch.

RESOLVED: That

- i) Members note the contents of this report;
- ii) That a Pitch Management Plan be drawn up with Horden Rugby Club to ensure that the No. 2 pitch is not over used;
- iii) That Members consider the drainage proposals for the No. 2 pitch when agreeing the Community Plan;
- iv) That Members to consider at a later date whether to make a contribution towards the drainage funding;
- v) If Horden Parish Council undertake new maintenance regimes for the No. 2 pitch, the cost of hire to the Rugby Club is reviewed and some or all of the associated costs for the pitch's upkeep are passed on to the Club.

P&C
09/10/04

Horden RFC Container Proposal.

The Clerk advised on correspondence received from Horden RFC regarding the site location of a container on the No. 2 playing field.

RESOLVED: That the request to site the container on the field be not acceded to.

P&C
09/10/05

Horden RFC Fun Day.

The Clerk advised on correspondence received from Horden RFC Junior Section requesting permission to hold a Fun Day in August 2009.

RESOLVED that approval be given for the Fun Day provided a risk assessment is received prior to the event being held.

P&C
09/10/06

Love Parks Week

The Clerk advised Members on correspondence regarding the Love Parks Week.

RESOLVED that the Parish Council participate in the event.

White
11.6.09.

FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held 7th May 2009

Present: Councillor J Clark (Chairman)
 Councillors R Brown, M Clark, E Connor, W Hill, G Jones, T Jones, G Lavery, D Maddison,
 G Phillips, M Robinson, W Smith and J White

Staff: Mr P Davison (Clerk), Mrs G M Crute (Assistant Clerk)

Apologies: Councillors G Patterson and E Wood

Also present: Coralie Dickinson, Durham Heritage Coast

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

09/10/01 The Clerk reported the bank balances as at 31/04/2009 being £485,363.19

RESOLVED: That the information be NOTED.

F&GP **Income and Expenditure Report to 31/03/2009**

09/10/02 The report circulated at the meeting.

RESOLVED: That the report be NOTED

F&GP **Cash Cheques.**

09/10/03 The Clerk requested that a cash cheque totaling £454. (£324 Admin, £100 SWC and £30 Cemetery petty cash).

RESOLVED: To ENDORSE the cheque for payment.

F&GP **Bank Transfer.**

09/10/04 The Clerk informed Members that the transfer for April was £28,053.28

RESOLVED: To ENDORSE transfers.

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

09/10/05 **RESOLVED:** To ENDORSE the following invoices for payment:

SUPPLIER	DATE	DESCRIPTION	AMOUNT
A1 Trophies	21.04.09	Engrave Plaque	21.56
Alan Wood	19.02.09	Decorate SWC	450.00
Bishops Sport	15.04.09	Games Equipment	874.46
Bishops Sport	16.04.09	Games Equipment	296.70
British Gas	03.04.09	Cemetery Electricity	253.78
British Gas	03.04.09	Pavilion Electricity	45.90
British Gas	03.04.09	SWC Electricity	432.32
British Gas	03.04.09	Sunderland Rd Electricity	5.38
British Gas	03.04.09	Welfare Ground Electricity	17.81
British Gas	03.04.09	Memorial Park Electricity	13.41
British Gas	03.04.09	HCW AFC Electricity	31.01
Containers 2000	07.04.09	New Build Container	1725.00
Co-op Bank	01.04.09	March Bacs Charges	46.90
Co-op Bank	01.05.09	April Bacs Charges	36.36
Durham County Council	09.04.09	Pedestrian Access Points	916.32
Durham County Council	17.04.09	Puncture Repair	19.18
Durham County Council	21.04.09	Cemetery Drainage Works	3454.68
Durham County Council	01.04.09	BMX Track Lease	75.00
Glasdon UK	08.04.09	6 Salt Bins	908.52
Glasdon UK	17.04.09	2 Tidy Bear Bins	514.23
Guy Potts	31.03.09	Tarmac & cutting balde	75.90
H.B. Clark	27.03.09	Bar Supplies	99.12
H.B. Clark	17.04.09	3 Carling Kegs	297.36
Horns	31.03.09	Birch Tree	25.99
Homecare	22.04.09	Hardware Goods	67.74
Horn's Landscaping	31.03.09	Turf	10.47
Inbev Uk	11.04.09	Bar Supplies	267.45
Inbev Uk	25.04.09	Bar Supplies	266.50
Inbev	11.04.09	Bar Supplies	554.03
Inbev	30.04.09	Bar Supplies	374.77
ITC	30.04.09	Static Service	40.25
Integrated Office Systems	24.04.09	Stationery	79.14
Innerglass	01.05.09	Cleaning Materials	76.04
Iris Paymaster	30.04.09	Payroll 2009/10	238.05
Parks & Green Spaces	23.04.09	09/2010 Membership	125.00
John Davidson Pipes	21.04.09	Plastic Piping	27.60

J White
11-6-09

Machine Mart	07.04.09	Tamper Bar	19.54
Macdonald Martin	21.04.09	Sunderland Rd Fire Extinguisher & Service	61.07
Macdonald Martin	21.04.09	Cricket Pavilion Fire Extinguisher Service	34.04
Macdonald Martin	21.04.09	Bowls Pavilion Fire Extinguisher & Service	68.08
Macdonald Martin	21.04.09	Football Pavilion Fire Extinguisher & Service	69.12
Macdonald Martin	21.04.09	Green Leaf Café Fire Extinguisher & Service	46.69
Macdonald Martin	21.04.09	Works Build Fire Extinguisher & Service	51.87
Macdonald Martin	21.04.09	Memorial Park Fire Extinguisher Service	12.65
Macdonald Martin	21.04.09	Cem Fire Extinguisher & Service	145.71
Macdonald Martin	21.04.09	SWC Fire Extinguisher & Service	231.78
Macdonald Martin	05.05.09	SWC Fire Alarm/Lighting Service	86.25
Macdonald Martin	05.05.09	Green Leaf Café Fire Alarm/Lighting Service	88.55
Macdonald Martin	05.05.09	Workshop/Garage Fire Alarm/Lighting Service	86.25
Macdonald Martin	05.05.09	Football Stadium Fire Alarm/Lighting Service	88.55
Mastercopy	20.04.09	Cost per Copy	173.68
Maxwells DIY	31.03.09	DIY Goods	229.44
Maxwells DIY	29.04.09	DIY Goods	95.42
Miracle Design & Play	16.04.09	Play Equipment Spares	221.19
NEREO	02.04.09	09/10 Advisory Service	313.95
North Yorkshire Timber	27.03.09	Drainage	181.15
North Yorkshire Timber	27.03.09	DIY Goods	521.43
North Yorkshire Timber	27.03.09	DIY Goods	33.53
NTE Ltd	01.04.09	Telephone Charges	74.76
Protec Direct	28.04.09	Safety Boots	97.76
Regal Print	14.04.09	Burial Books	316.25
Safe Options	27.04.09	Crowd Control Barrier	782.92
Scottish & Newcastle	07.04.09	Bar Supplies	272.62
Scottish & Newcastle	16.04.09	Bar Supplies	340.78
Scottish & Newcastle	21.04.09	Bar Supplies	76.61
Scottish & Newcastle	28.04.09	Bar Supplies	141.91
Shah's	29.03.09	Peterlee Mail 19 weeks	57.00
Shell	02.04.09	Fuel & Card Fee	162.20
Shell	17.04.09	Fuel	71.67
Shell	02.05.09	Fuel	164.66
Sherburn Stone	31.03.09	Piping	158.34
Sherburn Stone	31.03.09	Piping	158.34
SLCC	21.04.09	Literature	87.60
SMP Playgrounds	29.04.09	Memorial Park Play Equipment	8115.50
Spaldings	23.04.09	Litter Picker/Strimmer	108.93
Spaldings	29.04.09	Linemarkers	258.97
Tents Direct	09.04.09	Marquee	1771.00
Total	18.04.09	SWC Gas	3704.21
Treasured Memories	31.03.09	Wall Plaques	203.55
Trevor Jones	25.04.09	Cemetery Sink Repairs	192.00
Trevor Jones	26.04.09	Repairs sink at Sunderland Rd	50.00
Trevor Jones	21.04.09	Repairs Combi Boiler	145.00
Vitax	27.04.09	Topline	580.00
Vodafone	14.04.09	Mobile Phones	130.51
Wearside Contractors	30.04.09	Repairs Fire Doors	50.40
Wilf Husband	28.04.09	Topsoil	128.80
		April Invoice Total	34026.16

F&GP
09/10/06

Members/Officers Allowances.

The Clerk advised he received a claim for travel expenses from Councillor J Clark and Councillor J White and a participation claim from Councillor G Lavery.

RESOLVED: That the £600.81 be APPROVED for payment.

F&GP
09/10/07

Premises Licence Application for Horden SWC.

Members gave consideration to the report of the Clerk which had been previously circulated.

RESOLVED: that the report be RECEIVED.

J White
11-6-09

- F&GP**
09/10/08 **Hallmark Scheme.**
The Clerk advised Members on the above Scheme and felt it would be appropriate for the SWC to take part in the scheme.
RESOLVED: that an application be made for Horden Social Welfare Centre to the Hallmark Scheme.
- F&GP**
09/10/09 **Society of Local Council Clerks Regional North East Conference.**
The Clerk gave details on the above Conference to be 9th June 2009 at Shotton Hall, Peterlee.
RESOLVED: That the Clerk be authorised to attend.
- F&GP**
09/10/10 **Society of Local Council Clerks Summer Seminar.**
The Clerk gave details of the above Conference to be held at University of Gloucestershire, Cheltenham on Wednesday 15th and Thursday 16th July 2009.
RESOLVED: That the Clerk be authorised to attend.
- F&GP**
09/10/11 **NEREO Seminar "Discipline and Grievance April 2009, The New Ground Rules"**
The Clerk gave details of the above Seminar to be held at Beamish Park Hotel, Newcastle on Tuesday 16th June 2009.
RESOLVED: That the Clerk be authorised to attend.
- F&GP**
09/10/12 **NEREO Seminar "Employment Law Update"**
The Clerk gave details of the above Seminar to be held at Beamish Park Hotel, Newcastle on Wednesday 17th June 2009.
RESOLVED: That the Clerk be authorised to attend.
- F&GP**
09/10/13 **National Association of Local Councils National Conference "Putting People First"**
The Clerk gave details of the above conference to be held Friday 4th September to Saturday 5th September at the Royal College of Physicians in London.
RESOLVED: That the Clerk obtain more information and attend if he feels it beneficial.
- F&GP**
09/10/14 **SWC Recycling Bins**
The Clerk declared a personal interest on the following matter on the grounds he was related to one of the occupants of the correspondence address.
Members gave consideration to correspondence received regarding the location of the recycling bins located in the SWC car park and that bottles were being removed from the bins and being smashed in the car park and gardens of the neighboring properties. The Clerk advised that the bins are locked, however, the mechanisms maybe faulted.
RESOLVED: that;
i) the Clerk contact the County Council to request that they look at the mechanisms on the bottle banks.
ii) the Clerk write to the complainant advising of the Parish Council's actions.
- F&GP**
09/10/15 **Report on Grants and Donation 2008/09**
Members gave consideration to the report which had been previously circulated.
RESOLVED: that;
i) the information given, be NOTED;
ii) that the grants given for room hire be listed separately on the report.
- F&GP**
09/10/16 **Cotsford Junior School**
Councillor D Maddison declared a personal interest on the grounds that he is a School Governor at Cotsford Junior School.
The Clerk gave details of correspondence received from Cotsford Junior School requesting free use of the SWC Main Hall.
RESOLVED that free use be given on Thursday 9th July 2009.
- F&GP**
09/10/17 **Request for Donation from "The Ark"**
The Clerk gave details of correspondence received from The Ark Drop in Centre requesting a donation to help towards their organisation.
RESOLVED: The Clerk write requesting further information.

J White
11.6.09

F&GP
09/10/18

Proposed Planning Application

PL/5/2009/0166 - Mr F Wilkinson, 6 Northumberland Street, Horden, Replacement Conservatory.

RESOLVED: That the information given, be NOTED.

J White
11.6.09

FULL PARISH COUNCIL
Minutes of Meeting held 7th May 2009

Present: Councillor J White (Chair)
 Councillors R Brown, J Clark, M Clark, E Connor, W Hill, G Jones, T Jones, G Lavery, D Maddison, G Phillips, M Robinson and W Smith

Staff: Mr P Davison (Clerk), Mrs G M Crute (Assistant Clerk)

Apologies: Councillors G Patterson and E Wood

Also present: Coralie Dickinson, Durham Heritage Coast

HPC **Minutes of the Personnel Sub-Committee held 27th April 2009.**
09/10/033 **RESOLVED:** That the minutes be AGREED.

HPC **Horden Denes Sculpture.**
09/10/034 The Chairman welcomed Coralie Dickinson, Heritage Coast Project Officer who advised on the Horden Denes Sculpture project and requested that the Parish Council undertake public liability insurance and future maintenance costs if the Sculpture was to go ahead.
RESOLVED: The Clerk look into the financial implications of insurance and maintenance costs.

HPC **Circulation of Agenda to members of the Public.**
09/10/035 Councillor G Jones spoke on the circulation of agendas to members of the public. Following lengthy discussion it was **RESOLVED:** That;
 i) the minutes be clearly labelled draft;
 ii) that Clerk arrange for the copies of the agenda to be charged to individuals as a charge detailed under the councils approved Publication Scheme.

HPC **County Durham Link.**
09/10/036 Consideration was given to attendance and nomination of representative to the above which was to be held on Thursday 21st May 2009 at Blackhall Community Centre.
RESOLVED: That Councillor J White and W Smith attend on behalf of the Parish Council.

HPC **Data Failure and Business Interruption.**
09/10/037 The Clerk advised Members on the recent data failure and the costs of data recovery and back up procedures to be implemented. Councillor Phillips requested that thanks be given to the Chairman, Clerk, Assistant Clerk and Admin and Finance Officer for their endeavours during this period.
RESOLVED: That
 i) the information given, be NOTED;
 ii) thanks be passed on to the Chairman, Clerk, Assistant Clerk and Admin and Finance Officer.

HPC **East Durham Music Festival.**
09/10/038 Members gave consideration to the information which had been previously circulated.
RESOLVED: That the Parish Council participate in line with events already scheduled.

HPC **Durham Rural Community Council Spring Meeting.**
09/10/039 Members gave consideration and nomination of representative to attend the above meeting.
RESOLVED: That no-one was available to attend.

HPC **Welfare House.**
09/10/040 The Clerk updated Members on the financial implications of removing the covenant on Welfare House which would be approximately £7,500. Members also considered the state of the repair of the building.
RESOLVED: That;
 i) the Clerk obtain a survey and cost estimate to bring the Welfare House up to standard.
 ii) the Clerk to contact the council solicitor to determine the duration of the current

J White
11-6-09

quote for the cost of removing the restrictive covenant.

HPC **CDALC Revised Constitution**

09/10/041 The Clerk advised Members on the updated constitution of CDALC and that a full copy of the constitution was available at the Parish Council Offices.

RESOLVED: That the information given, be noted.

HPC **Exclusion of the Press and Public**

09/10/042 **RESOLVED:** That in accordance with Section 100(A) of the Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985 the press and public be excluded from the meeting for the following item of business on the grounds that it involves confidential information.

HPC **2009/10 Pay Award**

09/10/043 *Councillors J Clark, M Clark, E Connor and T Jones declared a prejudicial interest in the matter and left the room.*

The Clerk advised Members on the 3.75% pay increase previously requested by staff. Members considered this request in light of the current economic situation and current rate of inflation.

RESOLVED: That;

i) an offer of 0.5% be tabled for staff to consider.

ii) A workers council meeting be convened for 10am Monday 18th May in order to consider the offer.

HPC **Staffing Capacity**

09/10/044 The Clerk advised Members on the long term sickness of the SWC Supervisor and the SWC Assistant Caretaker. The Clerk advised that a temporary SWC Supervisor had been appointed and further advised on the implications of financial and staffing capacity in relation to sickness absence.

RESOLVED: that the information given, be NOTED.

J White 11-6-09.