



Delivering Quality Services to
Coxhoe & Quarrington Hill

Coxhoe Parish Council

Meeting	Annual General and Monthly
Date	Wednesday 25 th May 2011
Time	6.50 pm
Venue	Landsdowne House, Coxhoe

Minutes of the proceedings of the Annual General and monthly Coxhoe Parish Council meeting held at 6.50 pm in Landsdowne House, Lansdowne Road, Coxhoe, on Wednesday 25th May 2011.

Present: Councillor P. Dodsworth (in the Chair) and Councillors S. Dunn, Mrs. B. Hepplewhite, R. Mayo, K. Pounder, A. Rowe, G. Shotton, and J. Taylor.

Clerk: Mrs. M. Forster **Also Present:** Mr. B. Watts (Chair of Quarrington Hill Village Partnership) and County Councillor Mrs. M. Plews (part of meeting).

- 11.90 Election of Chairman:** Nominations were sought for the position of Chairman of the Parish Council. Councillor P. Dodsworth was proposed, seconded and agreed. He clarified that Members were happy for him to continue as Chairman in spite of his increasing work commitments and Members confirmed that they were and this would help maintain continuity in view of the forthcoming change in Clerk.
Resolved That Councillor P. Dodsworth be elected as Chairman of Coxhoe Parish Council for the ensuing municipal year.
- 11.91 Declaration of Acceptance of Office:** Councillor Dodsworth signed the declaration of acceptance of office as Chairman of the Parish Council and resumed the Chair.
- 11.92 Election of Vice-Chairman:** Nominations were sought for the position of Vice-Chairman of the Parish Council. Councillor S. Dunn was proposed, seconded and agreed.
Resolved That Councillor S. Dunn be elected as Vice-Chairman of Coxhoe Parish Council for the ensuing municipal year.
- 11.93 Declaration of Acceptance of Office:** Councillor Dunn signed the declaration of acceptance of office as Vice-Chairman of the Parish Council.
- 11.94 Apologies:** Apologies for absence were received from Councillors D. Smith and C. Thirlaway and from County Councillor D. Morgan.
- 11.95 Members' Declarations of Interest:** Conflicts of interest had been declared by Councillor Pounder in EDRC AAP items, Councillor Smith in Sanderson Street and M. Forster in Minutes of Special Meeting relating to her resignation and replacement as Clerk. Councillor Pounder declared an interest in planning application ref. 174 for Erection of Detached Garage at Belle Vue as the applicant was his neighbour and advised that he had been re-elected as Vice-Chairman of the EDRC AAP Local Councils Committee, reappointed to the EDRC AAP Board, and appointed to the CDALC Executive Committee. Members of FLiC – Councillors Dunn, Mrs. Hepplewhite, Mayo and Pounder declared interests in items relating to the Leisure Centre Review.
- 11.96 Minutes of Annual General Meeting** held 26th May 2010 had been circulated.
Resolved That the minutes be noted.
- 11.97 Matters of Information:** There were no matters of information to report.
- 11.98 Appointment of Committees, Sub-Committees and Working Parties:** Members considered the present bodies and membership thereof.

Resolved That the following bodies be appointed for the ensuing municipal year with the following membership:

Finance Committee	Councillors Dunn, Mayo, Pounder and Thirlaway
Environment Committee	All Members
Communications Committee	All Members
Grievance and Disciplinary Committee	Councillors Dunn, Hepplewhite, Pounder, Rowe, Taylor and Mrs. Wigham
Grievance and Disciplinary Appeals Committee	Councillors Dodsworth, Mayo, Shotton, Smith and Thirlaway
Risk Assessment Working Group	Councillors Dunn, Mayo, Pounder and Thirlaway

11.99 Appointment of Members to Outside Bodies: Members considered the present outside bodies and the current Parish Council representation thereon.

Resolved That the following Councillors be appointed as the Parish Council's representatives on the following outside bodies:

Coxhoe Community Partnership	Open to all Members to attend subject to any conflicts of interest
Quarrington Hill Village Partnership	Open to all Members to attend subject to any conflicts of interest (and that it be noted that the Partnership had requested that Councillor Pounder not attend)
County Durham Association of Local Councils	Open to all Members to attend
East Durham Rural Corridor Area Action Partnership Local Councils Committee	Councillor Pounder plus one Councillor available for each meeting and the Clerk
Premier Waste Liaison Group	Councillors Mayo and Pounder
Tarmac Liaison Group	Councillor Pounder

11.100 Dates of Meetings for 2011/12: Members discussed dates for meetings for the ensuing municipal year and **agreed** the following; with all meetings commencing at 6.45 p.m. in Landsdowne House, other than 23rd May 2012. It was noted that there may be flexibility required to meet any existing commitments of the incoming Clerk:

2011: June 29th, July 27th, August 24th, September 28th, October 26th, November 23rd, December 14th
 2012: January 25th, February 22nd, March 28th, April 25th, May 23rd (6.30 p.m. Annual Parish Meeting followed by Parish Council Annual General Meeting).

11.101 Questions from the Public: There were no questions from the members of the public present.

11.102 Police Report: The Police report had been circulated for 22nd April to 20th May 2011. M. Ogilvie had submitted apologies for the meeting. The Chairman advised that he would contact him in connection with the queries raised at the last meeting as to whether the breach of ASBO related to the same offender who had been the principal perpetrator in previous anti-social behaviour at Coxhoe and whether any of the other offences listed related to the same individual.

Resolved That the Police Report be noted and displayed on the village notice boards.

11.103 Minutes of Monthly Meeting held 27th April 2011 had been circulated.

Resolved That the minutes of the last monthly meeting held on 27th April 2011 be approved and signed as a true record.

11.104 Minutes of Special Meeting held 15th April 2011 had been circulated.

Resolved That the minutes of the Special Meeting held on 15th April 2011 be approved and signed as a true record.

11.105 Matters of information: (1) There had been no further communication from **East Durham Leader** as to whether they were yet in a position of having their budgets clarified and being able to make a presentation to the Parish Council. **(2)** There had still not been a response from the Clean and Green Manager on the query with regard to whether the County Council's routine litter pick schedule still included picking **litter in St. Mary's Churchyard**. The Clerk had left a further telephone message in this connection. **(3)** Councillor Dunn had been unable to make further progress on information regarding the land ownership of the **rough land adjacent to the allotments at Quarrington Hill** with a view to the Parish Council procuring this to provide additional allotment sites or **Asset Transfers** in view of the large workload on Parish Plan 2 and actions to save the Coxhoe Leisure Centre. **(4)** The replacement **seat at The Grove** was yet to be ordered and monies set aside would be carried forward to the 2011/12 budget. **(5)** All arrangements for **Annual Contracts** were now complete. **(6)** The Clerk had written to object on behalf of the Parish Council to **planning application 166 for 47 dwellings for Hellens** on the grounds stated at the last meeting and asked the County Council to consider this by way of an Elected Member Planning Committee rather than delegated authority to an Officer. The County Council had agreed this for 14th June and the Clerk had sought attendance from Members as she would be away on holiday and there was a need to register to verbally submit objections at the meeting. Members agreed that Councillor Pounder would attend should the Chair or Vice-Chair be unable to amend work commitments. Councillor Dunn would arrange a meeting between Members and the Member of Parliament in connection with the planning application. The Secretary of the Banner Group had asked if the Council had heard anything on whether Hellens would be carrying out any work on the scheme proposed for the Green at Coxhoe. The Clerk had sent her a copy of the Parish Council's objection to the County Council as this requested that consideration be given to that as further planning gain in addition to the mock level crossing gates. **(7)** In view of her huge workload, the Clerk had not yet contacted the lady interested in having **a seat installed near the Chemist at Coxhoe** or investigated this possibility with the County Council. **(8)** The Clerk had written to the County Council to convey the objections raised at the last meeting to the proposed **changes to the Home to School/College Transport Policy** and had been advised that these would be taken into consideration when the Cabinet considered this in May.

Resolved That the information be noted, the outstanding resolutions be actioned and progress be requested on those issues raised with other parties.

11.106 Sport and Leisure Facility Review Consultation: Councillors Dunn, Mrs. Hepplewhite, Mayo and Pounder had declared interests in this item as Members of FLiC. They provided an **update** of work undertaken by the action group and further meetings held since the last meeting of the Parish Council. The Fun Day event previously planned for 30th May would now take place 18th and 19th June to coincide with the Football Club event. Work was ongoing to collate a submission of interest and thereafter a business plan to submit to the County Council for the retention and enhancement of the Centre. The initial submission needed to be with the County Council by 10th June and Cabinet would meet 13th July to make their decisions on which submissions should be progressed further for submission by 31st August. (County Councillor Mrs. Plews entered the meeting.) Members advised that the PP2 questionnaires had been discussed with over 30 people who had volunteered to be involved. The wording on the question in connection with the retention of the Leisure Centre was discussed further at the Council meeting and Members agreed that this should be "Do you think the Parish Council should help support the Leisure Centre remaining open?". The Clerk advised that the Parish Council response to the Stakeholder Consultation Questionnaire had been sent to the County Council. This and the information from Councillor Pounder in connection with the Community Development Trust workshop had been copied to all Members.

Resolved That the information provided prior to and at the meeting be noted.

11.107 Speed Visors and Footpath Widening and Installation of Bollards at Quarrington Heights: An update from Councillor Pounder had been circulated, together with costs for the potential scheme at

Quarrington Heights. He advised that he considered that the distance to activate speed visors at Coxhoe was less than that at Steetley Terrace, Quarrington Hill so he could see no reason that the Steetley Terrace visor could not operate in both directions. He had tried to contact Varitext but had no response. Members considered that this could be cited the following year when requesting an amendment to the rotation programme. County Councillor Mrs. Plews advised that Gerry Jones had agreed the principle of the scheme at Quarrington Heights being required and this had been added to the County Council's programme of works. The Parish Council thanked her for her involvement.

Resolved That the information be noted and that the Parish Council request when considering the speed visor rota next year that Steetley Terrace visor be rotated in both directions.

11.108 Parkhill Village Extension: As agreed at the last meeting, the Clerk had obtained agreement from Cassop-cum-Quarrington Parish Council that representatives of Coxhoe Parish Council attend their meeting when Davis Planning Partnership attended to discuss this matter. She had requested that any Councillor able to attend advise her and had submitted apologies for absence when no-one had responded that they could make the meeting. She had requested an update from the Clerk but had not yet received such. The Parish Council had agreed that if they could not be represented at that meeting they may invite Davis Planning Partnership to either the June or July Council meeting. Further correspondence from Davis had been received indicating that they were doing a draft layout for housing at Fairfield and the former Coxhoe Pottery which Davis had advised was a green site in the SHLAA. The layout was for 24 houses and a play area and the Clerk queried whether Councillors would wish to hear about the plans from Davis if they were to be invited to advise of their plans for the Parkhill Village Extension. Councillor Pounder advised that he had attended the meeting at Cassop-cum-Quarrington Parish Council and the proposed development included housing and shopping opportunities. Cassop-cum-Quarrington Parish Council were keen to have a secondary school in the area due to the number of new houses proposed at Bowburn and Coxhoe. The Vice-Chair advised that there was a question on this included in the PP2 questionnaire to gain public views.

Resolved That Davis Planning Partnership be invited to attend either the June or July Parish Council meeting for Councillors to listen to their plans for Parkhill Village Extension and housing at Fairfield and the former Coxhoe Pottery.

11.109 Coxhoe Community Partnership: The agenda for the Annual General Meeting and monthly meeting of 11th May and revised agenda had been circulated. A cheque from the Parish Council for £2,000 had been prepared for signature at the Council meeting to assist the Partnership in the work to retain and enhance the Leisure Centre. The Partnership provided an update, including thanks to Mark Ogilvie for his assistance in the return of the interpretative panel for St. Mary's Churchyard. The cycle routes project had been stopped as greater crested newts had been found and a licence was required from Natural England before the work could continue. The Partnership thanked the Parish Council for the donation for the Youth Room and advised that the litter pick undertaken by the youth leader and two girls had gone very well. Officers were thanked for their assistance with the printing of the Chronicles.

Resolved That the information be noted.

11.110 Quarrington Hill Village Partnership: No agendas or minutes had been received. The Chair of the Partnership advised that an update had been provided at the Annual Parish Meeting. The play park was almost complete, with a week's extension from 27th May to 3rd June.

Resolved That the information be noted.

11.111 Crowtrees Heritage Group: Agenda for Annual General and Ordinary Meeting of 26th May and minutes of last AGM and ordinary meeting of 28th April had been circulated.

Resolved That the information be noted.

11.112 Planning Applications: Details had been circulated of planning applications that had been determined under delegated authority and those consulted on by Durham County Council from 19th April to 23rd May. **Councillor Pounder declared an interest** in Ref. 174 for Erection of Detached Garage at Plots 3 and 4, Belle Vue, Quarrington Hill, as the applicant was his neighbour. Members agreed that there were no comments in connection with this application or the application at Blackgate East, Coxhoe.

Resolved (i) That the information on delegated authority decisions be noted; (ii) That applications Ref. 174 - Erection of Detached Garage at Plots 3 and 4, Belle Vue, Quarrington Hill; and Ref.292 - Erection of Single Storey Side Extension and Partial First Floor Level Extension to Existing Garage / Workshop at 19 Blackgate East, Coxhoe, be noted.

11.113 Correspondence for Information: Items circulated for information during the month included Notification of EDRC AAP AGM / Board meeting of 25th May; Crèche Closures at Leisure Centres; Neighbourhood Warden Monthly Report April; Durham Association Newsletter 34 May 2011; County Durham Plan - Consultation; EDRC AAP Local Councils Committee – agendas and minutes for Annual General Meeting and Ordinary Meeting of 17th May and minutes of 15th Match; Butterwick House Children’s Hospice Open Day; County Durham NHS PCT – GP Led Commissioning Information Day (The Chair of Coxhoe Community Partnership had attended and budgets had been discussed. A Member stated that a community partnership could take over for example a Medical Practice if Government funding was available); EDRC AAP Office Relocation; and Temporary Footpath Closure between Lansdowne Road and Front Street, Coxhoe.

Resolved That the information be noted.

11.114 Quarrington Hill Allotment Waiting List: The Clerk advised that she had provided Councillor Pounder with information he had requested on this and he had asked that this be discussed at Council as he felt that only people residing in Quarrington Hill should be on the list. There were currently 7 from Quarrington Hill, 2 from Coxhoe and 1 from Kelloe. The agreement specified that it ceased if the tenant was resident more than one mile out of the district which had been taken to mean Parish and therefore everyone on the list accorded with the agreement. The Clerk suggested that to make this clearer the word district be amended to Parish and the agreement also be amended to be within the Parish and not allow the mile outside. Coxhoe Allotment Association allowed anyone in the Parish to be added to their list and 2 people were on both lists to accept whichever area became available first. The CDALC Executive Officer, SLCC Regional Adviser, and Durham County Council Senior Allotment Officer all agreed with the Clerk’s view that as all residents in the Parish paid the same precept they should have the same opportunities within the Parish. It was considered that amendments be effective from the date of the Parish Council meeting to be fair to the people already on the waiting list who had applied whilst they were allowed within the former agreement terms.

Councillor Pounder stated that he had been approached by present tenants and people on the waiting list and they considered that as there was such a demand for allotments at Quarrington Hill, there should only be Quarrington Hill residents allowed onto the waiting list. The Clerk responded that other ratepayers in the Parish could claim that this was discriminatory, and that all Parishioners should be afforded the same opportunities at both allotment sites in the Parish as they paid the same precept. A Member added that the Council could be leaving itself open to legal challenge if they were to remove people from the list when their being added accorded to the agreement at that time. A question had been included in the PP2 questionnaire with regard to demand for additional allotment land. This may need to be looked at by one of or both Parish and County Councils should demand require and some additional land was being looked at by Councillor Dunn as part of the work on potential asset transfers. A Member referred to an incident of a tenant leaving water running at Quarrington Hill allotments and stated that this would result in a large bill to the Parish Council and had affected water pressure for other users. The review of the tenancy agreements for Quarrington Hill allotments and outstanding rental payments had previously been reported and agreed to be carried out as workload allowed.

Resolved That the agreement for tenancies of Quarrington Hill allotments be amended to ensure that tenants were resident within the Parish and that this be effective from 25th May 2011 and be included in the outstanding review of tenancy agreements to be carried out as soon as workload allowed, including outstanding requests for payment for the year 2010/11.

11.115 Finance:

11.115.1 **Budget Update:** A financial summary had been circulated that showed the balance at the end of the last meeting and income and expenditure during the month and the balance at the end of the month. The Clerk was preparing a budget summary spreadsheet to assist the new Clerk for this and the following year.

Resolved That the information be noted.

11.115.2 **Accounts for payment:** Details of financial payments required for the month had been circulated, together with the month end bank balances figure after the income and expenditure during the month. The Clerk advised that the printing invoice included an increase from 0.5p to 0.65p for black and white copies and from 5p to 5.5p for colour copies. Members expressed concern at this increase. The Chair stated that he would check the contract to ascertain whether it allowed for such market force increases on printing costs.

Resolved That all payments presented be signed and paid:

Creditor	Reason	£
CIT Vendor Finance (UK) Limited	Rental Landsdowne House copier 1 st July to 30 th September 2011	133.20
Total Business Group	Landsdowne House Copier copies Apr-May	27.31
Total Business Group	Files and Printer Ink Cartridges	54.92
Viking Direct	Files and Paper for newsletters	176.09
Viking Payments	Paper for PP2 questionnaires	145.42
T P Gardens	Grass cutting May	240.00
Citizens Advice Bureau	Outreach service at Coxhoe and Quarrington Hill 2011/12	650.00
Quarrington Hill Community Centre Association	Section 137 Grant / Donation	500.00
Coxhoe Community Partnership	Section 137 Donation (to assist with retention of Leisure Centre)	2,000.00
Victim Support	Section 137 Donation	50.00
Gordon Fletcher	Internal Audit Services 2010/11 Accounts	400.00
Newsquest (Yorkshire and North East) Ltd.	Advertisements for Vacancy – Coxhoe Parish Clerk	1,338.00
Smith of Derby	Service Visit for Millennium Clock, Coxhoe Village Hall	190.80
3 Mobile	Broadband & Mobile April	24.23
M. Forster	Clerk Salary May and reimbursement postage and stamps	

11.115.3 **Letter of Thanks from Haswell and District Mencap Society** for the donation from the Council had been circulated.

Resolved That the information be noted.

11.115.4 **Audit of Annual Accounts:** At the last meeting of the Parish Council, Members had approved the Financial Statements for the year ended 31st March 2011, including the Income and Expenditure Sheets, Supporting Statements (subject to the amendment to the location of the Quarrington Hill clock on the asset register), Bank Reconciliation, Explanation of Variances and Sections 1 (Accounting Statements for Coxhoe Parish Council) and 2 (Annual Governance Statement) of the Coxhoe Parish Council 2011 Annual Return for signature and onward transmission to Internal and External Auditors. The Internal Auditor had carried out appropriate checks on the accounts and supporting files and minutes and completed Section 4 of the Annual Return and reported via his Internal Audit Report 2010/11 that internal controls within the Parish Council were very good and the level of assurance given to Members was high. No recommendations were needed and no amendments were required to the accounts. The Annual Governance Statement had also been circulated which set out how Members agreed that the Parish Council met the governance framework and served as a self-certification that internal arrangements were maintained at a level consistent with good practice. It provided an assurance to taxpayers that the Council managed its affairs in a proper manner, financial management was adequate and effective, and the Council had a sound system of internal control. The Council had reviewed the effectiveness of its internal audit service and was in a position to approve the Annual Governance Statement and agree approval of the 2010/11 Accounts for signature by the Chairman and by the Clerk as Responsible Financial

Officer for onward transmission to the External Auditor with the Annual Return and supporting documentation by the audit date of 24th June.

Resolved That the Council agree and approve Section 4 of the 2011 Annual Return - the Annual Internal Audit Report, the Internal Audit Report 2010/11, the Annual Governance Statement, and final approval of the 2010/11 accounts for signature by the Chairman and Clerk as Responsible Financial Officer and onward transmission to the External Auditor with the Annual Return and supporting documentation by the audit date of 24th June.

11.116 Parish Plan: The Chair of the PP2 Steering Group meeting advised that the Council needed to advise DRCC in writing that they would pay for their data entry services at £2,340 (conditional on the number of manual questionnaire returns). The Chair of the Parish Council advised that he would provide such and Members agreed that this should be up to a maximum of £2,500. The questionnaire was almost complete and it was agreed that Councillors Dunn and Pounder discuss and agree the final version. Some amendments had been suggested by DRCC. Councillor Pounder would order nine ballot boxes from Durham County Council Elections Section. He added that a presentation had been submitted at the AAP on 25th May that included that an additional 450 houses could be approved in Coxhoe. Members commented that the Assistant Parish Clerk had done a very comprehensive job in providing a response to previous consultation on the County Durham Plan and SHLAA and that pressure could hopefully be brought to bear through PP2 in connection with the situation whereby the Parish Council considered that additional houses should not be built in Coxhoe without appropriate infrastructure being improved.

Resolved That the information be noted and that the Chairman of the Parish Council be authorised to advise DRCC that the Parish Council will pay up to a maximum of £2,500 for their services for the entry and analysis of the PP2 questionnaires.

11.117 Update from Environment Committee held 3rd February 2011: On the scheme for noticeboards and signposting in the Front Street of Coxhoe, Councillor Mrs. Hepplewhite had sorted out the plans of the underground services that Groundwork required. They had advised that they had programmed the work to commence in June and were in the process of collating all necessary information. On the landscaping scheme at The Green to the front of Foundry Row, the Clerk had been advised by Jill Davis of Davis Planning Partnership that she had sent the 106 agreement to the County Council for commuted sums. The programme had been affected as a result of a death in the family but it had been confirmed that the applicants wished to continue following probate.

Resolved That the information be noted and further progress be awaited.

11.118 Date of Next Meeting: Wednesday 29th June 2011 at 6.45 p.m. in Landsdowne House.

11.119 Exempt Information – Resolution to Exclude the Press and Public:

Resolved That in view of the confidential nature of the following items, the press and public be excluded for the remainder of the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act, 1960.

11.120 Co-op and Village Hall Car Parks:

11.121 Sanderson Street: Members noted **Councillor D. Smith's interest** in this item.

The meeting closed at 8.30 p.m.

Signed on 29th June 2011 as a true record of the meeting:

Cllr. P. Dodsworth (Chairman)

Cllr. S. Dunn (Vice-Chairman)