



Delivering Quality Services to
Coxhoe & Quarrington Hill

Coxhoe Parish Council

Meeting	Annual General and Monthly
Date	Wednesday 30th May 2012
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, Landsdowne Road, Coxhoe, on Wednesday 30th May 2012.

Present: Councillor P Dodsworth (in the Chair), Councillor Mrs B Hepplewhite, Councillors S Dunn, K Pounder, D Smith, R Mayo, J Taylor, C Thirlaway, T Rowe and G Shotton. **Clerk:** Mr D Vasey.

Apologies: Councillor Carole Parkes.

12.01 Election of Chairman: Nominations were sought for the position of Chairman of the Parish Council. Councillor P Dodsworth was proposed, seconded and agreed.

Resolved: That Councillor P Dodsworth is elected as Chairman of Coxhoe Parish Council for the ensuring municipal year.

12.02 Declaration of Acceptance: Councillor P Dodsworth signed the declaration of acceptance of office as Chairman of the Parish Council and resumed the Chair.

12.03 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 is elected as Vice Chairman of Coxhoe Parish Council for the ensuring municipal year.

12.04 Declaration of Acceptance: Councillor S Dunn signed the declaration of acceptance of office as Vice Chairman of the Parish Council.

12.05 Members Declarations of Interest: Interests in EDRC AAP, Quarrington Hill Community Centre, Quarrington Hill Village Partnership and CDALC items were declared by Councillor K Pounder, interests in Active Life @ Coxhoe items were declared by Councillor Mrs B Hepplewhite and Councillor S Dunn, interests in Sanderson Street number 6 planning application (left the meeting during discussion) were declared by Councillor D Smith.

12.06 Minutes of the Annual General meeting held 25th May 2011 had been circulated.

Resolved: That the minutes be noted.

12.07 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 ensuring municipal year with the following membership:

FINANCE COMMITTEE Councillors Dunn, Mayo, Pounder and Thirlaway

ENVIRONMENT COMMITTEE Councillors Parkes, Thirlaway, Mayo, Hepplewhite, Rowe and Pounder

GRIEVANCE AND DISCIPLINARY COMMITTEE Councillors Dunn, Hepplewhite, Pounder, Rowe, Taylor and Parkes

GRIEVANCE AND DISCIPLINARY APPEALS COMMITTEE Councillors Dodsworth, Mayo, Shotton, Smith and Thirlaway

RISK ASSESSMENT WORKING GROUP Councillors Dunn, Mayo, Pounder and Thirlaway

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12.08 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 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

COXHOE COMMUNITY PARTNERSHIP Open to all members to attend subject to any conflicts of interest

COUNTY DURHAM ASSOCIATION OF LOCAL COUNCILS Open to all members to attend subject to any conflicts of interest

EAST DURHAM RURAL CORRIDOR AREA ACTION PARTNERSHIP LOCAL COUNCILS

COMMITTEE Councillor K Pounder and open to all members to attend subject to any conflicts of interest

PREMIER WASTE LIAISON GROUP Councillors Mayo and Pounder

TARMAC LIAISON GROUP Councillor Pounder

12.09 Dates of Meetings for 2012/13: Members discussed and agreed the following dates for the ensuing municipal year, commencing at 7pm.

2012 - July 4th, August 1st, September 5th, October 3rd, November 7th, December 5th

2012 - January 9th, February 6th, March 6th, April 3rd, May 1st, May 29th (Annual General meeting following the Annual Parish Meeting)

12.10 Questions from the public: There were no questions from the public.

12.11 Police report: The police report for the 29th April 2012 to the 29th May 2012 was discussed by Councillors.

Resolved: That the police report be noted and displayed on the village notice boards.

12.12 Minutes of last monthly meeting: Held on 2nd May 2012 were considered and the following matters arising noted. The Chairman advised that the Parish Clerk had written to J Belles at the AAP seeking full details of the scheme and of the consultation process followed, to which a reply had been received offering to attend a future meeting to discuss the role of the AAP. Councillors discussed communication routes from the AAP and ongoing concerns in relation to wider scheme consultation.

Resolved: That the minutes of the last monthly meeting held on 2nd May 2012 be approved and signed as a true record. That the Parish Clerk invite J Bellis from the AAP to a future meeting and circulate AAP papers received to all Councillors.

12.13 Parish Clerks report and correspondence for information: The Parish Clerk presented the Parish Clerks Report, which is a report circulated prior to the meeting covering ongoing items and items of information and correspondence. The following items were highlighted (1) Implications and opportunities of the Localism Act to be considered at future meetings, commencing with standards at the July 2012 Parish Council meeting (2) Invitation to all Parish Councillors to the licensing of Canon Jon Bell (3) Restructure information in relation to Warden Service.

Resolved: That the information in the report be noted and the outstanding on-going items be progressed. That the Parish Clerk arrange for a representative from the Warden Service to attend a future Parish Council meeting to outline the service to the Parish within the new structure.

12.14 Active Life @ Coxhoe Monthly Report: Councillor S Dunn updated Councillors on the work now nearing completion to create a new studio and other additional space, for which an official opening is planned for late June 2012. In addition memberships continue to increase, new IT systems are in the progress of being introduced and discussions are ongoing with DDC re areas external to the centre where there is an opportunity for both FLIC and DD.

Resolved: That the update be noted.

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12.15 Planning applications: Councillors considered planning applications had been received for comment / consideration, or determined under delegated authority from 2nd May 2012 to the 29th May 2012.

Resolved: That in relation to planning application 4/12/00334/FPA (rear of 19 and 20 Commercial Road East Coxhoe) that the Parish Clerk write to DCC expressing Parish Councillors concerns in relation to the use of the garages, seeking confirmation that for domestic use only with consideration of a clause that for domestic use only and appropriate size restrictions linked to domestic use. Additionally that type of construction material used reflects location adjacent to the village green. That in relation to planning application 4/12/00470/FPA (9 Sanderson Street Coxhoe) that the Parish Clerk writes to DCC expressing Parish Councillors concerns in relation to the use of the garages, seeking confirmation that for domestic use only and considerations of a clause that for domestic use only. Additionally that type of construction material used needs to reflect the surrounding area.

12.16 Quarrington Hill Allotments: The Parish Clerk advised that an initial meeting with allotment Holders attended by Councillor Carole Parkes and himself had been held on the 14th June 2012. The meeting had been successful in making contact with allotment holders and starting discussions around the actions in the Quarrington Hill Allotments action plan.

Resolved: That the update be noted.

12.16 Finance:

12.16.1 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.

Resolved That all payments presented be signed and paid:

Creditor	Reason	£
Scottish Power	Jan – April 2012 usage	147.91
D Vasey	Salary June 2012	
3 Mobile	Internet and Tele April 2012	46.36
T P Gardens	Grass cutting May 2012	275.00

12.16.2 Financial information 2012/13: Councillors considered in the new format financial information for April 2012, reflecting the 2012/13 agreed budget of £84,445 and the amended PP2 sub list of projects.

Resolved: That the format be approved.

12.16.3 Request for a Donation DERIC Youth Bus: Councillors considered the request for a donation and following discussion agreed that the request could not be supported.

Resolved: That the request not be approved.

12.16.4 Request for a donation Countryside Ranger: Councillors considered the request for a donation and following discussion agreed that the request could not be supported.

Resolved: That the request not be approved.

12.16.5 Water Course Funding: Councillors ratified the agreement in principal at the Parish Council meeting held on the 2nd May 2012 to allocate £300 to explore the water course to enable options for a village green pond in Coxhoe to be advanced.

Resolved: That £300 be added to the 2012/13 budget and funded from reserves.

12.16.6 Consultation on Appointment of External Auditors: The item previously circulated was briefly discussed.

Resolved: That the item be noted.

12.16.7 Draft Financial Accounts for 2011/12: Copies of the financial summary and income and expenditure for the year ended 31st March 2012 had been circulated. Copies had also been circulated of completed Sections 1 (Accounting Statements for Coxhoe Parish Council) and 2 (Annual Governance Statement) of the Coxhoe Parish Council 2012 Annual

Return and supporting statements relating to Assets, Section 137 payments, General Administration Expenses, Bank Reconciliation for the year and explanation of variances required to be produced as an addendum to explain any variances of over £100 and 10% between last year's Annual Return figures and this year's. Councillors considered in turn points 1 to 9 in section 2 being the annual governance statement. Councillors were asked to approve all circulated documents for signature by the Parish Clerk and Chairman and onward transmission to the Internal and External Auditors.

Resolved That the Financial Statements, Income and Expenditure Sheets, Supporting Statements, Bank Reconciliation, Explanation of Variances, and Annual Governance Statement, including Sections 1 and 2 of the Annual Return, be approved for signature by the Parish Clerk and Chairman and onward transmission as applicable to the Internal and External Auditors.

12.17 Date and time of next meeting: Wednesday 4th July 7pm

12.18 Resolution to Exclude 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.

12.19 Exempt Information – Active Life @ Coxhoe:

The meeting closed at 8.30 p.m.

Signed on 4th July 2012 as a true record of the meeting:

Cllr. P. Dodsworth (Chairman)

Cllr. S. Dunn (Vice-Chairman)

