



*Delivering Quality Services to
Coxhoe and Quarrington Hill*

Coxhoe Parish Council

Meeting: Annual Meeting
Date: Wednesday 10th May 2017
Time: 7:00 pm
Venue: Coxhoe Village Hall

Minutes of the proceedings of the Annual Meeting.

1. **To elect the Chairman for 2017/18 Political Year:** The Clerk requested nominations and at the request of Council, Cllr. Stuart Dunn agreed to remain as Chairman for a period of one year.
2. **A vote of thanks and receipt of Annual Report:** The Council thanked Cllr. Dunn for his service and accepted his re-election to the position of Chairman of Coxhoe Parish Council. Council also noted and received his annual report.
3. **To elect a Deputy Chair for 2017/18 Political Year:** The Chairman requested nominations and Cllr. Kay Simpson accepted her nomination as Deputy Chair of Coxhoe Parish Council.
4. **Present:** Six Parishioners were present. Parish Councillors: Stuart Dunn (Chairman), Keith Pounder, Colin Thirlaway, Wendy Lavelle, Barbara Hepplewhite, Kay Simpson (Deputy Chair) and Adrian Hedley. County Councillors: Maura Mckean. Parish Council Officers: Craig Rowbotham (Clerk) and Ian Thompson (Senior Youth Worker).
5. **Apologies:** Apologies received from Holly McCabe (PCSO (8012)) and Lisa Caine (Community Engagement Officer).
6. **Declarations of interests:** The following interests were declared by members: Cllrs. Dunn, Lavelle - Future Leisure in Coxhoe (FLIC) and Cllr. Dunn is now a County Councillor. Cllr. Pounder - Quarrington Hill Community Centre and Village Partnership, Barbara Hepplewhite – Coxhoe Village Partnership, Cllr. Simpson – Coxhoe Primary School. Adrian Hedley and Colin Thirlaway did not declare an interest at this meeting.
7. **To agree the following schedule of meeting dates:** It was RESOLVED to accept the below meeting dates of the smaller authority of the Council to conduct its business within these meetings:

2017	
7 th June	Council Meeting
5 th July	Council meeting
6 th September	Council Meeting

4 th October	Council Meeting
1 st November	Council Meeting
6 th December	Council Meeting
2018	
Tuesday 9 th January	Council Meeting
7 th February	Council Meeting
7 th March	Council Meeting
4 th April	Council Meeting

8. **Approval of Standing Orders and Financial Regulations:** After reviewing the current documents it was determined that no changes were necessary and it was RESOLVED to approve the documents.
9. **Approval of Accounting Statements for 2016/17:** It was RESOLVED to receive and approve the document to be sent to BDO (external auditor).
10. **Approval of Bank Reconciliation for Year Ending 31st March 2017:** It was RESOLVED to accept and approve the Bank Reconciliation. The Council noted the end of year balance of £18,834.61. It was acknowledged that Council has had to use some of its £30,000 of reserves to pay for salaries, youth services and land purchase. Monthly savings will have to be made throughout 2018/19 to meet the £30,000 reserve target. The Clerk produces a monthly performance report, which can be used by Members to identify these savings, and to achieve their end of year target. This is a report which is normally produced quarterly (according to Financial Standing Orders) will be produced monthly to facilitate effective financial decision making in line with financial regulation 4.2.
11. **Approval of Effectiveness of Internal Control Report:** It was RESOLVED to receive and approve the report produced by the Clerk to ensure the Council has effective financial controls and systems in place to meet internal and external audit measures.
12. **Minutes from 5th April 2017:** Minutes were accepted as a true and accurate record of the meeting.
13. **Clerks Report:** Mr Rowbotham delivered his monthly verbal report of progress on Council's decisions. Completed actions included:
- Enquiry of possible donation of railway gate land;
 - Enquired about wildflower planting scheme;
 - Grounds maintenance contract amended to include new land;
 - Grounds Maintenance Ad Hoc Works – Front Street Coxhoe was awarded;
 - Shrub Planting – Front Street Quarrington Hill was awarded (has been deferred for one month, due to resident's complaint);
 - Payment of grant to Quarrington Hill Banner Group;
 - Awarded the work to install interpretation panel at Coxhoe Village Green;
 - Gave permission for the use of the village green for the Classic Car Evening;
 - And awarded Quarrington Hill Community Association £2000.

- 14. Youth Workers Update:** Mr Thompson provided his update and announced that the recent changes to the sessions has made the attendance numbers more manageable. The team have now had pages on the Council's website added and have a presence on social media. Mr Thompson described that they are still struggling with attendance at Quarrington Hill sessions and is going to publicise through Facebook. Mr Thompson presented the Summer Programme of youth activities. It was RESOLVED to hold a Youth Working Group on Thursday 18th May 2017 to consider the proposal (Chairman proposed to delegate authority to this group, on this occasion, to allocate funding to run this programme).
- 15. Durham County Council Update:** County Cllr. McKeon give a verbal update that Durham County Council has to make £63 million of cuts over the next four years and has had to use reserves. The Chairman as County Councillor added to this update stating that they met with highways officers about parking restrictions and traffic light timings causing traffic issues. He also provided an update on Green and Grange Crescent proposed closure and said that Durham County Council determined after a traffic survey the area was not suffering from abuse. County Cllrs. Dunn and McKeon will be going out to consultation to determine residents' views and to determine what action to take.
- 16. Quarrington Hill Community Centre Grant Application 2017/18:** The Council RESOLVED to defer the application until the Council determines the required criteria for grant applications.
- 17. Quarrington Hill Car Park:** Cllr. Pounder raised an issue with the lack of parking in the village especially when football games are being held on a Sunday. He reported anti-social behaviour and littering. He proposed requesting that a parcel of land near the factory units would be gifted to the Council to resolve this problem. The Council RESOLVED to write to the land owner to request the ownership transfer. To contact Durham County Council to report the anti-social behaviour and littering. To contact the police architect to see if a scheme can be proposed.
- 18. Coxhoe Village Hall Car Park:** Cllr. Hepplewhite raised the longstanding issue of the Village Hall Car Park being abused by commuters. The Council RESOLVED to display restriction signs in the Car Park displaying four-hour parking restriction and the printing of letters and notices to issue to car owners to enforce the four hour stay time. It was RESOLVED to revisit discussions with the Co-operative Food Store to implement a parking scheme to join the two car parks for the use of both establishments.
- 19. Correspondence for information and action:**
- a. Flagpole Complaint: It was RESOLVED to investigate the cost implications of moving the flagpole to an alternative location.
 - b. Resident's Complaint about Council Tax rise: It was RESOLVED for the Clerk to respond.
 - c. Letter about St. Mary's Church Yard: It was RESOLVED for the Clerk to respond.
 - d. Lay Chair of St. Mary's PCC: RESOLVED for the Clerk to respond.
 - e. Patterson Dale Speed Humps: Response was noted.

- f. County Council Response to crossing issue (B6291): Council noted their response and County Cllr. Dunn said he would work on this issue.
- g. Collection of Rubbish at Bower Court: RESOLVED for Clerk to respond and to request advice from Durham County Council for the disposal and clearing of fly tipped waste on Parish Council Land.
- h. Coxhoe Community Partnership Annual Report: Was noted by Members.
- i. Quarrington Hill Community Partnership Annual Report: Was noted by Members.
- j. Quarrington Hill Village Partnership Annual Report: Was noted by Members.

- 20. **Planning Application:** The Application of a first floor side extension at Belgrave Avenue, Coxhoe was considered and not contested.
- 21. **Members' Reports:** No reports were given.
- 22. **CDALC Correspondence:** All monthly correspondence from CDALC was noted by Members.
- 23. **PP2:** No update was provided.
- 24. **Neighbourhood Plan Survey:** The Council RESOLVED to note the low 4% response rate from residents (66 in total) with a clear majority of people who would prefer a tightly drawn boundary rather than a pro-development approach and a neighbourhood plan should follow. The Community Engagement Officer will be producing the Council's summary document and will be presenting the findings to Council. The Chairman gave a vote of thanks to Mr and Mrs Forster for their help in collating the data.
- 25. **Community Reports:** Reports were noted by the Council. It was RESOLVED to contact Durham City Homes to request the disposal of land to install a further two sculptures at Quarrington Hill. It was recommended by Members to request reports from Coxhoe Village Hall and Kingswood Community Partnership.
- 26. **Date and time of next meeting:** Wednesday 7th June 2017, 6.30pm at Coxhoe Village Hall.
- 27. **Exclusions of Press and Public:**
 - a. Staff Pay Scales Review: The Clerk presented his letter to the Council identifying a number of HR issues and anomalies. The Council considered his recommendations and has RESOLVED to request advice from Durham County Council (current SLA in place) HR Advisory Service to facilitate the review of the Council's establishment and to help the Clerk make recommendations to Members on the appropriate pay scales and how the Council should be structured.

Stuart Dunn (Chairman)

Kay Simpson (Vice Chairman)