



Delivering Quality Services to
Coxhoe & Quarrington Hill

Coxhoe Parish Council

Meeting	Monthly
Date	Wednesday 27 th October 2010
Time	6.45 pm
Venue	Landsdowne House, Coxhoe

Minutes of the proceedings of the monthly Coxhoe Parish Council meeting held at 6.45 pm in Landsdowne House, Lansdowne Road, Coxhoe, on Wednesday 27th October 2010.

Present: Councillor P. Dodsworth (Chair) and Councillors S. Dunn, Mrs. B. Hepplewhite, R. Mayo, K. Pounder, A. Rowe, G. Shotton, C. Thirlaway and Mrs. C. Wigham. **Clerk:** Mrs. M. Forster

Also Present: County Councillor D. Morgan (part of meeting) and I. Forster (Assistant Clerk).

The Chair welcomed Councillor J. Hudson, the Chair of Shincliffe Parish Council, as an observer to the meeting.

10.226 Apologies: Apologies for absence were received from Councillors D. Smith and J. Taylor and County Councillor Mrs. M. Plews.

10.227 Members' Declarations of Interest: Councillors K. Pounder, G. Shotton and Mrs. C. Wigham had previously declared interests in mediation between Quarrington Hill Village Partnership Management Committee and members of the Partnership / residents; and Councillor D. Smith had previously declared an interest in Sanderson Street. Councillor K. Pounder had an interest in Data Protection Act Subject Access Request.

10.228 Questions from the Public: There were no questions from the public.

10.229 Police Report: The Police report had been circulated for 22nd September to 21st October 2010. M. Ogilvie had submitted apologies for the meeting. The Clerk advised that the Chair had written to the resident who had been concerned by the visit from the Police in connection with a parking issue. She provided an update of action taken by the Police, the Chair and Clerk of the Parish Council, and the County Councillor regarding the issue of missing bollards and hazardous parking at Sanderson Street. This had resulted in the County Council advising that they would check what was missing with regard to the bollards with a view to adding them to the maintenance list for replacement and that extra enforcement would take place and contraventions would be monitored. A Member confirmed that appropriate, regular monitoring did appear to be taking place and vehicles were being moved on. **Resolved** That the Police Report be noted and displayed on the village notice boards.

10.230 Minutes of Monthly Meeting held 22nd September 2010 had been circulated.

Resolved That the minutes of the last monthly meeting held on 22nd September 2010 be approved and signed as a true record.

10.231 Matters of information: (1) The Clerk had raised the query with regard to whether the County Council's routine litter pick schedule still included picking **litter in St. Mary's Churchyard** with the Clean and Green Manager but had not yet received a response. **(2)** Councillors Dodsworth and Mrs. Hepplewhite and the Clerk had attended the meeting with the County Council and Police in connection with the potential procurement of improved **CCTV in Coxhoe** and having the park monitored centrally at Durham. Various people had been tasked with actions to progress matters and there would be a multi agency decision involving the County Council for an overall strategy on CCTV on 5th November prior to a further meeting on 11th November to discuss matters at Coxhoe further. **(3)** Councillors Dunn and Pounder had not yet discussed the differing information on 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. **(4)** Councillor Dunn would draft a letter

on the **Asset Transfers**. (5) The replacement **seat at The Grove** was yet to be ordered. (6) The Clerk had completed the last of the paperwork and sent it to the External Auditors so the **Audit of Accounts** process was now complete. (7) The County Council had been advised of the Council's views in connection with all **planning applications** considered the day after the last Parish Council meeting. Since then, representations had been received from an objector to planning application 669 for the erection of two storey detached dwelling house with accommodation in dwelling roof and garage roof at land to rear of Roslyn House, The Avenue, Coxhoe, and from the applicant. Both had been advised that it was the County Council who determined planning applications and that the Parish Council was a consultee in the process. The wording on the website had been updated to make this clearer, the parties had been provided with details of the County Councillor, and the County Council had been asked to give due consideration to views submitted by residents in reaching a decision on the application. The County Council had since advised that the application had been approved under delegated authority. (8) The meeting of the **Finance Committee** proposed for Tuesday 9th November would be held at 7.00 p.m. due to other commitments in diaries for Landsdowne House and for some of the participants. Total additional unpaid hours worked from both employees was 548 or 659 if unclaimed holidays were added on. (9) The Clerk had provided details of all **Remembrance Services** that the Parish Council was aware of to the County Council as requested. (10) **Charter Review Group Meetings** had been attended by Councillor Pounder, the Clerk and Assistant who had put forward views on what was working well and what not so well. It was pleasing that in the introductory presentations the Coxhoe Parish Council website had been commended. (11) The Clerk had booked places on the **Section 106 Training** as agreed for Councillors Dodsworth and Pounder and the Assistant and Parish Clerk and had provided Members with further information from CDALC which showed that Parish and Town Councils could be part of the community engagement consultations for the use of section 106 monies within their communities. (12) She had made arrangements for Mary Bradfield, the Regional Land Director of **McInerney Homes** to attend the Parish Council meeting to be held on 24th November. (13) She had provided details to **East Durham Leader** of the dates of the next two Parish Council meetings. Louise Johnson, the Manager was unable to attend the October or November meeting and her availability to attend the December meeting was awaited. Members requested that Councillor Mrs. Hepplewhite look to arrange a meeting of the Environment Committee involving Leader and Groundwork for week commencing 13th December instead, with the Chairman providing minutes of the meeting should the Clerk be unable to attend. (14) An **Application for Donation** had been considered at the last meeting for the Windlestone School Big Draw Event but notification had been received that the event had not gone ahead as the funding application to the Arts Council had been unsuccessful.

Resolved (i) That the information be noted, the outstanding resolutions be actioned and progress be requested on those issues raised with other parties; (ii) That Councillor Mrs. Hepplewhite look to make arrangements for the Leader Manager and appropriate representative of Groundwork to attend a meeting of the Environment Committee week commencing 13th December 2010.

10.232 The Minutes of the Environment Committee held 18th October 2010 would be circulated for the next Council meeting. Recommendations from the meeting were that Stuart Dunn be Chair, Keith Pounder Vice-Chair; Quarrington Hill Councillors identify locations for landscaping including hanging baskets and planters and report back with ideas and a location plan for these to be looked at for next year; Councillors Mrs. Hepplewhite and Pounder look at submitting applications for bulbs to be provided to be planted in the Parish and for the Parish Council to submit an application (the Clerk had however not received any information on this); for the previous recommendation of reviewing the utility service plans for The Avenue and concept plans to be drawn up and for a seat at The Green to be deferred for consideration as part of Parish Plan 2; that Councillor Mrs. Hepplewhite approach Groundwork with a view to them contacting the Parish Council to arrange a meeting to discuss two schemes – one taking in plans for the Front Street; The Green and Miners' Memorial; and the Workingmen's Club areas - and the other taking in proposed improvements to St. Mary's Churchyard and the possibility of a Garden of Remembrance in Coxhoe – and providing an idea of costings if they were to progress these schemes and likelihood of funding available and costs that the Parish Council would have to meet and that further views be sought as part of Parish Plan 2 once these factors were known; and that TP Gardens be approached for ideas and costs regarding tubs or planters for beside the seat to be installed at The Grove. Councillor Mrs. Hepplewhite updated that she had contacted Groundwork and they were looking into the ideas and costings.

Resolved That the recommendations of the Environment Committee held on 18th October 2010 be approved and adopted.

10.233 Ratification of Expenditure agreed in principle at the last meeting: At the last meeting of Coxhoe Parish Council it had been agreed in principle to pay Coxhoe Community Partnership up to a maximum of £2,200 towards any shortfall that may occur in funding for the Village Hall doors. The item had been put on as a specific item on the agenda for audit purposes at this meeting to accord with given notice required. The Council had already committed £1020. The £500 contribution from Durham County Councillors had been received. Councillor Mrs. Hepplewhite added that the amounts would need to be sent to the Village Hall, rather than the Partnership, and a response had not yet been received as to whether the Coalfield Regeneration Trust application for funding had been successful. This should be known by the November Parish Council meeting.

Resolved That the in principle decision be ratified and the additional amount of up to £1180 be agreed to make the contribution up to a maximum of £2,200, if necessary.

10.234 Durham Rural Community Council Community of the Year Award: The Chairman had put an application in and Coxhoe was one of the communities shortlisted. All shortlisted communities had been invited to attend the DRCC 75th celebration when the results of the competition had been announced. The Chair stated that he was happy to report that Coxhoe had been awarded a runner up prize of £200 which would be £100 for Coxhoe Parish Council and £100 for Coxhoe Community Partnership. Tanfield Lea and Barningham had shared the first prize of £1000.

Resolved That the information be noted.

10.235 Christmas Tree Lights: It had been agreed at the last meeting that the spiral lights for the new street lamps in Coxhoe Front Street be ordered from Blachere Illuminations who had provided the lowest quote and that arrangements be made with the County Council for erection of these and subsequent removal, storage, checking and re-erection on an annual basis thereafter. The Clerk provided an update that included work undertaken to achieve exact costings from the County Council as it appeared that they were now stating that the Parish Council needed to purchase and store the lights themselves and that costings for checking, erecting and dismantling this year would amount to that previously stated for future years. Blachere and the County Council had been provided with each other's contact details to ensure that connectivity and lamps and lights were compatible and to liaise in connection with a potential date for delivery. To date there had been no response to clarification sought on the County Council's final costings and whether they could provide storage as previously advised.

Blachere had therefore been contacted to see if they could erect, store and remove and check the lights on a yearly basis and that they had done this elsewhere and met the British Standard. Details were provided of their costs which were subject to the lamps being provided with power at a suitable date ready to plug the products in. This was less than the costs provided by the County Council. The Clerk had spoken to The County Lighting Engineer who had advised that it was actually only thirteen lamps that were to be installed and that other fittings were required to the lights that Blachere was proposing. There were also different costs for call out charges that needed to be factored in. She stated that she needed to therefore clarify the costs with both parties and suggested that authority be delegated to the Clerk, in consultation with the Chair and Vice-Chair of the Council, to proceed with whichever was the cheapest cost. She had asked the Engineer about the timescales for completion of the lamps. He had advised that the section had had some sickness resulting in delays but hoped to have the lamps installed over the next couple of weeks but then needed to have the Electric Board transfer the cables. He had advised that it would be early December. As it had been hoped to have a switch on 1st December he would push for the works to be done as soon as possible and keep the Parish Council informed. Members asked that pressure be maintained to have the works completed. As it appeared that the County Council could not store the lights and Blachere could install, check and remove and store on an annual basis at less cost, Members proposed that arrangements be made with Blachere for the proposed three year contract.

In terms of looking at possibilities and costs for other lights such as the Memorial Garden at the Village Hall, Blachere had advised costs in the region of £4000 to £5000. In view of the revised costings on the spiral lights on the columns it was agreed that this would not be possible for this year.

Councillor Dunn had provided costs of approximately £440 for a tree with lights at Quarrington Hill and advised that there were risk and manpower implications and further research could be undertaken time permitting. Members agreed that this should proceed for this year so that both villages had some Christmas lights and the Vice-Chair advised that he would undertake all necessary work to provide a tree with Christmas lights in the grounds of the Community Centre at Quarrington Hill. County Councillor Morgan entered and provided an update on the lamps in the Front Street of Coxhoe. The Chair asked that he press for the works to be complete to enable the Christmas lights to be operational.

Resolved (i) That the Clerk make arrangements for Blachere to install Christmas spiral lights on the thirteen new lamps in Coxhoe Front Street and to remove, check, store and re-erect these on an annual basis for a three year period; (ii) That the Vice-Chair be authorised to make appropriate arrangements for a Christmas tree with Christmas lights in the grounds of Quarrington Hill Community Centre.

10.236 Speed Visors: Since the last meeting, further representations had been made from the Chair to the County Councillors to have one of the speed visors relocated to Coxhoe from Quarrington Hill. This had occurred on 29th September. Durham County Council had confirmed that all appropriate checks had been carried out. The Clerk had asked when the Parish Council could expect the information previously requested on the statistics from the time that the visor was at Quarrington Hill; and also the frequency and costs of movement of the visors and what the rota order would be for these; so that it could ascertain when and where they would be moved and how much this would cost on an annual basis. Further correspondence had been sent advising that the further information was awaited. A Member had also requested that this matter be discussed as the remaining visor at Quarrington Hill had not been turned round and so maximum benefit was not being achieved. Members reiterated the importance of the information requested and that statistics would also be required for the visor remaining at Quarrington Hill for the period prior to it being turned.

Resolved That the Chair formally request that the County Councillors take this matter up with the appropriate Officer to obtain the information requested.

10.237 Coxhoe Community Partnership: The Clerk advised that numerous compliments had been received since the launch of the Council's website and the County Council had advised that it was being held up as an example of good practice. Responses on the possibility of hearing aid induction loop, assistance with broadband, and the possibility and costs of the Council insuring the History Group's equipment were awaited. The alarm providers of Landsdowne House had not yet been contacted nor assurance sought that the Parish Council could continue to use the offices to progress the installation of broadband. The agenda for the Partnership meeting on 13th October had been circulated. Councillor Mrs. Hepplewhite added that the History Group was applying for funding to consider Coxhoe through the ages as far back as possible.

Resolved (i) That the information be noted; (ii) That further information from the County Council in connection with the possibility of the provision of broadband and a hearing aid induction loop at Landsdowne House be awaited; (iii) That the response of Zurich be awaited in connection with the possibility and cost of the History Group's equipment being added to the Council's insurance policy; (iv) That the alarm providers at Landsdowne House be contacted to ascertain whether the alarm line could be used and if it couldn't that the Clerk look at having a phone line and broadband installed if assurance was provided from the County Council that the Parish Council could continue to use the offices at Landsdowne House.

10.238 Quarrington Hill Village Partnership: No agendas or minutes had been received.

Resolved That the information be noted.

10.239 Crowtrees Heritage Group: The agenda for 21st October and minutes of 16th September had been circulated for information. From the last Council meeting, Councillor Pounder was to make the Group aware of Hellens' plans for further development. The Clerk had been provided with the Land Registry plans in order that Councillor Pounder may peruse them prior to speaking to the Group.

Resolved That the information be noted.

10.240 Correspondence for consideration / decision:

10.240.1 Durham County Council:

a) Strategic Housing Land Availability Assessment Consultation had been circulated. Comments from a Councillor who had submitted apologies for the meeting were advised.

These included that the village of Coxhoe was at its maximum sustainable capacity and the local services, in particular the school and medical facilities, would not cope with the increase from a large site. Members discussed a draft response that had been circulated from the Assistant Parish Clerk. This asserted that the Council were not against development of some key sites but only if the social infrastructure was improved in advance of their development. Members thanked him for the huge amount of work he had put into this and discussed this matter in detail. A Member stated that the County Council should undertake proper village planning of long term needs rather than making piecemeal decisions. The Assistant Parish Clerk advised that this would be taken up as part of Parish Plan 2. Councillor J. Hudson of Shincliffe Parish Council left the meeting.

Resolved That subject to additional comments made at the meeting; including that village planning should be undertaken; various sites being put forward from Quarrington Hill as suitable for housing; and the nature reserve be not considered suitable; the response be sent to Durham County Council.

10.240.2 **County Durham Association of Local Councils:**

b) Code of Recommended Practice on Local Authority Publicity Consultation had been circulated.

Resolved That no response be required.

c) CDALC AGM agenda for 30th October had been circulated.

Resolved That Councillor Pounder attend on behalf of Coxhoe Parish Council.

d) Details had been circulated of training sessions available through **County Durham and Cleveland County Training Partnership**. There had been no interest in attendance.

Resolved That the information be noted.

e) Consultation on the County Council's Draft Sport and Leisure Strategy had been circulated.

Resolved That no response be required.

f) DRCC Meet the Funders / Parish Planning Event 26th November: Details had been circulated regarding the event at Bowburn Community Centre. DRCC had asked if Coxhoe Parish Council would do a presentation on "Parish and Community Led Planning – a practical example" and good attendance by Members was required to be able to answer any queries on the process during the breakout sessions.

Resolved That places be booked for Councillors Dodsworth (subject to confirmation of availability) and Dunn (one of whom would submit the presentation on the day), Pounder, Mrs. Hepplewhite and the Clerk.

10.240.3 **Other Correspondence:**

g) EDRC AAP Local Councils Committee: minutes of 21st September and agenda for 16th November had been circulated. Members were requested to nominate a representative to attend with Councillor Pounder but no-one was available.

Resolved That the information be noted.

10.241 Correspondence for Information: Items circulated for information during the month included EDRC Area Action Partnership E-Bulletin October 2010; EDRC AAP – Have Your Say on the Buses Consultation; Household Waste Recycling Centre Improvement Programme; Neighbourhood Warden Monthly Report September 2010; Durham City Homes – Tenants Matter Event 30th October; DCLG Release re Changes to Parish Council Payment Methods; NALC E-Bulletins 24th September and 8th October; National Tree Week 2010; Invitation to CAVOS Stakeholder Event on 2nd November; EDRC AAP Forum on 17th November; Update from NALC on the Government's Spending Review; Message from CDALC on Statement issued by Communities Secretary on Precept Requests; One Voice Network

Conference on 16th November; and NALC E-Bulletin of 22nd October. A Member stressed the importance of Councillors' presence at the AAP Forum on 17th November.

Resolved That the information be noted.

10.242 Finance:

10.242.1 **Budget Update:** A financial account 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. A budget summary had also been circulated showing that the Council was pretty accurate with budgets six months into the year. The variances were mostly unchanged from the previous month's explanations.

Resolved That the information be noted.

10.242.2 **Accounts for payment:** Details of financial payments required for the month had been circulated, together with the month end bank balances figure after the expenditure and further income that had been received during the month. The Clerk was querying the invoice for the electricity for the lights at the Memorial Garden and indicated the invoice for the copying of the Coxhoe Chronicle that had been undertaken by Durham County Council when the Parish Council machine had been inoperable. She advised that these payments would decrease the monies available for the Christmas lights and cause an overspend on the newsletter budget respectively. Members noted the information.

Resolved That all payments presented be signed and paid:

Creditor	Reason	£
T P Gardens	Grass cutting and maintenance October	550.00
Total Business Group	Landsdowne House Copier copies Aug-Sep	156.09
G Fletcher	Internal Audit In Year Check	50.00
Durham County Council	Copying Newsletters May	900.00
Scottish Power	Electricity Memorial Garden Lights	135.50
3 Mobile	Broadband & Mobile September	31.95
M. Forster	Clerk Salary October; reimbursement postage and software purchase; gratuity expenses Apr-Sep	

10.242.3 **Applications for Grants and Donations:** Details had been circulated of a request for a donation from **Landsdowne Pensioners** towards their Christmas Festivities. Members considered the form and agreed that this was a worthwhile cause that would benefit the pensioners who used the Community Centre.

Resolved That a donation of £50 be made under Section 137 expenditure to the Landsdowne Pensioners.

10.242.4 A **Letter of thanks** had been circulated from the Durham City Centre Youth Project for the donation of £50.

Resolved That the information be noted.

10.243 Planning Applications: Details had been circulated of planning applications that had been determined under delegated authority from 21st September to 25th October. There had been no applications received since the last meeting. Durham County Council had advised that application Ref 548 for the erection of replacement detached bungalow and detached outbuilding to rear at Bogma Cottage had been withdrawn. The Parish Council had supported the application and Members expressed their disappointment.

Resolved That the information be noted.

10.244 Parish Plan: DRCC had asked if Coxhoe could be used as a case study for the Parish Plan and this had been agreed. The Assistant Parish Clerk had met Lesley Millgate of DRCC to talk through the whole Parish Plan process and discuss the possibilities for funding. He would pursue the avenues discussed but it was considered that most of the funding would have to be from the Parish Council. A public launch had been discussed and DRCC were in favour of the overall approach suggested. They

would facilitate a workshop with the local school and a Planning for Real event at no cost but any other assistance was likely to be charged for. Various avenues were being looked at for electronic surveys and printed questionnaires; some of which would be a cost to the Council and some of which, e.g. printing, the Council could do in house. Investigations had not yet taken place into the possibility of a separate email account for the Parish Plan. The Assistant Parish Clerk had circulated a timeline for Parish Plan 2, together with a draft Project Plan incorporating risks and resources. Views on the documents had been requested. An approach to the Plan would need to be agreed with the Partnerships and a Steering Group would need to be formed. The support of the local planning authority was imperative and it would be helpful if they could participate in the Steering Group. The Parish Council would have to free up resources for the project management if funding could not be found. The Assistant Parish Clerk advised that the public launch of Parish Plan 2 (PP2) would include progress made on Parish Plan 1 (PP1) and reiterated that he considered that any large projects such as the environmental projects to be discussed with Groundwork should be part of Parish Plan 2 as they had not been completed prior to PP2 and the community may want the Parish Council to focus on different things than they had wanted at the start of PP1. This was certainly the case if funding was not available for any of the projects. He suggested that the newsletters in December concentrate on the Parish Plan.

Members suggested contacting Community Development at Durham County Council to see if they could assist in the overall process. It was also suggested that Councillors could divide the Parish area between them to distribute and collect surveys. A Member advised that the analysis of the questionnaires should be undertaken by DRCC or the County Council Community Development team even at cost due to their independency, expertise and capacity. Members considered that the Project Plan may be too ambitious but that it was a starting point in principle. Members considered that more time was required for formulating the questions to be asked as this had been a strength with PP1.

Resolved That the information be noted; the Clerk investigate whether it was possible to have a separate email account set up for the Parish Plan; and that the Project Plan and Timeline for Parish Plan 2 be agreed as a starting point, subject to additional time being provided for the formulation of the questions to be incorporated in the surveys.

10.245 Communications and Community Engagement Strategy: The Assistant Parish Clerk had circulated a draft Communications and Community Engagement Strategy. This set out a clear commitment to how the Council would handle the Parish Plan and make improvements and carry out consultation. Comments had been requested prior to Council and had been provided by the Clerk and one Councillor. The securing of Quality Status on page 9 should read 2013 not 2113.

Resolved That the Council agree the Strategy subject to the comments received as a draft for consultation with partners and the communities through the website.

10.246 Date of Next Meeting: Wednesday 24th November 2010 at 6.45 p.m. in Landsdowne House.

10.247 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.

The Chair asked that the order of the agenda be amended and the Council agreed to this.

10.248 Data Protection Act Subject Access Request: Councillor Pounder had a direct private and prejudicial interest in this matter and left the meeting during its consideration.

10.249 Co-op and Village Hall Car Parks: Councillor Pounder re-entered the meeting.

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

10.251 Mediation between Quarrington Hill Village Partnership Management Committee and members of Partnership / residents: Councillors Pounder, Shotton and Mrs. Wigham had declared interests in this item. Councillor Pounder left the meeting.

The meeting closed at 9.15 p.m.

Signed on 24th November 2010 as a true record of the meeting:

Cllr. P. Dodsworth (Chairman)

Cllr. S. Dunn (Vice Chairman)