



Delivering Quality Services to  
Coxhoe & Quarrington Hill

## Coxhoe Parish Council

<b>Meeting</b>	Full Council
<b>Date</b>	Wednesday 1 <sup>st</sup> April 2015
<b>Time</b>	7.00pm
<b>Venue</b>	Coxhoe Village Hall

### **Minutes of the proceedings of the Coxhoe Parish Council meeting held at 7.00pm in Coxhoe Village Hall, on Wednesday 1<sup>st</sup> April 2015.**

**Attendance:** Councillors; S Dunn, B Hepplewhite, T Rowe, C Hogarth. W Lavelle, A Plews and K Simpson

**Apologies:** Were received for Cllr K Pounder. **Absent:** P Dodsworth, C Thirlaway and T Gorman.

**Other:** The Clerk Mr G Price, Durham County Councillor M Plews, J Blackey and 3 parishioners.

#### **208. Presentation by Tony Devos on the Village Atlas Project.**

Notes on the Village Atlas project were circulated to members present that outline the project and covered past projects of villages where Atlases had been produced.

The concept of a village atlas was to produce a publication that would help communities to understand their areas containing; Geology, Hydrology, Ecology, how the settlement developed over time, Architecture of the settlement and what is important, Archaeology and the social history (oral and photographic histories).

Previous atlases produce have been published in large books, summary documents and published electronically. In compiling them local Schools, local groups and businesses were involved. Costs for the production of such were discussed and much of this would be sought from the Heritage Lottery Fund with support from parish councils and volunteers.

In principal the members considered that such a Village Atlas would be a valuable project for the community and support the efforts of the History Group who already had a wealth of information.

It was **agreed** to formally agended this project for the full council's consideration and approval with the Clerk liaising with Tony Devos regarding the parish councils initial contribution.

#### **209. Declarations of Interests:**

Cllr B Hepplewhite declared an interest in all matters relating to Coxhoe Village Hall (CVH), Coxhoe Community Partnership and Coxhoe Community Partnership.

Cllr. C Hogarth declared an interest in all matters relating to Quarrington Hill Allotments.

Cllr. W Lavelle declared an interest in all matters relating to FLIC and Coxhoe Community Partnership.

Cllr. S Dunn declared an interest in all matters relating to Future Leisure in Coxhoe (FLIC) and Coxhoe Primary School.

Cllr. K Simpson declared an interest in all matters relating to Coxhoe Primary School.

Cllr. A Rowe declared an interest in Coxhoe Surgery – Patient Committee.

Cllr. T Plews declared an interest in Coxhoe Allotments.

#### **210. Representations from residents of the parish.**

Residents asked if any planning proposals had been submitted for the old school opposite the Village Hall. The Clerk advised that no planning application had been lodged although the site had been partially cleared of excess growth and the site was measure. It was rumoured that plans for 5 dwellings may transpire.

Residents raised concern regarding the approved development at the old Potteries site. It was believed that the site was contaminated with asbestos and would require cleansing operations prior to any works. Members advised that the site would be cleared of any contaminants and thereafter an Archaeological firm will be appointed to undertake a site investigation.

A tenant from Quarrington Hill Allotment site advised that the fencing was in need of repair and should be undertaken to assist in securing the site. Members advised that site still remained in the ownership of Durham County Council and the transfer of this site to the parish council was in progress. It was hoped that in the future an Allotment Association could be formed and thereafter the site would be run by the association who would be able to seek external grant funding. In the meantime all issue of a criminal nature should be reported the police and quotes for the work should be sought and priced. If tenants were able to do the work as an association the council could contribute to the material purchase to get more done at less cost. Members further advised that in previous years the council had committed to undertake some fencing repairs but this had not transpired. The Clerk would check through past records on this matter.

**211. Police report.**

PC M Ogilvy provided a report that was circulated for the meeting. It was **agreed** to move the report.

**212. Minutes of the meeting held on the 4<sup>th</sup> March 2015.**

It was **resolved** that the minutes provided a true record and accurate record of the meeting and were signed by the Chairman.

**213. Clerk's Report on matters raised from the previous meeting.**

The Clerk had provided members with a report on the matters raised from last month of those matters outstanding.

**Minute 119.** This was still not returned and the Clerk would call upon this business to collect. Members advised that there was a further sign from the Churchyard to repair. Delegated authority was given to the Clerk and Cllr. B Hepplewhite to have these signs repaired.

**Minute 192 b.** The Clerk was yet to receive statistics from DCC regarding Fly-tipping incidents in Coxhoe.

**Minute 195.** Volunteers had made arrangements with DCC to participate in the Spring Clean which would take place on the 14<sup>th</sup> April and start from the Village Hall at 6pm.

It is understood that children from uniformed services and several members of the public plus members would participate in this exercise.

**Minute 203.** The Clerk had consulted with Cllr B Hepplewhite on a notice board for the Parish Office and had to be order. The one selected is within budget.

**214. Durham Ask.** A reply from DCC was circulated that advised of the progress made since the previous meeting held on the 25<sup>th</sup> March 2015. The reply was noted by members for information. The Clerk would send a note to Cllr K Pounder regarding the Quarrington Hill Action Group that had an interest in Kingswood. Full information would also be forwarded to Cllr C Hogarth.

**215. Sanderson Street and Co-operative Terrace.** The Chairman advised that a letter was delivered to all dwellings (1-10 Sanderson Street and 1-17 Cooperative Terrace) concerning the DCC proposals on parking and waiting restrictions. A feedback form was provided and to date the clerk had received 8 returns. The content would be summarise and circulated to members and sent to DCC as information.

**216. Durham County Councillors report.**

Copies of the North East Combined Authority (Devolution Debate) were circulated to members for information.

The Clerk would be informed of any parish walk-a-bouts arranged with DCC members undertaken in the parish boundaries.

DCC continue with the Durham County Plan despite the independent examination opinion.

It is unlikely that an Elected Mayor will transform in the County.

Members advised that some potholes were repaired along Roman/Station Road but engineers advised that some did not warrant a repair.

Members advised that part of the road on Bryer Bank had a dip in and this was due to water flow underneath.

Fencing works to the land opposite the Tarka Centre had been repaired.

Many reports of litter along the B 6291 were received and most of this was attributable to site operations. A cleansing of this area was requested and undertaken.

Finally, members advised that a consultation exercise will be forthcoming on the re-cycling centres.

## **217. Community Reports.**

**I. Quarrington Hill Village Partnership.** No report.

**II. Quarrington Hill Community Centre.** No report.

**III. Quarrington Hill Front Street Regeneration Scheme.** The Clerk provided members with minutes from the meeting held on the 9<sup>th</sup> March 2015. The next meeting was scheduled for the 27<sup>th</sup> April 2015 at Quarrington Hill Community Centre and this should be published in the website and Facebook as it is open to all residents in Quarrington Hill. Some acknowledgements were received from funders but as yet no formal transfer of land is completed. The Clerk was requested to contact DCC/Durham Homes to have those documents prepared in readiness. A meeting will be taking place concerning the land at the central site and a DCC Cllr is requested to attend this on behalf/for the parish. It was **agreed** to note the contents of the minutes.

**IV. Coxhoe Community Partnership.** Members advised that it is time to start collating the next edition of the Chronicle. A time table will be circulated as a reminder.

### **V. Coxhoe Village Hall.**

Members advised that funding was received for a part-time manager for a year. This is to assist in the development of the centre. Some feedback has been received on the applications for renewing the Heating System. The website had been updated and traffic at the site was greatly improved. The AGM has taken place and accounts are being audited. New members have been recruited to join the committee and they bring useful skills and experience to the group.

Several events had taken place that were well received. A temporary care-taker is in place to cover absence and two temporary cleaners are in place to cover. It was **resolved** to accept the report.

### **VI. Active Life Centre Coxhoe.**

Members were provided with copies of the Annual report for perusal. The accounts are presently being audited. Three new Directors were appointed at the AGM who bring additional skills to the group. An insurance claim is being pursued against DCC for the electrical fault. Work continues on the Strategic Plan and 2 Apprentices have been employed with 1 now working full-time at the centre. It was **resolved** to accept the report.

### **VII. Young People – Youth Strategy.**

Members provided minutes from the meeting held on the 31<sup>st</sup> March 2015 for member's information. Members also provided information/feedback for meeting with children. Further engagement sessions are planned with young people around the parish and will also focus on Parents/Toddlers needs. Eight more young people have signed up to the Youth Board. The next meeting will take place at Coxhoe Village Hall on 13<sup>th</sup> May 2015 at 5pm. The Clerk is requested to attend. It was **resolved** to accept the report.

## **218. Correspondence for Information and Action.**

- a)** Members noted the further reply received from MP Roberta Blackman on the School Bus Fees plus the reply from Rachael Shimmin (Corporate Director Children and Adults Services). In considering this matter members **agreed** for the Clerk to write to all Schools requesting under the Freedom of Information (Act) information on all Schools who have

pupils from Coxhoe seeking information on who pays, who has free transport and where from. This to include 6<sup>th</sup> Form Colleges in Durham.

- b) The Clerk advised of the invitation to The Right Worshipful The Mayor of Durham's Civic Diner. This was declined.
- c) Members received the Spring edition of the LCR Magazine.
- d) The Clerk advised of the SLCC roadshow taking place at Ramside Hall on the 3<sup>rd</sup> June 2015. Attendance to this event was declined.

## 219. Cornforth Lane Road Closure and Green Crescent update.

Notes from the meeting were circulated for members information. A proposal to close the road in one direction was given at the meeting as well as supporting the proposals made by DCC Highways. The meeting proved useful to DCC Highways in the strength of feeling that local residents had on this issue. Green Crescent was not fully discussed as DCC were to come back with proposals and consult on this with residents.

## 220. Applications submitted or under consideration.

### Planning Applications for Consideration.

**DM/15/006686/FPA for 37 Bogma Avenue, Coxhoe, DH6 4EW.** For two storey side extension (amended). No objections were raised.

**DM/15/00462/FPA for Aston Villa, Front Street South, Quarrington Hill DH6 4AN.** For construction of detached garage/storage in rear garden. No objections were raised.

**Hellens Exhibition of the Limes Development held in Coxhoe Village Hall.** Notes from this meeting were provided by the Vice Chairman who had attended the exhibition. Due to the change in plans by Hellens the opportunity for the parish council to obtain surplus land from Hellens arises. The development also comes with an estimated £100,000 planning gain (Section 106) where it is proposed some £50,000 is provided to the local school to address capacity issues and some £50,000 to assist with improvements to the surplus land. Members expressed concerns that Section 106 funds were not going into the community and that School needs should be funded by DCC. Despite Coxhoe's growing community and previous school extensions a new school was needed as it was an old building. The school was being forced to take pupils on appeals and was bursting at the seams and the School was working with DCC for expanding in the long term. This proposal together with the proposal for 600 dwellings at Parkhill should it proceed would place further stress upon the school at Coxhoe.

It was there **agreed** that the parish council should renew its objection to the proposal at Parkhill but should this proposal be approved any Section 106 funds should be allocated to Bowburn Schools as the school at Coxhoe was already at capacity.

**DM/14/03858/FPA & DM/14/03864 for 2 & 3 Church Street, Coxhoe** – This was now approved by DCC Planning Department.

**DM/15/00501/FPA for 1 Ashbourne Court, Coxhoe DH6 4SS.** This was now approved by DCC Planning Department.

## 221. Finance.

- I. **Schedule of payments for February distributed for member's approval. The clerk advised that several additional payments were received after the schedule was prepared and these should be paid by the council.**

Payee	Category	Withdrawal	Deposit
MAIN GRANTS A4A 0010251688	Section 106		8,734.00
PCS DLR Branch	Printing Recharges		19.34
DCC Section 106	Village Green		20,000.00
DCC Neighbourhood Grant	Village Green		500.00
Clerk	Office Equipment	61.73	

Clerk	Salary	1,466.23	
The Signs Man	No Parking Sign and Dog Stencils	130.00	
Durham County Council	Lighting Repair	65.94	
FLiC	Printing Charges for Chronicle 12 & 13	406.00	
HMRC	March Payroll Tax & NI	484.04	
Northumbrian Water	Quarrington Hill Allotments	27.36	
Three	Mobile Telephony	27.00	
Total Business Group	Photocopier usage	28.50	
Scottish Power	Electricity (Memorial Garden)	36.94	
Zurich Municipal	Insurance (additions)	86.96	
		<b>2,820.70</b>	<b>29,253.34</b>

Members **resolved** to approve the above schedule of payments (vouchers 400904 to 400913).

- II. **Request for financial support from Coxhoe Allotment Association.** Members considered the request and requested additional information on how much was required.
- III. **Draft Statement of Accounts.** The clerk circulated a draft of the year-end closing of accounts (2014-2015) that provided information of income and expenditure. The accounts would be finalised upon receipt of Bank Statements and presented to APM meeting then sent for internal audit.

## 222. Clerk's Report.

The Clerk circulated an update on the major projects he had been working on and the progress to date. Of particular interest was the work being undertaken to attain the Quality Award Status. The clerk advised that he was working his way through the standard and would prepare further policies for council's approval and update access links to these in the website with the grateful help of the Administrator Ian Forster.

## 223. Exclusion of the Press and Public.

### i. Award of Grounds Maintenance Contract.

It was **agreed** that the contract be offered to Altogether Greener and that the contract offered would be for the following areas of land for maintenance; the open section of the Churchyard at St Mary's, land around Coxhoe Village Hall and Carpark, and the maintenance of the public rights of way. The value of this maintenance would be as provide in the tenderers submission. Should other areas of land be transferred to the parish during the 3 year term of the contract these will be added to the contract as per the tender values submitted. It was further **agreed** that should this offer not be accepted by the winning tenderer it would be offered to the next most competitive tenderer received.

- ii. **Award of Contract for the Supple and Maintenance of Photocopier/Printer.** It was **agreed** to accept the proposal from Mastercopy on a 5 year deal.

## 224. Date and time of next meeting.

6<sup>th</sup> May 2015 at 6.30pm **Annual Meeting of Parishioners** at Coxhoe Village Hall; followed by **Annual General Meeting** of the Council, followed by General Meeting of the Council. The meeting closed at 9.45pm.

**Signed on 1<sup>st</sup> April 2015 as a true record of the meeting.**

**Cllr. P. Dodsworth (Chairman)**

**Cllr. S. Dunn (Vice-Chairman)**