



Delivering Quality Services to
Coxhoe & Quarrington Hill

Coxhoe Parish Council

Meeting	Full Council
Date	Wednesday 6 July 2016
Time	6.30pm
Venue	Coxhoe Village Hall

Minutes of the proceedings of the Coxhoe Parish Council meeting held at 6.30pm in Coxhoe Village Hall on Wednesday 6 July 2016

55. Present: Parish Councillors; S Dunn (Chair), K Pounder B Hepplewhite, W Lavelle, T Plews, R Mayo, A Murphy, K Simpson and E Thompson.

Durham County Councillors: J Blakey Apologies from M Williams and M Plews.

Other: Mr S Ragg (minute taking), S Thirlaway representing Coxhoe Cricket Club.

56. Apologies received and approved from C Hogarth (illness) and C Thirlaway (work)
Apologies received from DCC Cllrs M Plews & M Williams.

57. Declarations of Interests.

Cllr. S Dunn declared an interest in all matters relating to Future Leisure in Coxhoe (FLIC). Cllr. B Hepplewhite declared an interest in all matters relating to Coxhoe Village Hall (CVH) and Coxhoe Community Partnership. Cllr E Thompson declared an interest in Kingswood. Cllr. R Mayo declared an interest in all matter relating to the Coxhoe Community Partnership, Coxhoe Village Hall and Coxhoe Athletic. Cllr. A Murphy declared an interest in FLIC. Councillor K. Pounder declared an interest in Quarrington Hill Community Centre and Coxhoe Village Hall. Cllr K Simpson declared an interest in all matters relating to Coxhoe Primary School. Cllr. T Plews declared an interest in all matters relating to Coxhoe Allotments. Cllr. W Lavelle declared and interest in all matter relating to FLiC and Coxhoe Community Partnership.

58. S Thirlaway from Coxhoe Cricket Club gave members an overview of its 150 year history in the village. In recent years CCC had been unable to fulfill its commitment to the League and had been unable to field a competitive side since 2014. The club had also experienced difficulties with loss of income since the closure of the "Cricketers" in the village as well as problems with maintenance of the clubs cricket ground and pavilion.

Mr Thirlaway enquired whether the parish council would like to assist with the upkeep of the cricket square etc and preserve if for sports usage in the village. Cllr Dunn expressed an interest in the land being transferred to the parish council. Cllr Mayo enquired that if the land was brought back into a usable state whether in the short term there was any possibility of forming a new team or teams. The answer to this was no.

A discussion ensued about the possibility of a Coxhoe Sports Federation being established to allow the land to be used for a number of other uses in addition to cricket. The formation of a baseball team in the village had been suggested and this land would be ideal for this purpose.

A map of the village was produced which outlined various areas of land surrounding the existing sports centre. The cricket clubs land lies adjacent to the sports centre and Mr Thirlaway was asked to report back to his Cricket Committee asking whether there was any possibility of their land being gifted or sold to the parish council. Discussions could then be

moved forward regarding the possibility of creating a sports federation. Mr Thirlaway agreed to report back to the parish council in due course.

59. Police and Neighbourhood Wardens Reports.

No police report had been received.

60. Representations from residents of the parish. None

61. Minutes of the General Meeting of the Council held on the 1 June 2016.

With the deletion of the word "Done" from the end of Minute no 43 it was resolved that the minutes were a true and accurate record on the meeting and would be signed by the Chair

62. Clerks report on matters raised the previous month. Members were updated on the progress of matter circulated in the report. At this point in the agenda it was reported that Cllr C Hogarth had informed the chairman that she wished to resign as Vice Chairman of the parish council. Cllr K Simpson was nominated by Cllr Mayo and seconded for this position by Cllr Plews. Cllr W Lavelle was also nominated but declined the offer as did not consider having sufficient time to perform the duties satisfactorily.

Cllr K Simpson agreed to accept the position of Vice Chairman forthwith.

Members had been appointed to individual tasks until such time as a new clerk was appointed. Cllr C Hogarth had also informed the Chairman that she also wished to relinquish the post of acting clerk which she had been undertaking since the departure of G Price. Members resolved that the chairman appoint a locum clerk to take on administrative tasks until such time as a permanent appointment could be made. Interviews for a permanent clerk were to be held on the 10 July.

With regard to minute 53 it was reported that a council resident had expressed a wish to obtain an allotment however the resident concerned had not responded to the offer of an allotment and this had been allocated to the next person on the list. This needs resolving amicably when the next allotment becomes vacant or sooner if possible.

63. Durham County Councillors update. Items reported by DCC Councillor J Blakey, included the County Durham Plan consultation, Milburngate House and the Gates redevelopment,, HLF for Seaham Quay, car parking charges, air quality in Durham City, the Gala Theatre. One item of local importance was the reference to the suggestion of a lay-by for the primary schools extension and a reduction in speed limit outside the school. It was reported that DCC officers do not support this suggestion. Reference was also made to the removal of street lights from the A177

64. Report of the Children and Young Peoples Service Coordinator. It was reported that interviews for the youth service vacancies would be held over the weekend 10/11 July. Three applicants had been received for the Youth Workers post and six for the auxillary post. Application forms were available for interviewers and it was resolved that the panel should meet to draft questions for use during the interview process and to discuss interview timings and process..

65. Members reports from meetings attended. Nothing to report from members.

66. CDALC & EDRCAAP The chairman advised that at the EDR Local Council's Committee Meeting members had discussed what other councils do for Christmas and the use of self-watering planters. It was resolved that the council should investigate the use of self-watering planters for 2017 and that discussions be held with other clerks regarding the provision of Christmas decorations for 2016. An electricity point had been provided in the Memorial

Garden for Christmas decorations but had not been used last year. There was nothing to report from CDALC meeting as council representative had submitted their apologies.

It was reported that It's Up to You funding was available for capital projects and that consideration be given to submitting an application from the Leisure Centre or by our youth work team by the closure date of the 12 August 2016.

67. PP2. Nothing to report.

68. Neighbourhood Plan. The Chair advised that the advert for the Community Engagement Officer had attracted some interest and that an appointment would be made shortly. Progress on this plan had been deferred until the officer was in post.

Members attention was also drawn to the County Durham Plan "Issues and Options Paper" which had been released recently and that the closing date for any responses to this consultation was the 4 August 2016.

Reference was also made to the CDALC Neighbourhood Planning Working Group meeting scheduled for 10:00 on the 7 July in Great Aycliffe Town Council offices. The Cllr Dunn and Pounder intimated that they would attend this meeting.

69. Speed Humps at Cornforth Lane. Cllr. Simpson reported that a letter needed to be sent to DCC Highways section regarding the monitoring and continuing misuse of this route and that a report would be submitted for the August meeting. The Police representative was not at work and Malcolm Smart needed to be contacted to move this item on.

70. Land Transfers in Coxhoe and Quarrington Hill. The Chair advised that leases had been received for signature for Kingswood, the Village Hall and allotment land at Quarrington Hill.

71. The land at Kingswood was a Freehold transfer subject to a covenant not to develop and if developed within 80 years then 80% of the value must be returned to DCC.

Quarrington Hill allotments was a straight forward transfer from DCC to the parish council.

The transfer of the Village Hall from the Coxhoe Village Hall Association to the parish council came with covenants and restrictions and was a 999 year lease and lease back to the Village hall Association. The Memorial Gardens, the Village Hall and car park are would become insured and maintained by the parish council. The Parish Council was to support the Village Hall Association to retain the village hall for community purposes. The Village hall Management Committee needs to make a resolution about this arrangement.

A resolution had already been made at a previous meeting that two members of the parish council would sign these documents on behalf of the parish Council. It was resolved that payment would need to be arranged for land survey and legal fees,

Standing Order 3g was suspended to permit the meeting to continue.

72. St Mary's Churchyard. The parish council resolved to accept the quote of £120 plus VAT from Altogether Greener Ltd for the removal of self setting trees and stumps from around 15 headstones in the Church Yard.

73. Positioning of Floral Tubs. Four new floral tubs had been donated by DCC to the parish council. There had been some concern as to positioning of the tubs due to the installation of a new fence east of Coxhoe near West Cornforth. The positioning of the tubs was not brilliant but the best that could be achieved at present. It was resolved that these tubs would become the responsibility of the parish council from April 2017.

At this point in the agenda Cllr Simpson reported that the wall upon which the noticeboard was situated was to be knocked down and rebuilt by the Methodist Chapel. It was resolved that the parish council should consult with the Methodist Chapel to ensure that the noticeboard was repositioned possibly on posts to make the noticeboards more attractive to residents. This function was delegated to K Simpson to provide details of the repositioning and appearance of the notice boards.

74. Membership of "The Key" Members were requested to endorse the Chairman's actions to join this organisation as part of the council role in developing Youth Services. Members agreed to the payment of £198. Cllr Lavelle and A Hitchens were requested to work together to submit applications to this fund following membership payment Cllr Pounder was asked to tell the Quarrington Hill Friday Youth Club to start to submit their applications too.

75. Flag Pole. As a result of a request from residents Members discussed in detail the erection of a flag pole in Coxhoe. Initial thoughts indicated installing a flag pole in the memorial garden but one resident had suggested this may detract from the war memorial itself. It was resolved by council that a flag pole would be a welcome addition to the parish and that consideration be given to flying a Coxhoe Parish Council Flag as well as the Union Jack, Commonwealth Flags etc.

Members agreed that Cllr Mayo should take appropriate advice from flag pole installation companies as to the siting of the pole, the investigation of services in the siting position, size of pole and flags in relation to the Village Hall and memorial garden in order to create the correct aesthetics for the village. Internal lanyards were considered to be preferential to avoid vandalism etc. Cllr Mayo should also investigate estimated costs of the flag pole and report back to a future council meeting for further comments and possible approval of the scheme in accordance with Standing Orders and Financial Regulations.

76. Correspondence for Information and Action.

- i. **County Durham and Cleveland County Training Partnership.** Cllrs Dunn and Hepplewhite and the new clerk to be registered for the session on the 8 September 2016.
- ii. **CDALC Nominations** – Members agreed to recommend the re-election and nomination of existing CDALC Executive Committee postholders.
- iii. Members received information of the **CDALC circular of the County Durham Plan** and reminded of the 4 August deadline for any submissions
- iv. **Coxhoe Cricket Club** – see minute no 58 as this item was brought forward on the agenda.
- v. **Historic England Consultation on Coxhoe War Memorial.** Members requested that Historic England be contacted to support the protection of the War Memorial. However they also wanted to see if the pedestal/base of the memorial could be upgraded to improve its appearance and would also suggest the addition of a new commemoration (possibly to the Somme) on the reverse of the memorial itself. Cllr B Hepplewhite was to be the contact point for Historic England once contact had been made with them.
- vi. **LCR Summer 2016 Magazine.** When this copy could be located members would be able to read contents at their Leisure. Copt located at the end of the meeting and is now available.
- vii. Members wished to record their thanks and appreciation to resident of the village Ian Foster for the considerable amount of work (all voluntary) he has undertaken in moving the Parish Councils website from one platform to another.

77. Finance.

- a) **The schedule of payments for June was distributed for member's approval.** It was **resolved** that the accounts presented to members be accepted. This included all due payments, receipts and Direct Debits and additional items brought to the meeting.

78.The that

Schedule of payments July 6th meeting

Company	Purpose	Debit	Credit
Altogether Greener	Grounds Maintenance	516.19	
G Price (safety supply company)	Personal alarms	52.55	
Mastercopy	Photocopier	79.63	
HMRC	June PAYE	422.00	
A Hitchens	May Salary	1,064.61	
G Price	June Salary	1000.22	
G Price	Webmail Hosting		
Three Mobile	C&YSC Phone	25.00	
Three Mobile	Clerk Phone	14.00	
Total Business Group	Stationary	287.15	
GPrice	Key deposits and allotment rent		40.00
HMRC	Duty/ VAT repayment		7,588.03

In addition to the above schedule of payments members discussed that employees had been using their personal debit/credit card for parish council transactions and then receiving subsequent reimbursement back from the parish council.

As there is now more and more call for the use of credit/debit cards especially for on line transactions, it was agreed that the Cllr Dunn and Simpson should be given delegated authority to investigate the introduction of an Alto (prepaid debit card) for use by the next clerk. This would be subject to the introduction of adequate Standing Orders/Financial Regulations to provide protection for public monies and to satisfy both internal and external audit requirements.

- b) **To agree the Bank Reconciliation.** Due to the absence of the clerk there was no bank reconciliation to approve. New clerk to provide details as soon as possible after appointment.
- c) The request from the Lord Mayor of Durham for a request to his Mayors Appeal was received and details noted.
- d) Cllr Mayo expressed an interest at this point of the meeting and took no further part in the discussions or decision making process. **Request for funding Coxhoe Athletic FC.** It was **resolved** that £500 be granted on this occasion -details of bank account and other supporting documentation for grant purposes were discovered following this decision. Before the grant was paid members wanted written confirmation from Coxhoe Athletic that the equipment to be purchased from this grant could be made available to other sporting groups in the parish council area. Upon receipt of this confirmation the grant will be paid. Funding to come from grants budget
- e) **Delegated youth Budget.** This budget is available for smaller purchases and delegated authority was given to Cllr W Lavelle to obtain funding of up to £500 (per transaction) as part of the Youth Strategy Group in accordance with Financial Regulation 4.1. Payments made are to be recorded and agreed retrospectively with council and must be controlled within the available budget sums of £2,000 for Coxhoe and £1,000 for Quarrington Hill Youth services.

- f) **Youth Provision Rent.** Council gave delegated Authority to Cllrs Dunn and Lavelle to agree the payment of half year rental costs (to March 2017) from the 2016/17 budget and a full years costs to be included in the 2017/18 budget processes.
- g) **Quarrington Hill entrance Stone.** Council had received two quotations for the removing of the existing concrete base and the removing and replacing of the stone entrance sign and the bedding of flag stones to the edge of the new base. It was resolved to accept ADH's quote for the sum of £1,320 plus VAT.
- h) **Request for Funding from FLIC.** Cllr Dunn declared an interest in this item and took no part in the discussion or decision making process. Cllr Simpson took the Chair and members resolved to agree the payment of £200 towards the establishment of a youth baseball programme in the village.
- i) Members agreed to the payment of the next Clerks **SLCC Membership**.

78. Planning matters.

Planning Applications for Consideration.

	22 School Avenue – rear extension - No objections or concerns raised.
DM/16/01597/FPA. 43 Ashbourne Drive, Coxhoe DH6 4SW.	Erection of single-storey extension at rear of dwelling to replace conservatory. No objections or concerns raised.

79. Community reports.

- a) **Quarrington Hill Community Centre.** The Chair advised that he was still hoping to attend a meeting of this group and was waiting for a date to be proposed. A consortium had been formed which could allow some energy expenditure to be claimed back for the next four years and this should be taken advantage of.
- b) **Quarrington Hill Front Street Regeneration Scheme.** A request was to be made to the sculptor of two previous sculptures in the area and County Durham Homes were to be contacted to see if a sculpture can be installed on their land. Reports were received that residents did not like "The Mound" which had recently been created in the village. It was suggested that the Front Street Regeneration Scheme be nominated as part of the County Durham Environment Awards scheme.

Members discussed the removal of four hanging baskets from the Quarrington Hill Community Centre. These had been deliberately removed to release funding for container watering in the village. Residents should have been told of this budget adjustment. It was also discussed why flower beds had been removed from the left hand side of the B6291 through the village.

- c) **Coxhoe Community Partnership.** Nothing to report.
- d) **Coxhoe Village Hall.** A report was circulated prior to the meeting. It was **resolved** that the report be noted and that the kitchen had been installed and equipment now purchased.
- e) **Active Life at Coxhoe.** A new Director had been appointed and new directors were still required. Finances were constantly under review to increase income and reduce costs.
- f) **Youth Strategy Group.** It was resolved to explore joint working with EDRCLCC and meet with three other youth providers within the AAP area to explore joint working/cooperation and funding etc. It was reported that the AAP if successful with their bid was to receive £10,000. Also four organisations were to get access to funds from North East Youth for Youth Sustainability. This was making two pots of money available and the clerk was to investigate whether the council could access this funding. If so costings were to be worked out by the clerk and a report provided by the clerk for the September Youth Strategy group meeting.
- g) **Kingswood Community Partnership.** Apart from the signing of the lease referred to earlier in the meeting there was nothing further to report. It was resolved that perhaps this scheme could be nominated for the County Durham Environment Awards.

- h) Quarrington Hill Allotment Site.** Members were advised that six new plots were available of which five had been allocated. The sixth plot was to be allocated to the youth project Monday group. Approaches had been made to install new sheds and fencing and that Cllr Plews would be given authority to approve or not. It was again suggested that this allotment initiative could be entered into the County Durham Environment Awards. There was a continuing complaint and the Clerk and Cllr T Plews would investigate this matter with the tenant as soon as practicable.
- i) Coxhoe Allotments.** Members noted that the repayment of the loan had started and that these would continue over the next few years until fully repaid.

80. Exclusion of the Press and Public.

Members considered the an ex gratia payment of an honorarium for services provided by an individual to Quarrington Hill Youth Sessions. After much discussion and deliberation it was **resolved** that unfortunately no payment should be made for this voluntary service and that the individual concerned be written to, to express the councils gratitude for the work undertaken for the youth sessions.

Recruitment. The Chair advised that advertising of the vacancies was attracting interest. The 22nd June will be shortlisting of candidates with an assessment date on the 2nd July 2016. Interviews will be held on the 10 July for the Clerk's position.

81. Date and time of next meeting.

7 August at Coxhoe Village Hall commencing 6.30pm. Future dates; 7th September, 5th October, 2nd November. 7th December, 4th January, 1st February, 1st March, 5th April and 10th May.

Signed on the 7 August 2016 as a true record of the meeting.

Cllr. S Dunn (Chair)

Cllr. K Simpson (Vice-Chair)