



Coxhoe Parish Council

Meeting:	Full Council
Date:	Wednesday 11 th January 2017
Time:	6.30pm
Venue:	Coxhoe Village Hall

Delivering Services

to
Coxhoe and Quarrington Hill

DRAFT Minutes of the proceedings of the Coxhoe Parish Council Meeting.

237. **Present:** Parish Councillors: Stuart Dunn (Chair), Colin Thirlaway, Keith Pounder, Eric Thompson, Ron Mayo, Wendy Lavelle, Barbara Hepplewhite, Kay Simpson, Anne Murphy, Carole Hogarth and County Councillor Maria Plews who arrived 3 minutes after the meeting started.
238. **Apologies:** were received from Parish Councillor Tony Plews and County Councillor Jan Blakey.
239. **Declarations of interests:** The following interests were declared by members: Cllrs. Dunn and Murphy - Future Leisure in Coxhoe (FLIC), Cllr. Thompson - Kingswood Community Partnership, Cllr Hogarth - Quarrington Hill Allotments and Kingswood, Cllr. Mayo - Coxhoe Community Partnership, Cllr. Lavelle - FLIC and Coxhoe Community Partnership, Councillor Pounder - Quarrington Hill Community Centre and Village Partnership. Cllr. Hepplewhite - Coxhoe Village Hall, and Cllr. Simpson - Coxhoe Primary School.
240. **Representations from Residents of the Parish:** There were no representations from Residents of the Parish.
241. **Police and Neighbourhood Wardens Reports:** No Reports were received.
242. **Minutes from 7th December 2016:** The minutes were agreed as a true and accurate record of the meeting.
243. **Minutes from Special Meeting 14th December 2016:** The minutes were agreed as a true and accurate record of the meeting.
244. **Clerk and Community Engagement Officer's Report:** In relation to items: **96** County Councillor Maria Plews confirmed that she would look into the stretch of footpath leading from Kingswood to the start of houses as you enter Quarrington Hill and the retarmacing of the same as it is in a poor state following utility repair work. It was confirmed the grass alongside said path had been cut as previously agreed but was still not included in the fortnightly cutting schedule; **124** to request the new planters at Quarrington Hill are not located in one area but to spread them out. Cllr. Pounder advised Cllr. Blakey may have further communication on this; **227** The CEO verbally added to the Report an additional update of the Officers' progress

confirming access keys to Kingswood have now been received from the Ranger; **220{c}** CEO clarified Operation “Spruce up” was not an opportunity for Members to nominate an area as previously thought, but for Members to be aware of the pilot running of Operation “Spruce up” by Durham County Council and if proven successful will open an opportunity in the future for Coxhoe Parish Council along with other Parish and Town Councils in the area to nominate an area through their local AAP for consideration in operation “Spruce up”.

It was requested to proceed with pursuing the car wash on Blackgate as a potential area for improvement. There was a discussion of the Council over what action could be taken with the relevant local authority departments and the landlord to resolve issues including: the inadequate draining serving the business, the inappropriate parking of cars blocking access on the public footpath abutting the business and the inappropriate backspray of cleaning water from the cleaning jets deeming the footpath located at the front of the car wash unusable as pedestrians would be soaked and forcing pedestrians to walk on the road.

It was RESOLVED:

- (i) to receive and note the progress of the Officers.
- (ii) to await clarification from Cllr. Blakey on the QH planters.
- (iii) County Cllr. Plews would contact the Highways and Environmental Health departments to report concerns
- (iv) To amend action 109 to amber

245. **Youth Workers’ Update:** No update was provided. Cllr. Dunn updated Members on the independent work of the Youth Workers with the Active Life Centre on New Year’s Eve following a request of the Active Life Centre the youth workers provided a youth club session which ran alongside the adult New Year’s Eve party. He confirmed the youth club session went exceptionally well and it also very much improved the adults’ experience. Members thanked the Youth Workers for taking the initiative to support and independently work with the Active Life Centre and doing it so well. Cllr Dunn suggested a Youth Strategy Meeting to be held 8 February 2017. **It was RESOLVED** that the CEO will liaise with Ian Thompson to confirm the date.

246. **Finance Report:** The Council received and noted the report and approved the Finance Report circulated. **It was RESOLVED:**

- (i) to request a visit from an internal auditor prior to the next full Council meeting in February to ensure the Council’s finance systems are in order and any issues raised could be brought to the Clerk’s attention and dealt with accordingly.
- (ii) that 2017/18 internal audits arrangements are placed on the next full Council meeting agenda in February.

a. **Payment schedule for December 2016:**

Creditors	Purpose	Invoice Date	Amount
Altogether Greener	Grounds Maintenance	31/12/2016	-£516.19
Youth Project	Minecraft Game	08/12/2016	-£16.99
G. Smith	Christmas Lights Installation	01/12/2016	-£1,476.00
T.A. Dixon	Preparation of wages over 3 months	06/12/2016	-£55.00
		TOTAL:	-£2,064.18

247. **Correspondence for Information and Action:** Parking on Browning Hill. Members and County Cllr. Maria Plews discussed resident's concerns around the inappropriate and unsafe build up of parked cars at Browning Hill. It was suggested the departments of Planning and Licencing and also Trading Standards should be contacted to ensure only cars belonging to the residents of that area were being parked. County Cllr. Maria Plews confirmed she had made representation at the Highways department and backed up resident's concerns over safety issues raised from parking on the "blind bend". Members raised the rules and regulations relating to consideration to others under the Traffic Act and suggested the Council considers contacting the Police to arrange an accompanied site inspection to look into the possibility of the aforesaid parked cars being in breach of those regulations. **It was RESOLVED** the CEO write to the complainants advising the Council have no powers to enforce any action in respect of the said reported parking, but recommend he contacts the Police, Trading Standards, Planning and Licencing departments about the parking.
248. **Planning Applications:** Planning Applications were received and noted by the Council. The Council raised concerns over application reference: DM/16/03892/FPA Retention of Canopy submitted by Mr H Ali of Hand Carwash, 20 Blackgate East, Coxhoe. Members and Cllr. Maria Plews discussed the planning application and raised concerns over Mr Ali's responses to some sections of the planning application around vehicular access, flood risk and drainage, and pedestrian safety. **It was RESOLVED:** the Council write to the planning department and object to the planning application based on the issues raised and discussed.
249. **Durham County Councillors Update:** County Cllr. Maria Plews gave a verbal report and discussed the proposed DCC cuts and DCC's suggestions to raise the precept in order to soften the impact of such cuts on Social Care. Cllr. Maria Plews discussed the planning application to extend the Accident Emergency at Durham Hospital potentially resulting in the closure of the Accident and Emergency at Darlington Hospital with standard operations being transferred to Darlington Hospital. **It was RESOLVED**
- (i) that the Council will look into the planning applications further.
 - (ii) Cllr. Mayo would confirm in writing to Cllr. Plews previously reported street lights which are continuously switched on for Cllr. Plews to pass this onto the relevant department at the Local Authority.
250. **Council Agreement of 2017/18 Budget:** The Budget was received and noted. **It was RESOLVED**
- (i) to harmonise the increase of staffs' increments in April 2017 and April 2018.
 - (ii) the Clerk will carry out a VAT reclaim in February 2017 in accordance with CDALC advice.
 - (iii) Cllrs. Keith Pounder and Barbara Hepplewhite will forward to the Clerk and CEO the details of cheaper litter picking equipment suppliers in order for further enquiries to be made.
 - (iv) Members thank the Clerk's for his hard work involved with the 2017/18 Budget
 - (v) that Members would continue to meet whenever necessary to discuss the setting of the budget.

Cllr. Plews left the meeting at 7.34pm.

251. **Council Agreement of Precept Request.**

It was RESOLVED:

- (i) agree the proposed precept of £93,307.89 requiring a precept of 4.8% resulting in a council tax increase at Band D of £2.72 per year and Band A £1.63 per year. Cllrs. Pounder and Simpson voted against the increase.
- (ii) to delegate authority to the Clerk in liaison with the Chair to agree the precept mandate for sending to Durham County Council.

252. **Members' Reports from meeting attended.** Reports from Community Centre and Village Partnership received. Cllr. Murphy reported on attending a Smaller Council's Forum meeting held on the 18th November at Newton Aycliffe. **It was RESOLVED** that Cllr. Anne Murphy would replace the Clerk as one of the two Council representatives.

253. **CDALC & EDRCAAP-** the following were noted:

- a. No extension of referendum principles;
- b. NALC Chief Executive Bulletin;
- c. Next Neighbourhood Plan Working Group Meeting;
- d. NALC Star Council Awards Survey;
- e. CDALC Newsletter;
- f. Clinical Commissioning Group Events – January 2017.

It was RESOLVED to request the Clerk or CEO to forward the correspondence from Julie Harrison dated 16th December 2016 onto members by email in order that Members may access the hyper link to the website contained therein.

254. **PP2: It was RESOLVED** to write a summary for the next issue of the Chronicle (March) detailing what has been achieved in Parish Plan 2 over the last five years.

255. **Neighbourhood Plan:** It was discussed how a Neighbourhood Plan Survey could be drafted to ascertain whether the parish want to proceed with a NP or PP3 and for this survey to be circulated with the March Chronicle.

It was RESOLVED

- (i) the CEO would draft and bring a NP survey for Council to approve.
- (ii) to hold a combined Neighbourhood Plan and Youth meeting on Wednesday, 8th February at 6.30pm.

256. **Community Reports:**

- a. Quarrington Hill Community Centre: Verbal report was provided. Cllr Pounder commented on the Children's Christmas party being a great success. It was noted the Community Centre had been closed for two weeks over the Christmas break.
- b. Quarrington Hill Front Street Regeneration Group: Nothing to report;
- c. Coxhoe Community Partnership: Report received and noted;
- d. Coxhoe Village Hall: Written report was circulated advising on the resignation of Paul and Nicola Dodsworth from Coxhoe Village Hall Committee as Chair and Secretary and Coxhoe Village Hall are now actively recruiting. The installation of the solar panels is confirmed to be going ahead on Friday, 13th

January 2017. It was requested that the Parish grant is paid in contribution by the Parish Council purchasing equipment suggested by Coxhoe Village Hall. **It was RESOLVED** that the Clerk would be authorised to carry out that equipment expenditure on behalf of the Village Hall.

- e. Active Life at Coxhoe: Cllrs. Lavelle and Dunn gave a verbal report advising on a successful AAP grant of £15,000 which will contribute towards the ongoing refurbishment at the Active Life Centre. Cllr. Dunn advised on the staffing issues, on the rise in membership fees to accommodate staff and ongoing refurbishment, and Anne Murphy's appointment as Director was confirmed;
- f. Kingswood Community Group: It was confirmed that the Coal Authority Board had commenced emergency safety repairs to fissures in the ground.

257. **Coxhoe Cricket Club Update:** Letter received from Coxhoe Cricket Club and its contents noted by Members. **It was RESOLVED** the Clerk or CEO would reply to the Cricket Club confirming their response is noted, the Council would be delighted to see the resurrection of a Cricket Club and for the ground to remain an area used for sport, however, if this should not be the case in the future, Coxhoe Parish Council are willing to discuss this further.

258. **Quote for removing the "Mound" at Quarrington Hill.** It was updated that two quotes have been received to remove the mound. It was noted that the quotes included the provision of returfing the removed mound. Members discussed it was never intended that the area be returfed once the mound was removed.

It was RESOLVED

- (i) to proceed with one quote from a specialist Contractor.
- (ii) the CEO write to the selected Contractor and request a further quote to include the provision of a flower bed on the area left once the mound has been removed as opposed to returfing;

259. **Quote for Purchase of Safe.** **It was RESOLVED** for the Clerk or CEO to purchase the safe on behalf of Coxhoe Parish Council, produce a receipt in respect of the same to Coxhoe Village Hall insurers in order for the insurers to release monies due in respect of the stolen safe to Coxhoe Village Hall and Coxhoe Village Hall will then forward the same monies onto the Council by way of their contribution towards the new safe.

260. **Transfer of Coxhoe Village Hall to CPC and Lease to Coxhoe Village Hall Committee.** It was confirmed that the Freehold Transfer of Coxhoe Village Hall to Coxhoe Parish Council and the 999 year Lease from Coxhoe Parish Council to Coxhoe Village Hall were completed on Tuesday 20th December 2017. Cllr. Hepplewhite raised concerns over a letter of complaint received from a member of the public regarding the flagpole. **It was RESOLVED:**

- (i) that the said letter of complaint would now be addressed by Coxhoe Parish Council and would be placed on the agenda for the next full meeting.
- (ii) that the Clerk would liaise with Cllr. Hepplewhite over the insurance claim in respect of the stolen lead from Coxhoe Village Hall's roof.

261. **Date and time of next meeting:** 1st February 2017 at 6.30pm at Coxhoe Village Hall.

262. **Exclusions of Press and Public:**

- a. Clerk's Progression Request for consideration. The Clerk's letter was received and its contents noted. **It was RESOLVED** to agree to the Clerk's request of a condition being removed from his employment contract allowing the Clerk to progress in increments from April 2017 along with other staff and that the Clerk should continue to complete CILCA training.
- b. Findings from Standards Board. Members discussed and raised concerns at the Standards Board's outcome and one of the requests for all Members to attend Standards Training as a result of a complaint made against Keith Pounder's behaviour. It was proposed by Cllr. Carole Hogarth that the Members of Coxhoe Parish Council would write to the Standards Board advising them that councillors will not participate in the training proposed by the Standards Board on the grounds that Cllr. Keith Pounder has refused to accept responsibility for his behaviour, past and present. **It was RESOLVED** that Cllr. Hogarth's proposal is agreed by all Members with the exception of Cllr. Keith Pounder who voted against the proposal.

263. **Minutes Approved:**

Stuart Dunn (Chairman)

Kay Simpson (Vice Chairman)