



Delivering Quality

*Services to
Coxhoe and Quarrington Hill*

Coxhoe Parish Council

Meeting: Full Council
Date: Wednesday 5th April 2017
Time: 6.30pm
Venue: Coxhoe Village Hall

Minutes of the proceedings of the Coxhoe Parish Council Meeting.

- 287. Present:** Parish Councillors: Stuart Dunn (Chair), Keith Pounder, Eric Thompson, Ron Mayo, Carole Hogarth, Tony Plews, Colin Thirlaway, Wendy Lavelle, Barbara Hepplewhite, Anne Murphy, Kay Simpson and County Councillors: Maria Plews. Parish Council Officers: Craig Rowbotham (Clerk) and Ian Thompson (Senior Youth Worker). One member of the public was present.
- 288. Apologies:** Apologies received from Holly McCabe (PCSO (8012)) and Lisa Caine (Community Engagement Officer).
- 289. Declarations of interests:** The following interests were declared by members: Cllrs. Dunn, Lavelle and Murphy - Future Leisure in Coxhoe (FLIC), Cllr. Thompson - Kingswood Community Partnership, Cllr Hogarth - Quarrington Hill Allotments and Kingswood, Cllr. Mayo - Coxhoe Community Partnership and Coxhoe Village Hall, Councillor Pounder - Quarrington Hill Community Centre and Village Partnership, Cllr. Plews – Coxhoe Allotment Association, and Barbara Hepplewhite – Coxhoe Village Hall Committee and Village Partnership, Cllr. Simpson – Coxhoe Primary School.
- 290. Representations from Residents of the Parish:** There was one representative from the general public requesting an update for the proposed closure of the road leading too Green Crescent. The proposal is to make the road one way. The area incorporates the Avenue, Grange Crescent and Green Crescent. County Cllr. Maria Plews agreed to update the resident on the current position.
- 291. Youth Workers' Update:** Mr Thompson (Senior Youth Worker) gave a verbal update of his presented report. Mr Thompson met with the current providers of Quarrington Hill's Friday's youth sessions. They have stated that they would be happy to continue providing these sessions on behalf of the Parish Council for an agreed fee. Senior club is increasing by approximately 10 more young people. The computer club has not yet started, but should be, after the Easter break. Coxhoe juniors' session currently has 50 young people attending on a Friday night. Senior sessions have 10 young people attending and it is proposed to move this to a Wednesday night. It is also proposed to split the junior group over two sessions on a Friday night and will plan to review in two or three months. Cllr. Lavelle requested if Friday times could remain flexible to maintain interest. From half term in May four members of staff will be absent. It was proposed to close the youth club for two

weeks. Also from October 2017 we will be losing one of our auxiliary youth workers as they will be starting University.

a. It was **RESOLVED**:

- i. Move Friday session to a Wednesday evening;
- ii. To consider the existing arrangements for Quarrington Hill's Friday sessions until the summer holidays. Senior Youth Worker to request a proposal from the provider and to present to Council;
- iii. For the Senior Youth Worker to organise a Youth Strategy Group in May to discuss the Council's recruitment requirements.

292. Minutes from 1st March 2017: Were accepted as a true and accurate record of the meeting.

293. Clerk on Progress of Council Resolutions Report: The report was received and accepted with thanks by the Council.

294. Police and Neighbourhood Wardens Reports: A written report was presented to Council and a discussion ensued between Cllrs. Cllr. Dunn commented and stated that he was saddened about the recent racially, religiously aggravated harassment incident reported in the Parish.

295. Durham County Councillors update: The County has received an environment award due to its wild flower verges etc. An open space protection order has been put in place. The Culture of County Durham is thriving with an estimated £20 million per year benefiting the local economy due to Durham Cathedral's Open Treasure, Durham City Miner's Gala, BRASS event and Book Festival. It was reported that the summer recycling pickup has started for garden waste. 15 teaching assistants are now on the working group and hopefully a resolution can be achieved. Durham County Council are implementing the Children and Social Care Bill to support care leavers and Durham County Council are providing lots of resource to support this service. Council Tax has been raised by 1.99% and DCC has put £30 million of reserves into frontline services to enable it to make its £180 million of savings. In the coming year (17/18) a further £65 million of savings is required. DCC has started a new building company, Chapter Homes, to build affordable homes in the County. It was reported that DCC is one of only two County Councils to still give Council Tax benefit to those on low incomes. £25 million has been made available to DCC for social care. DCC is investing £7.5 million into a new school at Bowburn. Durham City is establishing a new Parish Council, based on a pole of residents' views. Durham will be hosting the cycle race on 27th May. Cllr. Dunn thanked County Cllr. Plews for her detailed report.

296. Council Insurance Renewal: It was **RESOLVED** to pay the Council's renewal premium of £3,005.95 to Came & Company.

297. Grounds Maintenance Contract Amendment: Due to additional land being purchased it was necessary for the Council's contractor Altogether Greener to add the additional works to their work schedule. It was **RESOLVED** to pay £9,432.52 to be spread equally over a 12-month period at £786.04 per calendar month.

- 298. Grounds Maintenance Ad Hoc Works – Front Street Coxhoe:** Further to a site meeting to discuss potential improvements along the green belt. The areas under discussion covered the removal of a number of shrub beds under the small clumps of trees, installation of bird's mouth fencing in three locations and the flailing of rough scrub land along the boundary of the Catholic Church and to the northern boundary of the village Care offices.
- a. It was **RESOLVED**:
- i. Remove shrub bed and reinstate top soil and grass seed;
 - ii. Supply and erect birds mouth fencing
 - iii. Prune flail and strim areas of rough scrub land
 - iv. Pay Altogether Greener for these works £902.
- 299. Shrub Planting – Front Street Quarrington Hill:** It was **RESOLVED** to fulfil the commitment made to plant a line of shrubs behind the sculpture.
- a. Remove the existing turf and prepare soil with compost;
 - b. Plant a row of Potentilla and cover the bed with organic matter;
 - c. Agree to pay altogether greener £282.
- 300. Update from Quarrington Hill Walkabout:** It was **RESOLVED** to action the 17 points of improvements and maintenance identified by this site visit.
- 301. Coxhoe Village Hall CCTV:** After the installation of a system some advice was sought from Durham Constabulary who made some recommendations to be noted. It was **RESOLVED** that representatives from both the Parish Council and Village Hall Committee meet to discuss the recommendations and agree a policy and procedure for managing the system.
- 302. Recording of Council Meetings Policy:** It was **RESOLVED** to adopt the policy and to include that recordings will be kept for a period of 6 months and can be viewed by members of the public on request.
- 303. Hanging Baskets at Quarrington Hill Half Moon Pub:** Since a resident's complaint about the current hanging baskets in Quarrington Hill, in 2016, being too high and getting ruined by the wind. It was the Councils intention to improve how it delivers hanging baskets in the village. One suggestion was to provide them to local business to improve the overall look of the Front Street. The proprietor of the Half Moon pub has expressed an interest for his business. It was **RESOLVED** to defer this until the end of the year and contract, with Thinford Nurseries, with the aim to request quotes for a new planting system and to write to local business to see if they would be willing to have hanging baskets, displayed on their property, to improve the overall look of the village. The Council will need to check insurance liabilities and approval for this work.
- 304. Quarrington Hill Banner Group Grant Application:** It was **RESOLVED** to pay the sum of £200.
- 305. Coxhoe Village Green Interpretation Board Installation:** It was requested that an interpretation panel be reinstated from its original location in St. Mary's Church yard to the village green. It was **RESOLVED** to instruct Border Signs to manufacture new

frame and posts to accept existing panel and to pay £595. Cllr. Hepplewhite agreed to write to St. Mary's Church to inform them of the Council's intentions.

- 306. 'Trowse' Footpath:** It has been identified that the footpath leading from Village Care has fallen into disrepair and has become impassable. It is currently a public right of way and it was **RESOLVED** to contact Durham County Council to inform them and to request improvements. Also a resident raised concerns with the condition of Browning Hill footpath. It was **RESOLVED** to check who has maintenance responsibility and to request the Council's contractor to make improvements.
- 307. Quotes for Council Business Cards:** It was **RESOLVED** to leave this decision to the Clerks discretion.
- 308. Finance Report:** It was **RESOLVED** to accept the report:
- Confirmation and Signing of Bank Reconciliation:** As of 28th February 2017 the bank balance was £33,115.37.
 - Payment Schedule Approval:** It was **RESOLVED** to pay the outstanding balance of £8,365.31 to creditors (see attachment).
 - Cash Book Balance:** The Council noted the cash book balance of £24,750.06 on 30th March 2017.
 - Budget Report:** It was **RESOLVED** to note current performance and the £1,941.58 overspend against the agreed budget.
 - Payroll Management Report:** It was **RESOLVED** to note the report.
- 309. Correspondence for Information and Action:**
- Flagpole at Coxhoe Village Hall Complaint: Due to time constraints it was decided to defer this item to the next meeting.
 - Resident's Complaint about rise in Council Tax: Members noted the letter and requested the Clerk to respond.
 - Classic Car Evening: It was **RESOLVED** to give permission for the use of the Coxhoe Village Greens and to help promote the event on the Council's website and social media.
 - Patterson Dale Speed Humps: County Cllr. Plews has confirmed that she has responded to this resident and will follow up.
- 310. Planning Applications:** Received and noted by Members.
- 311. Members' Reports from meeting attended:** Due to time constraints this item was deferred to the next meeting.
- 312. CDALC & EDRCAAP-** the following items were received and noted by Members:
- Annual Meetings
 - Big Spring Clean Campaign
 - Section 137 Expenditure Figure
 - Good Councillors Spring Conference
 - Elections and Purdah
 - NE Neighbourhood Planning Network
 - Councillor and Chairmanship Training.
- 313. PP2:** Due to time constraints this item was deferred to the next meeting.

- 314. Neighbourhood Plan:** Due to time constraints this item was deferred to the next meeting.
- 315. Community Reports:** Due to time constraints this item was deferred to the next meeting:
- a. Quarrington Hill Community Centre
 - b. Quarrington Hill Front Street Regeneration Group
 - c. Coxhoe Community Partnership
 - d. Coxhoe Village Hall
 - e. Active Life at Coxhoe
 - f. Kingswood Community Group.
- 316. Date and time of next meeting:** Wednesday 10th May 2017, 6.30pm at Coxhoe Village Hall.
- 317. Exclusions of Press and Public:**
- a. **Quarrington Hill Community Association Grant Application:** It was **RESOLVED** to accept the report and to pay £2000.
 - b. **Community Engagement Officer's Resignation:** This was received with sadness and it was **RESOLVED** not to accept this resignation at this stage and to allow a period of leave for reflection. If the individual decides to return, then appropriate procedure will be followed to ensure the retention of this member of staff.
 - c. **DBS Disclosure and Protocol:** It was **RESOLVED** to follow the procedure described by the Clerk.
 - d. **Protocol for dealing with complaints:** It was **RESOLVED** that all complaints received must be dealt with by the Clerk and not in isolation by individual Members.
 - e. **Management of Cllrs. Declaration of Interest:** It was **RESOLVED** that all Members are responsible for their own declarations and is not the responsibility of the Clerk.

Stuart Dunn (Chairman)

Kay Simpson (Vice Chairman)