



Coxhoe Parish Council

Meeting: Monthly Meeting

Date & Time: Wednesday 4 March 2020 6.30pm

Venue: Coxhoe Village Hall

Councillors present: S Dunn (Chair); D Brown; N Brown; A Hedley; W Lavelle; K Lowes; K Simpson (Vice Chair); C Thirlaway.

Also present: County Councillor J Blakey; C Llewelyn, Parish Clerk; A Searle, Administration Officer.

Four members of the public attended the meeting.

692 To note apologies

Apologies for absence were received from Cllrs K Pounder. **Resolved** the apologies were noted.

693 Declarations of interest on items on the agenda

Cllr Lowes declared an interest in items 10 Youth provision and 13a employer costs. Cllr D Brown declared an interest in item 13a employer costs. Cllr Dunn declared an interest in item 21c as a director of Active Life.

694 To confirm the minutes of the meeting held on 5 February 2020

A draft copy of the minutes for the above meeting had been issued with the agenda. It was **Resolved** that the minutes of the meeting held on 5 February be approved, confirmed and signed as an accurate record.

695 Receipt of Committee minutes

The draft/approved minutes of the below Committees were circulated with the agenda:

Draft Youth Strategy Group minutes 30 January 2020

Approved Youth Strategy Group minutes 19 September 2019

Draft Events, Environment and Finance Committee minutes 10 February 2020

Approved Events, Environment and Finance Committee minutes 9 December 2019

It was **Resolved** that the above draft and approved Committee minutes were noted.

696 Public participation

A resident said that a parade of banners is taking place on 9 May at 10.30 at Kelloe Church and the new Memorial Stone by the Tommies at Quarrington Hill will be unveiled on 10 May at 11.00. He said rats are getting out of hand in certain locations and have been seen crossing the front street. County Councillors said they would report to County Council Officers.

A resident said there are significant health problems in Coxhoe and surrounding villages and that the potential causes should be investigated. Cllr Dunn said this has been raised at Kelloe Parish Council and that information already requested about illness and mortality rates can be shared

with Coxhoe Parish Council.

It was **Resolved** to bring forward item 18(a) to this point in the agenda under Standing Order 10a(vi).

697 Seating Request

The Clerk had undertaken neighbour consultation in relation to the request to install a memorial bench by Wesley Place made by a resident, and circulated a report with the agenda. It was **Resolved** to approve this request for a seat, and the Clerk to work with the resident to install the seat in the agreed location.

698 Durham County Councillors' update

Cllr Dunn circulated a report which included the following:

- Addressing cleanliness of A177 and A688
- Quarrington Hill Churchyard closure
- New Crowtrees yellow route to protect King's Wood paths
- County Council consultation on new bus station to open Autumn 2021
- County Council consultation on selective licensing of private landlords
- Investment of £83m in leisure and community facilities
- County Council Climate Change Action Plan 2020-22
- New County Hall not at risk of flooding
- County Durham Plan inspection.

Parish Councillors raised that there had not been enough information provided about flooding at the new County Council headquarters, and asked when the Integra 61 roadworks would be completed which Cllr Dunn said would be April. Cllrs said the 57 bus is unreliable and that double decker buses have been driving late at night empty down Cornforth Lane.

Cllr Blakey spoke about TurSDale Road.

Parish Cllrs said the roads around Coxhoe are covered in debris and that there is broken glass in the park; the Clerk said she has reported the glass to the County Council.

Resolved the information is noted.

699 Councillors' reports of their attendance at meetings/events on behalf of the Parish Council

Cllr Dunn had held a meeting with residents of Basic Cottages.

700 Vacancies and co-option

Quarrington Hill Ward Vacancies

The Clerk had circulated a report with the agenda and said that the two vacancies have continued to be advertised. One person had sent a statement and wished to be co-opted. The following were

Resolved:

- (A) the report was noted.
- (B) Ian Armstrong was co-opted to Coxhoe Parish Council.
- (C) the vacancy that remains will continue to be advertised.

701 Clerk's Report

The Clerk had circulated the report with the agenda.

VXII) Website Accessibility

I Forster has done a great deal of work towards making the website more accessible. The County Council are trying out an accessibility tool and are assessing the Parish Council's website using it. It was **Resolved (A)** to note the update.

XVIII) Matters raised by residents

The Clerk had detailed all issues raised by residents in one section of the monthly report. Cllr Dunn advised he is requesting that the protected right turn into the Barratts development is arranged as soon as possible. It was **Resolved (B)** the matters were noted.

XXVI) Coxhoe Village Hall planters' request

It was **Resolved (C)** the Parish Council is happy for the Village Hall to arrange planters and window boxes to the front of the building without blocking any access.

Cllr Dunn said he had spoken to Bowburn Banner Group about a rolling road closure and details are to be provided; the Clerk is investigating traffic management and insurance following a resolution at the Events, Environment and Finance Committee.

Resolved (D) the Clerk's Report and information above is noted.

702 Youth Provision

a) Youth Worker Report

A report from the Senior Youth Worker was circulated with the agenda. A question was raised about when safeguarding reports should be made and the Clerk said she will discuss this with the team who are currently renewing their Safeguarding training. It was **Resolved (A)** the report was noted.

b) Holiday Activities with Healthy Food Funding Application

The Clerk had sent a report with the agenda. A bid had been submitted to run two healthy breakfast events for children during the Easter holidays, at Coxhoe and Quarrington Hill. The following were **Resolved**:

(B) the report was noted.

(C) the Council approves the application and delegates to the Clerk to work on delivering the sessions should funding be granted.

703 Planning & Correspondence report

Planning Requests

Application Number	Applicant	Location	Proposal	Electoral Ward and Parish	Case Officer & Expected Decision Level
DM/19/02248/FPA Information sent by email	Keepmoat Homes Ltd	Land To The North East Of St Marys Terrace	Proposed re-plan for 21 additional dwellings, within the existing site boundary	Coxhoe Cassop-cum-Quarrington	Colin Harding Expected to go to Committee

The Clerk had placed this application on the agenda as the Council has previously objected. It was **Resolved (A)** the Council objects to planning application DM/19/02248/FPA on the following grounds: there is a lack of parking and, as with other recent developments, the Parish foresees this becoming a big problem for residents; concern that a Sustainable Urban Drainage system is unsuitable and would cause flooding and environmental damage to the surrounding area; an increase in the number of vehicles on the site risks increasing potential oil spills and other pollutants which would dirty the water and carry more pollution to the sewage system; no mitigation has been made of the impact this development will have on neighbouring wetland site of scientific interest site in terms of light, noise, and increased air pollution which all pose a threat to the wildlife in the hedgerow immediately behind the site and the adjoining wetland site of scientific interest; and concern over the habitats for Yellowhammer birds, curlews and great crested newts. The Parish believes any future re-plan should contain strong protections for our local environment, bio-diversity, and precious wildlife.

It was **Resolved (B)** that Cllr N Brown would attend Planning Committee to speak on behalf of the Parish Council if the application goes to Committee as expected.

Approved Decisions

No & Applicant	Location	Proposal
DM/20/00089/FPA Mr A Plews	100 Browning Hill Coxhoe Durham DH6 4SA	2 storey pitched roof side extension
DM/19/03775/TPO Tennant	Haslewood Vicarage Terrace Coxhoe Durham DH6 4AN	Crown raise 4.2m above driveway, crown thin 15% and remove deadwood to 1no. Horse Chestnut tree (T2) and 2no. Sycamore trees (T3 and T4). Maximum severance restricted to 1.5m in length, 50mm diameter

Resolved (B) the approved decisions were noted.

Withdrawn Applications

None.

Refused Applications

None.

Correspondence Received

	Received From	Summary
1	Durham County Council	Proposal to remove Phone Box at Quarrington Hill
2	Durham County Council	Neighbour Notification re Land to east of St Mary's Terrace
3	Shadforth Parish Council	Invitation to Councillor Training

Members **Resolved (C)** the correspondence is received and noted.

Bulletins received

	Received From	Summary
1	Durham County Council	Scam Awareness
2	NALC	Newsletter
3	NALC	Chief Executive's Bulletin
4	NALC	Chief Executive's Bulletin

5	CDALC	Far Right Extremism Training
6	CDALC	Selective Licensing Consultation
7	NALC	Newsletter
8	NALC	Chief Executive's Bulletin
9	NALC	Newsletter

Members **Resolved (D)** the bulletins are received and noted.

704 Risk Register

The Clerk had sent the updated risk register for 2020/21 with the agenda. Councillors suggested the following amendments: County not District Council; ensure banking is included as well as collecting monies and add the name of the accounting package. It was **Resolved:**

(A) the Council approves the risk assessment with those amendments.

(B) to note that Council is interested in attaining silver standard for the Quality Award.

705 Financial Matters

a) Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated the Finance Report with the agenda. The bank reconciliations and cashbook to 26 February 2020 and the bank statements were circulated at the meeting.

Resolved (A) the bank balances and reconciliations to 26 February are noted.

Cllrs D Brown and Lowes had declared an interest and did not take part in the following resolution.

Resolved (B) the employee hours and employer costs are noted.

The payments below were submitted for approval.

a) March Payments Due:

No	Payee	Description	Amount
1	Staff	Salaries	£3,209.45
2	NEST	Employer & Employees' Pension Contributions	£153.51
3	HMRC	Employer Liabilities	£645.31
4	SE Landscaping	Grounds Maintenance Contract	£884.90
5	Mastercopy	Remote Billing	£61.22
6	BT	Landline & internet	£50.64
7	ITC	Sophos Internet Security & One drive storage	£10.80
8	Vodafone	3 x Mobile Phones	£73.26
9	Wave Water	Quarrington Hill Allotments Water Supply	£11.55
10	ITC	Install of Microsoft, One drive issues, Publisher licence move	£156.00
11	Callum McNally, Wabi Sabi	2 Taekwondo Taster Sessions for Youth Clubs	£60.00
12	Coxhoe Village Hall	Hire of hall for Parish Planning Meeting 28.03.20	£47.50
13	Interface Training	Youth Club training session	£300.00
14	Royal British Legion	(Section 137 Payment)	343.00
15	Thinford Nurseries	August watering	£1,530.00
16	SE Landscaping	Work to railway gate area; Bower Court village green area; Coxhoe Churchyard	£600.00

17	Quarrington Hill Banner Group	Payment of County Council grant for Memorial Stone	£320.00
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Please note prices are gross, where VAT applies.

It was **Resolved (C)** the payments are approved.

b) Payments already made and brought to Council for noting:

No	Payee	Description	Amount
1	Kids Stuff for Less	Art and craft supplies for Youth Club	£81.15
2	Viking	Plastic storage boxes for Youth Clubs and Secretary's Cupboard	£87.50
3	Amazon	Xbox and Wii Chargers for Youth Club	£34.47
4	Sports Warehouse	Dodgeball supplies for Youth Club	£89.99
5	Seventeen	Refreshments for meetings	£9.05
6	Co-op	Refreshments for meetings	£7.39

Please note prices are gross, where VAT applies

It was **Resolved (D)** the payments made are noted.

It was **Resolved (E)** the Council delegates to the Clerk to make and keep under review decisions on employee activity which is beyond the routine operation of services, as included in the report.

It was **Resolved (F)** the Clerk to purchase a post mounted noticeboard at the gross cost of £1180.80 and to arrange installation outside St Andrew's.

b) Budget

The Clerk had prepared the budget to 26 February and said that the amount of reserves will still be affected by the amount spent in this year on the cricket field and pavilion. It was **Resolved (G)** to note the budget.

c) Photocopier

The Council's photocopier contract ends on 1 June 2020. The Clerk had prepared a report with five options. The following were **Resolved**:

(H) the Council will look at paperless operating, Sharepoint and hardware.

(I) the Council delegates authority to the Clerk to arrange the contract with option T1 in the report.

706 Parish Council Policies

The Clerk had circulated draft policies with the agenda.

a) Attending and Reporting Meetings Procedure

It was **Resolved (A)** with the correct title of Ministry of Housing, Communities and Local Government the draft procedure is approved.

b) Public Participation Policy

It was **Resolved (B)** the draft policy is approved.

707 Land/Buildings/Open spaces

The Clerk had circulated reports with the agenda.

a) Quarrington Hill Churchyard

Cllr Dunn said an update will be provided in the March Chronicle. An update is expected from the quarry. It was **Resolved (A)** to note the information.

b) Cricket Ground

The Clerk and Cllr Dunn tabled a further financial report and explained the updated budget position and funding applications. Cllr Dunn had met with the farmer who owns adjoining land. The lease needs to be progressed. The following were **Resolved**:

(B) the Council endorses activity.

(C) the Clerk is delegated (with Chair and Vice Chair as necessary) to carry out activity.

c) Land adjacent Quarrington Hill Community Centre

There was no further update. **Resolved (D)** the information is noted

d) Old School site

It was **Resolved (E)** the Council's position is that the developer's option D goes against the results of the public consultation held and could not be supported.

At 8.30pm the Chair requested members' agreement, as per Standing Order 3(v), to extend the meeting beyond the standard 2-hour period. **Resolved (F)** that Standing Order 3(v) be invoked and the meeting continue.

e) Basic Cottages/Foundry Row

The Clerk declared an interest.

A report was tabled. Cllr Dunn had held a meeting with residents also attended by the Clerk. He had provided feedback on the Pocket Parks application and Groundwork consultation. Residents had raised issues and fencing to the back of the street had been discussed. It was **Resolved (G)** to note the information.

It was **Resolved (H)** the reports were noted.

708 Parish Planning

The Clerk had circulated a report with the agenda. The following were **Resolved**:

(A) the report was noted.

(B) the Clerk is approved to arrange the meetings and carry out actions in conjunction with Durham Community Action, the planning Volunteer and the Chair and Vice Chair.

709 Parking and Traffic

a) Quarrington Hill

Cllr Dunn said the Quarrington Hill parking restrictions are at County Council Committee this Friday.

b) Coxhoe

Councillors raised issues on Sanderson Street, and the left turn in from Bogma Hall on the A177.

It was **Resolved** the information is noted.

710 Seating Request

A report had been sent with the agenda. A resident wishes to install a memorial bench on the front street, which will need to be approved by the County Council. Councillors discussed the need to be mindful of the potential for anti-social behaviour. It was **Resolved** the Clerk is authorised to agree installation of a Parish style bench next to the bus stop, or failing that next to the zebra crossing, or to return this to the Parish Council if either of those locations cannot be agreed.

711 Green Crescent

A report had been sent with the agenda. The grassed area on Green Crescent belongs to the County Council and fencing is not a priority for them in that location. Costs of installing birds mouth fencing around the grassed area were provided. County Cllrs Dunn and McKeon would contribute. It was

Resolved:

(A) the Clerk to complete a Neighbourhood Budget form for the cost quoted, a third, which is £1,904.06, to be paid each by County Cllr Dunn, County Cllr McKeon and the Parish Council.

(B) the Parish Council notes its disappointment with the County Council for not prioritising fencing in this area.

712 Phone Box Quarrington Hill

A report had been sent with the agenda. Councillors felt it was difficult to find details of usage and the location of phone boxes on their website; that this phone box has been used and should be kept for community and emergency use, and that there are no other phone boxes nearby. It was **Resolved** the Parish Council objects to the removal of this phone box.

713 Community reports

No community reports had been received.

714 Date and time of next meeting

Resolved the next meeting will be held on Wednesday 1 April 2020 at 6.30pm at **Coxhoe Village Hall**.

The meeting closed at 9.00pm.

Certified as a True Record:

Chair (Sign)

Date