



Delivering Quality Services to
Coxhoe & Quarrington Hill

Coxhoe Parish Council

Meeting Annual General and Monthly
Date Wednesday 26th May 2010
Time 6.50pm
Venue Landsdowne House, Coxhoe

Minutes of the proceedings of the Annual General Coxhoe Parish Council meeting held at 6.50 pm in Landsdowne House, Lansdowne Road, Coxhoe, on Wednesday 26th May 2010.

Present: Councillors P. Dodsworth, S. Dunn, Mrs. B. Hepplewhite, R. Mayo (part), K. Pounder, A. Rowe, G. Shotton, D. Smith, J. Taylor and Mrs. C. Wigham. **Clerk:** Mrs. M. Forster

Also Present: County Councillor Mrs. M. Plews (part of meeting), and Mr. I. Forster (Assistant Clerk).

- 10.105 Election of Chairman:** The Clerk asked for nominations for the position of Chairman of the Parish Council. Councillor P. Dodsworth was proposed, seconded and agreed.
Resolved That Councillor P. Dodsworth be elected as Chairman of Coxhoe Parish Council for the ensuing municipal year.
- 10.106 Declaration of Acceptance of Office:** Councillor Dodsworth signed the declaration of acceptance of office as Chairman of the Parish Council and took the Chair.
- 10.107 Election of Vice-Chairman:** Nominations were sought for the position of Vice-Chairman of the Parish Council. Councillor S. Dunn was proposed, seconded and agreed.
Resolved That Councillor S. Dunn be elected as Vice-Chairman of Coxhoe Parish Council for the ensuing municipal year.
- 10.108 Declaration of Acceptance of Office:** Councillor Dunn signed the declaration of acceptance of office as Vice-Chairman of the Parish Council.
- 10.109 Apologies:** Apologies for absence were received from Councillors C. Thirlaway and County Councillor D. Morgan.
- 10.110 Members' Declarations of Interest:** Conflicts of interest had been declared by Councillor D. Smith in Sanderson Street and Councillor Mayo in Application for Assistance by Coxhoe Athletic Football Club. Councillor Pounder declared an interest in the CDALC Executive Committee as he had recently been elected as one of the East Durham Rural Corridor AAP Local Councils Committee's representatives on the County Durham Association of Local Councils. Councillor Dunn declared an interest in the application for assistance by Willow Cottages Allotments Association as he worked with the Secretary of the Association.
- 10.111 Minutes of Annual General Meeting** held 12th May 2009 had been circulated.
Resolved That the minutes be noted.
- 10.112 Matters of Information:** There were no matters of information to report.
- 10.113 Appointment of Committees, Sub-Committees and Working Parties:** Members considered the present bodies and membership and names thereof.

Resolved That the following bodies be appointed for the ensuing municipal year with the following membership:

Finance Committee	Councillors Dunn, Mayo, Pounder and Thirlaway
Environment Committee	All Members

Communications Committee	All Members
Grievance and Disciplinary Committee	Councillors Dunn, Hepplewhite, Pounder, Rowe, Taylor and Mrs. Wigham
Grievance and Disciplinary Appeals Committee	Councillors Dodsworth, Mayo, Shotton, Smith and Thirlaway
Risk Assessment Working Group	Councillors Dunn, Mayo, Pounder and Thirlaway

10.114 Appointment of Members to Outside Bodies: Members considered the present outside bodies and the current Parish Council representation thereon. Councillor Pounder **declared an interest** in the appointment to the EDRC AAP Local Councils Committee as he had recently been appointed as Vice-Chairman of that Committee.

Resolved That the following Councillors be appointed as the Parish Council's representatives on the following outside bodies:

Coxhoe Community Partnership	Open to all Members to attend subject to any conflicts of interest
Quarrington Hill Village Partnership	Open to all Members to attend subject to any conflicts of interest (and that it be noted that the Partnership had requested that Councillor Pounder not attend)
County Durham Association of Local Councils	Open to all Members to attend
East Durham Rural Corridor Area Action Partnership Local Councils Committee	Councillor Pounder plus one Councillor available for each meeting and the Clerk
Premier Waste Liaison Group	Councillors Mayo and Pounder
Tarmac Liaison Group	Councillor Pounder

10.115 Questions from the Public: There were no members of the public present.

10.116 Unauthorised Development and Planning Enforcement Issues: Ms. P. Glaister, the Planning Enforcement Officer and Mr. A. Simpson, Planning Area Manager from Durham County Council, were in attendance at the meeting. They gave details of ongoing work being undertaken to address issues highlighted by the Parish Council. They advised that it was often difficult to ascertain ownership of buildings that were in poor states of repair and in persuading the courts that it was a reasonable and necessary course of action to pursue powers available under Section 215 of the Town and Country Planning Act to ensure improvements. They advised that Section 215 notices could specify the works required to be carried out to improve sites and buildings. Ms. Glaister updated that they were in correspondence with the owners of 3 and 3B West Parade to persuade them to submit a planning application and may have to take enforcement action if this was not forthcoming. A planning application was under consideration at the site of the Former Cinema and there were plans to improve the rear of the site. It was hoped to ensure improvements to the front and if these were not forthcoming then a Section 215 notice may be served to have the front painted. The owner of the former Church School was to be contacted to clear the rubbish which was unsightly in a prominent part of the village and was detracting from the recent improvement works to Foxtons cafe. There had been protracted negotiations with the owner of the old chip shop in front of Direct Paving and notice would be served to improve the area. Suggestions with regard to improvements required such as rendering the paintwork and making the building secure were welcome. It was explained that formal notices to improve could specify exact improvement works to be carried out and failure to comply was an offence which was punishable in the magistrate's court. There were many examples throughout

the County and sometimes owners did not have the resources to comply. Durham County Council could carry out works by default but there was a finite budget. This was a major issue that was being looked at and Mr. Simpson assured Members that all matters were followed up and that the Council went to the lengths of formal action in all appropriate cases.

Ms. Glaister advised that she would ask for the signs to the side of the old fish shop to be removed as there was no consent for them and she would have a look at the old co-operative near Herons Cycles. Owners often advised that the state was due to a lack of funds. Notices were for 28 days before they became active and there was usually a timescale of two to three months to carry out the works. The Assistant Parish Clerk added that magistrates often needed to be convinced of the seriousness of some issues and that it took a fair amount of time to find owners and negotiate improvements and then follow up with enforcement action if necessary. Members stated that the number of signs at Commercial Road was a problem. They thanked the Officers for their attendance and the work that had been done in the Parish to make a difference. A Member queried whether a legal charge could be placed on land so that if Durham County Council were forced to put money in for the benefit of the community this could be recouped when the land reached its marketable value. Mr. Simpson responded that this was the case and such charges would be flagged up in property searches when land was sold. County Councillor Mrs. Plews entered the meeting. A Member queried whether anything could be done with regard to a boarded up public house in Quarrington Hill and was advised that the situation would depend on safety. Ms. Glaister advised that she would look at this matter and at the number of unauthorised signs that had been raised. The Chair thanked the Officers for their attendance at the meeting.

Resolved That the information be noted.

10.117 Police Report: The Police report had been circulated covering the period 24th April to 21st May 2010.

Resolved (i) That the Police Report be noted and displayed on the village notice boards; (ii) That any queries be passed to M. Ogilvie via the Clerk.

10.118 Minutes of Monthly Meeting held 28th April 2010 had been circulated.

Resolved That the minutes of the last monthly meeting held on 28th April 2010 be approved and signed as a true record.

10.119 Matters of information: The Clerk updated that **(1)** she had sent a reminder to the County Councillors that they had agreed to investigate the possibility of **CCTV at the park** being monitored centrally at Durham and **(2)** had sent a copy of the **anonymous letter relating to off road bikes** at The Grove and Grange Crescent area to the Police and to the County Council's Director of Neighbourhood Services. The Neighbourhood Warden had responded that the County Council had no authority over off road bikes and this was a Police matter but he was undertaking estate walkabouts with police and housing officers. **(3)** She had heard nothing yet from Gerry Jones re the request for information regarding costs and order of rotation for the **Speed Visors** or **(4)** from Gavin Cordwell-Smith on the request for the position to be reconsidered with regard to the street naming and the planning gain monies for the **Hellens Development**. **(5)** Councillor Dunn did not yet have any progress on the land ownership of the **rough land adjacent to the allotments at Quarrington Hill** with a view to the Parish Council procuring this to provide additional allotment sites. **(6)** Nothing further had been received from the County Council on the three potential **Asset Transfers**. **(7)** The Chairman had not yet had a chance to look at whether he could alter the timer on the **Memorial lights** for any future requirements. **(8)** The review of Coxhoe Parish Council's **Standing Orders** and the **Policy for Applications for Grants and Donations** would be done as time and workload allowed. **(9)** Councillor Pounder had attended the meeting of the Liaison Group and updated on the concerns about road safety in response to the Planning Application for **Proposed Relocation of Site Compound at Joint Stocks Waste Disposal Site** that there was nothing that could be objected to in the planning application and that alternatives for a car park were being looked into. **(10)** The Clerk had sent the Parish Council's concerns to the Department of Communities and Local Government as suggested by **Standards for England**. **(11)** Notification had been received that the **PAYE Annual Return** was correct and that the Parish Council could reduce its next payment by a tax-free incentive award of £75. Direct debit facilities would be looked into as time and workload allowed. **(12)** The cheque and order for the **Miners Gala Book** had been prepared for signature under Accounts for Payment. **(13)** The Clerk had advised the Council's insurers and Internal Auditors about the

appointment of the **Assistant Parish Clerk** and would advise External Auditors during the audit planned to commence 25th June. For information, total additional unpaid hours worked to date from both employees was 146. **(14) Leaflets advertising the public meeting on 5th June in connection with Quarrington Hill Community Centre** had been circulated and the outcomes of the meeting would be discussed at the June Parish Council meeting. **(15) Gate and Fencing at Parson's Walk** – the Clerk would report to Members once further information from the County Council on the solutions they were looking at was received. She queried when the gate was installed by the Parish Council to assist in looking for the contractor who had carried out the work to get a new stronger spring installed. Members advised that this was in the 2005/6 financial year through a PP3 grant. The Clerk advised that she would see if Elaine Field at the County Council could assist in this. **(16) The Clerk had provided the Chairman with a copy of the presentation submitted at the DCLG visit to assist with the DRCC Community of the Year Competition entry.** He stated that he was progressing this with help from the Chair of Coxhoe Community Partnership. **(17) Workload had not yet allowed time for the review of tenancy agreements for Quarrington Hill Allotments** but this needed to be done fairly soon as the invoices needed to be despatched and problems were still being reported at the allotments. **(18) Cricket Field Entrance** – The Clerk had referred the smelly water issue to environmental health at the County Council and copied it to the Neighbourhood Warden as there had been a specific request that he look at investigating the cause. Since then County Councillors had updated that a resident had advised them that the problem seemed to be that the beck at the bottom of the cricket field was overflowing where an old bridge under the disused railway was blocked with debris so the water was running onto the field. The resident had also raised the stagnant water by the entrance with the County Councillors. The County Council were investigating whether there was a fractured water main with NWL and were investigating various causes and remedial actions. County Councillor Morgan had advised that the Cricket Club Members had also done some trenching to assist the flow of water away from the spring and intended to talk to the farmer who may own some of the land on what further measures may be required. County Councillor Mrs. Plews added that she had been further updated that day that there was a blockage in the drain and the matter would be dealt with. **(19) Applications for Grants and Donations** – cheques and accompanying letters were ready for signature for Durham Citizens Advice Bureau and Quarrington Hill Village Partnership. **(20) Planning Applications** – an appropriate email of support and raising concerns had been sent in connection with the Former Picture House. **(21) The Chairman would prepare a letter to Coxhoe Banner Group** to advise that the Parish Council would be prepared to work with them once the Medical Centre plans were progressed further. **(22) Annual maintenance of Millennium Clocks and Access to Loft** – The Assistant Parish Clerk had written to the successful tenderer and made arrangements for the access to be made safe at Quarrington Hill. The Clerk had clarified with the Secretary of the Social Club that the works had been carried out to their satisfaction and everything was in order and had advised Smith of Derby that they could now make arrangements to visit the club and Coxhoe Village Hall to carry out the annual maintenance. The cheque for the loft access works had been prepared for signature. **(23) Hanging Basket and Planter Service** – The Assistant Parish Clerk had written to all successful and unsuccessful tenderers and had met with TP Gardens to further discuss requirements. The Clerk had also put the contractor in touch with Bob Watts who had advised that the Partnership usually had an input into the flower beds at Quarrington Hill so they could ensure they were happy with the contractor's suggestions. The possibility of an extension of the hanging basket service to Station Road and The Avenue had not yet been explored. **Resolved** That the information be noted, the outstanding resolutions be actioned and progress be requested on those issues raised with other parties.

10.120 Insurance for 2010/11: The new policy for the year had been received and checked against previous and the additional items that had been added throughout the year. The cheque for payment had been prepared for signature to ensure continuous cover. The Clerk had, however, queried a couple of points including that the Personal Accident insurance for Volunteers that the Council had been advised had been added in March 2010 had not been specified; and the large increase from last year. Even though there had been a fair amount added to ensure adequate and a truer reflection of what the Council needed to be insured for, the premium this year was £1047, which would take the expenditure over the budget set aside. She would continue to investigate the reasons for this and push to get a partial refund if the company was unable to justify such an increase. She suggested that the Council try to ascertain a comparison for next year including a trawl of who other Councils used.

Resolved That the information be noted and Zurich's response be awaited.

10.121 Joint Meeting re Lighting and Other Improvements at St. Mary's Church and Front Street,

Coxhoe: The Clerk had previously advised that the notes of the meeting held 2nd March and the further discussion on 24th March had been sent to the various parties who needed to input into getting the many actions that had been agreed carried out. Some information regarding spiral Christmas light costings, storage and time span had been received and further details had been requested. The rest of the actions would need to be chased up and once all the appropriate information required re potential schemes and costings was received a further meeting of the necessary parties would be arranged to progress matters. A letter had also been drafted to the Assistant Chief Executive to request assistance with response times by County Council departments.

Resolved (i) That the Clerk request the County Council to look at a scheme for Christmas lights prior to the new street lights being introduced to the Front Street; (ii) That a further meeting of all appropriate parties be convened once the schemes and costings requested were received; (iii) That the land ownership issues relating to the Churchyard be discussed at a future Parish Council meeting following decisions with regard to the possible improvements to the Churchyard.

10.122 Quarrington Hill Village Partnership: No correspondence had been received.

Resolved That the information be noted.

10.123 Coxhoe Community Partnership: The Clerk updated that since the last meeting Councillor Mrs. Hepplewhite had advised that the amount left in the Memorial Garden fund was approximately £2900 and she was seeking permission to spend that on tree lights. The Clerk would pass information re costs. The Parish Council's PAT test requirements had been notified and Officers had followed up with the County Council on their assistance with the development of a new website. The website requirements document had been completed and the Assistant Parish Clerk had met with the County Council to progress matters. He would provide a mock up on the screen at the end of the meeting. The Clerk was still to write to the Partnerships to officially request their reports a week in advance of the meeting. She had requested that the County Council give consideration to the introduction of broadband and a hearing aid induction loop at Landsdowne House. The response was that Durham City Homes were undertaking a sustainability review of all the community centres and could not commit to any major expenditure on the buildings. She had responded that this was not major expenditure and requested that it be looked at outside the review to ensure communication assistance as per the Local Councils Charter and DDA compliance for the building and would update on any further response. The agenda for the Partnership Annual General Meeting and ordinary meeting of 5th May and minutes of 7th April had been circulated.

Councillor Mrs. Hepplewhite asked that the possibility and cost of the History Group's laptop, viewer and screen being added to the Parish Council's insurance be investigated. County Councillor Mrs. Plews advised that she was investigating avenues such as whether it would be possible to apply for AAP funds or assistance from the Deaf Society for the hearing aid induction loop for Landsdowne House. Councillor Mrs. Hepplewhite had requested a joint meeting to discuss the facilities at the Community Centre as there were various requests from the users. There would be a colour supplement to the Coxhoe Chronicle in connection with Limestone Linx. The Partnership was still waiting to hear from the Coalfield Regeneration Trust in connection with the amount sought for the Village Hall doors. The deficit should be approximately £1000. A Member proposed that authority be delegated to the Clerk and Chair to release funds up to the maximum of £2,500 that had been agreed to assist with the internal doors. Members raised the issues of weeds coming through the tarmac on the recently improved pathways / cycle route from Bower Court to the Kicking Cuddy and vehicles parking on the pavement. Councillor Mrs. Hepplewhite advised that she would raise this with County Councillor Morgan the next day.

(Note: The Assistant Parish Clerk demonstrated a mock up of the proposed new Parish Council website at the end of the meeting. Members commended this huge piece of work and were asked to advise the Officer if there were any additions they would like by the end of the following week).

Resolved (i) That the information be noted; (ii) That the outstanding issue of the Clerk officially requesting that both Partnerships provide all information a week in advance and just take questions at the meeting to assist the length and effectiveness of Parish Council meetings; and of Councillor

Mrs. Hepplewhite investigating whether Memorial Garden funds could be used for the purchase of lights for the trees; be actioned; (iii) That further information from the County Council in connection with the possibility of the provision of broadband and a hearing aid induction loop at Landsdowne House be awaited; (iv) That the Clerk investigate the possibility and cost of the History Group's equipment being added to the Council's insurance policy; (v) That authority be delegated to the Clerk, in consultation with the Chairman, to release funds up to the maximum of £2,500 that had been agreed to assist with the Village Hall internal doors.

10.124 Crowtrees Heritage Group: The agenda for 20th May and minutes of 15th April had been circulated.
Resolved That the information be noted.

10.125 Quarry Liaison Committee: The agenda for 13th May 2010 and minutes of 2nd July 2009 had been circulated.
Resolved That the information be noted.

10.126 Correspondence:

10.126.1 Durham County Council:

- a) East Durham Rural Corridor AAP Local Councils Committee** – The agenda and minutes for the AGM and ordinary meeting of 18th May and the constitution had been circulated. Members stated that it would be good to be made aware from the County Council of specific meetings where voting on expenditure at the AAPs would take place.
Resolved That the information be noted.
- b) DRCC – Community Buildings “The Big Debate”** – information had been circulated in connection with the event. The Chair and Clerk had other commitments on 27th May but the Vice-Chair and Councillor Mrs. Hepplewhite had registered to attend. The Vice-Chair advised that he was now unable to attend. He was advised that a further event was to be organised due to the number of interested people.
Resolved That the information be noted.
- c) The County Council's statutory notice to close** Durham Gilesgate Sports College and Sixth Form Centre and Belmont School Community Arts College prior to the development of new academies in Durham had been circulated. Copies of notices in connection with a new secondary school for Spennymoor and Tudhoe had also been circulated.
Resolved That the information be noted.
- d) Further information** from the County Council that had been circulated since the agenda had been sent included key messages from the EDRC AAP AGM and Board meeting of 19th May; notification of temporary weight limit suspensions planned in the area to enable the Tyne Tees Run of Historic Commercial Vehicles to take place on Sunday 6th June; and a 2010 County Durham residents survey on local quality of life and priorities that would feed into the AAP forums. A letter had also been circulated about the Parish and Town Council Conference to be held on 19th July in connection with the Code of Conduct, Quality Status and the Standards Committee.
Resolved That the information be noted and Members wishing to attend the Standards Conference advise the Clerk by email by the end of the week.

10.126.2 County Durham Association of Local Councils

- e) Durham Association News April 2010** – had been circulated.
Resolved That the information be noted.
- f) The County Durham Environmental Trust newsletter Green Light** had been circulated.
Resolved That the information be noted.

- g) **NALC E-Bulletins of 7th and 21st May** – had been circulated.

Resolved That the information be noted.

- h) Members considered **nominations for the CDALC Executive Committee** – President, three Vice-Presidents and Honorary Treasurer and Auditor.

Resolved That the Council nominate the existing post holders and the suggestion put forward on the papers for the vacant Honorary Treasurer position.

- i) **NALC Events Bulletin** had been circulated.

Resolved That the information be noted.

10.126.3 **Other Correspondence**

- j) Details had been circulated of the **Society of Local Council Clerks Regional Conference** for the North East 8th June. The Clerk would be on annual leave.

Resolved That the information be noted.

10.127 Wheelie Bins: A Member advised that the bin on the football pitch at Quarrington Hill still had not been replaced, even after seven months of correspondence. The dog bin had been replaced but was less accessible than before.

Resolved That the Clerk write again to the County Council and that County Councillor Mrs. Plews also take this matter up with the relevant Officers at the County Council.

10.128 Grass Cutting: Members advised that they had received numerous complaints over the quality of grass cutting recently, with cuttings everywhere and the grass cut too low. County Councillor Mrs. Plews stated that she had been advised that this had been a training issue and that the standard would be much improved.

Resolved That the information be noted.

10.129 Web Statistics: had been circulated for the period 3rd to 24th May 2010.

Resolved That the information be noted.

10.130 Finance:

10.130.1 **Budget Update:** An account summary had been circulated that showed the balance at the end of the last meeting and income and expenditure during the month and the balance at the end of the month.

Resolved That the information be noted.

10.130.2 **Accounts for payment:** Details of financial payments required for the month had been circulated, together with the month end bank balances figure after the expenditure.

Resolved That all payments presented be signed and paid:

Creditor	Reason	£
Access Loft	Loft Hatch, ladder, light and flooring QH social club to make safe for access to Millennium Clock	650.00
Total Business Group	Landsdowne House copier copies March-April	46.34
Zurich Municipal	Insurance Premium 2010/11	1099.11
Viking Direct	Paper, ink cartridges and stationery	259.74
Gordon Fletcher	Internal Audit of Accounts 2009/10	400.00
Durham Miners' Gala Book Project	One hardback copy of Gala Book and postage	23.00
Durham Citizens Advice Bureau	Outreach Advice Service for Coxhoe Parish	650.00
Quarrington Hill Village Partnership	Donation towards provision of play park in Quarrington Hill	1000.00
3 Mobile	Broadband & Mobile April	37.99
M. Forster	Clerk Salary May and reimbursement postage	

10.130.3 **Applications for Grants and Donations: (a) Coxhoe Allotment Association –**

Councillor Dunn **declared an interest** as he worked with the Secretary to the Association and so took no part in the discussion or decision on this item. The Association had paid £198.07 for rent and were requesting a donation of the same as last year's rent to assist in attracting funding towards the various improvements that had previously been reported to Council. Members discussed various amounts for a contribution as the idea was that the Association would be self sufficient but they were improving Council owned land. They concurred that the Association were doing a very good job at the allotments and the improvements they were seeking would enhance the area further. The position whereby the Association paid the Council rent and then asked for the same amount to make improvements worked well and would be good to be mirrored at Quarrington Hill should the County Council agree to the asset transfer.

Resolved That a donation of £200 be made to the Coxhoe Willow Cottages Allotment Association under Section 137 expenditure.

(b) Coxhoe Athletic Football Club – Councillor Mayo **declared an interest** in this item and left the meeting during its consideration. The Football Club was requesting that the Parish Council use its photocopier to produce match day programmes for them and that the Parish Council bear the cost of this. The Club would provide the paper so the estimated cost would be £152 plus cup matches. They would also put the Council logo and website address on the programmes. Councillor Thirlaway had submitted apologies for the meeting but had advised that he would support the application and the Parish Council needed to agree an amount. The Clerk had sought advice as to the best way to handle this and the Council could do a recharge of the photocopying amounts, as they were invoiced, to the Section 137 budget or alternatively say that this was ancillary to the Council's powers to provide recreational facilities. The Parish Council could then incorporate the expenditure into the photocopying costs but bear in mind that this may make that budget overspent at the end of the year as it had not been factored in. Members supported the Club which was long standing in the village.

Resolved That photocopying of programmes be agreed and the amounts recharged as Section 137 expenditure up to a maximum of a £200 donation and that the programmes state that Coxhoe Parish Council supports Coxhoe Athletic Football Club.

(c) Councillor Mayo returned to the meeting. A similar request had been received from **Coxhoe Community Partnership** to include a colour supplement in the Coxhoe Chronicle about the Limestone Linx project, with the Parish Council paying for this. Members agreed that this was part of the Coxhoe Chronicle and should be charged as normal to the newsletter budget. The Clerk reminded Members that the budget had been set based on the numbers copied in black and white so this would make this budget overspent. Members noted this as the valuable service provided should be supported.

Resolved That it be noted that the newsletter budget would bear the additional cost of the Limestone Linx colour supplements to the Coxhoe Chronicle and Quarrington Hill Village newsletters at a cost of £233.

(d) Members considered **guidelines for the use of the photocopier** and agreed that this be at the Clerk's discretion, including that copying to do with the Community Partnerships' newsletters be agreed with the Clerk, in consultation with the Chairman and Vice-Chairman, up to £200; if things were to be recharged for the Partnerships then this could be done up to £200 and subject to the copying not being too onerous on workload; and that each individual use by the community above £20 needed to come to Council for agreement. It was also agreed that the situation be monitored to ascertain the effect on workload.

Resolved That the Clerk's discretion be used for the use of the Council's photocopier subject to the guidelines set.

(e) A request had been received from **Quarrington Hill Community Centre for Miners' Gala Day**. The Treasurer had advised that any assistance the Parish Council could offer would be appreciated and had provided costs amounting to £480. There was an amount set aside in the budget for 2010/11 for a donation to Quarrington Hill Community Centre of

£500. Members discussed that amounts set aside in the two years' previous budgets had not been fully claimed and whether grants set aside for Coxhoe Village Hall and Quarrington Hill Community Centre should be paid without the need for those organisations to request them. The situation regarding the future of the Community Centre would be better known in November and donating more than the £500 set aside in the 2010/11 budget would affect the remaining budget. A donation of £500 would allow for the Community Centre to do what it required with regard to Miners' Gala day and the parade of the banner which should be supported.

Resolved That a grant of £500 be made to Quarrington Hill Community Centre by way of Section 137 expenditure and the situation regarding grants be reviewed when the budget for 2011/12 was looked at in November 2010.

10.130.4 **Audit of Annual Accounts:** At the last meeting Members had approved the Financial Statements for the year ended 31st March 2010 including the Income and Expenditure sheets, Supporting Statements, Bank Reconciliation, Explanation of Variances, Annual Governance Statement and Sections 1 and 2 of the Annual Return for signature and onward transmission to Internal and External Auditors. The Internal Auditor had carried out all appropriate checks on the accounts and supporting files and minutes and had completed the appropriate Section of the Annual Return, i.e. Section 4 The Annual Internal Audit Report and a copy of this had been circulated. The Internal Audit Report 2009/10 had also been circulated. This concluded that the Internal Controls within the Parish Council were very good and the level assurance given to Members was high. No recommendations were needed and no amendments were required to the accounts. The full Annual Governance Statement had also been circulated. This set out how Members agreed that the Parish Council met the governance framework and was in effect a self certification by the Council that their internal arrangements were maintained at a level consistent with good practice. It provided assurance to taxpayers that the Council was managing its affairs in a proper manner, that the financial management was adequate and effective, and the Council had a sound system of internal control. The Council had reviewed the effectiveness of its Internal Audit Service and was now in a position to approve the Annual Governance Statement and to agree final approval of the 2009/10 accounts for signature by the Chairman and Clerk as Responsible Financial Officer and onward transmission to the External Auditor with the annual return and supporting documentation by the audit date of 25th June.

Resolved That the Council agree and approve Section 4 of the 2010 Annual Return - the Annual Internal Audit Report, the Internal Audit Report 2009/10, the Annual Governance Statement, and final approval of the 2009/10 accounts for signature by the Chairman and Clerk as Responsible Financial Officer and onward transmission to the External Auditor with the annual return and supporting documentation by the audit date of 25th June.

10.131 Planning Applications: Details had been circulated of planning applications that had been determined under delegated authority from 27th April to 24th May 2010 and of applications received since the last meeting. With regard to **Ref.380 TPO – Felling of 1 Horse Chestnut including planting of replacement Horse Chestnut at Haslewood, Vicarage Terrace**, comments had been received from Members that this should not be felled if was healthy as replacement planting would not show as is for a hundred years. The arboricultural report stated that there were some areas of deadwood and pathogen had been identified. Due to branches and limbs that were now in decline the pathogen had gained momentum. At this present time the specimen had not become dangerous to the residents and general public therefore it could not be classed as dead dying dangerous so removal would require Local Planning Authority consent. As the specimen contained a Tree Preservation Order, if felling was granted a replacement within the same area was required. The recommendation at the end of that report was to fell T1 to ground level and treat stump to prevent re-growth and as the removal would have a significant impact on the local environment it was required to replant. Members advised that they still considered that the application should be opposed as replanting would not give such benefit. The Assistant Parish Clerk advised that if the County Council were minded to approve the application despite the Parish Council's objection then they could be asked to plant a semi mature tree to assist the impact on the environment.

Resolved (i) That the information on delegated authority decisions be noted; (ii) That the Parish Council object to the felling of the horse chestnut at Vicarage Terrace and request that should the application be approved then the County Council condition that replanting should be with a semi mature tree.

10.132 Date of Next Meeting: Wednesday 23rd June 2010 at 6.45 p.m. in Landsdowne House. County Councillor Mrs. Plews submitted her apologies for that date and then left the meeting.

10.133 Exempt Information – Resolution to Exclude the Press and Public:

Resolved That in view of the confidential nature of the following items, the press and public be excluded for the remainder of the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act, 1960.

10.134 Co-op and Village Hall Car Parks:

10.135 Sanderson Street: NOTE: Councillor D. Smith **declared an interest** in this item and left the meeting during its consideration.

The meeting closed at 9.25 p.m.

Signed on 23rd June 2010 as a true record of the meeting:

Cllr. P. Dodsworth (Chairman)

Cllr. S. Dunn (Vice Chairman)