



*Delivering Quality Services to
Coxhoe and Quarrington Hill*

Coxhoe Parish Council

Meeting: Annual Meeting
Date: Wednesday 2nd May 2018
Time: 6.15pm
Venue: Parish Room, Coxhoe Village Hall

Councillors Present: S Dunn (Chair); A Appleby, A Hedley, K Pounder, W Lavelle. Also present: County Councillor M McKeon; I Thompson, Youth Worker; C Llewelyn, Parish Clerk.
One resident was present for the public part of the meeting.

226 **ELECTION OF CHAIR OF THE COUNCIL**

The Clerk took the Chair and requested nominations for Chair. One nomination was received for Cllr Dunn. **RESOLVED** that Cllr Dunn is elected as Chair of Coxhoe Parish Council for the Municipal Year 2018/19.

227 **TO RECEIVE THE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Dunn accepted his election to Chair and signed the required form and proceeded to chair the meeting. **RESOLVED** the Chair's Declaration of Acceptance of Office be received.

228 **ELECTION OF VICE CHAIR**

One nomination was received for Cllr Simpson. **RESOLVED** that Cllr Simpson is elected as Vice-Chair of Coxhoe Parish Council for the Municipal Year 2018/19; Cllr Simpson to accept this at the next Parish Council meeting.

229 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs, B Hepplewhite; E Cutter; K Simpson; C Thirlaway, and S Downham and from County Councillor J Blakey.

RESOLVED apologies received and accepted.

230 **DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**

Cllrs Dunn and Lavelle declared an interest in Active Life in Coxhoe. Cllr Pounder declared an interest in Quarrington Hill Community Centre Association and Quarrington Hill Village Partnership. Cllr Dunn declared an interest as a County Councillor.

231 **TO APPOINT MEMBERS TO SERVE ON THE PARISH COUNCIL'S COMMITTEES/WORKING GROUPS**

The Chair invited all Councillors to join any Committee. The Council **RESOLVED (A)** that all Councillors should receive information and minutes to all Committees.

The following Committee membership and authorities were **RESOLVED (B)**:

Committee	Members	Delegated Authority?
Finance Committee	<ul style="list-style-type: none"> • Cllr Dunn • Cllr Pounder • Cllr Simpson • Cllr Thirlaway 	No
Grievance and Disciplinary Committee	<ul style="list-style-type: none"> • Cllr Appleby • Cllr Hedley • Cllr Lavelle • Cllr Pounder • Cllr Simpson 	Yes
Appeals Committee	<ul style="list-style-type: none"> • Cllr Cutter • Cllr Dunn • Cllr Downham • Cllr Hepplewhite • Cllr Thirlaway 	Yes
Human Resources Committee	<ul style="list-style-type: none"> • Cllr Appleby • Cllr Downham • Cllr Hedley • Cllr Hepplewhite • Cllr Lavelle • Cllr Simpson 	Yes
Youth Strategy Group (Committee)	<ul style="list-style-type: none"> • Cllr Cutter • Cllr Dunn • Cllr Hepplewhite • Cllr Lavelle • Cllr Pounder • Cllr Simpson 	Yes Cllr Lavelle is Lead Member with delegated authority.

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TO AGREE THE DATES & TIMES OF THE ORDINARY MEETINGS AND COMMITTEE MEETINGS FOR THE ENSUING YEAR AND APPOINT ANY NEW COMMITTEES OR WORKING GROUPS

It was **RESOLVED (A)** to defer to the next meeting establishing membership of an Environment Committee without delegated authority.

It was **RESOLVED (B)** that monthly meetings remain the first Wednesday of each month at 6.30 at Coxhoe Village Hall except the August meeting which will take place on Monday 30th July at Quarrington Hill Community Centre.

233

REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

RESOLVED (A) Cllrs Dunn and Simpson continue to represent the Council at the East Durham AAP Local Council Committee; Cllr Hedley will no longer be a representative.

RESOLVED (B) to nominate Cllr Simpson to continue to attend the CDALC Smaller Councils Committee.

234 **REVIEW OF STANDING ORDERS SECTION 5J AND ANNUAL GOVERNANCE**

Agreed to defer to the Council's June meeting.

235 **FINANCIAL MATTERS**

The 2017/18 Statement of Accounts was agreed by the Council with no questions or comments. The budget for that year and proposed budget for 2018/19 had been circulated and was accepted by the Council. Current council fees had been circulated and the Council **RESOLVED** that fees would remain unchanged for 2018/19.

236 **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 4TH APRIL 2018**

A draft copy of the minutes for the above meeting had been issued with the agenda.

It was **RESOLVED** that the minutes be approved, confirmed and signed as an accurate record.

The Clerk advised that the objection to Stray Aid's planning application had been sent to the relevant County Council officer.

237 **TIME SET ASIDE FOR QUESTIONS/ISSUES RAISED BY MEMBERS OF THE PUBLIC**

A member of the public raised the state of the road from the traffic lights to the Doctors' Surgery, on Cornforth Lane. The Chair advised this is on the County Council's improvement scheme already, and there will be a meeting with Highways officers where it will be discussed. The blockage on Green Crescent was raised and the meeting told that there is no further news on this for the moment.

238 **DURHAM COUNTY COUNCILLORS' UPDATE**

County Councillors gave verbal reports on a number of issues:

Cllr McKeon had done a walkabout on the Featherstone Estate and Parsons Walk with the PCSO. There had not been much crime to report. Empty bottles had been found and they discussed ways to deter people from littering. Cllr McKeon had visited Stray Aid to understand more about the planning application. There had been a walkabout all round Quarrington Hill with County Durham Housing Group. Reported fly tipping and worn surfaces on pavements. The pavement on some of Neil Crescent is to be resurfaced and waiting confirmation on whether Belle Vue pavement will be resurfaced. Some fly tipping has been removed. County Cllrs are approaching County Durham Housing Group about planting trees in some areas of the village. They are still waiting for a date to meet with Highways officers for a walkabout and discussion of Cornforth Lane traffic issues. The County Council hopes to make improvements at Junction 61 and Cllrs want to put information in the September Chronicle. Cllr Pounder asked whether the part time traffic lights on the Jct 61 roundabout can be switched off at weekends and raised problems driving in and out of the Services. Cllr Hedley raised safe crossing points on Coxhoe Front Street. Cllrs McKeon and Dunn had raised these issues with the County Council. The meeting **RESOLVED (A)** that Cllr Hedley would write a letter to Durham County Council on behalf of the Parish Council raising the concerns about safe crossing points. Cllr Pounder said there has been a noticeable increase in traffic on Red Briar Bank. Cllr Dunn advised there is ongoing discussion with Durham County Council about traffic in this area.

RESOLVED (B) the information be received and noted.

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COUNCILLORS' REPORTS OF THEIR ATTENDANCE AT MEETINGS/EVENTS ON BEHALF OF THE PARISH COUNCIL

Cllr Dunn and the Clerk had attended a meeting about Coxhoe Cricket Ground, Cllr Dunn had circulated a report which **RESOLVED (A)** to accept the recommendations. If the ground can be improved the intention would be for community use wider than cricket and Active Life would be asked to administer its use.

Cllr Dunn had circulated a report on a visit he made with the Clerk to the Solicitor. The report was noted and the meeting **RESOLVED (B)** to endorse its actions to register assets and await further reports from the Solicitor.

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YOUTH PROVISION

The Youth Worker presented a written report. The Clerk said thank you to the young people who had painted wooden animals for the King's Wood event. DCC Legacy Support had fed back that there was a wide range of activity offered at Quarrington Hill Youth Club and staff adapted to meet the needs of the group. They had suggested some improvements to paperwork and are providing templates. The Girls Group at Coxhoe are beginning work with Councillor Hepplewhite and Beamish Museum to commemorate the Suffragette movement. Coxhoe Friday groups have been playing football which is kept strictly to 5-a-side and is working well. Staff have held a meeting to plan the next quarter's activities.

Staff have raised concerns about the height restriction on the Menace risk assessment; the meeting **RESOLVED (A)** the Clerk to contact Active Life's manager to ask if this is a genuine restriction.

C Picken and I Thompson attended Keyfund training in April and are considering the next steps. The walkie talkies are working well.

There may be a need to advertise provision in Quarrington Hill.

The Council **RESOLVED (B)** to delegate to the Clerk to authorise planning time for youth staff.

The Clerk advised that consent forms will need to be updated due to GDPR.

RESOLVED (C) the information is received and noted.

241

MATTERS OF INFORMATION

The Clerk had distributed a report for consideration.

RESOLVED (A) defer to next meeting a decision on appointing a lead Councillor for allotments.

RESOLVED (B) Clerk to request further details for the next meeting about Coxhoe History Group's WW1 magazine due for publication in November.

Cllr Dunn declared an interest in the next item on the report as he is a County Councillor. The members did not request he leave the room for the discussion.

RESOLVED (C) WW1 art installation to be explored by County Councillors, approaching Quarrington Hill History Club, and to bring potential costs to the Council.

RESOLVED (D) Clerk and Cllr Dunn to progress beacons discussing costs for up to 5 per village with a company which deliver and supervise them, and possible fireworks for 2018, approaching other local Parish Councils about the possibility of working together. Decisions are required as applications for funding take 3 months.

RESOLVED (E) dog bin maintenance contract to be renewed.

RESOLVED (F) Clerk is authorised to ensure flagpole is serviced.

RESOLVED (G) Clerk to explore King's Wood maintenance with current contractor and others and to report back to the Council ideally in June.

RESOLVED (H) Council agreed to pay for the removal of yew trees in the cemetery, Clerk to arrange.

RESOLVED (I) to wait for Contractor quote on removal of tree stumps on Coxhoe's village green.

RESOLVED (J) Clerk to deal with issues as they arise such as unauthorised signs and to report to Council.

RESOLVED (K) large noticeboard to be purchased by the Clerk.

County Councillors are looking at buying salt bins. Cllr Dunn distributed a map of proposed locations. Filling them with salt would be an ongoing cost.

The Clerk advised there are outstanding issues actions including action on parking issues.

The report was received and noted.

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ANNUAL ACTION PLAN

The Parish Council **RESOLVED** to accept the updated action plan which will be put on the website and reviewed at regular intervals by the Council.

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AGREEMENT OF POLICIES AND RISK ASSESSMENTS

Volunteers Policy

The Clerk had not had time to develop a draft policy for agreement. The Council is insured for volunteers as long as there is a risk assessment. **RESOLVED** Clerk to ask the Youth Worker to complete a risk assessment as a matter of priority.

RESOLVED (B) the Human Resources Committee to agree a Volunteers Policy for the Council.

244

GDPR

The Clerk had circulated a report for consideration. **RESOLVED (A)** the Youth Service and the Administration Assistant will have their own laptops. **RESOLVED (B)** Clerk to explore storage for email addresses as there may not be enough. The report was accepted and approved.

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SCHEDULE OF PAYMENTS REPORT

The following payments were submitted for approval:

Amendments/Additions from April Schedule:

Please note: the payment to Crest Medical on 21.03.18 of £1,104.00 for Defibrillator Cabinets was refunded to the Council's bank on 24.04.18 because they were unable to give a date for delivery. Order for cabinets placed with Defibshop 27.04.18; these should be available within ten working days and the order was upgraded to a better, more sturdy cabinet.

Date of Invoice	Date Payment Due	Payee	Description	Amount
Direct Debit	04.04.18	Mastercopy	Photocopier Usage	£36.00
N/A	30.04.18	Defib Shop	2 Defibrillator Cabinets	£1,068.00
N/A	28.03.18	Vodafone	Mobile Phones	£108.14
N/A	12.04.18	Cllr Dunn	Youth Service Equipment (speakers and lights)	£270.71

May Payments Due:

Date of Invoice	Date Payment Due	Payee	Description	Amount
N/A	30.04.18	Staff	Salaries	£2,470.09
Direct debit	N/A	NEST	Employer Pension Contribution	£38.25
				Total Payment: £84.15
N/A	N/A	HMRC	Employer's Liabilities	£672.55
Direct debit	N/A	Scottish Power	Memorial Garden Lighting	£10.00
Direct debit	N/A	Vodafone	Mobile Phones	£69.01 APPROX
Direct debit	On or after 08.05.18	BT rental (direct debit)	Telephone and broadband rental	£34.68
16.04.18	By 16.05.18	UK Hosting	Email host	£23.99
18.04.18	30 days	Smith of Derby	Quarrington Hill Clock Maintenance	£240.00
18.04.18	30 days	Smith of Derby	Coxhoe Clock Maintenance	£235.20
24.04.18	N/A	Viking	Stationery	£98.95
27.04.18	By 27.05.18	Altogether Greener	Grounds Maintenance Contract April 18	£952.50
26.04.18	By 26.05.18	CDALC	Annual Subscription	£597.66

RESOLVED (A) that the above payments be received and approved.

Bank Reconciliation at 30.04.18

RESOLVED (B) that the reconciliation will be circulated to Councillors in advance of the next meeting.

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PLANNING & CORRESPONDENCE REPORTS

Planning notices received by Durham County Council

	Application Number	Applicant	Location	Proposal
1	DM/18/01104/TPO	Mr Ken Holmes	Wren Cottage Station Road West	Crown Lifting of 2no. trees

			Coxhoe Durham DH6 4AS	
2	DM/18/01179/FPA	Mr Alan Mayhew	2 Roslyn Mews Coxhoe Durham DH6 4BP	Erection of single storey pitched roof extension to side of existing dwelling

Planning applications approved by Durham County Council

	Application Number and Applicant	Location	Proposal
1	DM/17/03710/FPA Mr David Brooks	Bridge House 9 Bridge End Coxhoe Durham DH6 4HU	Change of use from public open space to private garden use
2	DM/18/00045/FPA Mr L Johnson	34 Landsdowne Road Coxhoe Durham DH6 4DJ	Single storey garage extension to side of property
3	DM/18/00532/FPA Mr Malcolm Maddison	7 Oakwood Coxhoe Durham DH6 4SQ	Single storey side and rear extension
4	For information: DM/17/03296/FPA Keepmoat Homes Ltd	Land To The East Of St Marys Terrace Park Hill Coxhoe Co. Durham DH6 4JB	Formation of temporary construction access

Planning applications refused by Durham County Council

None.

RESOLVED (A) the Parish Council has no comment to make with regards to the planning matters in the report.

Correspondence

Received From	Summary
Durham Woodland Revival	Information leaflet on Durham Woodland Revival
Allotment Holder Quarrington Hill	Request for reconsideration by the Council that they be added to the waiting list for a further plot.
Newcastle University Planning Students	Further sketches with ideas for Coxhoe
Keepmoat Homes	Keepmoat Homes have started on the new housing development at Park Hill. Part of the commitment within the development is to provide 'public art' and create a public art project with local schools and community groups. They are seeking a conversation

	with the Parish Council among others which will help to identify any particular groups they should involve and discuss ideas for the project.
Paula Prest, Coxhoe Scouts	They would like to do some work in the Peace Haven garden. They would make funding bids and would be grateful for any advice on this. They have also requested that one or two Councillors go to a Monday night meeting to give a short talk on the Council and what the Parish is responsible for and how groups like Scouts or individuals can help.
Business Owner, Front Street Resident	Concern over double parking Raised a long standing concern over lack of advanced signage as cars approach the zebra crossing on the high street.
Durham Community Woodlands Network	Invitation to meeting 15.06.18
Business Owner	Reliant on customers being able to park within a convenient distance to the business. Raised the problem is of people parking in Coxhoe, and then leaving their vehicles all day.
Clive Lawson	Invitation to St Helen's Church Annual Miners' Service 05.05.18
St Mary's Church	Invitation to service celebrating 150 th anniversary of consecration

The Council **RESOLVED**:

1. Clerk to take further advice on the allotment query and bring back to the Council
2. Clerk to ask Newcastle University planners if they will be doing a further report
3. Clerk to approach DCC for permission for Scouts to improve the peace haven; Cllrs Lavelle and Hepplewhite may be able to support with funding bids
4. Cllr Dunn will talk to the Scouts
5. Double parking issue to be discussed with DCC Highways Officer
6. Cllr Dunn to take up signage at zebra crossing
7. Cllr Dunn to discuss with DCC Highways Officer the issues of people parking all day
8. All other correspondence is received and noted.

Bulletins

Received From	Summary
Durham Woodland Revival	Information leaflet on Durham Woodland Revival
CDALC	Severe Cold Weather Alert
CDALC	Presentation from Mazars training session on external audit
NALC	GDPR checklist including what must be done before 25.05.18
NALC	NALC Chief Executive's Bulletin 14
Northern Heartlands via NALC	Complimentary places for event including engaging harder to reach people in communities
CDALC	Smaller Councils Forum meeting 24.05.18
CDALC	NALC and CDALC information on Parish Meetings and polls
CDALC Chief Executive's Bulletin 16	Includes information on GDPR and pay scales
CDALC	GDPR Update that an exemption is sought for Parish Councils from appointing a DPO (which would most likely have to be paid for)
CDALC	Information on a meeting with the Company of Community

	Organisers
CDALC	National Rural Crime Survey 2018 invitation to participate

RESOLVED the information is received and noted.

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COMMUNITY REPORTS

Quarrington Hill Community Centre

The annual report had been submitted to the Annual Assembly of Electors earlier this evening.

Coxhoe Village Hall

No report given.

Active Life in Coxhoe

The Centre is looking to replace gym equipment. The Centre has requested that the Council considers how it gives its funding and the Council **RESOLVED** to put this on the next meeting's agenda.

Coxhoe History Group

The annual report had been submitted to the Annual Assembly of Electors earlier this evening.

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EXCLUSIONS OF THE PRESS AND PUBLIC

At this point of the agenda all members of the press and the public were asked to leave the meeting room due to an item classified as being of a confidential nature in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Human Resources Committee Recommendations

The members noted the minutes of the Human Resources Committee meeting from 23rd April 2018.

At 8.30pm the Chair requested members' agreement, as per Standing Order 3(w), to extend the meeting beyond the standard 2-hour period.

RESOLVED Standing Order 3(w) be invoked and the meeting continue.

Staffing Review

The Council received the Clerk's Staffing Review report.

RESOLVED (A) defer Section 1 until the Administration Assistant is recruited.

RESOLVED (B) Council agree the roster for Youth staff and Clerk to ask casual staff when they are available for work.

RESOLVED (C) Clerk to send proposed document obtained from Locum Clerk at point 1G of the report to all Councillors, with tracking so it can be amended and agreed at the next H R Committee meeting.

RESOLVED (D) all H R Committee recommendations in Section 2 are agreed.

RESOLVED (E) at section 3 there would be no continuous service.

RESOLVED (F) section 4 is noted and section 5 is noted and approved.

RESOLVED (G) the mileage form submitted by the Clerk is approved.

Pay Awards & NEST Pension Contributions

The Clerk had circulated a report on the above. Pay awards are in line with JNC recommendations and the pension contributions are increasing with government minimum standards. The report was noted and approved.

Clerk's Training

Members **RESOLVED** that the deadline for completing CiLCA training be extended to August 2019 with pay rise applicable from April 2019 on completion.

Clerk's Priorities

The Clerk's report on work and priorities was accepted by the members with approval given to the priorities noted.

Recruitment Procedures

The Clerk had circulated a report which was noted and approved.

Members **RESOLVED (A)** the Clerk and Cllr Hedley to draft and approve the agreement with the Village Hall.

Members **RESOLVED (B)** the employee be encouraged to undertake ILCA (level 2) training and would not be required to have DBS check.

Questions for the interviews will be circulated and agreed by the Councillors and Clerk taking part.

Hanging Baskets Tender

Two tenders were received and presented to Cllrs for consideration. **RESOLVED (A)** that Tender 1 was chosen as the contractor for hanging baskets for the Council.

Cllr Pounder re-declared his interest in matters relating to Quarrington Hill and questioned the locations in Quarrington Hill. Locations are currently being agreed.

Members **RESOLVED (B)** to proceed; the Clerk to write to the Contractor to agree the prices they have suggested and discuss the brackets with the Contractor.

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DATE AND TIME OF NEXT MEETING

RESOLVED the next meeting will be held on Wednesday 6th June 2018, 6.30pm at **The Parish Room, Coxhoe Village Hall.**

The meeting closed at 9.10pm.

CERTIFIED AS A TRUE RECORD

CHAIR

DATE