



## Coxhoe Parish Council

**Meeting:** Annual Meeting  
**Date:** Wednesday 1<sup>st</sup> May 2019  
**Time:** 6.10pm  
**Venue:** Coxhoe Village Hall

*Delivering Quality Services to  
Coxhoe and Quarrington Hill*

Councillors Present: S Dunn (Chair); D Brown; A Hedley; B Hepplewhite; W Lavelle; K Lowes; G Mills; K Pounder; K Simpson.

Also present: County Cllr J Blakey (part of the meeting); K Williams, Administration Assistant; C Llewelyn, Parish Clerk.

Ten members of the public were present for part of the meeting.

487

### **ELECTION OF CHAIR OF THE COUNCIL**

Cllr Dunn was nominated and seconded. No other nominations were made.

**RESOLVED** S Dunn is Chair of the parish council for the year 2019/20.

488

### **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 Office is received.

489

### **ELECTION OF VICE CHAIR**

Cllr Simpson was nominated and seconded. No other nominations were made.

**RESOLVED** K Simpson is Vice Chair of the parish council for the year 2019/20.

490

### **TO RECEIVE APOLOGIES AND TO APPROVE REASONS FOR ABSENCE**

Apologies for absence were received from Councillors J Smith and C Thirlaway.

**RESOLVED** the apologies were received and approved. Apologies were also received from County Cllr M McKeon.

491

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

None received.

492

### **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 3<sup>rd</sup> APRIL 2019**

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

**RESOLVED** that the minutes of the meeting held on 3<sup>rd</sup> April be approved, confirmed and signed as an accurate record.

493

### **PUBLIC PARTICIPATION**

Some residents said they had come to discuss the consultation regarding Lowfield Bungalow. The Chair advised he will seek to bring forward this item on the agenda.

Cllr Brown raised road closure for a school event and illegal parking on the front street, Cllr Dunn advised to contact the County Council.

It was **RESOLVED** to bring forward items 14c and 15 to this point in the agenda under standing Order 10a(vi).

494

### **REQUEST FOR EASEMENT LOWFIELD BUNGALOW**

The Clerk advised a consultation had taken place and results circulated to councillors who are requested to consider advice received and be clear about what easement if any will be granted. Comments were invited from the public. Cllr Dunn explained how an why the parish council had purchased this land and that this had been fully

transparent and reported that the consultation responses and comments from the public at this meeting show that there is support for environmental improvements in this area, that very few appear to support building on the field, that any parking between Beechfield Rise and Village Care is not supported and there is a desire to improve parking in the area. The following were **RESOLVED**:

(A) the information is noted.

(B) council will consult a landscape architect to consider improvements in the area.

(C) a site visit will take place at 5.00 on Monday 13<sup>th</sup> May with businesses and residents invited followed by a meeting for councillors to discuss the area.

(D) the council will produce a plan with measurements.

495

### **PARKING**

Cllr Dunn advised that approximately eight objections were received to the statutory consultation on the front street parking and that the county council will put the proposed scheme forward to full consultation and highways committee. Cllr Dunn has raised issues about the new road layout at junction 61 and traffic light priorities in the centre of the village will be reviewed. **RESOLVED** the information is noted.

496

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

Committee structure, delegation arrangements and membership

**RESOLVED (A)** the proposed committee membership was agreed with the addition of Cllr Lowes to the Events, Environment and Finance (EEF) Committee and the Youth Strategy Group; Cllr Mills to no longer be a member of the EEF Committee and the Human Resources Committee; all members who are not part of the Human Resources Committee to be appointed to the Appeals Committee.

**RESOLVED (B)** the structure, dates, and delegation arrangements presented in the report were approved.

Committees' terms of reference

The Clerk had circulated draft terms of reference for each committee. Members

**RESOLVED (C)** the four terms of reference are approved.

497

### **TO AGREE THE DATES AND TIMES OF THE ORDINARY MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL MEETING**

**RESOLVED** that the proposed meeting dates set out in the report are approved.

498

### **TO REVIEW STANDING ORDERS SECTION 5J AND ANNUAL GOVERNANCE**

Information had been circulated with the agenda.

Receipt of committee minutes and consideration of recommendations

There were no questions on the minutes of the Human Resources Committee of 19<sup>th</sup> June 2018, Events Committee of 25<sup>th</sup> February 2019, Environment Committee of 19<sup>th</sup> November 2018, Finance Committee of 10<sup>th</sup> December 2018 and the Youth Strategy Group of 14<sup>th</sup> March 2019. **RESOLVED (A)** the committee minutes are noted.

Review and adopt standing orders

**RESOLVED (B)** the draft Standing Orders circulated are approved.

Review and adopt financial regulations

**RESOLVED (C)** the draft Financial Regulations circulated are approved.

Review of arrangements including legal agreements with other bodies

**RESOLVED (D)** the Clerk to do further work to try to establish where utilities lie on parish council land. **RESOLVED (E)** the arrangements are received and noted.

Review of representation on/work with external bodies and arrangements for reporting back

**RESOLVED (F)** Cllr Simpson and the Clerk attend and report back from the Smaller Councils Committee and can request substitution if unable to attend. **RESOLVED (G)**

Cllrs Dunn and Simpson represent the council at the East Durham Rural Corridor AAP Local Council Committee and report back to the council.

Review of asset register and office equipment

**RESOLVED (H)** the Clerk to add land title numbers to the asset register. **RESOLVED (I)** the asset register and list of office equipment are received and agreed.

Review of insurance including fidelity guarantee cover

**RESOLVED (J)** the council has reviewed its insurance cover previous to 2019/20 renewal and notes the fidelity guarantee cover against employee fraud.

Review of council and staff subscriptions to other bodies

**RESOLVED (K)** the council subscriptions to the County Durham Association of Local Councils (CDALC) & the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) are noted and agreed.

Review of the council's complaints procedure

**RESOLVED (L)** the complaints procedure is received and agreed.

Review of policies and procedures for freedom of information and data protection legislation

**RESOLVED (M)** the four policies circulated were received and agreed.

Review of council policy for dealing with the press/media

**RESOLVED (N)** the council's policy is received and agreed.

Review of the council's employment policies and procedures

**RESOLVED (O)** the seven policies circulated were received and agreed.

**FINANCIAL MATTERS INCLUDING ANNUAL GOVERNANCE**

Approval of Statement of Accounts for year ended 31<sup>st</sup> March 2019

**RESOLVED (A)** the statement of accounts is noted and agreed.

Review of 2018/19 expenditure under Section 137 of Local Government Act 1972

**RESOLVED (B)** the information on expenditure under section 137 is noted and agreed.

Review of council fees 2019/20

**RESOLVED (C)** the council notes the fees presented by the Clerk and does not wish to amend any fees.

Dog bin contract

The Clerk advised she has met with officers from the county council to discuss the contract and is waiting for an update on what will be included, which will be reported to council. **RESOLVED (D)** the information is noted.

Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated the Finance Report which included the current schedule of payments, regular payments and direct debits for the financial year 2019/20 and employer costs for April 2019. The Clerk presented to council the bank reconciliation to 25<sup>th</sup> April and statements for the Unity and Nationwide bank accounts.

The payments below were submitted for approval.

a) May Payments Due:

No	Payee	Description	Amount
1	Staff	Salaries	£3715.13
2	NEST	Employer & Employees' Pension Contributions	£201.55
3	HMRC	Employer's Liabilities	£667.40
4	Vodafone	3 x mobile phones	£79.04est
5	BT	Landline & internet	£50.64est
6	Mastercopy	Remote Billing	£73.32
7	ITC	Sophos Internet Security	£9.00est
8	T&A Dixon	Payroll	£100.00

9	Quarrington Hill Community Centre	Grant	£2000.00
10	Cooper Stott Solicitors	Professional charges	£719.00
11	CDALC	Subscription charge 2019-20	£594.83
12	Hosting UK	Email hosting subscription	£23.99
13	Came & Co	Cybercrime Policy	£319.20
14	ITC	Laptop for Clerk & Publisher installed onto office laptop	£1095.60
16	SE Landscaping	Grounds Maintenance Contract	£884.90

Please note prices are gross, where VAT applies.

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

No	Payee	Description	Amount
1	Viking	Stationery	£143.39
2	Came & Company	Parish Council Insurance	£3704.46
3	Viking	Safe	£518.35
4	Unity Bank	Service Charge	£32.55
5	Unity Bank	Manual Credit Handling Charge	£8.90
6	Allotment Tenant	Relinquishment of Allotment Plot	£27.42

Please note prices are gross, where VAT applies.

**RESOLVED (E)** the payments are noted and approved.

The following direct debits and regular payments were submitted for approval.

**DIRECT DEBITS and REGULAR PAYMENTS as at March 2019**

NAME	FREQUENCY	APPROX COST
<b>DIRECT DEBITS</b>		
BT	Monthly	£46.00
GE Capital	Quarterly	£132.00
Information Commissioner's Office	Annually	£55.00
ITC Service	Monthly	£6.00
Mastercopy	Monthly	Variable between £36.00 and £80.00 (occasionally higher)
NEST	Monthly	£120.83 Variable with overtime
Scottish Power	Monthly	£20.64
Unity Bank Charges	Monthly	£9.50
Vodafone	Monthly	£72.04
<b>REGULAR PAYMENTS</b>		
Grounds Maintenance Contract	Monthly	£884.90
HMRC	Monthly	Variable
Salaries	Monthly	Variable
T & A Dixon Accountancy	Quarterly	£81.00

**RESOLVED (F)** the regular payments and direct debits are noted and approved.

Budget

The Clerk had circulated the budget up to 25<sup>th</sup> April. **RESOLVED (G)** the budget is noted.

500

## **DURHAM COUNTY COUNCILLORS' UPDATE**

Cllr Blakey said there has been an increase in fly tipping and action is being taken. She had met with the developers of the site at the Station Road end of Coxhoe and consultation papers have been sent to residents nearby. Streets in Parkhill have been named after residents of Coxhoe and it appears this cannot be changed. She has called in a planning application at School Avenue. Cllr Dunn said he has contacted the planning officer about noise mitigation measures affecting Ashbourne Drive area from the motorway, as requested by a resident at the last meeting. He has met with county council officers about trees on Parsons Walk and Station Road and the footpath across the motorway bridge and action will be taken. He will notify the county council about a tree overhanging the road to the quarry and litter on Quarrington Hill football field, raised by parish councillors. Cllr Dunn had already mentioned traffic issues at minute 495. **RESOLVED** the information is noted.

501

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

None.

502

## **LAND/BUILDINGS/OPEN SPACES**

### Cricket Ground

The Clerk had tabled a report. The following were **RESOLVED**:

**(A)** Cllr Dunn to talk to landowner about use of the track leading to the field.

**(B)** the Clerk to investigate whether the county council has free chippings

**(C)** the Clerk to circulate details of the overall requirements in terms of time and expenditure in relation to the cricket field in advance of the meeting on 5<sup>th</sup> June

**(D)** the council notes there is a meeting on 15<sup>th</sup> May including Durham county Football Association, the grounds maintenance contractor and Coxhoe United

**(E)** the council authorises expenditure up to £1,000 from the Coxhoe open spaces budget heading if urgent access to the field is required

**(F)** the council notes the report and continued activity.

### Quarrington Hill Environmental Improvement Scheme

Cllr Pounder quoted correspondence from Believe Housing stating it is possible to purchase the land for the two remaining sculptures and he will put forward a firm proposal to the next meeting. **RESOLVED (G)** the information is noted.

### Classic car night

The Clerk advised she has received the draft risk assessment and proposed insurance cover for the night and the ice cream van. **RESOLVED (H)** the parish council approves the use of the land subject to the Clerk receiving the necessary confirmation of insurance cover and assessing the risk assessment is suitable. Further **RESOLVED (I)** the council will loan any of its equipment that may be helpful.

503

## **YOUTH PROVISION**

### Youth Worker Report

The Senior Youth Worker had submitted a report. The Clerk advised that the council's youth service is short on staff. The last round of recruitment had not received any applicants and further recruitment is in progress, with a paid advert being placed through NEREO. The Clerk advised she has attended a session and that she may ask councillors if they could attend as a volunteer; the council's policies and risk assessments will be adhered to. **RESOLVED (A)** the information and the report are noted.

### Under 5's provision

The Clerk has arranged a meeting with the volunteer who came forward, has discussed with the volunteer what else is required and has asked the insurers for

advice. **RESOLVED (B)** the information is noted.

504

### **CLERK'S REPORT**

#### **lxi) St Mary's Churchyard**

The Clerk advised that as burials are taking place on parish council owned land, she has asked the Church Warden to provide confirmation that the Church is taking responsibility for public liability insurance and risk and safety assessments in the area. The Clerk said that she was contacted by a Warden as they believe drug related activity had taken place behind the church; she spoke to the PCSO who will step up patrols.

#### **Xb) NALC Star Council Awards**

The Clerk advised NALC has approached the council about taking part in the Star Council Awards. **RESOLVED (A)** the council will apply for the council of the year.

**RESOLVED (B)** the council will put the Clerk forward for Clerk of the year.

#### **lxi) Beautiful Durham**

The Administration Assistant has asked for ideas for the entry for each village.

**RESOLVED (C)** a flyer will be distributed to shops and businesses and use social media to ask residents to take part. **RESOLVED (D)** the Clerk is delegated authority to spend from the open spaces budgets as appropriate and if required.

**RESOLVED (E)** the report is received and noted.

505

### **TRAINING UPDATE**

The Clerk had sent a report she has submitted all 30 modules for the CiLCA Level 3 training and is awaiting assessment. **RESOLVED** the report is received and noted.

506

### **PARISH PLAN 3**

The Clerk had circulated details of the events and requested support. Posters were considered and suggestions given. The format of the events was discussed and officers will establish roles and organise the events. The Clerk had distributed information about Purdah and said that everyone will need to be aware that no political discussion should be held. Members **RESOLVED (A)** the report and information are noted.

507

### **PLANNING & CORRESPONDENCE REPORT**

#### **Planning Requests**

<b>Application Number</b>	<b>Applicant</b>	<b>Location</b>	<b>Proposal</b>	<b>Electoral Ward and Parish</b>	<b>Case Officer &amp; Expected Decision Level</b>
DM/19/00653/ FPA	Mr S Wilson	Land To The Rear Of 19 School Avenue Coxhoe Durham DH6 4EB	Detached dormer bungalow	Coxhoe  Coxhoe	Paul Hopper  Delegated
DM/19/00025/ MIN	Mr David Atkinson	Cornforth East Quarry Stobb Cross Lane Cornforth DL17 9DU	Environment Act 1995: Periodic Review of Mining Sites. Application for the determination of new planning conditions for working and restoration	Bishop Middleham and Cornforth  Cornforth	Claire Teasdale  Committee

			relating to Planning Permission No. MRA/7/2 at Cornforth East Quarry		
DM/19/00026/ MIN	Mr David Atkinson	Cornforth West Quarry Stobb Cross Lane Cornforth DL17 9JB	Environment Act 1995: Periodic Review of Mining Sites. Application for the determination of new planning conditions for working and restoration relating to Planning Permission No. IDO/7/5/1 at Cornforth West Quarry	Bishop Middleham and Cornforth  Cornforth	Claire Teasdale  Committee
DM/19/00039/ FPA	Tarmac	Cornforth West Quarry Stobb Cross Lane Cornforth DL17 9JB	Improvements to existing access to quarry including widening	Bishop Middleham and Cornforth  Cornforth	Claire Teasdale  Committee
DM/18/03884/ VOCMW	Tarmac	Thrislington Quarry West Cornforth DL17 9EY	Variation of Conditions 1 (Approved documents), 12 (Working hours in Phase 1) of Planning Permission No. 7/2006/0179CM (DCC Reference: CMA/7/55) to allow a change to the working method and working hours for Phase 2 and variation to the associated S106 agreement in terms of the percentage of High Grade Dolomite removed from the site	Bishop Middleham and Cornforth  Cornforth	Claire Teasdale  Delegated

Cllrs Lavelle and Simpson declared an interest in DM/19/00653/FPA and played no part in the discussion that followed. DM/19/00653/FPA

**RESOLVED (A)** to object to application DM/19/000653/FPA and defer discussion of the other applications to the next full council meeting

#### Approved Decisions

None.

#### Withdrawn Applications

None.

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 (B)** that Standing Order 3(v) be invoked and the meeting continue.

#### Correspondence Received

	Received From	Summary
1	Cllr Dunn	Tyne Tees Run 2019
2	Coxhoe Direct Paving	Car Parking Land adjacent to Coxhoe Direct Paving
3	East Durham RC AAP	Town & Parish Council seat on AAP Board

4	CPC Admin Asst	Defibrillator Training at CVH Thurs 20 <sup>th</sup> June 2019
5	CDALC	Policy E-Briefing PC7-19 – Traffic Commissioners

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

**Bulletins received**

	Received From	Summary
1	NALC	NALC Newsletter
2	NALC	Chief Executive’s Bulletin
3	NALC	CEO NALC
4	NALC	NALC Newsletter
5	NALC	Chief Executive’s Bulletin

Members **RESOLVED (C)** the bulletins are received and noted.

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**COMMUNITY REPORTS**

Quarrington Hill Community Centre

A report had been received.

Coxhoe Village Hall

A report had been received. Cllr Dunn said that as County Cllr, along with Cllr McKeon he is donating some funding for the new luncheon club.

Active Life in Coxhoe

No report.

Coxhoe History Group

The annual report had been received.

**RESOLVED** the community reports are received and noted.

**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.

Everyone except parish councillors and the Clerk left the room.

509

**PARISH COUNCIL LAND UPDATE**

The Clerk had tabled a report. The following were **RESOLVED**:

**(A)** the report from the Clerk is noted and the four recommendations are approved.

**(B)** a special meeting will be called if required.

510

**DATE AND TIME OF NEXT MEETING**

**RESOLVED** the next meeting will be held on Wednesday 5<sup>th</sup> June 2019, at 6.30pm at **Coxhoe Village Hall**.

The meeting closed at 8.45pm.

**CERTIFIED AS A TRUE RECORD**

**CHAIR** .....

**DATE** .....