



Coxhoe Parish Council Meeting: Events, Environment and Finance Committee

Date & Time: Monday 10 February 2020 at 6.00pm
Venue: Coxhoe Village Hall

Councillors present:
K Simpson (Chair), S Dunn and K Lowes.

Also present:
C Llewelyn (Parish Clerk).

One business owner was present for part of the meeting.

EEF67 To note apologies

Apologies were received from Councillors C Thirlaway, D Brown and W Lavelle, and from representatives of St Andrew's. **Resolved** apologies were noted.

EEF68 Declarations of interest in items on the agenda

No interests were declared.

EEF69 To confirm the minutes of the meeting held on 9th December 2019

Resolved the minutes of the Events, Environment and Finance Committee held on 9th December be approved, confirmed and signed as an accurate record.

EEF70 Public participation

No members of the public were present.

EEF71 Feedback from community organisations in relation to events

Feedback was given about the Christmas tree light up and carols event, and about potential criminal activity in the village.

The Clerk to work to set up a Whatsapp group for businesses which can be used if there are any incidents.

The clerk to develop a form for distribution to businesses.

EEF72 To consider Parish Council events

VE Day 2020

The Clerk has not yet heard whether the National Lottery funding bid had been successful. Quarrington Hill Community Centre has not been in touch about their plans. She has submitted the Safety Advisory Group form but still needs to send the risk assessment. The following were

Resolved:

(A) the event to be a community picnic type event.

(B) the Clerk to work with Active Life staff to look at staging/boards, first aid, bar, car park and children's activities.

- (C) the Clerk to book two catering units with S Bromley making a charge of the greater of £50 or 10% of sales.
- (D) the Clerk to contact the History Group.
- (E) the Clerk to talk to Youth Club staff about how they can be involved.
- (F) the Clerk is delegated to make decisions towards organising this event and arrangements in Quarrington Hill, in consultation with the Chair and Vice Chair where necessary.

Fireworks display

The Clerk had distributed a document reviewing last year's event and has reviewed safety advice with the fireworks contractor and the Police. The following were **Resolved**:

- (G) the Council will hold a display on 5th November 2020.
- (H) the Clerk is delegated to find and pay for a professional adviser to assist with risk management and safety of the event, within the budget set.
- (I) the Clerk to talk to Active Life and the County Council about the event, the car park, potential use of the bowling field.
- (J) the Clerk to get costs for a shuttle bus from and to Quarrington Hill.
- (K) the Clerk to continue to work with the Police, Safety Advisory Group and a traffic management company to manage traffic and parking issues.
- (L) the Clerk is authorised to buy pop-up gazebos from the fireworks budget 2020/21.
- (M) the Clerk is delegated authority to organise this event, in consultation with the Chair and Vice Chair if necessary.

Remembrance Day

The Remembrance ceremony held at Coxhoe Village Hall was discussed. It was **Resolved (N)** to note that the commemoration will be held again in November 2020.

Christmas Window Competition and Tree Light-up

The feedback received had been positive and numbers were greater than expected. It was felt the area was dark and the crowd needed to be further back on the green. The Clerk has reviewed safety for this event with the Police and said that the size of the event needs to be considered in relation to its safety particularly considering the nearby main road. Suggestions include carousels, Salvation Army band, collections for foodbank and children's gifts, business sponsorship, and a DJ.

the following were **Resolved**:

- (O) a further event to be held on Sunday 29th November 2020.
- (P) the Clerk to get costs for lighting up the pit wheel.
- (Q) the Clerk to get costs for lights in the trees on the village green behind the pit wheel and to establish if any companies give donations to communities for this.
- (R) the Clerk and Chair to investigate improved speaker and microphone provision.
- (S) Santa's Sleigh to be invited.
- (T) Councillor Lowes to investigate Puffing Billy.
- (U) the Clerk to continue to investigate safe running of this event and to submit Safety Advisory Group later in the year.
- (V) the Christmas window competition to be run again.

Any other suggested events

Discussion took place about Miners Gala Day. The following were **Resolved**:

- (W) the Clerk to investigate and get costs for a rolling road closure; Councillor Dunn to provide information.

Discussion took place about World Earth Day on 22nd April. The following were **Resolved**:

- (X) the Clerk to discuss a litter pick with the volunteer Co-ordinator.
- (Y) the Clerk to approach the primary schools and the Scouts with a view to activity which could

include tree planting.

(Z) the Clerk is delegated authority to arrange this, in consultation with the Chair and Vice Chair if necessary.

EEF73 Bunting

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

(A) the Clerk to ask churches and schools when they are holding summer fairs.

(B) the Clerk to seek further quotes and to arrange colourful bunting in Coxhoe up to the price in the report and from the Coxhoe open spaces budget; as much as possible between the traffic lights and Commercial Road.

EEF74 Photo competition and calendars

The Clerk said that ten residents had submitted photos. The calendars had been technically difficult due to photo quality. Calendars had been made in house and those who sent photos were offered one. It was **Resolved** to note the report.

EEF75 Consider the Council's current and future budgets

The Clerk had circulated the updated budget document with the agenda.

Consider actual, projected and committed budget for 2019 to 20

It was **Resolved (A)** the budget for events was noted.

Consider the budget for events

It was **Resolved (B)** the budget for events was noted.

EEF76 Update on Parish Council land ownership and lease arrangements

The Clerk advised she has made an index of registers and needs to ensure the registers are all up to date and held in the office. Councillor Dunn advised the Solicitor has contacted him about the cricket field lease and he will make sure it is progressed. **Resolved** the information is noted.

EEF77 Update and review of activity in the parish in relation to the environment

The Clerk had circulated a report with the agenda.

Cricket field

This had been discussed in detail at the full Council meeting last week. Information is to go out in the Chronicle including a call for volunteers. **Resolved (A)** the information is noted.

Coxhoe Churchyard

The grounds maintenance contractor has completed some work to the trees and growth in the Churchyard. The Clerk and Vice Chair met with a representative from Breedon to discuss limestone paths; they may be able to help with donating limestone and contacting someone who can lay the paths. The Clerk and Vice Chair had also discussed the possibility of the memorial garden. Residents had been in touch about trees that are overshadowing their garden. The following were **Resolved**:

(B) the Clerk is delegated to take further action towards improvements in the Churchyard, in consultation with the Chair and Vice Chair as appropriate.

(C) the Clerk is delegated to discuss with contractors what action could be taken about the trees and to authorise work if it is felt to be reasonable.

Villages' appearance and cleanliness

The Clerk said there are outstanding actions from past meetings. The part of Cornforth Lane by the Doctors was discussed. **Resolved (D)** the Clerk and Chair will discuss this again with the County Council.

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

Newcastle University planning report

It was **Resolved (F)** to note the report.

King's Wood

The Clerk, Chair and Councillor N Brown had visited the woods with officers from the Woodland Revival Trust. It was **Resolved (G)** to approve the Clerk and Councillors who wish to be involved, to discuss further with the Woodland Trust their ideas on community engagement and to begin to consider how to help with engagement of the community and care of the wood, and to apply for funding for activity.

Land by Basic Cottages

A meeting is to be arranged with residents. A decision on the Pocket Parks funding application has not yet been received. **Resolved (H)** the information is noted.

Grounds maintenance

The Clerk has met with the contractor and arranged a loose programme of works to be carried out to ensure action is taken when needed. Councillors said there is a dead tree by Wesley Place and litter in the Churchyard. **Resolved (I)** the Clerk to address.

Noticeboards including St Mary's

The Church have further issues with the noticeboard and the Clerk asked a contractor to look at it. The Parish Council may not be able to help any further. It was **Resolved (J)** the updates and report were noted.

EEF78 Date and time of next meeting

Monday 11 May 2020 at 6.00pm at Coxhoe Village Hall.

Meeting closed 8.30pm.

Certified as a True Record:

Chair (Sign)

Date