

Coxhoe Parish Council Meeting Minutes: Events, Environment and Finance Committee

Date & Time: Monday 15 November 2021 7.00pm

Venue: Coxhoe Village Hall

Councillors present:

K Simpson (Chair); J Ashworth; S Dunn.

Also present:

C Llewelyn, Parish Clerk; H Shingleton, Administration Officer.

EEF133 To receive meeting safety information, to agree the willingness to hold the meeting and to note the Parish Council Public Participation Policy

The Clerk had sent a report stating that the meeting had been convened using advice and guidance from the Government and National Association of Local Councils (NALC), and following the relevant risk assessments drawn up by the Clerk, and enclosed a risk assessment. It was **Resolved (1)** to note the safety measures and risk assessment and further **Resolved (2)** the agreement of Councillors present to hold this meeting while upholding the safety measures and controls implemented by the Clerk. It was further **Resolved (3)** to note the Public Participation Policy.

EEF134 To note apologies

Apologies were received from Councillors Thirlaway and Lowes. It was **Resolved** the apologies were noted.

EEF135 To receive declarations of interest in items on the agenda

No interests were declared.

EEF136 To confirm the minutes of the meeting of this Committee held on 16 September 2020

It was **Resolved** that the minutes of the Events, Environment and Finance committee held on 16 September 2020 be approved, confirmed and signed as an accurate record.

EEF137 Public Participation

No members of the public were present.

EEF138 To receive feedback from community organisations in relation to events

None.

EEF139 To consider and plan for Parish Council events and related activity

The Clerk had sent a report.

a) Current advice on events

The Clerk had reported current advice. It was **Resolved** that the current advice on holding events was noted.

b) To review the Fireworks Display held on 6 November 2021 and consider plans for a Display in 2022

It was **Resolved (1)** to note the review of the fireworks display 2021 provided by the Clerk. It was further **Resolved (2)** to note that the Clerk will begin plans for a 2022 display and will recommend the appointment of an external Safety Officer.

c) To review the Remembrance Ceremony held on 14 November 2021 and consider plans to mark Remembrance in Coxhoe Parish in 2022

The Clerk had tabled a report.

The following were **Resolved**:

(1) Agree Officers in consultation with the Vice Chair and as detailed in the report will arrange the Remembrance Ceremony 2022.

(2) The Clerk is to undertake the Safety Advisory Group process for Remembrance Ceremony 2022 beginning early in the new year.

(3) To approve the Clerk to contact groups for knitting poppies for Remembrance 2022 and if enough interest to go ahead.

(4) The Clerk to ask Coxhoe Village Hall about a poppy collection.

(5) The Clerk to offer support to Quarrington Hill for Remembrance.

(6) The feedback received and the Clerk's review of the Ceremony were noted.

d) To make decisions relating to a potential Christmas event 2021

The Clerk gave an update about planning for this event which had been challenging and spoke through the budget which will remain subject to change while prices are being sought.

The following were **Resolved**:

(1) The event does not require a DJ.

(2) The Clerk is to press forward with arranging this event and activity to date is approved.

(3) The Clerk to speak to Councillor Thirlaway about lights but arrange lighting for the event in accordance with discussion with members of the Safety Advisory Group.

(4) To Clerk is to purchase a gazebo for events from the Office Equipment budget.

(5) The event budget was noted.

e) To agree plans for events to mark the Queen's Platinum Jubilee in 2022

The Clerk has begun the Safety Advisory Group process for a Christmas tree light up event. The following were **Resolved**:

(1) the Clerk to arrange a party in the park on the sports field.

(2) the budget to be added in when discussing the Council's budget for 2022 to 23.

(3) the Committee noted that the Clerk will be beginning the Safety Advisory group process.

f) To consider activity to mark Pride month 2022

The following were **Resolved**:

(1) the Clerk to bring a Flag Policy to full Council for agreement.

(2) the committee defers a decision to a future meeting.

It was **Resolved (3)** under Standing Order 10a (iii) to defer agenda item 8 (to consider the Council's budget) to a later point in the meeting.

It was further **Resolved (4)** to note the report on events and related activity for agenda item 7.

EEF140 Update and review of activity in the parish in relation to the environment

The Clerk had sent a report.

a) King's Wood

Durham County Council's Find and Fix Team has done work on the path and vegetation. The Parish Council's Contractor has worked on the paths. It was **Resolved** the update was noted.

b) Coxhoe Churchyard

The following were **Resolved**:

(1) the update provided in the report was noted.

(2) the Clerk is to arrange work now and add to the Grounds Maintenance Tender that the trees at the Lansdowne Road end of the path must be maintained so that the light from the lamp post is not blocked.

c) Shaun Henderson Community Sports Ground

At this point of the agenda, it was **Resolved (1)** that all members of the press and public were asked to leave the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

A discussion took place about the report. It was **Resolved (2)** to note the report and advice received about the sports ground. It was further **Resolved (3)** that the Committee recommends no action is taken.

It was **Resolved (4)** to open the meeting again to the press and public.

d) Tender for Grounds Maintenance 2022

The Clerk had sent the tender schedule used in 2019 and asked Committee to note that the tender should be renewed again from April 2022.

The following were **Resolved**:

(1) the Clerk to look at weedkiller use and potential other options and bring to Committee or Council for agreement on policy.

(2) the Clerk to add in Quarrington Hill Churchyard for quotes.

(3) that tenders will be received by either post or email.

e) to agree activity in relation to litter picking and the purchase of further litter picking equipment

The following were **Resolved**:

(1) the Clerk to seek to re-start litter picks in both villages working with volunteers and Councillors.

(2) the Clerk to purchase litter pickers with an estimated cost of £50.00.

(3) the Clerk to buy more hi-vis vests with Parish Council logo in larger sizes.

f) Review of all Parish Council land and land inspections

The following were **Resolved**:

(1) Councillors note that the Clerk is to send out annual and regular inspection forms for use by Officers and Councillors.

(2) note that the Clerk has sought quotes for tree inspections, has received one quote and is awaiting a further quote after 13 December.

EEF141 To consider the Council's budget

a) 2021 to 22

It was **Resolved (1)** the budget document and budget notes were noted.

At 8.00pm the Chair requested members' agreement, as per Standing Order 3(x), to extend the meeting beyond the standard 2-hour period. It was **Resolved (2)** that Standing Order 3(x) be invoked and the meeting continue.

b) 2022 to 23

The following were **Resolved:**

- (1) the action plan was noted.
- (2) the budget document was amended by Members.
- (3) the budget document and budget notes were noted.

EEF142 Date and time of next meeting

It was **Resolved** the next meeting of the Events, Environment and Finance Committee will be on Monday 6 December 2021 at 6.00pm and will focus on finance.

The meeting closed at 8.30pm.

Certified as a True Record:

Chair (Sign)

Date