

Minutes of the Annual General Meeting of Coxhoe Parish Council held on Tuesday 8th May 2007 at Coxhoe Village Hall.

P Dodsworth in the chair

Present: G Shotton, D Smith, J Taylor, B Hepplewhite, S Dunn, J Beecham, R Mayo, C Thirlaway, K Pounder and C Wigham

The Chairman welcomed all new Councillors to the Council and congratulated them on their election. He also gave his thanks, on behalf of the Council, to the Councillors that had retired at the recent election and it was agreed to forward a letter of thanks to them.

07.01. Declaration of acceptance of office

The Clerk confirmed that all declarations had been received by him, duly signed and acknowledged.

07.02. Appointment of Chairman of the Council

The Clerk asked for nominations for the position of Chairman of the Council.

J Taylor was proposed by D Smith but not seconded.

P Dodsworth was proposed by S Dunn and seconded by R Mayo

Resolved: P Dodsworth was duly appointed Chairman of the Council and took the Chair.

07.03. Appointment of Vice Chairman of the Council

The Chairman asked for nominations for the position of Vice Chairman of the Council.

S Dunn was proposed by B Hepplewhite and seconded by R Mayo

J Taylor was proposed by D Smith and seconded by G Shotton

Resolved: The nominations were put to a vote and on a show of hands, S Dunn was duly appointed as Vice Chairman of the Council

07.04. Parish Plan meetings

The Chairman asked for nominations for the Chairman of the working group relating to traffic management.

Resolved: K Pounder was nominated and duly appointed Chairman of the traffic management working group. Chairman of other groups would be appointed as necessary

07.05. Grievance & Disciplinary Committee

The Chairman asked for nominations for the grievance and disciplinary committee

Resolved: G Shotton, J Beecham and R Mayo were nominated and duly appointed

07.06. Risk Assessment Working Party

The Chairman asked for nominations for the risk assessment working party.

Resolved: C Thirlaway, R Mayo and S Dunn were nominated and duly appointed

07.07. Bank Account Signatories

The Chairman asked for nominations as signatories of the Council's bank account.

Resolved: P Dodsworth, S Dunn, C Thirlaway and G Shotton were agreed as signatories

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Signed as a true copy of the meeting Chairman

..... Clerk

..... Date

Minutes of the Coxhoe Parish Council meeting held on Tuesday 8th May 2007 at Coxhoe Village Hall.

P Dodsworth in the chair

Present: G Shotton, D Smith, J Taylor, B Hepplewhite, S Dunn, J Beecham, R Mayo, C Thirlaway, K Pounder and C Wigham

07.08. Minutes from Meeting held on 10th April 2007

Minutes of the previous meeting were agreed and signed as a true record.

07.09. Police Report

PC Ogilvie was unable to attend the meeting and the Clerk presented the report.

Rowdy Nuisance – 10 reported incidents in Coxhoe – 5 youth related, 2 dispute related, 3 disturbance related.

5 reported incidents in Quarrington Hill – 4 neighbour related, 1 hoax call

Vehicle Nuisance- 1 reported incident in Coxhoe – motorbike related.

1 reported incident in Quarrington Hill – motorbike related.

Assault - 1 reported incident – assault at Front Street, Coxhoe on 22/04/07 – enquiries ongoing, possible suspect

Theft - 1 reported incident – 12/04/07 – theft of money at Church Street, Coxhoe – enquiries ongoing, named suspect

Burglary - 1 reported incident – 05/05/07 – gardening equipment and tools taken from shed at The Grove.

Criminal Damage – 3 reported incidents – 21/04/07 – damage to window at Church Street, Coxhoe, 26/04/07 – damage to park bench at Coxhoe sports centre, 06/05/07 – damage to window at Front Street, Quarrington Hill.

Concern was expressed that a major motor incident at Quarrington Hill had been omitted from the statistics

Resolved: that the details of the police report continue to be included in the minutes in full.

07.10. Points to Note

The following details were noted:

a) Traffic management

A letter of complaint had been received from Mr Hargreaves regarding the new parking layout at Vicarage Terrace. A site meeting had been arranged. A further complaint had been received verbally concerning the build out at Parsons Walk. Objections had been received from the Police concerning the Tarka scheme. No plans had yet been drawn up for Quarrington Hill. 5 Villages funding available each year and funding pattern could be revised. Local Area Programme funding was for 2009/10. External funding had been applied for to assist with cost of schemes.

b) Quarrington Hill Stones

All details had been agreed and the stones were to be delivered on the 8th May

c) Coxhoe Village Signs

Funding had been made available externally and a meeting was required to agree the designs and exact locations of the signs

d) Hanging Baskets

An order had been placed with Thinford Nurseries on the terms agreed in minute 313 and the baskets would be in place by the end of May

e) Village Clocks

Details of the current maintenance contract were considered

Resolved: **a)** the traffic management details were noted. The Clerk to advise the County Council of similar schemes. Confirmation of funding for Quarrington Hill required. The complainant, concerning the Parsons Walk build out, was requested to put details of the complaint in writing. **e)** to look at alternative maintenance contractors

07.11. Correspondence

The following correspondence was received and noted

a) Planning applications

i) Demolition of former picture house at The Avenue and erection of 5 no dwelling houses with associated access, parking and landscaping (revised and resubmitted).

ii) Erection of two storey dwelling house incorporating attic accommodation at plot 4 Roslyn Mews, Coxhoe

iii) Erection of two storey pitched roof dwelling house with detached garage at plot 2 Roslyn Mews, Coxhoe

iv) Erection of 3m X 6m externally illuminated billboard on gable elevation of commercial premises, 16 commercial Road East, Coxhoe

b) Unitary Structure

A letter had been received from Durham City Council inviting comments on the proposed unitary structure. A letter had been received from Durham County Council inviting the Clerk and Chairman to a meeting on the proposed unitary structure on 2nd June.

c) Training

Details had been received detailing a number of courses to be held over the summer on 'How to be a good councillor'

d) Society of Local Clerks

A letter had been received concerning the membership of the Society and the need for up to date information.

e) Durham Association News

The latest copy of the above publication and an information leaflet on the new code of conduct were circulated

f) Informnorth

A letter had been received from Horden Parish Council concerning provision of a self-development magazine available for £100 per year

g) Fairtrade Directory

The first edition of the County Durham Fairtrade Magazine had been received and was circulated

h) No smoking

A letter had been received from Coxhoe Village Hall Association reminding Members that the village hall and nearby vicinity would be a 'no smoking' area from July 2007

i) Communication Awards 2007

Details had been received on these awards that related to websites, newsletters and annual reports

Resolved: ai) The application was agreed subject to concerns over access to front of development

aiv) the Council object to the proposal as it would be detrimental to the village environment.

c) The Clerk to enquire if the training courses could be held solely for the Parish Council and to determine the cost

d) The Clerk to join the Society of Local Clerks. The membership fee to be paid by the Parish Council

i) Consideration be given to entering the Coxhoe Chronicle and the Quarrington Hill Village Partnership newsletter for the communication awards

07.12. Reports of the Clerk

The Clerk reported on a number of issues and the details were noted.

a) Possible sale of assets

Councillor Smith declared an interest in this item and left the room and took no part in the discussion

A legal response had been received from NALC on the documents relating to the gardens in Sanderson Street, Coxhoe. A search through council minutes at the time of purchase and of land registry documents confirmed that the land was not purchased for the purpose of allotments. This being so consent would not be required from the Secretary of State for any proposed sale.

Resolved: the Clerk to approach the District Valuer to obtain a current value of the council's land in Sanderson Street, subject to a restriction on future development

b) Final Accounts 2006/07

Details of the final account statements approved by minute 331 dated 10th April 2007, including the balance sheet, bank reconciliation statement, income and expenditure account, and supporting financial statement were again circulated to all Members. The accounts had been audited, by the Internal Auditor, who had confirmed them as correct and had signed the relevant portion of the annual return. A report would follow. A copy of the annual return was circulated to each member.

Resolved: i) the final accounts, including the balance sheet, bank reconciliation statement, income and expenditure account, and supporting financial statement were again approved

ii) the Internal Auditors approval of the accounts was noted and Mr G Bestford be appointed as Internal Auditor of the Council for a further year to include the 2007/08 accounts

iii) the statement of accounts for 2006/07 was approved by the Council and duly signed by the Chairman

iv) the annual governance statement was agreed by the Council and duly signed by the Chairman

c) Budget Statement

The Clerk circulated details of the up to date budget position, including the monthly bank reconciliation

Resolved: the details were noted

07.13. Other Issues

Councillors raised a number of other issues and the details were noted.

- a) Further complaints had been received relating to lighting at the Co-op in Coxhoe.
- b) Details had been received relating to further grants available for the planting of trees.
- c) Extended newsletters were required for the next addition to accommodate the annual report and information on all Councillors.
- d) Concern was raised over the inability to be able to put on girls sessions at Coxhoe Leisure Centre.
- e) Keys were now required for the Village Hall for the Chairman and Vice Chairman in accordance with the licence agreement.
- f) A request had been received for the Council to provide equipment and materials for the treatment of the fence at Sanderson Street.
- g) The content of the agenda for future meetings was discussed.

- Resolved:**
- a) To write to the Manager at the Co-op to complain again about the lighting.
 - c) Funding is provided from reserves to meet any additional printing costs.
 - d) Members of the Parish Council would attend any meeting with the Leisure Service about youth sessions.
 - e) The Clerk to request the relevant keys from the Village Hall Association
 - f) This item be deferred until the next meeting
 - g) Monthly updates from Coxhoe Together and Quarrington Hill Village Partnership were to be included. A review of the Parish Plan and action plan was to be included on the agenda for June.

07.14. Accounts for Payment/Requests for Financial Assistance

The Clerk detailed the accounts for payment and the following were approved:

Creditor	Reason	Amount	Minute
Durham City District CVS	Printing of newsletters	£375.00	204
City of Durham	Rent – Quarrington Hill allotments	£50.00	
Durham Miners Gala	Message of Support	£35.00	318
Fund (Section 137 discretionary payment)			
Dunhouse Quarry Co Ltd	Stones for Quarrington Hill signs	£1527.50	205
TP Gardens	Grass cutting for April	£540.00	249
N King	Salary – April	£353.07	271
P Taylor	Concrete pads for signs	£290.00	205
Quarrington Hill Community Centre	Hire of room for CAB sessions	£120.00	

Signed as a true copy of the meeting Chairman

..... Clerk

(Pages 2 – 5 inclusive) Date

Minutes of the Coxhoe Parish Council meeting held on Tuesday 12th June 2007 at Coxhoe Village Hall.

P Dodsworth in the chair

Present: G Shotton, D Smith, B Hepplewhite, S Dunn, J Beecham, R Mayo, C Thirlaway, K Pounder and C Wigham

Apologies for Absence : J Taylor

07.15. Minutes from Meeting held on 8th May 2007

Minutes of the previous meeting were agreed and signed as a true record

07.16. Police Report

PC Ogilvie presented the report, the details of which were noted.

- Rowdy Nuisance – 6 reported incidents in Coxhoe – 1 youth related, 4 dispute related, 1 noise related.
8 reported incidents in Quarrington Hill – 2 neighbour related, 3 youth related, 3 dispute related
- Vehicle Nuisance- 3 reported incidents in Coxhoe – 2 motorbike related, 1 parking
1 reported incident in Quarrington Hill – motorbike related.
- Assault - 1 reported incident – assault at The Grove, Coxhoe on 19/05/07 – suspect unknown
- Theft - 4 reported incidents – 23/05/07 2 x shoplifting Co-op, Coxhoe and 25/05/07 - suspect arrested, charges pending, 04/06/07 theft at Church Street, Coxhoe – named suspect – enquiries ongoing
- Burglary - 2 reported incidents– 15/05/07 – high value commercial burglary The Avenue, Coxhoe, enquiries ongoing – 08/06/07- shed burglary, Hawthorn Crescent, Quarrington Hill
- Criminal Damage – 4 reported incidents – 02/06/07 – damage to door at Co-operative Terrace, Coxhoe, 03/06/07 – damage to window at The Grove, 05/06/07 – damage to shrubs at the Sensory Garden, Coxhoe (CCTV being investigated), 10/06/07 – damage to window at Belle Vue – one arrest and charge.
- Drugs - 09/05/07 cultivation of cannabis at The Grove, Coxhoe – 1 arrest, enquiry ongoing
- Other Crime- 12/05/07 – harassment at Neil Crescent, Quarrington Hill, suspect arrested
- Other Issues - with the completion of the Streetsafe initiative at Bowburn, there will now be an increase in resourcing, with greater visibility from the PCSO's in each village. An update was given on the reason for the objection to the traffic calming measures at the Tarka Centre and a lengthy discussion followed on this issue. Concerns had been raised at the Neighbourhood Forum relating to youths in Coxhoe churchyard and the fact that incidents were still not being reported. Serious concerns were expressed by Members relating to speeding traffic at Quarrington Hill. A number of fixed penalties had been issued. Concern was again expressed relating to lighting at Coxhoe, Coop. The Police were progressing this matter.

07.17. Points to Note

The following details were noted:

a) Quarrington Hill Stones

The stones were now in place. Details needed to be provided to Durham County Council for plants/flowers to be planted in front of the stones.

b) Coxhoe Village Signs

A meeting was to take place on the 13th June with the artist and Durham County Council to agree locations for the signs.

c) Hanging Baskets

It was expected that the hanging baskets would be in place during the next week.

d) Training

It had been agreed that a training course would be put on for the benefit of the Parish Council. Details and costs were to follow.

07.18. Reports of the Clerk

The Clerk reported on the following issues:

a) Traffic management

An update was given on the completed schemes. The proposals for the Tarka Centre had been rejected by the Police and an alternative location was now proposed by Durham County Council. Designs for the Quarrington Hill scheme would not now be carried out until the end of 2007. Formal consultation on The Avenue scheme would take place in the near future. All Requests for external private funding had been rejected.

Resolved: a meeting to be arranged with the County Council as soon as possible to discuss the Tarka and Quarrington Hill situations. If necessary the Parish Council would look to obtain funding for the Quarrington Hill scheme themselves in 2008 on confirmation that this would be repaid by the County Council.

b) Report of the Internal Auditor

The report was circulated and the recommendations regarding bank accounts, Clerks manual, agendas, meeting and minutes were discussed by Members

Resolved: the recommendations in the report are adopted as soon as possible.

c) Code of Conduct

A new model code of conduct had now been provided nationally and was circulated and discussed.

Resolved: that the model code of conduct is formally adopted by the Council without alteration

d) Freedom of Information Act

The Clerk circulated a copy of the model publication scheme for the act

Resolved: the Clerk to make further checks on the adoption of the scheme and if no details were available to adopt the core information in the core classes only

e) Planning Applications

The following planning applications had been received and were noted without objection

- i) Retention of steel container and retention of increased height of boundary wall adjacent to the main building of The Old Chapel, Front Street north, Quarrington Hill
- ii) Erection of a two storey pitched roof extension to the front, side and rear of the existing dwelling and erection of a single storey front extension to East House Farm, Coxhoe
- iii) Reserved matters application for erection of 1 detached two storey dwelling on plot 1 on land rear of Roslyn House, The Avenue, Coxhoe

- iv) Erection of a 2 storey pitched roof extension with first floor balcony to rear of 40 Neil Crescent, Quarrington Hill
- v) Demolition of existing conservatory and erection of a single storey pitched roof extension to rear of the existing dwelling, 66 Beechfield Rise, Coxhoe

f) Budget Update

The Clerk circulated the latest account and budget details for discussion. He advised that in accordance with the terms of his contract his salary should move to the next point on the scale with effect from 1st April 2007 at a rate of £8.035 per hour. He advised that a contribution payment for last years grasscutting works at Quarrington Hill churchyard had still not been received from the Parochial Church Council. The annual honoraria for the Chairman was confirmed at £50 per annum. Councillor Dodsworth confirmed that he did not wish to receive the payment.

Resolved: i) the budget details were noted ii) the increase in the Clerks salary in accordance with the national scale was approved iii) a further letter be sent to the Pariochial Church Council requiring payment.

07.19. Correspondence

The following correspondence was received and noted.

a) Councillor J Taylor

A letter received from Councillor Taylor relating to the annual general meeting was read out and discussed.

Resolved: the letter was received and the Chairman to write a response providing an apology for any embarrassment that may have been caused by the situation.

b) M J Williams

A letter received from Mr Williams concerning the planning application re the Old Cinema at Coxhoe was read out and discussed.

Resolved: to re-iterate the previous comments of the Council on the application.

c) Insurance Facilities

The County Association had contacted the Clerk relating to potential savings in insurance premiums, through a link with Durham Rural Community Council.

Resolved: The Clerk to provide details of the Council's insurance cover and express an interest in the scheme.

d) Post Office Closures

Details of post off ice closures were to be announced shortly and any objections would have to be made quickly.

Resolved: if any local post offices were included in the closure list, objections be made.

e) Local Government Review

A further leaflet was provided by Durham County Council.

f) Quality Council

The Clerk provided booklets on the scheme for all Members and advised of a mentoring scheme commencing in July at a cost of £100.

Resolved: the Clerk to enrol on the scheme at the agreed cost.

07.20. Other Issues

Councillors raised a number of other issues and the details were noted.

a) Coxhoe Together

Councillor Dodsworth provided a full update on the application for the churchyard heritage scheme, the village hall improvement scheme, the planters and the master plan.

b) Quarrington Hill Village Partnership

Councillor Pounder provide an update of the annual report of the Partnership and detailed the main areas of work relating to traffic management, provision for children and young people, landscaping, crime in the community and housing.

c) Parish Plan

Progress on the implementation and procedures to move the plan forward were discussed. **Resolved:** The Parish Council would meet on a quarterly basis with Coxhoe Together and the Quarrington Hill Village Partnership to discuss the implementation of the plan. The first meetings to be 1st August and 25th July respectively and minutes of the monthly meetings to be supplied to all Councillors. A three year plan was to be prepared on the implementation of the parish plan.

d) Jubilee Way Cycle Route

Details of the proposals were given

Resolved: to provide a letter of support from the scheme

e) Crowtrees Heritage Trail

The organisers had received an award from Durham County Council for the scheme and were congratulated.

f) Disused buildings

New powers were now in place relating to disused buildings

Resolved: details be sought and where relevant action be requested

07.21. Accounts for Payment/Requests for Financial Assistance

a) A request was received from the Mayor of Durham for a donation towards his appeal fund

Resolved: a donation of £50 was agreed

b) The Clerk detailed the accounts for payment and the following were approved:

Creditor	Reason	Amount	Minute
G Bestford	Internal Audit Fee	100.00	124
Durham CAB	Outreach Service	624.00	204iii
TP Gardens	Grasscutting (May)	360.00	249
F Burn	Chairs Honoraria	50.00	07.18f
N King	Salary (May)		07.18fi
Soc. Of Local Council Clerks	Membership Fees	85.00	07.11f
City of Durham	Mayors Appeal Fund	50.00	07.21a

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Signed as a true copy of the meeting Chairman

..... Clerk

(Pages 6 – 9 inclusive) Date

Minutes of the Coxhoe Parish Council meeting held on Tuesday 10th July 2007 at Coxhoe Village Hall.

S Dunn in the chair

Present: G Shotton, D Smith, J Taylor, R Mayo, C Thirlaway, and K Pounder

Apologies for Absence: P Dodsworth, B Hepplewhite, J Beecham, and C Wigham

07.22. Minutes from Meeting held on 12th June 2007

Minutes of the previous meeting were agreed and signed as a true record

07.23. Police Report

PCSO's Wilkinson and Bennett attended and presented the report, the details of which were noted.

Rowdy Nuisance – 6 reported incidents in Coxhoe – 3 youth related, 1 neighbour related, 1 disturbance related, and 1 intelligence related.

12 reported incidents in Quarrington Hill – 2 neighbour related, 4 youth related (formal warnings have been issued), 5 dispute related, 1 noise related.

Vehicle Nuisance- 4 reported incidents in Coxhoe – all parking related.

3 reported incidents in Quarrington Hill – all motorbike related.

Assault - 1 reported incident – assault at Malcolm Avenue, Quarrington Hill on 08/07/07 – known suspect, ongoing enquiry.

Theft - 2 reported incidents – 20/06/07 shoplifting Co-op, Coxhoe and 28/06/07 theft of motor vehicle at West Terrace, Coxhoe.

Burglary - No reported incidents

Criminal Damage – 3 reported incidents – 26/06/07 – damage to motor vehicle at Petterson Dale, Coxhoe, 02/07/07 – damage motor vehicle at Hawthorn Crescent, Quarrington Hill, 04/07/07 – damage to motor vehicle at The Avenue, Coxhoe.

Drugs - No reported incidents

Other Crime- No reported incidents

Other Issues - Since the completion of the Bowburn Streetsafe initiative, active patrols to address issues raised in relation to youth nuisance within the villages have taken place. Issues raised concerning Willow Court and Lansdowne Road and the churchyard have received primary focus and there have been a number of alcohol seizures.

There has been damage to the nature reserve at Quarrington Hill due to motorbikes. Action would be taken.

Excessive rubbish being tipped on Red Briar Bank. Police to discuss with Paul Parker.

Damage had occurred at Cassop School. Investigations were ongoing.

07.24. Points to Note

The following details were noted:

a) Coxhoe Village Signs

A meeting had taken place with the artist and Durham County Council and four sites had been approved in principle. Designs were now to be made and the project was moving forward.

b) Insurance facilities

The Clerk had passed on the relevant details to the County Association, but the response from other Councils had not been as expected.

07.25. Reports of the Clerk

The Clerk reported on the following issues and the details were noted:

a) Traffic management

Following the meeting with the County Council, details had now been provided concerning the Tarka and Avenue schemes and schemes now proposed for Quarrington Hill that would hopefully be funded by the County Council. The Police had objected to the build out on the Avenue scheme

Resolved: i) The Clerk to send thanks to the County Council officers and Councillor Morgan for their help in moving these projects forward quickly ii) a complaint be sent to the Police concerning the lateness of their objections on schemes iii) a request be made that Quarrington Hill representatives be present at any site meeting on the Quarrington Hill/Cassop proposal iv) a further meeting be held with the County Council to provide a progress report on the 2nd August. v) City Councillors requested to consider the funding of estate road humps

b) Training

Details had been received on the proposed training for Councillors from NEREO. A total cost of £1000 was proposed for training all Councillors on the 5 modules

Resolved: i) NEREO be asked to provide the relevant training at the agreed cost, preferably to be held on the 4th Tuesday evening of each month ii) £1000 be vired from the election expenses budget to meet the cost of this training.

c) Planning Applications

The following planning applications had been received and were noted without objection:

- i) Erection of detached pitched roof garage/store to rear of existing dwelling at 8 School Avenue, Coxhoe;
- ii) Erection of single storey pitched roof extension to rear of existing dwelling at 2 Aged Miners Homes, Quarrington Hill;
- iii) Erection of single storey pitched roof extension to the rear of existing dwelling at 88 Ashbourne Drive, Coxhoe
- iv) Erection of a conservatory to rear of existing dwelling at Chandler House, Linden Terrace, Coxhoe

d) Risk Assessments

The risk assessment working party had met to investigate the current risk assessments of the Council. They had also reviewed the effectiveness of the system of internal audit. Documents had been prepared and circulated to Members detailing proposed assessments, both general and financial and detailing the proposed role of the internal auditor. These documents were discussed at length. The need for a working party to be set up to provide a 3 year plan, including financial implications, to meet the requirements of the parish plan and to plan the budget process was discussed

Resolved: i) the risk assessment analysis was agreed and adopted by the Council and Members responsibilities were noted ii) the document on the role of the internal auditor was adopted iii) a working party was set up on budgetary planning consisting of Councillors Dunn, Mayo, Marsden and Pounder, with input from other Members. iv) attempts be made to make a reciprocal arrangement with another Parish Council to cover the Clerks duties through any lengthy period of absence

e) Quality Council

The Clerk had enrolled on the CICLA mentoring course for preparation for quality status which would start on 17th July and updated members on the preparedness for achieving this status in the future.

f) Maintenance Contract

The Clerk updated the Council on the works carried out to date and proposals for additional works were discussed. Complaints were received relating to the walkway at the old railway line in Coxhoe being overgrown. This walkway was County Council responsibility.

Resolved: i) the Clerk was authorised to agree to additional works as required and report back to the Council. ii) the Clerk to contact Durham County Council relating to the railway walkway.

g) Budgetary Update

The Clerk circulated an up to date bank reconciliation and budgetary statement and the details and its implications were discussed at length. It was noted that expected grants and contributions had now been received. The Clerk provided an update on the possible sale of assets and Councillor Smith declared an interest and left the room at this point and took no part in the discussion of this item

Resolved: i) the budgetary process would be discussed in detail after further cost details were received on traffic management and the working party had looked at parish plan implications ii) the Clerk to re-contact the District Valuer requesting that he carry out the required works to value the garden land at Sanderson Street at this stage

07.26. Correspondence

The following correspondence was received and noted.

a) Community Safety Focus Event

The Local Strategic Partnership were hosting this event on the 18th July at Newton Hall community centre

Resolved: this event would be attended by Councillor K Pounder

b) Association of Parish Councils

The Clerk circulated copies of the monthly Association news, including details of the national conference and consultation on planning for a sustainable future.

c) Quarrington Hill Churchyard

Documents had been received from Mr Jones relating to works that had been carried out at Quarrington Hill churchyard. These were discussed by Members.

Resolved: the Clerk to write to Mr Jones advising that the Parish Council have no responsibility for the churchyard and no powers to intervene but would pass the matter on to the parochial church council

d) National Railway Museum, Shildon

An invitation had been received for the Chair to attend a tour of the museum on the 17th July

e) Durham County Council – Overview and Scrutiny

A copy of the annual report had been received and was circulated to Members

f) Community Citizen Award

Details were received from Durham City Council inviting applications for this award

g) Regional Spatial Strategy

Details were received on proposed changes to the strategy. These were discussed and considered to be detrimental to the area

Resolved: a letter of objection to the proposals is forwarded to the relevant body.

h) Quarrington Hill Bus Service

A request for the Arriva 55 bus service to divert to include the Gilesgate (Tesco) area had been refused and the Parish Council were asked to reaffirm the request to the bus company

Resolved: Members from Quarrington Hill to look at various bus routes and provide alternatives for the next meeting.

07.28 Accounts for Payment/Requests for Financial Assistance

a) A request was received from Vitalise for a donation towards the cost of essential breaks for disabled people and carers

Resolved: the request was received. No action to be taken.

b) A request had been received from Coxhoe Together to meet the cost of holding previous meetings in Coxhoe Village Hall. This matter had previously been approved by the Chairman and Vice Chairman.

Resolved: a donation of £70 is granted in payment of this account.

c) The Clerk detailed the accounts for payment and the following were approved:

Creditor	Reason	Amount	Minute
Coxhoe Village Hall Assoc	Use of hall by Coxhoe Together	70.00	07.28b
Durham City District CVS	Printing - Newsletters	435.00	07.13c
Soc of Local Council Clerks	Clerks Manual	40.95	07.18b
TP Gardens	Grasscutting (June)	360.00	249
N King	Salary (June)		07.18fi
N King	Reimbursement – Admin Costs	51.10	271
Total Business Systems	Photocopier maintenance	70.50	38

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Signed as a true copy of the meeting Chairman

..... Clerk

(Pages 10 – 13 inclusive) Date

Minutes of the Coxhoe Parish Council meeting held on Tuesday 14th August 2007 at Coxhoe Village Hall.

S Dunn in the chair

Present: G Shotton, D Smith, J Taylor, R Mayo, C Thirlaway, B Hepplewhite, C Wigham and K Pounder

Apologies for Absence: P Dodsworth, County Councillor Morgan, City Councillor Plews

7.29 Questions from the public

There were no members of the public in attendance, but the following queries had been received by Councillor Dunn:

a) Concern had been expressed relating to the state of the public right of way along the bypass at Coxhoe. This issue had already been raised with County Council and a response was awaited.

b) Mr Jones had again raised the issues relating to Quarrington Hill churchyard. The Clerk had passed all of the correspondence on to the Diocese to action but the Parish Council was unable to assist further. Maintenance in the old part of the churchyard was discussed.

Resolved: the Clerk to contact the countryside rangers' team to ascertain when if and when it was best for works to be carried out.

07.30. Minutes from Meeting held on 10th July 2007

Minutes of the previous meeting were agreed and signed as a true record

07.31. Police Report

On this occasion no report had been received and the police were not represented at the meeting.

07.32 Points to Note

The following details were noted:

a) Coxhoe Village Signs

No further progress had been made at this time due to the school holidays.

b) Training

The Clerk detailed the training course for Councillors, which would commence at 6:30pm on Tuesday 28th August at Coxhoe Village Hall

c) Maintenance of public rights of way

The Clerk had contacted the County Council about the state of the old railway line walk and had been advised that it was a priority 3 walk scheduled for maintenance once a year. This would be carried out in the near future. Walkways that were the Parish Councils' responsibility had been recently cut.

07.33. Reports of the Clerk

The Clerk reported on the following issues and the details were noted:

a) Planning Applications

The following planning applications had been received and were noted without objection:

i) Erection of a single storey pitched roof extension to rear elevation of existing dwelling at 1 Meadow View, Coxhoe

- ii) Erection of a single storey pitched roof extension to rear of existing dwelling at 27 Beechfield Rise, Coxhoe
 - iii) Erection of a single storey pitched roof extension to side elevation of existing dwelling at 52 Petterson Dale, Coxhoe
 - iv) Erection of a single storey pitched roof extension to side/rear of existing dwelling and conversion of garage to a habitable room at 1 Blackgate West, Coxhoe
 - v) Confirmation had been received of the planning approval for tyre storage at Joint Stocks Quarry and further details were provided
- Councillor Hepplewhite declared an interest in item ii) and took no part in the discussion

b) Traffic management

Information had now been received from the County Council on the various schemes.

- i) The order had been placed for the temporary works at Gem café.
- ii) There were 7 objections to the revised Avenue scheme and a Highways Committee meeting would be held to hear these objections.
- iii) Works had been ordered for the chicane east of Cassop school
- iv) Cushions were to be proposed between the crossroads and the chicane and were currently under consultation.
- v) Proposals were being finalised to extend the street lighting and speed limit at the west of the village.

Resolved: the Clerk to contact the County to see if the objections at The Avenue relate to the scheme revisions. A further meeting with Gordon Wingrove be arranged for Thursday 6th September and the police be invited to the meeting.

c) Members Code of Conduct

Members had previously adopted the model code of conduct. The City Council had now confirmed that they had adopted the model with one addition relating to members' interests

Resolved: the addition be incorporated into the code of conduct and duly adopted.

d) Quality Council

The clerk had attended the first mentoring session and had started to put together the first modules of the portfolio. An item on quality status would be included in the latest newsletters. The Clerk had written an information document on quality status for inclusion on the Council's website and this was approved.

e) Maintenance of Seats

The two seats placed in the churchyard at Coxhoe were in need of painting and the one next to the church had become insecure

Resolved: the Clerk to order the redecoration and repair of the seats. This to be funded from the allocation for new seats in the budget.

f) Draft Public Rights of Way Improvement Plan

The plan was a large document that did not refer to specific areas or improvements needed. The Clerk provided details of a P3 training event on the 29 September.

Resolved: the Clerk to contact the County Council and ask for someone to attend a future meeting to explain the effect of the plan on the parish.

g) Budgetary Update

The Clerk circulated an up to date bank reconciliation and budgetary statement and the details and its implications were discussed at length. The Clerk provided an update on the possible sale of gardens at Sanderson Street and Councillor Smith declared an interest and left the room at this point and took no part in the discussion of this item. The possibility of the provision of a Community Development Officer if funding was available to move forward

the parish plan was discussed

Resolved: i) the budgetary process would be discussed in detail after further cost details were received on traffic management and the working party had looked at parish plan implications ii) the Clerk to contact the Community Council about funding

07.34. Correspondence

The following correspondence was received and noted.

a) Sanderson Street Gardens

A letter had been received from Mr Wilson relating to the garden to the rear of his property and requesting that he keep the tenancy during the period that his property was let to tenants.

Resolved: Mr Wilson to be advised that he can retain the tenancy, subject to the possible sale of land.

b) Review of Licensing Policy

A consultation document had been received from the City Council on this policy and was circulated to Members.

c) Policing Plan 2007/08

The Clerk provided details of the availability of this policy on the website www.durham.pa.gov.uk

d) Local Government Reorganisation

The Clerk circulated a letter from Durham County Council advising of the latest developments on reorganisation.

e) Bus shelters

A letter had been received from the County Council detailing the procedure on the removal of a bus shelter

07.35 Other Issues

a) Parish Plan and Action Plan/Partnership Updates

Following the joint meetings of the Parish Council with Quarrington Hill Village Partnership and Coxhoe Together updated documents on the current situation were circulated and discussed. Coxhoe Park had been granted green flag status and an event was to be organised for October. Tarmac paths at Coxhoe churchyard had been reinstated.

Resolved: i) to write to the MP requesting assistance in the bid to get additional housing for Quarrington Hill ii) the Clerk to contact the County Council regarding unoccupied industrial units at Quarrington Hill iii) the Clerk to contact other local parish councils to get support for a revised bus service to Gilesgate (Tesco) iv) Councillor Smith to find more information on action that can be taken relating to unsightly properties v) work to be carried out on including issues from the Quarrington Hill website on the Parish Council website and updating it.

b) Coxhoe Churchyard

A cardboard camp had been made among bushes at the churchyard

Resolved: to contact the City Council to ask for its removal

c) Hedges- Quarrington Hill

Hedges were overgrown on land opposite Belle Vue and youths were congregating there

Resolved: to contact the Countryside Ranger team to ascertain ownership of the land and to rectify the problem

07.36 Accounts for Payment/Requests for Financial Assistance

a) A request was received from the 12 Villages Community Network for a donation towards the cost of new projects

Resolved: on a vote it was agreed that the request was received. No action to be taken.

b) A request was received from Quarrington Hill Community Centre for a donation towards their banner project.

Resolved: The Clerk to look at similar funding requests and further details to be requested from the group via an application form to consider the level of donation.

c) the invoice from Kantara included a renewal of the domain name as part of the website service

Resolved: to continue with the website domain name through Kantara

d) The Clerk detailed the accounts for payment and the following were approved:

Creditor	Reason	Amount	Minute
Kantara Ltd	Website service/domain name	£175.08	07.28c
Thinford Nurseries	Hanging baskets/watering QH	£756.94	313
Thinford Nurseries	Hanging baskets/watering Coxhoe	£1828.07	313
N King	Salary – July		07.18fi
TP Gardens	Grasscutting July	£540.00	249

.....
Signed as a true copy of the meeting Chairman

..... Clerk

(Pages 14 – 17 inclusive) Date

Minutes of the Coxhoe Parish Council meeting held on Tuesday 11th September 2007 at Coxhoe Village Hall.

P Dodsworth in the chair

Present: K Pounder, C Wigham, G Shotton, D Smith, J Taylor, R Mayo, C Thirlaway, B Hepplewhite, J Beecham and S Dunn

07.37 Apologies for Absence: County Councillor Morgan

07.38 Questions from the Public

There were no members of the public in attendance and no questions had been forwarded.

07.39 Declarations of Interest

There were no declarations of interest from Members

07.40 Police Report

The Police were not represented at the meeting and the Clerk presented PC Ogilvie's report for the period 11th July to 11th September 2007.

- Rowdy Nuisance – 17 reported incidents in Coxhoe – 9 youth related, 2 disputes, 5 disturbances, and 1 community related.
4 reported incidents in Quarrington Hill – 1 neighbour related, 1 youth related, and 2 disputes.
- Vehicle Nuisance- 13 reported incidents in Coxhoe – 9 motorbike related, 3 parking related and 1 road related.
11 reported incidents in Quarrington Hill – all motorbike related (1 seizure)
- Assault - 2 reported incidents – assault at Malcolm Avenue, Quarrington Hill on 28/07/07 – known suspect, ongoing enquiry, and 1 facial injury – investigation continuing.
- Theft - 1 reported incident – 18/07/07 theft of motor vehicle at Commercial Road East, Coxhoe.
- Burglary - 2 reported incidents – 13/07/07 theft of fireworks from Bogma Hall Farm, Coxhoe, 18/08/07, commercial burglary at Blackgate East.
- Criminal Damage – 6 reported incidents – 15/07/07 – damage to motor vehicle at Ashbourne Drive, Coxhoe, 21/07/07 – damage to motor vehicle at Bogma Avenue, Coxhoe, 22/07/07 – damage to motor vehicle at Garden Terrace, Coxhoe, 28/07/07 – damage to window at The Grove, Coxhoe, 29/07/07 – damage to door at Hawthorn Crescent, Quarrington Hill, 17/08/07 - damage to window at Hawthorn Crescent.
- Drugs - 1 reported incident – 10/08/07 possession of cannabis at Churchyard, Coxhoe (1 arrest).
- Other Crime- No reported incidents
- Other Issues - Councillors expressed concern relating to the accuracy of the report as a number of known incidents appeared to be missing and the fact that there appeared to be a lack of police presence in the villages.
- Resolved:** (a) that the report be noted, and (b) that the Chairman contact Inspector Dodds relating to the concerns detailed.

07.41 Points to Note

The Clerk had provided an update from issues raised at last months meeting.

Resolved: the details were noted. Victoria Lloyd to be invited to the November meeting to discuss the rights of way improvement plan.

Reports of the Clerk

07.42 Planning applications

The following planning applications had been received:

- (i) Conversion of garage to habitable accommodation and erection of detached pitched roof garage to front of existing dwelling at 56 Ashbourne Drive, Coxhoe
- (ii) Demolition of existing workshop building and erection of 1 no. detached bungalow on land to rear of 10 Blackgate West, Coxhoe

Resolved: the applications were noted without objection.

07.43 Traffic Management

The Clerk provided an updated report following on from the meeting with Gordon Wingrove on the 6th September and the issues were discussed at length.

Resolved: the Clerk to contact the County Council for confirmation of (a) what was happening with the Gem Café project (b) what the Parish Council contribution towards costs would be (c) limestone links funding savings (d) why no safer routes to school funding used for Quarrington Hill projects and concerns relating to LTP funding (e) Parish boundary relating to Quarrington Hill works.

07.44 Standing Orders/Quality Council

The Clerk provided an update from the latest mentoring session relating to meeting agendas. The new procedures were discussed.

Resolved: the procedures detailed would be implemented and the Clerk would provide a draft of amended standing orders for the next meeting.

07.45 Training

The first Councillor training session had been found to be extremely informative and confirmation was required that further sessions would be held

Resolved: (a) to continue with all training modules (b) to defer September training session until early October (c) to bring forward budget training

07.46 External Audit Report

The audit of accounts for 2006/07 had been carried out by BDO Stoy Hayward and there were no matters that came to their attention that required the issue of a separate additional issues arising report and they have signed the accounts as completed satisfactorily. The annual return was presented to the Council.

Resolved: a) the annual return for 2006/07 was approved and accepted by the Council. b) the costs of audit were agreed

07.47 Budget and Accounts Update

The latest budget statement had been circulated for discussion. Valuations were still awaited from the District Valuer relating to Sanderson Street gardens.

Resolved: the details were agreed

07.48 Parish Plan/Action Plan

The Clerk provided an update on a meeting with D Marrs, Executive Director, Durham City Council. The Council were prepared to provide resource to assist in the implementation of the Parish Plan. An update was provided on the MP's response relating to housing and bus services at Quarrington Hill. An update was provided on the current situation relating to a number of Coxhoe Together projects and the play area scheme at Quarrington Hill.

Resolved: (a) the details were noted (b) a meeting be arranged with the MP, Parish Council, Quarrington Hill Village Partnership and City Planners relating to housing issues at Quarrington Hill.

Correspondence

07.49 Local Development Framework

Copies of the latest update of the framework relating to heritage were circulated.

Resolved: the details were noted.

07.50 Darlington & Durham County Racial Equality Council

A letter from the Equality Council had been circulated previously, and was discussed.

Resolved: the details were noted.

07.51 Post Office Closure Programme

The latest update had been circulated. Any consultation would be in June 2008.

Resolved: the details were noted.

07.52 Unitary Authorities

The latest update relating to unitary authorities and possible future elections had been circulated.

Resolved: the details were noted.

07.53 Code of Conduct

Details relating to predisposition and predetermination had been issued by the County Association and circulated for discussion.

Resolved: the details were noted.

07.54 Community Anchors

Details relating to community anchors had been issued by the County Association and circulated for discussion. It was felt that this would be beneficial in conjunction with the Village Hall.

Resolved: the details were noted.

07.55 Licensing Act

Details relating to the latest update on the licensing act had been issued by the County Association and circulated for discussion

Resolved: the Clerk to write to the Department of Culture Media and Sport concerning the fact that Parish Councils are not statutory consultees on licensing issues.

07.56 Accounts for Payment/Requests for Financial Assistance

a) An application and financial details had been received and circulated, from Quarrington Hill Banner Group requesting financial assistance towards the cost of their banner project. A proposal was made to provide a contribution of £100. A counter proposal was made to provide a contribution of £200 and the matter was discussed at length.

Resolved: On a vote, it was agreed to provide a contribution of £100 under Section 137 of the Local Government Act 1972.

b) An application and financial details had been received and circulated, from Coxhoe WMC FC Group requesting financial assistance. The matter was discussed at length.

Resolved: that the request was received but on this occasion no funding be provided.

c) The Clerk detailed the accounts for payment and the following were approved:

Creditor	Reason	Amount	Minute
BDO Stoy Hayward	Audit Fees	£470.00	07.46b
N King	Salary – August		07.18fi
Quarrington Hill			
Community Centre	CAB sessions	£30.00	
TP Gardens	Grasscutting August	£360.00	249
Quarrington Hill	Banner Group Donation	£100.00	07.56a
Community Centre			

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Signed as a true copy of the meeting Chairman

..... Clerk

(Pages 18 – 21 inclusive) Date

Minutes of the Coxhoe Parish Council meeting held on Tuesday 9th October 2007 at Coxhoe Village Hall.

S Dunn in the chair

Present: K Pounder, C Wigham, D Smith, J Taylor, R Mayo, C Thirlaway and B Hepplewhite.

07.57 Apologies for Absence: P Dodsworth, J Beecham and County Councillor Morgan

07.58 Questions from the Public

Mr J Tweddle attended the meeting and raised concerns relating to revised traffic calming measures proposed in Coxhoe. It was agreed that this matter would be discussed in the presence of Gordon Wingrove from Durham County Council.

07.59 Declarations of Interest

D Smith declared an interest in item 7g on the agenda relating to Sanderson Street gardens in budget proposals.

07.60 Police Report

PC Ogilvie attended the meeting and presented the report for the period 12th September 2007 to 9th October 2007.

Rowdy Nuisance – 10 reported incidents in Coxhoe – 7 youth related, 2 disputes and 1 domestic.
2 reported incidents in Quarrington Hill – both noise related.

Vehicle Nuisance- 8 reported incidents in Coxhoe – all motorbike related.
3 reported incidents in Quarrington Hill – 2 motorbike related 1 parking.

Assault - 2 reported incidents – assault at Coxhoe Medical Centre on 20/09/07 – on member of staff – known suspect – enquiry ongoing, and assault at Green Crescent, Coxhoe on 30/09/07 – one arrest and caution.

Theft - 3 reported incidents – 20/09/07 theft of cycle at Front Street, Coxhoe (possible suspect – enquiry ongoing), 21/09/07 theft of registration plate at Coronation Terrace, Coxhoe (used in crime elsewhere), 23/09/07 shoplifting at Coxhoe Co-op (enquiries ongoing).

Burglary - 1 reported incident – 30/09/07 commercial burglary at Church Street.

Criminal Damage – 2 reported incidents – 12/09/07 – damage to window at West Parade, Coxhoe, 30/09/07 – damage to motor vehicle at Blackgate East.

Drugs - No reported incidents.

Other Crime- No reported incidents

Other Issues - Youth incidents had continued to occur on a weekend and were not isolated to this area. Police now targeting the problem. There is a need for incidents to be reported. 6 alcohol seizures.

Councillor Pounder raised issues relating to continued motorbike problems at Quarrington

Hill. Crowtrees Heritage Trail being eroded through constant misuse. Action needed now. PC Ogilvie agreed to speak to Inspector Dodds about the issue. Signs relating to Section 34 Road Traffic Act 1988 were used elsewhere.

Resolved: (a) that the report is noted, and (b) the Clerk contact the County Council re signs (c) The Clerk contact the Chief Superintendent about the lack of resources used in the area.

07.61 Traffic Management

Gordon Wingrove (GW) attended the meeting and presented the latest proposals for traffic calming measures in Coxhoe and amended estimated costs for all schemes. Lengthy discussion followed and the issues raised by Mr Tweddle were answered.

Resolved: (a) the amended scheme for the entrance to Coxhoe was approved (b) the revised estimated cost of all schemes was accepted (c) GW would ensure that repair works near Bower Court would be carried out (d) the Clerk to contact UPS concerning the volume of there vans using the village roads (e) (GW) to monitor the effects of the measures taken in Quarrington Hill (f) GW to draw up plans for further proposals for Quarrington Hill.

07.62 Minutes of Last Meeting

The minutes of the last meeting were agreed as a true copy and signed by the Chairman.

07.63 Points of Note

The Clerk had previously circulated an update of issues raised at the last meeting and these were discussed.

Resolved: the details were noted.

Reports of the Clerk

07.64 Planning Applications

There had been no reported planning applications for the area in the past month,

Resolved: the details were noted.

07.65 Standing Orders

The Clerk had previously circulated a copy of the proposed amendments to standing orders agreed at the last meeting.

Resolved: the amended standing orders were approved and adopted by the Council.

07.66 Public Rights of Way

The Clerk had provided an update on proposed maintenance works to be carried out by the County Council. Councillor Smith confirmed that works would be carried out in the near future.

Resolved: the details were noted.

07.67 Quality Parish Council Scheme

The Clerk had provided an update on proposed changes to the scheme. Additional strategies would be required.

Resolved: (a) the details were noted (b) the Clerk to prepare the relevant strategies.

07.68 Training

The agreed Councillors training course was discussed and additional courses on quality and meetings were considered

Resolved: (a) the next Councillors training session would be held on the 30/10/07 (b) other courses were noted

07.69 Budget and Account Update

The latest budget statement had been circulated for discussion and amended for the latest traffic calming costs. Discussion of Sanderson Street gardens was deferred until later in the meeting. A quotation had been received from P Taylor for £160 for repairs to the seats in the churchyard. Councillor Taylor declared an interest in this item and did not participate in the discussion or decision making.

Resolved: (a) the details of the budget statement were agreed and approved. (b) a meeting of the budgetary planning working party would be held on the 06/11/07 (c) the estimate of £160 for the seat repairs was approved and an order was to be placed.

07.70 Parish Plan & Action Plan

The Clerk had circulated the latest details relating to housing and bus services issues for Quarrington Hill. David Marrs had confirmed that a scoping meeting for the parish plan was now imminent. There was a potential meeting with the MP on housing issues at Quarrington Hill on the 20/10/07

Resolved: (a) the details were noted (b) due to problems with attendance on that particular date the meeting with the MP be deferred and another date requested.

Correspondence

07.71 Water Supply – Quarrington Hill Allotments

Northumbrian Water had provided an updated estimate for works to the water supply at Quarrington Hill allotments that had been agreed in March 2007.

Resolved: the revised estimate of £330.10 was agreed and an order to be placed

07.72 Community Asset Programme

Details had been received from CDALC of funding available under this programme for community assets

Resolved: the details were noted

07.73 Changing Spaces Programme

Details had been received from CDALC of funding available under this programme for 'green' issues

Resolved: the details were noted

07.74 Petitions

Details had been received from CDALC of new powers to devolve power to voters through petitions

Resolved: the details were noted

07.75 Statutory Annual Leave

Resolved: to defer this item to the next meeting

Other Issues

07.76 Coxhoe Together Update

Councillor Hepplewhite detailed progress on the various projects being carried out by Coxhoe Together.

Resolved: the details were noted

07.77 Quarrington Hill Village Partnership

A copy of the minutes of the last meeting had been circulated.

Resolved: the details were noted

07.78 Accounts for Payment/Requests for Financial Assistance

(a) No requests for financial assistance had been received this month

Resolved: the details were noted

(b) The Clerk detailed the accounts for payment and the following were approved:

Creditor	Reason	Amount	Minute
Total Business Systems	Photocopier charges	£35.25	38
Thinford Nurseries	Watering hanging baskets (QH)	£319.60	313
Thinford Nurseries	Watering hanging baskets (C)	£846.00	313
Thinford Nurseries	Replanting planters	£230.30	302
Smith of Derby	Clock maintenance (QH)	£171.55	
Smith of Derby	Clock maintenance (C)	£172.73	
N King	Salary – September		07.18fi
Northumbrian Water	Boundary box – QH allotments	£330.18	07.71

07.79 Sanderson Street Gardens

Councillor Smith left the room and took no part in the discussion having already declared an interest. Details of valuations received from the District Valuer had been circulated and a lengthy discussion ensued. A vote on whether or not the possible sale of the land should be agreed in principle followed and the resolution was passed by 6 votes to 1.

Resolved: (a) the District Valuer’s report was received and accepted in its entirety (b) the Clerk to contact the current tenants to ascertain by the next meeting if there were any expressions of interest from them in buying the land.

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Signed as a true copy of the meeting Chairman

..... Clerk

(Pages 22 – 25 inclusive) Date

Minutes of the Coxhoe Parish Council meeting held on Tuesday 13th November 2007 at Coxhoe Village Hall.

P Dodsworth in the chair

Present: S Dunn, K Pounder, J Taylor, R Mayo, G Shotton and B Hepplewhite.
City Councillor M Plews

07.80 Apologies for Absence: D Smith, C Wigham, C Thirlaway and County Councillor Morgan

07.81 Questions from the Public

There was one member of the public in attendance but no questions were asked or had been forwarded.

07.82 Declarations of Interest

There were no declarations of interest

07.83 Police Report

PC Ogilvie and Sgt Turner attended the meeting and presented the report for the period 10th October 2007 to 13th November 2007.

Assault - 2 reported incidents – domestic related at Hadleigh Court on 25/10/07 – one arrest – enquiry ongoing, and assault at The Grove, Coxhoe on 03/11/07 – one arrest – enquiry ongoing.

Burglary - 1 reported incident – 24/10/07 commercial burglary at Front Street, Quarrington Hill.

Theft - 3 reported incidents – 11/10/07 shoplifting at Coxhoe Co-op – 1 person arrested and charged, 31/10/07 theft of wheel badges at Grange Crescent, Coxhoe, 03/11/07 theft of registration plate – Coronation Terrace

Criminal Damage – 3 reported incidents – 15/10/07 – damage to fence at Cow Close, Coxhoe, 27/10/07 – damage to window at Church Street, 02/11/07 damage to motor vehicle at Co-operative Terrace

Anti-Social Behaviour – 15 reported incidents in Coxhoe, 1 in Quarrington Hill
Slight increase in anti-social behaviour in Coxhoe. A number of incidents relate to fireworks. 6 youths from village have been identified as principal offenders. Working with youth engagement service. Youths referred for early intervention. Problems in The Grove are being investigated

Vehicle Nuisance- 8 reported incidents in Coxhoe – 1 motorbike related and 2 parking
2 reported incidents in Quarrington Hill – both motorbike related. During the month 8 traffic warning notices have been issued and there have been 3 seizures

Other Issues - Councillor Pounder raised concern relating to the Police's response for information. Sgt Turner detailed the Police position. There had been a significant improvement in police presence during October. Gratitude expressed. Police to include an article in newsletters. A need to publicise significant results. Concern was expressed at heavy lorries breaking weight restrictions. Letter of complaint relating to non-compliance with traffic restrictions in Cornforth Lane was detailed.

Resolved: (a) an item to be included in the next newsletter, including incident sheet (b) Police to bring to attention of Maxine Stubbs problems with lorries and abuse of traffic restrictions in Cornforth Lane.

07.84 Minutes of Last Meeting

The minutes of the last meeting were agreed as a true copy, subject to the following addition to minute **07.61 f)** GW to draw up plans for further proposals for Quarrington Hill, depending on results of monitoring current use **g)** works at Quarrington Hill needed to reflect the Parish Plan **h)** the balance of LTP funding be transferred to the Parish Council for future works at Quarrington Hill.

Resolved: the minutes were agreed and signed by the Chairman

07.85 Points of Note

The Clerk had previously circulated an update of issues raised at the last meeting and these were discussed.

Resolved: the details were noted.

Reports of the Clerk

07.86 Planning Applications

The following planning applications had been received:

(i) Erection of internally illuminated signage to both side elevations, 1 no. internally illuminated fascia sign, 1 no. externally illuminated entrance sign and 1 no. non-illuminated information board all to front elevation and 1 no. internally-illuminated freestanding totem sign to west of existing building Co-op Food Store Petterson Dale Coxhoe.

(ii) Outline application for a mixed use development of 80 residential units and 2400sqm of employment uses, with all detailed matters reserved for future approval. Land At Coxhoe Industrial Estate Coxhoe

(iii) Erection of two storey pitched roof full width extension to rear, and single storey pitched roof extension to front of existing dwelling at no 41 The Avenue Coxhoe.

Resolved: **(i) (a)** Detailed plans be requested and an interim objection be made **(b)** request a meeting with representatives from the Co-op **(ii) (a)** forward a detailed objection to the Planning department **(b)** advise the school and the medical centre of the application **(c)** contact the City Council for information on what land they own and what they have sold in Coxhoe **(d)** provide details of the development in the Chronicle **(iii)** no objection to this application.

07.87 Traffic Management

The Clerk detailed the up to date information on all schemes from the County Council

Resolved: **(i)** contact County again requesting urgent supply of plans for Quarrington Hill works **(ii)** confirm transfer of budget underspend with the County

07.88 Willow Cottages Allotments

The Clerk provided the up to date position on improvements requested. A request had been received from the Probation Service to rent an allotment

Resolved: **(i)** Invite allotment holders to short meeting to update them at 6:30pm on 11 December **(ii)** place order with City Council for removal of possible asbestos fencing **(iii)** advise Probation Service that we will let them allotment in principle

07.89 Parish Report – Newsletter

The Clerk had circulated a draft report for inclusion in the next newsletters

Resolved: the report be included in the next newsletter subject to additions relating to police action in the villages and the planning application for the industrial estate.

07.90 Youth Council

Councillor Hepplewhite updated the meeting on the possibility of forming a youth council

Resolved: interest in project be sought from the Youth Room

07.91 Quality Council

The Clerk detailed the latest position on the scheme detailed by NALC and the national stakeholders

Resolved: The Clerk to prepare a timetable for obtaining quality status

07.92 Training

A number of Councillors had taken part in the training session on budgets and the feedback was positive. Details of further training on Community Engagement had been received.

Resolved: (i) the Councillor training course to continue, with the next session being Tuesday 27 November. (ii) Councillors to consider Community Engagement training

07.93 Community Leadership and EDemocracy

Details had been circulated on a free programme of 3 events on Community Leadership and EDemocracy

Resolved: Individual Councillors to advise the Clerk of any interest in the seminars

07.94 Budget and Accounts Update

The latest budget statement had been circulated for discussion. A meeting of the finance working group had been held and budget recommendations would be forwarded for consideration at next months meeting. A quotation had been received from TP Gardens for grasscutting works in 2008. The Council had previously agreed to consider an extension from 1 to a 3 year contract if works were satisfactory.

Resolved: (i) Details of the latest budget position were discussed and noted (ii) the contract for grasscutting be offered to TP Gardens for a further 2 years on the terms provided

07.95 Parish Plan & Action Plan

The Clerk provided an up date on responses to request for variations to the bus service. Councillor Hepplewhite provided details of the meeting with City and County Council representatives on the funding and joint working opportunities for Coxhoe centre.

Resolved: (i) the details were noted (ii) the Clerk to again contact Cassop cum Quarrington Parish Council asking for their support re bus services (iii) the Clerk to arrange a meeting with Arriva

Correspondence

07.96 Standard Board Procedures

Details had been received from the County Association on amended procedures that would come into place on 1 April 2008

Resolved: the details were noted

07.97 Statutory Leave

Details had been received from the County Association relating to national amendments to minimum holiday entitlement

Resolved: The Clerk's contract be amended to reflect the change in holiday entitlement

07.98 Traffic Restrictions – Cornforth Lane

A letter had been received from Mr Turton expressing concern at the abuse of the no entry traffic restriction in Cornforth Lane. The letter had been discussed with the Police and further implications were considered

Resolved: (i) Police vigilance in the area was requested (ii) details would be passed on to County Council for consideration

07.99 National Tree Week

Grants of up to £150 per organisation were available for tree planting

Resolved: the Parish Council and Partnerships apply for funding

07.100 Quarrington Hill Community Centre

A letter of thanks had been received for support given to the Association who had again won Durham in Bloom

Resolved: Congratulations to the community association on its award

07.101 Code of Conduct

A letter had been received from the City Council concerning the requirement to publicise the adoption of the scheme in the local press

Resolved: a joint advert with shared costs was approved

07.102 Consultation on Budget Proposals

Durham County Council had provided a consultation document on their budget proposals for 2008/09

Resolved: the document was noted

Other Issues

07.103 Coxhoe Together Update

Councillor Hepplewhite provided an update on the latest position. A joint meeting of Coxhoe Together and the Parish Council had taken place the previous week

Resolved: the details were noted

07.104 Quarrington Hill Village Partnership

Minutes of the recent meeting had been circulated

Resolved: the details were noted

07.105 Open Spaces

Councillor Pounder had attended a recent meeting with the City Council on an open spaces needs assessment

Resolved: the details were noted

07.106 Salt box

A request had been received for a salt box in Beechfield Rise. It did not meet the County Council criteria, but Councillor Morgan had agreed to arrange the initial installation if the Parish Council would agree to its replenishment

Resolved: to ask for the box to be installed and agree to its replenishment

07.107 Accounts for Payment/Requests for Financial Assistance

a) A request was received from Victim Support County Durham for a donation towards the cost of volunteer travel and telephone expenses

Resolved: the request was received. No action to be taken.

b) A request was received from Browns Close Residents Association for a donation towards the cost of their Christmas festivities

Resolved: It was agreed to provide a contribution of £60 under Section 137 of the Local Government Act 1972.

c) A request was received from Coxhoe Village Hall Association for a contribution of £19 for a poppy wreath

Resolved: It was agreed to provide a contribution of £19 under Section 137 of the Local Government Act 1972.

d) The Clerk detailed the accounts for payment and the following were approved:

Creditor	Reason	Amount	Minute
Thinford Nurseries	Watering hanging baskets (Sept)	£728.50	313
TP Gardens	Grasscutting Oct/Nov	£540.00	249
N King	Salary – October		07.18fi
N King	Reimbursement Admin costs	£47.72	07.18fi
Coxhoe Village Hall Assoc	Poppy wreath	£19.00	07.106c
Coxhoe Village Hall Assoc	Rent of room – CAB	£132.00	
Coxhoe Village Hall Assoc	Annual licence for room	£1000.00	144
P Taylor	Seat Repairs	£160.00	07.69c
Browns Close Residents Assoc	Donation	£60.00	07.106b

07107 Sanderson Street Gardens

In Private

Letters had been received from all current tenants and these were discussed in detail. The Clerk had detailed the legal position.

Resolved: **(i)** the Chairman and Vice Chairman to meet with some tenants to discuss the contents of their responses **(ii)** the Parish Council to negotiate sale with the tenants upon the terms agreed

.....

Signed as a true copy of the meeting Chairman

..... Clerk

(Pages 26 – 30 inclusive) Date

Minutes of the Coxhoe Parish Council meeting held on Tuesday 11th December 2007 at Coxhoe Village Hall.

P Dodsworth in the chair

Present: S Dunn, K Pounder, C Wigham, C Thirlaway, R Mayo, G Shotton and B Hepplewhite.

City Councillor M Plews

07.108 Apologies for Absence: D Smith

07.109 Questions from the Public

There were no members of the public in attendance and no questions had been forwarded.

07.110 Declarations of Interest

There were no declarations of interest

07.111 Police Report

PCSO Wilkinson attended the meeting and presented the report for the period 14th November 2007 to 11th December 2007.

Assault - 1 reported incident – on road between Quarrington Hill and Kelloe on 27/11/07

Burglary - 1 reported incident–28/11/07 Cassop School – laptop computers stolen – press release –enquiries ongoing

Criminal Damage – 3 reported incidents –21/11/07 – damage to roof at Church Street, Coxhoe, 25/11/07 – damage to motor vehicle at Gladstone Terrace, Coxhoe, 03/12/07 damage to window at Cassop School

Anti-Social Behaviour – 4 reported incidents in Coxhoe, 1 in Quarrington Hill

There has been a notable reduction in anti-social behaviour incidents reported to police compared with previous 2 months. 5 youths in Coxhoe have been referred to YISP with consent of parents.

Vehicle Nuisance- 8 reported incidents in Coxhoe – 7 motorbike related and 1 road related. 2 reported incidents in Quarrington Hill – both motorbike related. Principal complaint around The Grove, Grange Crescent, Green Crescent area.

Crime Other – 16/11/07 incident with BB gun at Blackgate East, Coxhoe. 1 arrest. Charges pending

Other Issues – PCSO Wilkinson provided feedback relating to weight restrictions and abuse of traffic restrictions in Cornforth Lane detailed at last meeting. Concern was raised relating to the nearness of lorries to the path at Quarrington Hill resulting from the traffic measures. Concern was raised about the lack of knowledge of the emergency services accessing the nature reserve at Quarrington Hill

Resolved: the details were noted.

07.112 Public Rights of Way Improvement Plan

A comprehensive presentation was given by Victoria Lloyd, Rights of Way Improvement Plan Officer, on the plan and its implications for the Parish Council and local community. Ms Lloyd answered Members questions and detailed funding options.

Resolved: the details were noted.

07.113 Minutes of Last Meeting

The minutes of the last meeting were agreed as a true copy and signed by the Chairman.

07.114 Points of Note

The Clerk had previously circulated an update of issues raised at the last meeting and these were discussed.

Resolved: the details were noted.

Reports of the Clerk

07.115 Budget and Precept.

The latest budget statement had been circulated for discussion. A meeting of the finance working group had been held previously and their budget recommendations, which had been previously circulated, were discussed at length.

Resolved:

(i) The level of precept for 2008/09 was set at £33,473 and the Clerk was to make the necessary return to Durham City Council.

(ii) A contribution of £1,000 to be sought from each Parochial Church Council towards the cost of churchyard maintenance.

(iii) A P3 application is to be made for funding to assist with rights of way maintenance.

(iv) The Clerk's salary to be increased in accordance with the national pay award and incremental increases to be paid each April in accordance with his contract.

(v) To increase the number of hours worked each month by the Clerk to 50 to reflect the increased workload regarding quality status and an honoraria be paid when quality status achieved.

(vi) The Clerk to look at the cost of replacing the Council's PC and co-ordinate the purchase or lease with the Chairman.

(vii) No extension to the current number of hanging baskets provided in each village. Subject to cost Thinford Nurseries be requested to provide the service in 2008 and financial regulations be waived due to the requirement for a local service provider.

(viii) Funding be provided to replenish the planters in Coxhoe (£200) and the flower beds at Quarrington Hill (£500).

(ix) The levels of allotment rents at Willow Cottages to remain the same for 2008/09, but be reviewed if improvements carried out.

(x) The levels of allotment rents at Quarrington Hill to remain the same for 2008/09, subject to the terms of the lease renewal.

(xi) The level of garden rents at Sanderson Street to be reviewed if for any reason sale does not proceed.

(xii) The level of grant for Coxhoe Village Hall and Quarrington Hill Community Centre to remain at £600 and £300 respectively.

(xiii) The total level of donations and grants to be increased to £3,500, with £1,000 of the total being set aside for the cost of play park provision at Quarrington Hill.

(xiv) The criteria for the distribution of donations to be discussed at the meeting in February 2008.

(xv) The current level of CAB outreach service to be continued. The Parish Council to contribute towards the cost of the service and the hire of the halls.

(xvi) The Parish Council to continue to pay for the installation and removal of Xmas lights at Coxhoe Village Hall.

(xvii) £1,000 be put aside for provision of lighting in both villages, subject to match funding by village partnerships.

(xviii) A fund to be created to meet the cost of any election and £1,000 be set aside in 2008/09

(xix) All other budget items and costs included as detailed in the summary of net expenditure included in the report were approved.

07.116 Planning Applications

There were no new planning applications in the area during the month. Two meetings had been held with the MP relating to the proposed Coxhoe Industrial Estate development and considerable concern had been expressed at the proposal. A draft letter had been produced detailing objections to the scheme. The Chairman and Vice Chairman had authorised the purchase of various documents from the Land Registry to assist the Council's stance on this issue

Resolved: **(i)** the draft letter be forwarded to the Planning Department and be circulated to local residents for their use **(ii)** the action re the Land Registry was confirmed and the fees of £72 to be reimbursed to Councillor Dunn

07.117 Traffic Management

The Clerk provided a verbal update from Gordon Wingrove. No further proposals had yet been produced for Quarrington Hill. The Avenue scheme had been delayed due to belated consultation with the bus companies. The West Parade scheme was awaiting official consultation

Resolved: the details were noted

07.118 Sanderson Street Gardens

The Chairman and Vice Chairman had met with the tenants of the gardens to the side of the properties and some agreement had been found that would allow the proposed sale to proceed.

Resolved: **(i)** the Clerk to contact the tenants to negotiate the agreed cost of sale, requesting responses by 31 January **(ii)** the Clerk to contact the County Association regarding relevant documentation

07.119 Willow Cottages Allotments

The Council had met with representatives of the allotment holders prior to the meeting and discussed the options to move matters forward. A new estimate had been received from the City Council, who now intended to use contractors, for removal of the potential asbestos fencing

Resolved: **(i)** to arrange a meeting with relevant parties to draw up documents to form an allotment association **(ii)** to let an overgrown plot to the Probation Service, subject to assistance with the allotments generally **(iii)** additional estimates be sought for removal of the potential asbestos fencing

07.120 Parish Plan

There had been a successful meeting with the MP and City Council officers and as a result housing development at Quarrington Hill would now be reviewed. The Clerk had written to Arriva requesting a meeting relating to their 55 service having now got the backing of other parish councils

Resolved: the details were noted

07.121 Crime and Community Safety

Minutes from the latest Coxhoe Youth Room meeting were detailed and issues of anti social behaviour discussed. Concern was expressed relating to lighting at the Leisure Centre

Resolved: a meeting be arranged for January and relevant persons be invited

Correspondence

07.122 Unitary Authority Implementation Orders

The Clerk provided information from the County Association and detailed potential changes to the parish election cycle

Resolved: the details were noted

07.123 Postwatch Network Change Programme

The Clerk provided the latest information from the County Association on the issue.

Resolved: the details were noted

07.124 Coxhoe Cycle Links

A letter had been received from a local resident expressing concerns relating to proposed highways works and felling of trees as part of this scheme

Resolved: the Parish Council note the concerns but support the scheme and the Clerk to advise the resident of this

07.125 Facilities and Activities at Quarrington Hill

A letter had been received from the MP relating to a perceived lack of facilities and activities for children and young people in Quarrington Hill

Resolved: the Village Partnership to provide the Clerk with relevant details to respond to the letter

07.126 Bus Stop at Bowers Court

A letter had been received from Durham County Council relating to a site meeting at Bowers Court on 13 December

Resolved: Councillor Hepplewhite to attend the meeting

07.127 Coxhoe Village Hall Rents

A letter had been received detailing rent increases for the use of rooms in 2008

Resolved: the details were noted

07.128 Electrolux

A letter had been received from Spennymoor Town Council seeking support for those employed by Electrolux

Resolved: the Clerk to contact the MP seeking support on behalf of local residents employed by Electrolux

Other Issues

07.129 Coxhoe Together

Councillor Hepplewhite gave a brief update on progress being made on various issues

Resolved: (i) the details were noted (ii) the Clerk to contact the City Council enlisting their support to register the village green

07.130 Quarrington Hill Village Partnership

Councillor Pounder gave a brief update on progress being made on various issues

Resolved: the details were noted

07.131 Accounts for Payment/ Requests for Financial Assistance

(a) A request had been received from Quarrington Hill Community Centre Association for a contribution of £16.50 for a poppy wreath

Resolved: It was agreed to provide a contribution of £16.50 under Section 137of the Local Government Act 1972.

(b) It had been necessary to purchase some replacement bulbs for the Christmas lights at Coxhoe Village Hall. A request had been received to pay the invoice for these bulbs

Resolved: It was agreed to pay for the cost of replacement bulbs at £26.32 from the Christmas lighting budget under Section 137of the Local Government Act 1972.

(c) The Clerk detailed the accounts for payment and the following were approved:

Creditor	Reason	Amount	Minute
Valuation Office Agency	Valuation of garden land	£1468.75	07.12a
Quarrington Hill Community Centre	Poppy wreath	£16.50	07.131a
Quarrington Hill Community Centre	Grant	£300.00	226
City Of Durham	Joint Advert	£46.97	07.101
N King	November Salary		07.18fi
Coxhoe Village Hall Association	Grant	£600.00	226
S Dunn	Land registry fees	£72.00	07.116
R Dinning Ltd	Replacement Bulbs	£26.32	07.131b

.....

Signed as a true copy of the meeting Chairman

..... Clerk

(Pages 31 – 35 inclusive) Date

Minutes of the Coxhoe Parish Council meeting held on Tuesday 8th January 2008 at Coxhoe Village Hall.

S Dunn in the chair

Present:, K Pounder, C Wigham, D Smith , G Shotton, J Taylor and B Hepplewhite.

07.132 Apologies for Absence: P Dodsworth, C Thirlaway, J Beecham, R Mayo and City Councillor Plews

07.133 Questions from the Public

There were no members of the public in attendance and no questions had been forwarded.

07.134 Declarations of Interest

D Smith declared an interest in item (7c) on the agenda

07.135 Police Report

PC Ogilvie attended the meeting and presented the report for the period 12th December 2007 to 8th January 2008.

Assault - 2 reported incidents –22/12/07 Ashbourne Drive, Coxhoe, 26/12/07-The Green, Coxhoe (one arrest and charge).

Theft - 3 reported incidents–19/12/07- theft from motor vehicle at Front Street East, 23/12/07-theft of Xmas ornament at Ashbourne Drive, 07/01/08-theft of lead from roof at Roslyn Mews, Coxhoe.

Criminal Damage – 4 reported incidents–29/12/07–damage to garden furniture, Ashbourne Drive Coxhoe, 05/01/08–damage to drainpipe at Church Street, Coxhoe, 05/01/08 damage to motor vehicle at Blackgate East, Coxhoe (2 arrests), 06/01/08-damage to window at Belgrave Avenue, Coxhoe (1 arrest).

Arson – 02/01/08-garden shed at Hawthorn Crescent, Quarrington Hill

Anti-Social Behaviour – 6 reported incidents in Coxhoe, 4 in Quarrington Hill

Vehicle Nuisance- 5 reported incidents in Coxhoe – 4 motorbike related and 1 parking related. 4 reported incidents in Quarrington Hill – all motorbike related.

Crime Other – 2 reported incidents-12/12/07 racially aggravated public order offence at The Green, Coxhoe, 16/12/07-possession of offensive weapon at The Grove, Coxhoe (1 arrest and charge)

Other Issues – a substantial number of alcohol seizures had been made during December and there was a noticeable reduction in cans on walkways

Resolved: (i) the details were noted (ii) PC Ogilvy to prepare an item, including statistics , for the next newsletter

07.136 Points of Note

The Clerk had previously circulated an update of issues raised at the last meeting and these were discussed.

Resolved: the details were noted.

Reports of the Clerk

07.137 Planning Applications

The following planning application had been received:

- (i) Erection of 1.8m high fence and timber garden shed to side of existing dwelling at 69 Ashbourne Drive, Coxhoe
- (ii) Confirmation had been received from the City Planners of approval of the application for signage at Co-op Food Store, Petterson Dale, Coxhoe
- (iii) Details had been in the local press relating to an application for a licence to sell alcohol at Blackgate Garage. This item was discussed and concern expressed at the possibility of another retail outlet for alcohol in Coxhoe

Resolved: (i) there were no objections to item (i), (ii) the details were noted. The Clerk to again contact the Co-op asking their participation in proposals for Coxhoe commercial centre (iii) Further details be sought and if necessary a letter of objection sent.

07.138 Traffic Management

The Clerk provided a verbal update of the latest situation detailed by Gordon Wingrove. The Commercial Road scheme was being referred to Highways Committee

Resolved: a meeting be requested with Gordon Wingrove for early February

07.139 Standing Orders

The Association of Parish Councils recommended changes to standing orders for full compliance with the revised code of conduct. In accordance with standing order 67 when proposed and seconded the resolution was adjourned without discussion to the next meeting

Resolved: the resolution to vary the standing orders in accordance with the recommendation was proposed by G Marsden and seconded by K Pounder and adjourned to the next meeting

07.140 Parish Plan

Details of a training day on 31 January on village greens was provided. A joint meeting with Coxhoe Together was requested for 16 January to discuss plans for the village centre

Resolved: (i) S Dunn and D Smith to attend training (ii) All Councillors were encouraged to attend the joint meeting (iii) the Clerk to contact NEDL regarding the possibility of underground cables

07.141 Budgetary Update

The Clerk circulated a copy of the latest budget statement which was discussed by Members. The Clerk detailed the national pay increase for parish clerks

Resolved: (i) the latest budget position was noted (ii) the national pay increase was noted and the Clerks salary increased in accordance with the previous resolution (iii) the level of reimbursement of administration costs was confirmed at £250 as detailed in the budget papers

Correspondence

07.142 Postwatch Network Change Programme

The Clerk provided the latest information from the County Association on the issue.

Resolved: the details were noted

07.143 Planning Application – Coxhoe Industrial Estate

Extensive comments had been received from Mr D Anderson concerning this application, and this, together with other comments that were made available on the planning portal ,

were discussed at length.

Resolved: the details were noted

07.144 Training

Details of E-learning libraries and risk management training had been circulated. The Councillors training scheme was discussed.

Resolved: **(i)** details of the E-learning libraries and risk management training were noted **(ii)** the Councillors training course would be completed with sessions in January and February.

07.145 County Durham Environment Awards

Details of this award scheme had been circulated and were discussed

Resolved: the details were noted

07.146 Temporary Footpath Closure – No 40

Details of the closure has been received from Durham County Council and previously circulated for discussion

Resolved: the details were noted

Other Issues

07.147 Coxhoe Together

Works on the cycle route had been started. A joint meeting was to take place on the 16 January

Resolved: the details were noted

07.148 Quarrington Hill Village Partnership

A draft response to the MP on children facilities would be forwarded next week. A joint meeting would be arranged for February

Resolved: the details were noted

07.149 Accounts for Payment/ Requests for Financial Assistance

The Clerk detailed the accounts for payment and the following were approved:

Creditor	Reason	Amount	Minute
Total Business Systems	Photocopier maintenance	£38.78	38
N King	December Salary		07.18fi
N King	Backdated Salary increase		07.141(ii)
N King	Reimbursed admin costs	£250.00	07.141(iii)

07.148 Sanderson Street Gardens

In Private

D Smith had previously declared an interest and left the room taking no part in the discussion of this item. The Clerk had circulated advice from the Association of Parish Councils on the sale of assets. The latest situation was discussed in detail and the resolution was unanimous

Resolved: **(i)** The Clerk to contact the District Valuer asking him to look again at this matter **(ii)** the Clerk to advise all tenants of the current position

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Signed as a true copy of the meeting Chairman

..... Clerk

(Pages 36 – 38 inclusive) Date

Minutes of the Coxhoe Parish Council meeting held on Tuesday 12th February 2008 at Coxhoe Village Hall.

S Dunn in the chair

Present: K Pounder, C Wigham, R Mayo, D Smith, J Taylor and C Thirlaway.

07.149 Apologies for Absence: P Dodsworth, J Beecham, and B Hepplewhite

07.150 Questions from the Public

There were no members of the public in attendance and no questions had been forwarded.

07.151 Declarations of Interest

D Smith declared an interest in item (7c) on the agenda

07.152 Police Report

There was no Police presence at the meeting and the Clerk presented the report for the period 9th January 2008 to 10 February 2008.

Assault - 1 reported incident – 14/01/08 Coronation Terrace (one arrest/ongoing enquiry).

Theft - 5 reported incidents–12/01/07- theft of timber Roslyn Mews, 13/01/08–theft of motor vehicle Bogma Avenue, 15/01/08–theft of wheelie bin Blackgate West, 15/01/08 theft of number plates Church Street, 07/02/08–theft of vehicle trailer Cornforth Lane

Burglary – 1 reported incident–12/01/08–Cassop School

Anti-Social Behaviour – 8 reported incidents in Coxhoe, 1 in Quarrington Hill

Vehicle Nuisance- 6 reported incidents in Coxhoe – 5 motorbike related and 1 parking related. 1 reported incident in Quarrington Hill–motorbike related. 1 S183 notice issued.

Other Issues: Issues were raised relating to graffiti on roadside stones at Quarrington Hill and damage to football field at Coxhoe

Resolved: (i) the details were noted (ii) the Clerk to contact the Police and the City Council relating to the football field

07.153 Points of Note

The Clerk had previously circulated an update of issues raised at the last meeting and these were discussed and also updated the meeting on the licensing application.

Resolved: the details were noted.

Reports of the Clerk

07.154 Planning Applications

The following planning application had been received:

(i) Erection of two storey pitched roof extension to rear of existing dwelling 22 School Avenue, Coxhoe.

(ii) Erection of 14 no. 2 storey dwellings on former omnibus depot and welfare club at Front Street, Quarrington Hill.

Resolved: (i) there were no objections to item (i), (ii) the details were noted. The Clerk to request a copy of the plans in order to identify changes to the previous application.

07.155 Traffic Management

Details of the previous week's meeting with Gordon Wingrove had previously been circulated and were discussed together with proposals for a possible alternative scheme at West Parade/Coronation Terrace. A recommendation was made to purchase 2 speed activated signs, with 2 posts at Quarrington Hill and utilising the existing one at Coxhoe.

Resolved: (i) to confirm preference for original West Parade/Coronation Terrace scheme but to accept alternative proposal (ii) agreed, on show of hands, to finance purchase of speed activated signs.

07.156 Standing Orders & Code of Conduct

At the meeting in January 2008 amendments to standing orders were proposed and seconded. These were now discussed.

Resolved: the recommended changes to standing orders were agreed and adopted by the Council.

07.157 Donations

The criteria for granting donations was discussed in detail

Resolved: the previous criteria be disbanded, and each application be considered on its own merits in future.

07.158 Training/Quality Council

The Clerk provided details of a possible bursary for financial assistance for the Quality Council Scheme and an increase in the registration fee for CiCLA.

Resolved: (i) an application for bursary is made (ii) the Clerk to register for CiCLA now and the current fee of £70 be paid by the Council (iii) the next Councillors training session would be 4 March at 6:30pm

07.159 Parish Plan

(i) Details of the response from NEDL on underground cabling was discussed

(ii) Details of the response from Arriva on the request for Service 55 to go to the Gilesgate area were discussed.

(iii) Full details of the joint meeting on Coxhoe regeneration had been previously circulated and were discussed at length with the relevant plans. Some concerns expressed relating to village green issues.

(iv) Details of proposed designs for village signs at Coxhoe had been previously circulated and were discussed at length.

(v) The Clerk had previously circulated a draft proposal of items to be included in the next newsletter. The Annual Parish Meeting to be advertised in newsletter

(vi) The Clerk updated the meeting on proposals for a constitution for Coxhoe Allotment Association

Resolved: (i) The Clerk to contact County Councillor Morgan for assistance (ii) the Clerk to contact retailers at Gilesgate/Belmont retail parks to illicit support for the bus service (iii) to express level of concern over some aspects of development. Parish Councillors to attend the open day presentations on 14/15 March (iv) the designs for the signs were agreed. The Clerk was to make necessary enquiries with relevant agencies. Funding for a planning application and if necessary for erection of signs was agreed. (v) the newsletter items were agreed. The Annual Parish Meeting to be held on Tuesday 6 May at 6:30pm (vi) the progress on the Allotment Association was noted.

07.160 Budget Update

Details of the latest budget position were provided verbally.

Resolved: the details were noted

Correspondence

07.161 Local Government Review Update

The Clerk provided the latest information from the County Association on the issue.

Resolved: the details were noted.

07.162 Possible Devolved Services

The Clerk provided the latest information from the County Association on the issue.

Resolved: the details were noted.

07.163 Awards for Local Councils

The Clerk provided information from the County Association on the awards.

Resolved: the details were noted.

07.164 Post Office Closure Consultation Process

The Clerk provided the latest information from the County Association on the issue.

Resolved: the details were noted.

07.165 Freedom of Information Act Model Publications Scheme

The Clerk had circulated a copy of the draft proposals for introduction from June 2008.

Resolved: the details were noted.

07.166 External Auditor

Notification had been received that the Audit Commission proposed to appoint BDO Stoy Hayward LLP as external auditors for a further 5 years. Standard fees would be £285

Resolved: the proposal was noted and accepted

07.167 Employment Bill

The Clerk provided the latest information from the County Association on the issue.

Resolved: the details were noted.

07.168 Local Petitions and Calls for Action

The Clerk provided the latest information from the County Association on the government consultation on the issue.

Resolved: the details were noted.

07.169 Quarrington Hill Facilities

A letter from MP Roberta Blackman-Woods on the issue was detailed.

Resolved: the details, including possible funding streams, were noted.

07.170 County Durham Economic Partnership

Details of consultation on the economic strategy had been circulated for discussion.

Resolved: the details were noted.

07.171 Coxhoe Village Improvements

A letter of thanks had been received from Mr & Mrs Eason concerning improved pathways in Coxhoe

Resolved: the details were noted with thanks and the Clerk to reply to the letter.

07.172 Parish Paths Partnership

Details had been circulated and were discussed regarding the P3 grant scheme.

Resolved: the Clerk to discuss with Victoria Lloyd and make the relevant grant application.

07.173 Community Engagement Advisory Group

A letter from Durham County Council providing details of the group had been circulated for discussion.

Resolved: the details were noted.

Other Issues

07.174 Coxhoe Together

Councillor Mayo provided an update on progress on various issues. The churchyard project needs partnership working between the Church, Durham County Council, Coxhoe Together and the Parish Council on street lighting issues

Resolved: (i) the details were noted (ii) agreement in principle to work in partnership on church lighting issues

07.175 Quarrington Hill Village Partnership

Councillor Pounder provided an update on various issues. A request had been received for the Parish Council to meet costs of maintenance and insurance liability for the proposed play park.

Resolved: (i) the details were noted (ii) the Partnership advised to contact the City Council regarding play park maintenance and insurance (iii) a joint meeting with the Parish Council would be held at the Resource Centre on Wednesday 27 February at 7:15pm.

07.176 Accounts for Payment/ Requests for Financial Assistance

The Clerk detailed the accounts for payment and the following were approved:

Creditor	Reason	Amount	Minute
N King	January Salary		07.18fi
N King	Reimbursed Admin Costs	£46.37	07.18fi
SLCC	CiCLA Registration Fee	£70.00	07.158(ii)
TP Gardens	Grasscutting/Hedge Trimming	£360.00	249

07.177 Sanderson Street Gardens

In Private

D Smith had previously declared an interest and left the room taking no part in the discussion of this item. The Clerk circulated a letter from the District Valuer detailing the current situation and this was discussed in detail.

Resolved: (i) the details were noted (ii) to negotiate a sale price with each of the tenants (iii) a panel of Councillors Dunn, Thirlaway, Mayo and Pounder was appointed for negotiations (iv) the Clerk to contact each of the tenants inviting them to individual meetings

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Signed as a true copy of the meeting Chairman

..... Clerk

(Pages 39 – 42 inclusive) Date

Minutes of the Coxhoe Parish Council meeting held on Tuesday 11th March 2008 at Coxhoe Village Hall.

S Dunn in the chair

Present: K Pounder, C Wigham, R Mayo, J Taylor, G Shotton and B Hepplewhite and County Councillor D Morgan.

07.178 Apologies for Absence: P Dodsworth, D Smith, J Beecham, C Thirlaway and City Councillor M Plews

07.179 Questions from the Public

There were no members of the public in attendance and no questions had been forwarded.

07.180 Declarations of Interest

There were no declarations of interest from Members on any of the agenda items.

07.181 Police Report

There was no Police presence at the meeting and the Clerk presented the report for the period 11th February 2008 to 11 March 2008.

Theft - 1 Reported incident - 13/02/08 (Attempted theft from Shop) Church St, Coxhoe.

Criminal Damage - 4x Reported incidents - 11/02/08 (Damage to a hedge), Leisure Centre, Coxhoe.- 18/02/08 (Damage to a window), Church St, Coxhoe. - 04/03/08 (Damage to a window), Grove Cottages, Coxhoe. - 04/03/08 (Damage to a window), Steetley Tce, Quarrington Hill. -09/03/08 (Damage to a motor vehicle), The Grove, Coxhoe (1x Arrested). - 09/03/08 (Damage to a motor vehicle), Blackgate East, Coxhoe.

Anti-Social Behaviour – 5x Reported incidents – Coxhoe (4x Youth related, and 1x Dispute related) 1x Reported incidents – Quarrington Hill (Dispute related)

Vehicle Nuisance- 1x Reported incidents – Coxhoe, (Motorbike related) 3x Reported incidents – Quarrington Hill, (Motorbike related)

Other Issues: 1x Reported incident - 06/03/08 (Public Order Offence), Front Street, Coxhoe. 1 x Arrested / Enquiry ongoing.

Resolved: the details were noted

07.182 Civil Parking Enforcement

The meeting was attended by Dave Lewin and Sarah Thompson from Durham County Council and they gave a comprehensive presentation on the new procedures for civil parking enforcement and answered Members questions on the matter.

Resolved: the details were noted

07.183 Revised Code of Conduct

The meeting was attended by Clare Greenlay, City Council Monitoring Officer and Basil Ingleby, chair of the local standards committee and they gave a comprehensive presentation on the revised code of conduct and the changing role of the standards committee and answered Members queries on the matter

Resolved: the details were noted

07.184 Points of Note

The Clerk had previously circulated an update of issues raised at the last meeting and these were discussed.

Resolved: the details were noted.

Reports of the Clerk

07.185 Planning Applications

The following planning application had been received:

- (i)Erection of detached, flat roofed double garage in rear garden 4 Blackgate West, Coxhoe
- (ii) the Clerk circulated detailed plans received from the City Council on the erection of 14 no. 2 storey dwellings on former omnibus depot and welfare club at Front Street, Quarrington Hill that had been discussed at the February 2008 meeting of the Council.

Resolved: there were no objections to either of these items

07.186 Traffic Management

An up to date report from Gordon Wingrove on the progress on the projects had been circulated previously and was discussed in details. A response on vehicle activated signs was awaited. County Councillor Morgan advised that works on the Quarrington Hill/Cassop boundary would contribute to a wider scheme.

Resolved: (i) the Clerk to contact Gordon Wingrove/Dave Battensby on the speed activated signs (ii) the Clerk to arrange a meeting at Varitec and various Members agreed to attend the presentation.

07.187 Sanderson Street Gardens

An amended valuation from the Valuation Officer was discussed. A meeting would be held with interested tenants on the 18 March. The City Council had agreed to act on behalf of the Council in the legal aspects of the sale. The offer had been accepted by the tenant of no. 4 plot.

Resolved: (i) the amended valuation was noted for use in negotiations (ii) the legal details were noted (iii) the offer for no.4 be accepted and proceeded with at the relevant time (iv) invoices for the annual rental be deferred during negotiations.

07.188 Quality Parish Council

An offer had been received from Lesley Swinbank from NALC to provide a presentation on the quality parish council scheme and an update was provided on proposed changes to the scheme. It was confirmed that the final Councillor's training session would be held on 29 April

Resolved: (i) a request be made for a presentation on the scheme (ii) the proposed changes to the scheme were noted (iii) confirmation of the 29 April for the final training session was agreed.

07.189 Insurance Cover

Details of renewed insurance cover had been circulated and a detailed risk assessment was carried out.

Resolved: to continue with the current insurance cover except for the banner that was now insured elsewhere.

07.190 Parish Plan

Details of the open day to take place on Coxhoe Regeneration on the 14 and 15 March were discussed. Details of the response to the letter to retailers about bus service no 55 were discussed.

Resolved: the details were noted:

07.191 Budget Update

Details of the up to date budget position had been circulated previously and were discussed

in detail.

Resolved: the details were noted.

Correspondence

07.192 Forthcoming Election

Details had been circulated on the forthcoming election of the new unitary authority.

Resolved: the details were noted.

07.193 Local Government Review

Details from the County Association of the latest update on the local government review had been circulated.

Resolved: the details were noted.

07.194 Strengthening Local Communities

Details from the County Association on recommendations from the Commission for Rural Communities had been circulated.

Resolved: the details were noted.

07.195 Post Office Closure Programme

Details from the County Association of proposed closures in the south of Durham had been circulated.

Resolved: the details were noted.

Other Issues

07.196 Coxhoe Together

Councillors Mayo and Hepplewhite provided a verbal update on the progress of various schemes and possible funding opportunities.

Resolved: the details were noted.

07.197 Quarrington Hill Village Partnership

Councillor Pounder provided a verbal update on youth activities and the play park.

Resolved: the details were noted.

07.198 Accounts for Payment/ Requests for Financial Assistance

The Clerk detailed the accounts for payment and the following were approved:

Creditor	Reason	Amount	Minute
NEREO	Councillor’s Training	£1175.00	07.25b
NEREO	Mentoring Sessions	£117.50	07.19f
Valuation Office Agency	Valuation Report	£352.50	07.148(i)
N King	February Salary		07.18fi
N King	Reimbursed Admin Costs	£8.64	07.18fi

Signed as a true copy of the meeting Chairman

..... Clerk

(Pages 43 – 45 inclusive) Date

Minutes of the Coxhoe Parish Council meeting held on Tuesday 8th April 2008 at Coxhoe Village Hall.

P Dodsworth in the chair

Present: S Dunn, K Pounder, C Wigham, R Mayo, J Taylor, G Shotton, C Thirlaway and. and City Councillor M Plews

07.199 Apologies for Absence: D Smith, J Beecham, B Hepplewhite and County Councillor D Morgan

07.200 Questions from the Public

There were no members of the public in attendance and no questions had been forwarded.

07.201 Members' Declarations of Interest

There were no declarations of interest from Members on any of the agenda items.

07.202 Police Report

There was no Police presence at the meeting and the Clerk presented the report for the period 12th March 2008 to 6th April 2008.

Theft - 3 Reported incidents - 22/03/08 (Theft of number plates) Coronation Tce, Coxhoe – 24/03/08 (Theft of motor vehicle) David Terrace, Quarrington Hill – 26/03/08 (Theft of trailer) Front Street, Quarrington Hill.

Criminal Damage - 3 Reported incidents - 14/03/08 (Damage to motor vehicle), Steetley Terrace, Quarrington Hill.- 17/03/08 (Damage to motor vehicle), Vicarage Terrace, Coxhoe. - 02/04/08 (Arson to motor vehicle), Hawthorn Crescent, Quarrington Hill.

Anti-Social Behaviour – 6x Reported incidents – Coxhoe (4x Youth related, 1x Dispute related and 1x Licensing related) 5x Reported incidents – Quarrington Hill (3x Dispute related, 1x Noise related, 1x Disturbance)

Vehicle Nuisance- 4x Reported incidents – Coxhoe, (3x Motorbike related and 1x Parking related) 1x Reported incident – Quarrington Hill, (Motorbike related)

Other Issues – a complaint had been received from the church at Coxhoe about youths congregating at the seat outside the church

Resolved: (i) the details of the report were noted (ii) the clerk to contact the Police about the problems at the Church and advise the Church of the action being taken

07.203 Approval and Signature of Minutes of the Last Meeting

The minutes of the meeting held on the 11th March 2008 were approved by Members and signed by the Chairman and Clerk.

07.204 Points of Note

The Clerk had previously circulated an update of issues raised at the last meeting and these were discussed.

Resolved: the details were noted.

Reports of the Clerk

07.205 Planning Applications

The following planning application had been received:

(i) Ref: 4/08/00212/FPA - Stray Aid - Subdivision of existing dwelling to form veterinary surgery at ground floor with residential accommodation above East Pasture House

Cornforth Lane Coxhoe

(ii) Ref: 4/08/00290/CM - Premier Waste Management Ltd - Change of use of land at Coxhoe Quarry to composting of pre-shredded waste.

Resolved: (i) There was no objection to this application (ii) Concern was expressed about this application. The Clerk to contact Durham County Planning Development Team (iii) The Clerk to invite the City Planning Officer to a special Parish Council meeting.

07.206 Traffic Management

The Clerk detailed road closures in Coxhoe. Details of vehicle activated signs were discussed

Resolved: (i) the Clerk to request details of traffic monitoring exercise at Quarrington Hill.(ii) Varitext be invited to a meeting on the 29th April at 6:00pm.

07.207 Sanderson Street Gardens

Minutes of the meeting with the tenants and a letter from Mr Glenton had been circulated. The Clerk detailed advice from External Auditors and NALC.

Resolved: (i) written confirmation of acceptance of the offer from no. 4 be requested and the sale to proceed (ii) Councillors Dunn and Thirlaway to check fences and garden areas (iii) the Clerk to contact the local Government Office for further advice (iv) further issues be raised with the District Valuer subject to no further fees (v) a land registry search agreed.

07.208 Annual Report/Annual Parish Meeting

A revised draft copy of the annual report was circulated and the agenda for the annual parish council meeting was discussed.

Resolved: (i) the revised annual report was agreed (ii) a copy of the report to be included in the next issues of the newsletter (iii) Coxhoe Together and Quarrington Hill Village Partnership to prepare reports for Parish Meeting (iv) the Police to be requested to prepare report and attend the meeting.

07.209 Parish Plan/Action Plan

Details of feedback from the open days was circulated and discussed in detail. Possibility of extending floral hanging baskets in Coxhoe and Quarrington Hill was discussed. Details of progress in forming Coxhoe Allotment Association were discussed and fencing and tidy up issues. Concern was expressed about possible asbestos problem with old Cinema roof in Coxhoe. The allotment site at Quarrington Hill was discussed. Trees had now been planted in the park at Coxhoe and a grant claim had been made to Durham County Council to meet the cost.

Resolved: (i) the details of the feedback were noted. (ii) next discussions with City/County Officers would be at Coxhoe Together meeting on 7 May. The Co-op to be invited. (iii) The Clerk to investigate possibility of extending hanging baskets in both villages (iv) Councillor Thirlaway was thanked for his efforts relating to allotments fencing (v) the Parish Council to provide a skip for the clear up of the allotments (vi) the Clerk to contact the Probation Service for assistance with these works. (vii) the Clerk to contact the City Council Environmental Health and Building Control Officers regarding potential problem with cinema roof.(viii) the Clerk to contact the City Council asking them to sell the Quarrington Hill allotment site to the Parish Council at a peppercorn. (ix) the payment for trees planted by Durham City Council was authorised and the grant claim noted

07.210 Budget Update/Draft Final Accounts

The Clerk had circulated copies of the final accounts and supporting statements for the financial year 2007/08 for discussion and approval.

Resolved: The Council approve the final accounts for the financial year 2007/08 as detailed in the statements provided, subject to audit and these were signed by the Chairman.

07.211 Clerk's Salary

Details of the incremental rise in the Clerks salary had been circulated and this and the additional unpaid hours worked by the Clerk during the year were discussed in detail

Resolved: (i) the incremental rise in Clerk's salary was noted. **(ii)** it was unanimously agreed to pay the Clerk in full for the additional hours that he had worked.

Correspondence

07.212 Notice of Determination – Licensing Application

The notice of determination of the licensing application at Blackgate Garage approving the application had been circulated and was discussed

Resolved: the details were noted

07.213 Letter of Complaint – Mr M Crathorne

A letter had been received by Councillor Dunn from Mr Crathorne concerning the level of council tax increase. This, and a draft detailed response had been circulated and were discussed at length

Resolved: the draft response to Mr Crathorne was unanimously approved.

07.214 Durham County Council – Consultation on Primary Schools

A consultation document had been received and circulated for discussion.

Resolved: the details were noted

07.215 County Association of Local Councils – Big Lottery Fund

Details of funding available had been circulated for discussion

Resolved: the details were noted

Other Issues

07.216 Review of Parish Council/Partnership Working

Resolved: it was agreed to defer this matter until the May 2008 meeting

07.217 Coxhoe Together Update

Minutes of the meeting held on the 2 April had been circulated for discussion. The Clerk provided an update on the progress of the village signs

Resolved: the details were noted

07.218 Quarrington Hill Village Partnership

Minutes of the meeting held on the 26 March had been circulated for discussion.

Assistance with major projects was requested

Resolved: the details were noted and assistance be provided where possible

07.219 Accounts for Payment/ Requests for Financial Assistance

(a) A request had been received from the Great North Air Ambulance Service for financial assistance for their charitable service

Resolved: It was agreed to provide a contribution of £50.00 under Section 137 of the Local Government Act 1972.

(b) A request had been received from Coxhoe Cricket Club for financial assistance to help maintain the club

Resolved: It was agreed to provide a contribution of £200.00 under Section 137 of the Local Government Act 1972.

(c) A request had been received from Durham Miners Heritage Group for financial assistance to help with their schools project.

Resolved: **(i)** It was agreed to provide a contribution of £200.00 under Section 137 of the Local Government Act 1972. **(ii)** The Clerk to advise Coxhoe and Cassop Primary Schools of the project and the assistance given.

(d) A request had been received from Durham Miner’s Association to place an advert in the in the Durham Miners Gala brochure

Resolved (i) to place the usual message of support in the brochure (ii) It was agreed to provide a contribution of £50.00 under Section 137 of the Local Government Act 1972.

(e) The Clerk detailed the accounts for payment and the following were approved:

Creditor	Reason	Amount	Minute
City of Durham	Election Charges	£203.99	
City of Durham	Planting Trees	£528.75	07.29ix
City of Durham	Quarrington Hill Allotments	£50.00	
Durham City District CVS	Printing Newsletters	£675.00	204
Durham Citizens Advice Bureau	Outreach Service	£650.00	07.115xv
County Durham Assoc Of Local Councils	Annual Subscription	£375.20	15
N King	March Salary		07.18fi
N King	Reimbursed Admin Costs	£52.90	07.18fi
City of Durham	Planning Application – Village Signs		07.150iv
Great North Air Ambulance Service	Donation – Section 137	£50.00	07.129a
Coxhoe Cricket Club	Donation – Section 137	£200.00	07.129b
Durham Miners Heritage Group	Donation – Section 137	£200.00	07.129c
Durham Miner’s Gala Fund	Donation – Section 137	£50.00	07.129d

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Signed as a true copy of the meeting Chairman

..... Clerk

(Pages 46 – 49 inclusive) Date