

## **Minutes of the Coxhoe Parish Council meeting held on Tuesday 13<sup>th</sup> May 2008 at Coxhoe Village Hall.**

P Dodsworth in the chair

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

### **08.07 Apologies for Absence:**

C Thirlaway

### **08.08 Questions from the Public**

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

### **08.09 Quality Parish Council**

Lesley Swinbank, NALC Regional Development Officer, and Steve Ragg, County Durham Association of Local Councils attended the meeting and provided information and answered Councillor' questions relating to the quality parish council scheme.

**Resolved:** the details were noted

### **08.10 Members' Declarations of Interest**

D Smith declared an interest in item 8c (Sanderson Street Gardens) on the agenda.

### **08.11 Police Report**

PCSO's Wilkinson and Bennett attended and presented the report, the details of which were noted, for the period 7<sup>th</sup> April 2008 to 13<sup>th</sup> May 2008.

**Theft** - 2 Reported incidents - 27/04/08 (Theft of money) Front Street, Coxhoe – 06/05/08 (Theft of trailer) Co-operative Terrace, Coxhoe.

**Burglary** – 3 Reported incidents – 11/04/08 (Commercial Burglary) Blackgate East, Coxhoe, - 5/05/08 (Shed Burglary) Gladstone Tce, Coxhoe, - 10/05/08 (Attempted Burglary) Church Street, Coxhoe

**Criminal Damage** - 4 Reported incidents - 11/04/08 (Damage to door) Steetley Terrace, Quarrington Hill. - 16/04/08 (Damage to window) The Pottery, Coxhoe. - 08/05/08 (Arson to caravan), The Grove, Coxhoe – 10/05/08 (Damage to window) Church Street, Coxhoe.

**Assault** – 3 Reported incidents – 13/04/08 (Section 39) Belgrave Avenue, Coxhoe – 17/04/08 (Section 39 domestic related – 1 arrested) The Pottery, Coxhoe – 05/05/08 (Section 47 domestic related – 1 arrested) Sanderson Street, Coxhoe

**Anti-Social Behaviour** – 13x Reported incidents – Coxhoe (10x Youth related, 2x Dispute related and 1x Licensing related) 3x Reported incidents – Quarrington Hill (All dispute related)

**Vehicle Nuisance** - 7x Reported incidents – Coxhoe, (4x Motorbike related and 3x Parking related) 5x Reported incident – Quarrington Hill, (Motorbike related)

**Resolved:** the details of the report were noted

### **08.12 Approval and Signature of Minutes of the Last Meeting**

The minutes of the meeting held on the 8<sup>th</sup> April 2008 were approved by Members and signed by the Chairman and Clerk.

### **08.13 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**

#### **08.14 Planning Applications**

The following planning applications had been received:

(i) 4/08/00329/FPA - Erection of 2 no. Dwellings on land adjacent to 48 Garden Terrace, Coxhoe

(ii) 4/08/00375/AD - Erection and display of replacement non-illuminated information board at East Pasture Farm, Cornforth Lane, Coxhoe

(iii) 4/08/00353/FPA - Change of use of open space to private garden including erection of 1.8 metre fence to side and rear of existing dwelling and erection of garden shed at 69 Ashbourne Drive, Coxhoe

(iv) 4/08/00390/FPA - Erection of replacement detached garage to rear of existing dwelling at 130 The Grove, Coxhoe

(v) 4/08/00415/FPA - Erection of two storey pitched roof extension to side and rear and single storey pitched roof extension to rear of existing dwelling at 4 Pelham Court, Coxhoe.

(vi) In addition further discussions were held on the application (4/08/00290/CM) - Change of use of land at Coxhoe Quarry to composting of pre-shredded waste that had been discussed at the April meeting

**Resolved:** (a) There were no objections to application (i) to (v). (b) Councillor Smith to investigate possible planning gain money relating to application (i). (c) Parish Council objections to (vi) were confirmed and other objections were noted (d) A draft letter of objection and petition form were to be prepared and circulated relating to (vi).

#### 08.14 Traffic Management

Details of the highways committee meeting had been circulated and the latest update was discussed. A meeting to discuss possible locations for speed activated signs was to take place on 14 May.

**Resolved:** (i) the details and comments relating to the West Terrace/Coronation Terrace scheme were noted (ii) a further traffic management with Gordon Wingrove be arranged in the near future (iii) agreed to purchase 2 vehicle activated signs and 4 posts. This to be financed from monies brought forward at the end of year.

#### 08.15 Insurance Cover

The Clerk detailed the revised cost of insurance cover, details of revised Employers and Public Liability policies in the light of the Corporate Homicide and Corporate Manslaughter Act.

**Resolved:** (i) the details were noted (ii) a meeting of the risk assessment party to be held to review the Council's current risk assessment

#### 08.16 Final Accounts and Annual Return

Details of the final account statements approved by minute 07.210 dated 8<sup>th</sup> April 2008, including the balance sheet, bank reconciliation statement, income and expenditure account, and supporting financial statement were again discussed by 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 copy of the annual return had previously been circulated to each member for consideration and discussion.

**Resolved:** i) the final accounts, including the balance sheet, bank reconciliation statement, income and expenditure account, and supporting financial statement were again approved and signed by the Chairman and Clerk ii) the statement of accounts for 2007/08 was approved by the Council and duly signed by the Chairman iii) the annual governance statement was agreed by the Council and duly signed by the Chairman

#### 08.17 Internal Audit Report

The report of the internal auditor had been previously circulated to Members and its recommendations were discussed in detail. Mr Bestford had indicated that he wished to terminate his role as Internal Auditor.

**Resolved:** (i) the seven recommendations of the internal auditor were approved for immediate implementation (ii) the resignation of the auditor was noted and arrangements be made for the appointment of a replacement.

#### 08.18 Budget Update

The Clerk had circulated the latest budget statement and reconciliation and these were discussed. A request had been received from Quarrington Hill allotment holders for the Council to provide fencing materials. A budget of £500 had been approved for flower beds at Quarrington Hill and a quotation was being sought from Thinford Nurseries. Thinford Nurseries had provided a quotation for the supply and watering of hanging baskets at the same rate as for 2007.

**Resolved:** (i) the budget position was noted (ii) further details on allotment fencing to be requested (iii) an order to be placed for flower beds subject to it meeting the budget requirement (iv) the quotation from Thinford Nurseries was accepted and an order be placed.

#### **08.19 Tree Planting**

Possible locations for tree planting towards the end of the year were discussed.

**Resolved:** To contact residents of The Avenue and Coronation Terrace about possible tree planting in the area.

#### **08.20 Ballot Boxes**

The use of ballot boxes for questionnaires, etc was discussed.

**Resolved:** The Clerk to contact the City Council for information on potential boxes.

#### **Correspondence**

##### **08.21 Resignation – Councillor J Beecham**

Councillor Beecham had tendered her resignation from the Council due to other commitments.

**Resolved:** The Clerk to arrange to advertise the vacancy immediately on the village notice boards.

##### **08.22 Resignation – N King – Parish Clerk**

Neil King had tendered his resignation from the post of Parish Clerk. Members gave a vote of thanks for the work that he had done. The Chairman called for a special meeting to discuss the requirements for a new Clerk.

**Resolved:** (i) A special Council Meeting is held on Friday 23 May at 4:00pm to discuss the requirements for a new clerk (ii) the Clerk to provide draft documents for consideration.

##### **08.23 County Association – Quality Parish Council**

Details of the latest update on this issue had been circulated for consideration.

**Resolved:** the details were noted.

##### **08.24 County Association – Training**

Details of various training courses had been circulated for consideration

**Resolved:** the details were noted.

##### **08.25 Durham County Council – Access to Corporate Procurement Service**

Details of the County Council's corporate procurement service and its availability to Parish Council's had been circulated and were discussed in detail

**Resolved:** the details were noted for future potential use.

##### **08.26 County Association – Awards for Bridging Cultures**

Details of this new award scheme had been circulated for consideration.

**Resolved:** the details were noted.

##### **08.27 County Association – Financial Services Compensation Scheme**

Details of how the financial services compensation scheme affected Parish Councils had been circulated for consideration.

**Resolved:** the details were noted.

##### **08.28 Mr G Fletcher – Provision of Internal Audit Service**

A letter had been received from Mr Fletcher offering to provide the Council's Internal Audit Service and this was considered in detail

**Resolved:** The Clerk to contact Mr Fletcher requesting further details.

**08.29 Mrs Heathcote – Parking Issues**

The issue of double parking at The Avenue had been raised by Mrs Heathcote and this problem was discussed by Members

**Resolved:** The Clerk to contact Mrs Heathcote and advise her that the matter would be discussed with the Police and that a potential meeting would be arranged with residents of The Avenue to discuss environmental matters.

**08.30 Durham County Council/County Association – Local Government Review**

The latest details on the local government review from the two organisations had been circulated for discussion.

**Resolved:** the details were noted.

**Other Issues**

**08.31 Coxhoe Together Update**

Coxhoe Together and Coxhoe Community Partnership had now merged under the name of Coxhoe Community Partnership. Plans were to be drawn up from the feedback on consultation on the Coxhoe Regeneration Scheme. An update on the position of other schemes was provided.

**Resolved:** the details were noted.

**08.32 Quarrington Hill Village Partnership**

Minutes of the meeting held on the 30 April had been circulated for discussion.

**Resolved:** the details were noted.

**08.33 Accounts for Payment/ Requests for Financial Assistance**

(a) A request had been received from the Durham Youth Bus Project (DERIC) for financial assistance for their mobile youth club service.

**Resolved:** It was agreed to provide a contribution of £100.00 under Section 137 of the Local Government Act 1972.

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

<b>Creditor</b>	<b>Reason</b>	<b>Amount</b>	<b>Minute</b>
TP Gardens	Grasscutting Contract	£555.00	249
Quarrington Hill			
Community Centre	Hire Of Hall – CAB Outreach Service	£120.00	07.115xv
Zurich Insurance Company	Annual Insurance Premium	£599.39	07.189
N King	April Salary		07.18fi
N King	Reimbursed Admin Costs	£20.89	07.18fi
G Bestford	Internal Audit Fees	£100.00	07.12bii
Deric Youth Bus Project	Donation – Section 137	£100.00	08.33a

**08.34 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 the up to date position, including advice from the Government Officer and District Valuer. A letter from Mr Thompson was also discussed.

**Resolved:** Subject to new measurements of the gardens being taken terms for consideration for negotiation for sale were agreed.

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

(Pages 2 – 5 inclusive) ..... Clerk  
..... Date