

# Coxhoe Parish Council

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<b>Meeting</b>	Monthly		
<b>Date</b>	Tuesday 12 <sup>th</sup> August 2008	<b>Time</b>	6.30pm
<b>Venue</b>	Coxhoe Village Hall		

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**Present:** - Cllrs: - Paul Dodsworth (Chair), Maxine Robinson (Parish Clerk), Neil King (retiring Clerk), Stuart Dunn (Vice Chair), Barbara Hepplewhite, Tony Rowe, Keith Pounder, Ron Mayo, George Shotton, Carole Wigham, Dennis Smith and County Councillor Maria Plews.

Members of the Public – Clive Lawson & Billy Jones

The Chair also welcomed Ashley Cooper, Divisional Managing Director for Disposal Treatment and Quality and Tony Hitchen, Marketing Manager, from Premier Waste to the meeting.

The Chairman reported that the Parish Clerk vacancy had been filled at interview by Maxine Robinson who was now in post. He welcomed her, and new Councillor Tony Rowe to the meeting.

## **08.72 Apologies for Absence:**

Colin Thirlaway, Jimmy Taylor and County Councillor Dennis Morgan.

**08.73 Presentation by Ashley Cooper & Tony Hitchen regarding planning application.** See Separate report.

Mr Cooper gave an overview of the quarry, its current situation and the direct impact recent decisions will have on the site and services. Members asked several questions of local concern.

Mr Cooper highlighted the following

1. The recent planning application has been withdrawn for this year on grounds of cost of additional investigations and reports which would have been required to further the application. DCC will have to seek alternative green waste disposal as a result.
2. Quarry access will need to move to the Quarrington Hill end of the site in order to finish off the site and an application will be made to do this
3. The compost is of good quality and sells well and that high grade aggregates are manufactured on site.
4. The company looked forward to working closer with the council in future

The Chairman thanked Mr Cooper and Mr Hitchen for their attendance.

## **08.74 Questions from the Public**

Mr C. Lawson raised the following issues:-

1. Concern over request for chicane not being put in either side of the school when one is on a bend coming into Coxhoe.  
**Resolved** - to request County Councillor Morgan to investigate this issue.
2. Speed / volume counts requested for Church Street/Belle View at Quarrington Hill - Understood there is a 2 – 3 month waiting list.
3. Cycle paths overgrown between villages. **Resolved** - to check who has responsibility and seek improvement.
4. Two lights removed from church yard. **Resolved** - Cllr. Plews to monitor replacement.

Mr B Jones raised the following issue:

5. Quarrington Hill churchyard - concern over rubble from the wall in grave areas, grass cutting and general appearance. Petition in circulation. Neil advised Diocese have been made aware of the situation from previously received information. **Resolved** – to receive the information and complainant pursuing with diocese.
6. Written question to members asking for their views on St Mary's churchyard condition as described in a letter to the press. **Resolved** to respond in detail to the issues raised.

### **08.75 Members' Declarations of Interest**

Cllr. D Smith declared an interest in item 08.82 (Sanderson Street Gardens) and 08.97a Coxhoe bowling club.

**08.76 Police Report** – no officer in attendance – see attached report, detailed by the Clerk. Also, specific examples regarding call centre issues would be more helpful to the police in dealing with any problems. Members were invited to attend North Communications Centre at Aykley Heads.

### **Police non-emergency number has now changed to 0345 60 60 365**

Members raised issues relating to the sensory garden & bus shelter areas being used for drinking of alcohol and broken glass bottles most nights. Anti social behaviour in the park with trees being damaged and snapped. Concerns expressed over the park risking losing its green flag status due to damage, if anti-social behaviour is not addressed.

**Resolved:** The details of the report were noted and issues raised to be detailed to the police.

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

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

### **08.78 Points of Note**

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

**Resolved:** the details were noted

### **Reports of the Clerk**

#### **08.79 Planning Applications**

**i. 08/00613/TPO East Pasture Farm, Cornforth** – Felling 1 ash tree – **Resolved** - clerk to ask reason for tree felling.

**ii. 08/00407/FPA Front Street North, Quarrington Hill** - Change of use former Reeve Transport Services and siting steel container. **Resolved** – No objections.

**iii. 4/08/00596/TPO, Lamorna, Station Road West, Coxhoe, Durham. DH6 4AS.** - TPO Felling of 1 no. Sycamore tree and thinning of 3 no. Sycamore trees. **Resolved** Clerk to seek reason for tree work.

**iv. 4/08/00655/FPA** Linden House, Linden Terrace, Coxhoe - Erection of single storey pitched roof conservatory to side of existing dwelling. **Resolved** – No objections.

**v. 4/08/07860 Coxhoe Industrial Estate (Hellems Planning Application)** - Revised outline planning application mixed use housing / employment development. As a revised application made, original objections must be re-issued to the Planning Authority.

Roberta Blackman Woods MP, had been carrying out street surgeries in the area recently and Cllr Plews enlightened members to topics discussed. Discussions had taken place over registering of village greens; the village front street 30 year covenant being about to expire (still noted as a brown field site) and this area being in City Council ownership, along with other issues.

### **Resolved**

- a. To add this area to the Coxhoe Environmental Improvement Scheme.
- b. To seek to asset transfer the village green area to the Parish Council, with suitable covenants to protect it against inappropriate development.
- c. List of objectors to be requested from planning authority and ensure previous objectors have been consulted.
- d. Details of planning application to be posted on notice board.
- e. To agenda Village Green for September meeting.
- f. A further response to the application to be prepared and forwarded to the Planning Authority.

**vi 4/08/00705/FPA Blackgate Garage 20 Blackgate East, Coxhoe**

Change of use of existing workshop/store (B1) to retail unit (A1) and use of existing shop for storage, with provision of parking spaces.

**Resolved –**

- a. Plans to be put up on notice board asking public to comment directly to planning department.
- b. To ask that NO more illuminated signs be placed on the premises.
- c. To ask that the shop frontage be restored to reflect the village character.

**Vii Planning applications in general –**

It was thought that councillors may not view the planning portal / weekly planning list once council papers had been sent out.

**Resolved that:-**

- i. Members be given instruction on how to access the information and plans
- ii. Members should familiarise themselves with planning applications.
- iii. Portal references are to be added to the agenda, minutes and notice board.
- iv. Not all plans to be requested, only those of significance to community or as requested by a councillor after issue of the agenda.

**08.80 Traffic Management**

The Clerk had not received any response from previous correspondence.

**Resolved : –**

- a. Clerk to write to Gordon Wingrove requesting update.
- b. Clerk to arrange a meeting of the traffic management group once link road open.
- c. Clerk to arrange a date for a further site meeting with the police and County Council regarding potential sites for speed visors in Quarrington Hill.
- d. Speeding issues to be raised with police.
- e. To update the budget for the current financial year 2008/9 to include previously agreed speed visor for Coxhoe.

**08.81 Coxhoe Allotment Association – Draft Lease**

Members had been circulated with a copy of the draft lease. Council agreed that this was a good basis to start from.

**Resolved –**

- a. Lease to be circulated to allotment association.
- b. Meeting to be arranged as necessary.
- c. Allotment rent to be ring fenced.

**08.82 Sanderson Street** – re-measuring still outstanding. Four local solicitors had been invited to tender for legal work and quotes had been received and circulated.

**Resolved** – Proposed Cllr Dunn, Seconded Cllr Pounder that the quote from Cooper Stott Solicitors be accepted. Motion carried unanimously.

**08.83 Quality Parish Council**

Neil provided an update on progress with the portfolio and noted that March may be the appropriate time to submit an application.

**Resolved** - Progress was noted. Clerk to clarify CilCA and Quality Councils pathways in view of change of clerk.

**08.84 Risk Assessments** – These had been updated in the light of new detail and circulated prior to meeting.

**Resolved** - Proposed Cllr Dunn, Seconded Cllr Mayo that the risk assessments be approved. Carried unanimously.

**08.85 Clerk's Contract**

a. Neil advised the council that the contract was based on the nationally recognised contracts for clerks and that minor amendments had been made to reflect Coxhoe Parish Clerk's role.

b. Cllr Dunn advised members that, through discussions with the new clerk, it was requested that in the first year 44 hours would be contracted for. Any additional hours required would be recorded and council would review this in a years time.

**Resolved** – Proposed Cllr Dunn, seconded Cllr Mayo that the clerk’s contract be accepted with an amendment of hours worked monthly reduced from 50 down to 44 hours. All agreed. Appointment notified to local press.

c. Cllr Dunn reminded members of the allowance within the budget for a new computer package for the clerk and in accordance with the Council’s Risk Assessment, which to date had not been purchased. See 08.87 below. Cllr Hepplewhite agreed to also contact Durham County Council re possible computer availability / specification and any help they can offer.

#### **08.86 External Audit Report** – circulated previously

The accounts for 2007/08 had now been approved by external auditors BDO Stoy Hayward and were now advertised as required.

**Resolved** - Proposed Cllr Mayo, seconded Cllr Pounder that the Annual Return be approved and accepted by the council. All agreed.

#### **08.87 Budget Update**

The latest budget position statement had been circulated and was discussed.

##### **Resolved**

- a. Additional hours worked by the Clerk, agreed expenses (pro rata) and other expenses, e.g. postage were agreed unanimously and paid in full.
- b. Re 08.85 c. Provision of laptop computer & package for clerk, (already included in budget) discussed. - Proposed Cllr Dunn, seconded Cllr Mayo that a laptop costing up to £500 be purchased for the clerk’s use, a printer, Microsoft Office licence and warranty to be purchased. All agreed.
- c. Bank and all other appropriate agencies advised of change of clerk – bank letter signed by Chair and vice chair.
- d. Support from parish council re-affirmed.
  - i. Lighting through main walkway and 3 similar lanterns around church
  - ii. re improved lighting in the churchyardCoxhoe partnership has approached St Mary’s Church to seek a faculty for the work and these are supported by the church. Council has no budget is in place for these works in current financial year, same to be built into the 2008-10 budgets, £2,100 capital for 3 lights + maintenance + power.
- e. Quarrington Hill Clock – Back up battery cost – not in this years estimates. **Resolved** to build it into 2009-10 budget. Cost of annual maintenance payment agreed.
- f. Installation of village entry features –Planning permission now granted. **Resolved** - Designer to be requested to install signs as quickly as possible. Any additional costs to be met by the Parish Council.
- g. P3 grant to meet cost of walkways maintenance had been granted by Durham County Council

#### **Correspondence**

##### **08.88 County Durham Association of Local Councils (CDALC) – Power of Well Being –**

**Resolved:** The details were noted.

**08.89 CDALC – Asset Transfers** – In the light of Unitary Council and possible Quality Council application early in 2009, Parish Council to consider what may be transferred.

##### **Resolved:**

- a. Clerk to prepare a report on opportunities.
- b. Interest in village green and other areas, transfer or lease to be also considered.

**08.89 CDALC – Parish Council Elections** - A comprehensive response had been provided by CDALC. Elections will now not take place in 2009. **Resolved:** The details were noted.

**08.90 Boundary Commission Event** – Areas covered:- boundaries, responsibilities, number of councillors and community feedback. Mapping of electoral areas is underway.

**Boundary Unitary Review: Local Area Partnerships:-** Proposals are for 5 geographical districts. Members felt that there is a need for smaller area partnerships and sensible groupings of communities, e.g. county council groups of 5 communities, rather than 5 area partnerships, with cash to each group. **Resolved:** to put forward these suggestions.

**08.91 Durham City District Local Strategic Partnerships, Community Network –** Suggestions for inclusions in the digital local transport maps to be forwarded. **Resolved –** the details were noted.

**08.92 City of Durham – Community Citizen Award – Nominations –** Details of the Award were provided. **Resolved:** To display on notice board.

**08.93 Participatory Budgeting Event (Manchester) –** Details of this training event were provided. **Resolved:** no member to attend.

**08.94 Coxhoe Community Partnership – Update.**

Copies of the latest youth room report and project update report had been circulated previously and a verbal update was provided at the meeting. **Resolved:** The details were noted.

**08.96 Quarrington Hill Village Partnership –** a copy of the last minutes had been previously circulated. **Resolved:** the details were noted.

**08.97 Accounts for Payment/ Requests for Financial Assistance –** The clerk provided an update on available funding for financial assistance applications and the following requests were considered.

a. A request had been received from Coxhoe Bowling Club for equipment.

**Resolved:** Proposed Cllr Mayo, Seconded Cllr. Pounder and all agreed to provide a contribution of £200.00 under Section 137of the Local Government Act 1972.

b. A request from Quarrington Hill Partnership for the Youth Project. Members requested clarity over recent money from other donors, and specific donations by the Parish Council to DERRIC. **Resolved** to defer decision until September.

c. A request from Vitalise to help provide holidays for disabled people. **Resolved** to receive the information.

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

<b>Creditor</b>	<b>Reason</b>	<b>Minute</b>	<b>Amount</b>	<b>Cheque No</b>
BDO Stoy Hayward	Auditing Annual Return	08.86	£334.88	400241
Smith of Derby	Quarrington Hill – Clock Maintenance	08.87e	£178.60	400242
N King	July Salary + additional hours + Expenses	07.18fi	£725.50	400243
TP Gardens	Grass cutting Contract	249	£625.00	400244
Coxhoe Bowling Club	Donation for equipment	08.97a	£200.00	400245

**The Chair, on behalf of the Council, expressed sincere thanks to Neil King, retiring Clerk, for his excellent work with the council, also the work done in helping the Council to develop from a basic provider of services, to nearing Quality Status and wished him well for the future.**

Meeting closed at 21.50

**Signed as a true copy of the meeting**

Chairman

Clerk

Date