

# Coxhoe Parish Council

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<b>Meeting</b>	Monthly		
<b>Date</b>	Tuesday 9 <sup>th</sup> September 2008	<b>Time</b>	6.30pm
<b>Venue</b>	Coxhoe Village Hall		

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Minutes of the proceedings of the **SEPTEMBER MONTHLY MEETING** of the Council held at 6.30pm in the Village Hall, Coxhoe **on Tuesday 9<sup>th</sup> September 2008.**

**Present** Cllr. Stuart Dunn (Acting Chairman) and  
Cllrs. Dennis Smith, Jimmy Taylor, Keith Pounder, George Shotton & Cllr Ron Mayo  
(who joined at item marked \*)  
Also City & Co. Cllr. Dennis Morgan & Co. Cllr. Maria Plews

**Clerk** Mrs. M. Robinson

**08.98 Apologies:** Cllr. Ron Mayo for lateness; Cllr's. Paul Dodsworth, (Chairman), Barbara Hepplewhite, Colin Thirlaway, Carole Wigham & Tony Rowe.

**08.99 Members Declaration of Interests**

**Cllr D. Smith** – Sanderson Street Gardens (resident)

**Cllr. D. Morgan** – Traffic Management (Chair's Highways Committee)

**08.100 Minutes of last meeting** – Amended item 08.87d – to state that council *re-affirmed* their support. Also that the work 'to be built into the 2008 – 10 budgets, £2,100 capital for 3 lights + Maintenance + power', be included. With these amendments, it was resolved that the minutes were correct and approved for signing.

**08.101 Matters of information**

1. It was agreed that the Premier Waste Report be displayed on the notice board.
2. Awaiting response from Gordon Wingrove re traffic management enquiries.
3. Cycle pathways cleared.
4. Coxhoe Bowling Club - Cllr. Smith reported that the electricity supply had now been cut, the hut is to go in 2 weeks and all will be restored by end of November. Cllr. Smith was thanked for his work with the bowling club.

**08.102 Questions from the Public \***

**1. Billy Jones** – raised various issues and presented correspondence to council in respect of Quarrington Hill Churchyard and the maintenance of graves, headstones and land subsidence and management. Cllr. Dunn explained the situation and legal responsibilities of both the Parish Council and the Parochial Church Council (PCC).

**Resolved** - that the clerk write to the PCC in respect of health and safety testing of grave stones, memorials and mine workings/land disturbance.

**08.103 Police Report** – written report received and circulated prior to meeting. Members asked that the sergeant be asked to attend the next meeting. Various incidents were

reported – Quarrington Hill football pitch seat sawn off (reported to PCSO & no crime number obtained), but not included in crime figures. Tarmac premises fence cut, vehicle number given, not on report. Additional information to be reported direct to police. Police report to be re-circulated to members.

#### **08.104 Correspondence**

- 08.104.1 County Durham NHS PCT World Class Commissioning Programme – receive.
- 08.104.2 County Durham PCT Five Year Plan Event - received.
- 08.104.3 Crowtrees Heritage Group meeting 21<sup>st</sup> August – received.
- 08.104.4 DCC Planning application for Quarry – application withdrawn – received.
- 08.104.5 Coxhoe Bowling Club- Letter of thanks received.
- 08.104.6 CDALC – Electoral Boundary Review number of councillors – agenda item.
- 08.104.7 DCC New Unitary Council – Local Development Framework Participation – **Resolved** that Council continues to take part.
- 08.104.8 CDALC – Local Gov't. Review Access Points in Parish & Town Council Offices – agenda item.
- 08.104.9 Trimdon Parish Council – Area Action Partnerships – agenda item.
- 08.104.10 Member of Public – Church Yard pathways & related issues – agenda item.
- 08.104.11 Invitation for councillors to visit Aykley Heads – Cllrs. Dunn, Pounder, Mayo & Shotton wished to attend. **Resolved** to arrange a visit and all councillors welcome to attend.
- 08.104.12 Society of Local Council Clerks (SLCC) – AGM – **Resolved** that the clerk prepares a report on what conferences are available and how beneficial they are to the Council.
- 08.104.13 Blachere Christmas lights offering 75% off – It was noted that the lights could be part of the Urban Regeneration Scheme and that the lamp stands could be tested as part of the street scene refurbishment, with lights updated with fittings for Christmas lights, though this may well not be done in time for 2008 celebrations. £1,000 in budget for future use, but no lights to be purchased at present. Details to remain on file.
- 08.104.14 Parish Paths Partnership (P3)2008 – **Resolved to**
  - a. Receive information and make application as appropriate.
  - b. Ascertain if a one off grant
  - c. Check if DCC will take over responsibility in the new unitary authority.
  - d. Recent complaints of overgrown paths, (Station Windows to sports centre & above The Avenue), together with general review of Public Footpaths to be priced with contractor and raised with Geoff Riddell, DCC re improvements and agency working.
  - e. Site visit with Footpaths Officer – Elaine Fields to be arranged.
  - f. Upgrading and responsibilities in the future to be considered.
- 08.104.15 Red Cross medical supplies information – placed on notice boards. Shortage of space on boards recognised. Purchase of additional boards to be considered as

part of 2009-10 budget setting process. St. Andrews Church to be consulted on position of same.

- 08.104.16 County Durham Association of Local Councils (CDALC) Sustainable Community Strategy – agenda item
- 08.104.17 Blackgate Garage planning application acknowledgement received.
- 08.104.18 Linden House conservatory planning application granted.
- 08.104.19 CAB AGM – no one available to attend.
- 08.104.20 Quarrington Hill Cycleway clearance – to be done by 3.10.08.

**08.105 New Unitary Authority & Boundary Review – Resolved as follows:-**

- 08.105.1 Number of Councillors for whole authority – to support ‘126 in total’.
- 08.105.2 Name of New Council – to notify a preference of ‘Durham County Council’.
- 08.105.3 Area Action Partnerships – to support a Rural East Partnership, broadly those settlements geographically placed between A19 and A1(M) as a way forward.
- 08.105.4 Number of Partnerships – That the number should be determined by how local areas best function and will depend on if rural area partnerships are developed.
- 08.105.5 Most important activities – to include, sustainability, co-ordination, liaison & partnership working to deliver services for the county, a forum for exchanges between various bodies and ensure best practices are shared.
- 08.105.6 Boundary Committee Consultation – information provided at a meeting at County Hall, 29<sup>th</sup> July – received.
- 08.105.7 Unitary Authority Work Stream – Parish & Town Council / New Unitary Charter information from meeting 7<sup>th</sup> August at County Hall looked at the Charter including precept arrangements, capacity building, supporting CDALC, consultation mechanisms, asset transfer & community governance review.
- 08.105.8 CDALC – contribution to the new unitary authority – information received and supported in full by council.
- 08.105.9 Local Government Review - Access points – Council willing to be included in any improved community access to the new unitary authority. Access also to be highlighted via sports centre, Lansdowne Centre and use of parish notice board.
- 08.105.10 Transfer of assets – letter of interest to be submitted to the City Council.

**08.106 CDALC Sustainable Community Strategy** – Council welcomed the strategy, but noted that there was no express desire to embrace the problem of un-adopted streets which impedes the development of these neighbourhoods.

**08.107 Allotments –**

- 08.107.1 Coxhoe – Willow Cottages – lease and future management discussed.

**Resolved** that

- a. The lease should be for a term of 15 years and that if the Allotment Association was unable to continue for any reason, then this could be handed back to the council.

- b. The allotments to be self managed by the association.
  - c. The Clerk and Chair / Vice Chair of council meet with the Allotment Association to progress the lease agreement.
  - d. Clerk & Chair, or Vice Chair to sign the lease on behalf of the council.
- 08.107.2 Quarrington Hill Allotments – **Resolved** that
- a. Any unused plots to be identified and offered to those on waiting list.
  - b. If any in need of attention occupant(s) to be asked if they wish to continue.

**08.108 Churchyards**

- 08.108.1 St Mary’s Churchyard – letter of complaint regarding access – **Resolved that**
- a. Copy of letter to be sent o St. Mary’s PCC for their views and consider response at next meeting.
  - b. Church Warden and Clerk to look at the plans for the paths.
  - c. Earth mound where wall was demolished to be considered for reduction to aid drainage.
- 08.108.2 Quarrington Hill Cemetery grass cutting – request for help in a accessing grave to place memorial flowers received. **Resolved** Clerk to meet with contractor to monitor contract and seek solution.

**08.109 Village Greens** – Report to be presented at a future date.

**08.110 Traffic Management** – Various issues discussed. **Resolved that**

- 08.110.1 A meeting of the Traffic Management Group be arranged to address issues and review all schemes.
- 08.110.2 Gordon Wingrove to be asked to provide an updated report
- 08.110.3 Request for traffic survey figures from February’s samples to be provided from Front Street, Church Street & Belle View.
- 08.110.4 Speed visor issues in both communities – site meeting to be arranged.
- 08.110.5 Invoice for works to date to be requested for payment.

**08.111 The Avenue** – Parking issues raised at last meeting. Resolved that

- a. Cllr. Taylor look for photographs depicting a time when trees were in situ.
- b. David Whorburton, URRI Scheme Co-ordinator be asked to look at including The Avenue in the scheme.

**08.112 Planning applications**

- 08.112.1 Erection of a 2 story pitched roof block containing 6 residential apartments at the Old Goods Yard, Commercial Road West. Members considered that the design of the building should be more representative of a converted station being put back to its original use rather than looking like a new build. Any development should be in keeping with the council’s overall aim of reflecting the heritage of the area and enhancing the area through sensitive restoration.
- 08.112.2 ‘Hellens’ Application – council objections sent, reference to previous objections / comments also included. City Council Officer advised that any previously received

comments would be included in the report to the City Council, unless the objector specifically asked for these to be withdrawn.

### **08.113 Reports**

08.113.1 Village Entrance Signs – Now in situ. **Resolved**

- a. To confirm the actions of the Clerk
- b. All Risk Insurance for signs to be paid upon receipt.
- c. Confirmation order to be sent to designer, once final amount known.
- d. Invoice to be paid upon final confirmation of cost, including installation.
- e. Coxhoe Partnership to be asked to for its contribution to the project and for all relevant documents to be returned to the Council.
- f. Grass cutting contract to be extended to include the areas around the four village entrance signs to enhance the areas.
- g. DCC to be asked to remove the yellow 'Coxhoe' signs.

08.113.2 Coxhoe Partnership – updated project information provided.

08.113.3 Quarrington Hill Village Partnership – Information provided by partnership. Request made for Council to assist by submitting planning application for the playground. Resolved to ask the Partnership for a budget statement and a copy of the plans before a decision is made.

### **08.114 Finance**

08.114.1 Internal Auditor, Report of meeting with Clerk held 18<sup>th</sup> August 2008.

**Resolved** to

- a. Accept the information therein.
- b. Seek clarification on cost and work to be undertaken in view of changes to information available at time of appointment.
- c. Go out to tender for internal auditor for year 2009/10.
- d. Letter of thanks to go to N. King, former Clerk.

08.114.2 Council computer package – PC World have helped Cllr Dunn & Clerk to identify a suitable package for the council. Total cost quoted is £788.81 (£650.77 net VAT), to include a lap top, printer, Microsoft Office Small Business Edition, Kaspersky 3 licence antivirus software, laser mouse and wheeled bag. **Resolved** to confirm the order with PC World.

08.114.3 Zurich Insurers – Meeting held 9<sup>th</sup> September to review existing current cover. Clarification required in some areas. Full report to be brought to next meeting.

08.114.4 Budget update – computer data transfer at Clerk handover had caused problems in updating the accounts. New computer package should resolve issues and report to be compiled for next meeting.

### **08.115 Grants and Donations**

- h. Quarrington Hill Youth Project (papers circulated in August). Members requested more information in respect of what the money would be specifically used for, as well as a statement of accounts.

**08.116 Accounts for payment – Resolved** that the following be paid

Creditor	Reason	Minute	Amount	Cheque No
Zurich	Entrance signs All Risks insurance	08.113.1.b	£89.65	400246
Total Business Solutions	Photocopier contract	38	£41.56	400249
PC World	Computer package	08.114.2	£788.81	400250
N King	Final salary (exempt information)	07.18fi	£324.52	400247
M. Robinson	First salary	08.85	£353.84	400248

**08.117 For information** – The following were provided, or identified, for future meetings

- 08.117.1 Communities in Control – Real People, Real Power
- 08.117.2 Closed Churchyards and Disused Burial Grounds
- 08.117.3 Quality Councils – Training of members and officers & policy on conferences.
- 08.117.4 CiLCA – now have an agreement for MR to have support from M Waterson using previous work already done.

**08.118 EXEMPT INFORMATION**

08.118.1 Sanderson Street Gardens – Garden areas re-measured. No 8 occupies a completely different area and plot 4/5 varies from original plan. Based on measurements taken, pricing structure developed showing values for each plot. **Resolved**

- a. That the working party meets with residents to seek disposal and ensure legal easement. Greatest value for land possible to be achieved.
- b. The gardens are to be offered on a sold as seen basis.
- c. That the eventual sale price is to remain confidential.
- d. That the legal costs are to be paid by each householder.
- e. That all sales are to be paid in full upon completion of land transfer.
- f. That all proceeds from sale are to be used in the execution of the village plan.

08.118.2 Village Hall Car Park – A draft plan was tabled, following a site meeting held on 9<sup>th</sup> September to determine the best working solution for improving car parking in the village centre.

**Resolved**

- a. That a meeting to be convened with representatives from the Co-op, Clerk & Cllrs. Dunn and Hepplewhite to discuss the draft plan.
- b. That planning gain is sought for the village hall.4

Meeting closed at 21.55

**Date of Next Meeting** – Tuesday 14<sup>th</sup> October, 2008 at 6.45pm in Coxhoe Village Hall.

Signed as a true record of the meeting

..... Chairman

..... Clerk - Maxine Robinson, ..... Date