



Delivering Quality Services to
Coxhoe & Quarrington Hill

Coxhoe Parish Council

Meeting	Monthly
Date	Wednesday 24 th June 2009
Time	6.45pm
Venue	Landsdowne House Coxhoe

Minutes of the proceedings of the monthly council meeting held at 6.45pm in Landsdowne House, Landsdowne Road, Coxhoe, Wednesday 24th June 2009.

Present: - **Chairman**, Cllr. P. Dodsworth, also

Cllrs: - S. Dunn, K Pounder, D. Smith, J Taylor, C. Thirlaway, C. Wigham; Also Co. Cllr. D. Morgan. & PCSO Neil Wilkinson. Cllr R. Mayo joined where indicated(*)

Clerk Mrs. M. Robinson

The Chair welcomed the new Clerk Margaret Forster and Mr. Gavin Cauldwel Smith of Hellen's to the meeting.

09.81 Apologies:- B Hepplewhite, T. Rowe, G. Shotton & Co. Cllr. Maria Plews. Cllr R Mayo for lateness.

09.82 Members Declaration of Interests:- D Smith for Sanderson Street

09.83 Questions from the Public – these were raised during the presentation by Mr. Cauldwel Smith.

09.84 Hellen's Development - Mr. Gavin Cauldwel Smith attended to update members and residents. Outline planning was agreed in October 2008 and the company are putting together details for the site. A meeting had taken place with DCC to look at the drawing presented to the parish council. Residents from the location were present and drawings showing the access road to their property were circulated. Provision of a road to adoptable standards would prove difficult for various reasons presented, but DCC were considering reducing the specifications required in order for it to be adopted. Further consideration is being made by DCC and the developers hope that they can increase the depth of road surface in order to address local issues. Basic cottages and Low field bungalow turning and access issues have been considered and included in the proposed plans.

Planning gain was suggested that all of the community should benefit, not just the immediate residents. It was suggested that a contribution to the heritage trail, commemorative plaque and level crossing gates could be included in the scheme. Inclusion of Art within the scheme is a planning consideration, as are play type facilities as part of the public landscaped open space. Land to the rear of Coxhoe Paving had been identified for a scheme too.

Primary school over subscription in recent years was causing concern for the school and information was received requesting consideration that the additional children from the extra houses. Residents raised several issues in relation to school places not being available to current children when previous areas were developed. Additionally, concern over the poor visual quality in that part of the village could be addressed by improving the Basic Cottages area.

Art and heritage were felt to be important aspects of the move from outline planning to full application being made. In respect of the school concerns, it was an issue which should have been addressed at outline phase and had now passed.

Revised plans are being presented to council on 3rd July with the plan to submit plans late July and to committee in September. Work is hoped to commence in October, weather dependent. Houses are hoped to be laid down in early 2010 by Barratts over a 2-3 year period, again dependent upon market forces. Affordable 2, 3, & 4 bed semi and detached houses are planned with a fair mix of all.

Upgrading of the cycleway in the area has been agreed between DCC and Hellen's, though work by DCC has not commenced to date.

Cllr Dodsworth thanked Mr Cauldwell Smith for his presentation.

09.85 Police Report –

A full report was presented by PCSO Neil Wilkinson. Areas of concern were scrap collectors in the outer villages taking items not intended for collection, often between 8 – 10am without, proper licences. Police are asking members of the public to report slow driving scrap vehicles or any suspicious vehicles in their area. Additionally, the riding of mini motor bikes on footpaths and roads has been identified and warnings given out. Resolved to display the information and report on the notice boards. PCSO Wilkinson was thanked for his report.

09.86 Minutes of Monthly Meeting held 14th April & 12th May 2009 were approved and signed as a true record.

09.87 Minutes of Annual Parish Meeting held 12th May 2009 – were provided for information.

09.88 Minutes of Annual General Meeting of Council held 12th May 2009 - for information.

09.89 Minutes of meetings for the advertisement, short listing, selection for interview, interviews and appointment of new clerk held 6th & 29th May and 2nd and 12th June – Reports given on each of the meetings, minutes to be circulated. The new clerk appointed is Mrs. Margaret Forster who lives locally and has vast experience of local council administration and has served as a Town Clerk for a much larger council. Members were delighted with the appointment and looked forward to working with her over the coming years.

09.90 Matters of information

- a. Coxhoe Bowling Club – update and thanks for support. Cllr Smith advised that they had had their first match in the improved facilities. Members were pleased to hear of their successes.
- b. NALC Chief Executive, John Findlay has been awarded an OBE in the Queen's Birthday Honours List.
- c. Planning Portal training circulated to members only referred to Unitary Councillors.
- d. Photocopying machine response from Gerry Steinberg – matter closed.
- e. Annual Parish Meeting reports in Coxhoe Chronicle and also on Web site.
- f. Information on Churchyards produced but no room on this occasion to be included in the latest issue. Same to be updated for next Coxhoe Chronicle and Quarrington Hill Village Newsletter.
- g. Environment Award received by the Coxhoe Community Partnership – members congratulated the Partnership of their successes and hard work in the community.
- h. More information has become available in respect of livestock and allotments.
RESOLVED to rescind the minute 09.76i. and advise allotment holders that the keeping of chickens, hens, pigeons and rabbits would be allowed, but that geese would not.
- i. Lighting to rear of St Mary's Church – Resolved to arrange a site meeting with the Church Warden and DCC Lighting.

- j. Asset Transfer to recommence. Officer in charge of the process is unchanged from the previous authority.

09.91 Correspondence Durham County Council (DCC)

- 09.91.1 EDRC AAP Launch Event Summary Report** - received.
- 09.91.2 AAP Partnership Board Information** – available in Council Office.
- 09.91.3 EDRC Local Councils Committee** - Minutes 19th May, Agenda for 21st July received. Cllr's Pounder and Smith agreed to attend together with Cllr Hepplewhite.
- 09.91.4 EDRC Local Councils Committee** - Draft Constitution circulated to all members and to be adopted at next Local Committee meeting on 21st July.
- 09.91.5 CDALC - AAP Board Distribution** – information received.
- 09.91.6 DCC Over View and Scrutiny Review - Winter Maintenance Scrutiny Working Group** - Partnership working with DCC welcomed
Resolved to raise the following:-
- a. A review of the grit bin criteria and filling policy to cover those which are not provided
 - b. on current assessment criteria, i.e. provided by DCC members or local councils, to include the cost of servicing these bins.
 - c. To suggest salt bin advertising renewed annually for local businesses.
 - d. To consider best way forward to avoid Double Taxation issues.
- 09.91.7 County Durham Local Development Framework** – Core Strategy & 3 Area Action Plans Consultation. **Resolved** to receive the information.

County Durham Association of Local Councils (CDALC)

- 09.91.8 Village SOS – BBC UK Rural Revival** – information shared with both community partnerships.
- 09.91.9 Northern Gas Networks Grants** – for Parish Council environmental projects. Information shared with both partnerships. To consider if local public footpath improvements would meet the criteria.
- 09.91.10 Double Taxation** – CDALC are meeting with DCC to look at where double taxation is occurring and will negotiate on behalf of all member councils to seek redress of the situation. **Resolved** to share information with CDALC.
- 09.91.11 NALC Conference** – Resolved not to send a delegate on this occasion
- 09.91.12 NALC Leadership Academy** – Resolved to receive the information
- 09.91.13 Durham Association News** – Received
- 09.91.14 NALC Local Council Awards** – Received

Other Correspondence

- 09.91.15 County Durham Sport and Activity Awards – Resolved to**
- i. Display information and circulate to local groups.
 - ii. To put forward a nomination – Cllr Dodsworth agreed to enter the person suggested.
- 09.91.16 Link – news articles – Resolved** to pass information on to both partnerships for their newsletters.
- 09.91.17 Quarrington Hill Cemetery** – Further letter received from resident and a copy of the response he had received from the diocese which did not clearly identify the council's role within the churchyard.
Resolved to
- i. Write to the diocese to clarify the council's role and ask for this to be advised to the complainant, copy to be also sent to the complainant.
 - ii. Chairman to facilitate a meeting with the Diocese, complainant, Friends of St. Pauls Churchyard, DCC, Parish and Church Parish Councils. Cllr Dodsworth agreed to convene the meeting.

- iii. Write to complainant in support of his plea and advising of the resolutions.

09.91.18 Quarrington Hill Speed Visors –

- a. Posts confirmed as being in place just awaiting power connection.
- b. Concern regarding the siting of a post in Quarrington Hill.

Resolved to

- i. Contact Gerry Jones re concern and checks made prior to installation
- ii. Write to resident advising what steps were taken in deciding the location in conjunction with highways, police etc.

09.91.19 St Mary’s Cemetery grave damage – discussed with Parish Council Contractor who advises that he only strims the area and no heavy machinery is used in the area. **Resolved** to advise the resident accordingly.

09.91.20 The Avenue parking – further complaint received.

Resolved to pursue site meeting with police and highways and to include in this meeting the new weight limit signs for discussion as possible wrong tonnage stated. Cllr Dodsworth to arrange meeting.

09.91.21 Communities and Local Government – plan to renew local democracy – received

09.91.22 Memorial garden appeal – Information on grants recently received have been passed on and these may be helpful.

09.91.23 Power of Well Being – full information now available, just awaiting being at the right stage of Quality Status before training is organised prior to a council meeting.

09.91.24 Urban & Rural Renaissance – lighting, hanging baskets issues raised and alternative means of improving the main street had been considered by the Environment Meeting. URRI had identified £15,000 for historic style lamp posts. Hanging basket costs noted as being £40 each and planters near crossing still empty. A desire to continue to aim for Christmas lights on lamp posts re-affirmed.

Resolved to

1. Arrange a meeting with the businesses to look at enhancing the area and to the council applying for a street licence on everyone’s behalf.
2. Cllr Thirlaway to arrange filling of planters with current contractor.
3. Review hanging basket provision throughout both villages.

09.92.Reports & Policies

09.92.1 Equal opportunities Policy Statement - Resolved to adopt the policy

09.92.2. Working Alone Policy – Resolved to adopt the policy and consider what further provision is required at a future meeting.

09.92.3. Clerk’s Contract – Reviewed to take into account the experience of the newly appointed clerk.

Resolved to amend the contract and provide a copy to the new Clerk.

09.92.4. Quarrington Hill Village Partnership – Minutes of last meeting received. It was noted that the council meeting had fallen on the same night as the Village Partnership’s.

Resolved to ask if the Partnership would consider changing the time when the Partnership meets so that parish councillors can attend.

09.92.5. Tarmac – Old Quarrington Liaison Group meetings - Minutes of last meeting received.

09.92.6 Crowtrees Heritage Group - Minutes of last meeting received.

09.92.7 Parson’s Walk – Several complaints received recently. Discussed with contractor, DCC P3 officer Elaine Fields and D Fishburn estate management, site visits arranged and areas of responsibility clearly defined. Area should be fully maintained by 5th July. Mr Fishburn also agreed to hard prune the plantation side of the pathway in the autumn.

Resolved that

4. The plantation wooded area to remain as a County Council responsibility.
5. To apply for a grant in maintaining the areas, through Northern Gas or further P3 application.
6. To upgrade the Station Windows path cutting by 1 extra cut.
7. To cut both sides of footpath No 3.
8. To address this in the Double Taxation negotiations.

09.92.8 Web statistics – received

09.93. Finance

09.93.1 Budget update – Balance on accounts provided and monthly financial payments presented to the meeting. **Resolved** to make all payments presented.

09.93.2 Improved communications - A mobile phone and dongle with an 18 month contract had been secured by Cllr Dunn. Resolved that the information relating to the contract to be retained by the council and that monthly invoices for the period to be paid accordingly.

09.93.3 Change of Clerk - **Resolved** to inform the bank of changes and letter signed.

09.93.4 Clerk Appointment Pay Scale – **Resolved** to appoint the clerk on pay scale point 19 in recognition of experience and qualifications.

09.93.5 Internal Auditors Report and supporting information including Annual Governance Statement and Internal Audit Plan for 2009/10 received from the Internal Auditor.

Resolved to accept the internal Auditors Report, Annual Governance Statement and Internal Audit Plan for 2009/10.

09.93.6 Clocks remedial work to buildings – **Resolved** to discuss this at the next meeting

09.93.7 Printing for Coxhoe Chronicle and Quarrington Hill Newsletter discussed.

Resolved that

- a. Clerk to seek an estimate from the local printer.
- b. Cllr Thirlaway and Cllr Dodsworth to investigate an appropriate machine to produce the newsletters, bringing the information to the next meeting.

09.94.1 Grants & Donations – Mayor of Durham – request donation for his charities – Members strongly objected to the charge being made of £5 per annum to support a City Mayor and Charter Trustees. Cllr Morgan declared an interest as a Charter Trustee, but did explain the process which the DCC and City Council had gone through in the establishment of the Trustees and Mayor of the City of Durham. **Resolved** to enquire as to the legal status of the above and if invalid, to seek a rebate from DCC for Coxhoe citizens. Double Taxation of £8,500 to be advised to CDALC and a letter of objection to be written on behalf of the citizens of Coxhoe. (*RM)

09.95

09.96 Accounts for payment

Creditor	Reason	£
CDALC	Subs	403.97
G. Fletcher	Internal Audit	400.00
Smiths of Derby	Village Clocks servicing	364.55
Kantara	Web, email, domain	171.35
Pearson's	Sector 1 Advert clerk post	92.00

Newsquest	Clerk Adverts	1,394.77
Viking Direct	Stationery	113.78
Durham City CVS	2x Newsletters	415.00
TP Gardens	Horticultural services	420.00
DCC	Licence village signs	25.00
Northumbrian Water	Quarrington Allot's 06/05 – 09/06	112.17
Quarrington Hill Community Centre	CAB rent & Grant	420
M. Robinson	Clerk Salary, expenses & postage	374.41
HMRC	PAYE	202.20

09.97 Planning Applications

a. Tarmac / Cold Knuckles Quarry – Extensive information received from the applicant.
Resolved to –

1. Confirm closing date for consultation with DCC.
2. Arrange a meeting between Tarmac, DCC planners and Parish Council to enable full understanding of the proposed planning application and past consents, and enquire if the re-working of the face needs permission.

b. Joint Stocks Restoration – Premier Waste – Resolved to invite a planning officer to a special meeting of Council

Date of Next Meeting – Wednesday 22nd July 2009 in Landsdowne House at 6.45pm. It was also agreed that the August meeting should be moved to 9th September as the Clerk would be on holiday during August. The December meeting of Council was agreed as 16th December.

Meeting closed at 22.00 hrs

Signed as a true record of the meeting on 22nd July 2009

Cllr. P. Dodsworth Chairman

Mrs. M. Forster Clerk

Cllr. S. Dunn Vice Chairman