



Delivering Quality Services to
Coxhoe & Quarrington Hill

Coxhoe Parish Council

Meeting	Monthly
Date	Wednesday 22 nd July 2009
Time	6.45pm
Venue	Landsdowne House, Coxhoe

Minutes of the proceedings of the monthly Coxhoe Parish Council meeting held at 6.45pm in Landsdowne House, Landsdowne Road, Coxhoe, on Wednesday 22nd July 2009.

Present: Councillor P. Dodsworth (in the Chair) and

Councillors: S. Dunn, B. Hepplewhite, R. Mayo, K. Pounder, T. Rowe, D. Smith and J. Taylor.

Clerk: Mrs. M. Forster

Also Present: Mrs. M. Robinson (retiring Clerk) and J.

Hepplewhite (for part of meeting).

09.101 Apologies: Apologies for absence were received from Councillors C. Thirlaway and C. Wigham.

09.102 Members' Declarations of Interest: Councillor D. Smith declared an interest in the item on Sanderson Street and withdrew from the meeting prior to consideration of that item.

09.103 Questions from the Public: There were no members of the public present.

09.104 Police Report: Copies of the Police Report for the period 25th June to 21st July 2009 had been circulated. This showed 1 incident of burglary, 1 incident of criminal damage, 5 incidents of rowdy nuisance, 2 incidents of theft and 10 incidents of vehicle nuisance. Members added that incidents of drinking and entering the barriers in the Churchyard; and of a gentleman riding his horse around the streets and green belt areas, had been reported to the Police. A Member stated that there was a blitz on drugs currently and the Police were requesting that members of the public ring them with any appropriate information.

Resolved That the information be noted and, subject to a slight amendment to an address, the report be placed on the notice boards.

09.105 Minutes of Monthly Meeting held 24th June 2009:

Resolved that the minutes of the last meeting held on 24th June 2009 be approved and signed as a true record.

09.106 Matters of information:

09.106.1 **Lighting to Rear of St. Mary's Church** - It had been agreed at the last meeting that a site meeting be arranged with the Church Warden and Durham County Council Lighting Section to decide the locations for the lamps to the rear of the Church and to provide instructions for their installation by the County Council, based on advice as to location from the County Lighting Engineer. Members discussed the potential costings for such and **Resolved** That the Chairman investigate the possibility of the work being carried out at a lesser cost and report the results to the next meeting of the Parish Council for further consideration.

J. Hepplewhite entered the meeting.

09.106.2 **Double Taxation** - Information on areas where it was considered that double taxation occurred was currently being collated for transmission to the County Durham Association of Local Councils. This would include the requested suggestions of salt / grit bins and the

payments made towards the provision of the Durham City Mayor. A Member added that he had not yet written in connection with the anomaly caused by payment by Coxhoe Parish electorate towards the provision of a Mayor for the City of Durham.

Resolved That the appropriate information be forwarded to CDALC on completion.

09.106.3 **Quarrington Hill Cemetery** – It had been agreed at the last meeting that the Chairman facilitate a meeting with the Diocese, complainant, Friends of St. Pauls Churchyard, Durham County Council, Parish Council and Church Parish Council. The Chair advised that due to holidays, no progress had yet been made.

Resolved That the Chair arrange the meeting in connection with Quarrington Hill Cemetery as agreed.

09.106.4 **Speed Visors** – Mr. G. Jones from Neighbourhood Services at Durham County Council (DCC) had advised that a problem had come to light regarding the power supply to Coxhoe speed sign as it ran through gardens. He had stated that this would mean that the permission of the householders would need to be obtained and reinstatement costs to the gardens would have to be added. DCC Direct Services were to meet with NEDL to discuss how to proceed in this matter. Members discussed this matter in great detail, commenting that NEDL should pay any additional costs. The Parish Council had agreed an amount previously and should not have to incur additional charges. The location of the speed visor should be in an adoptable footpath and it was queried whether this was the correct location as previously agreed.

Resolved That the Chairman respond to Mr. Jones advising of the Parish Council's views in this matter and that he raise the issue when he met with the County Council to discuss parking at The Avenue.

09.106.5 **Parking at The Avenue** – The Chairman had arranged a site meeting to discuss the problems relating to Parking at The Avenue for Friday 24th July 2009 at 3.00 p.m. at Roslyn Mews Entrance. The Vice-Chairman had received correspondence from a resident at Belgrave Court and the Chairman stated that he would raise the resident's concerns at that meeting.

Resolved That the results of the site meeting be reported to the next meeting of the Parish Council.

09.106.6 **Flower Planters** (Urban and Rural Renaissance) – As agreed at the last meeting, Councillor Thirlaway had made the appropriate arrangements for the planters to be filled by Thinford Nurseries. This had been done at a cost of £145.00. A Member added that she considered that relocation of the bins in this area would improve its appearance and this could be raised with the issues of signs and notice boards at the appropriate time.

Resolved That the action taken be ratified and the appropriate payment be authorised.

09.106.7 **Working Alone Policy** – It had been agreed at the last meeting to adopt the Working Alone Policy but to discuss the matter further at this meeting in order that any necessary actions could be reviewed. It was agreed that no further actions were required.

Resolved That the information be noted.

09.106.8 **Parson's Walk** – Mrs. M. Robinson, the retiring Clerk, had organised for the Parish Council's contractor and Elaine Fields, the County Countryside Officer, to discuss the possibilities for future upkeep of Parson's Walk. Ms. Fields had confirmed that the P3 contractor employed by the Parish Council was cutting the correct places. The matter had been raised again with David Fishburn at the County Council for immediate action for the side of the walk that the County Council was responsible for as this was becoming a health and safety issue, in addition to an aesthetic eyesore. He had advised that he would inspect the area prior to the end of the week. A Member stated that he had seen the County Council working in the area that day.

Resolved That the information be noted.

09.106.9 **Internal Audit Review** – As requested, a review of the Internal Audit Service would be carried out during the year to ensure that best value was received.

Resolved That the information be noted.

09.106.10 **Photocopying and Printing of Coxhoe Chronicle and Quarrington Hill Newsletter** – It had been agreed at the last meeting that estimates be sought from the local printer and from companies used by two Parish Councillors to enable comparisons to be made to ensure best value with regard to printing of appropriate newsletters. One quotation for rental of a photocopier had been received and details were provided.

Resolved That further quotes be obtained (including one from Coronation Press and one to be sought by the Chairman of the Parish Council) and reported to a future meeting of the Parish Council in order that a decision may be made on the most cost effective and practical way of providing these services.

09.106.11 **Future Meeting Dates** – It had been agreed at the last meeting to defer the August meeting to 9th September to allow for holidays. It was considered that the September meeting should be moved from 23rd to 30th September to equalise the weeks between the next few meetings.

Resolved That the September Council meeting be held on 30th September 2009 and that the Clerk email all Councillors with dates for Parish Council meetings agreed for the remainder of 2009 and post these to the notice boards.

09.106.12 **Exempt Items - Co-op Car Park and St. Mary's Churchyard** – There were two matters of information requiring discussion as exempt items.

Resolved That Co-op Car Park and St. Mary's Churchyard be discussed further as exempt items following the exclusion of the press and public.

09.107 Correspondence:

09.107.1 **Durham County Council (DCC):**

(A) EDRC AAP Local Councils Committee – A meeting of the East Durham Rural Corridor Area Action Partnership Local Councils Committee had been held on 21st July 2009. Attendees had been introduced to Jane Bellis, who had been appointed as the AAP Co-ordinator for the area, and Shealagh Pearce, who was the Principal AAP Co-ordinator for the East. It had been reported that the EDRC AAP Board was in place other than one vacant public member position. The first Board meeting would be held on Wednesday 29th July 2009 from 6.00 p.m. to 8.00 p.m. in Bowburn Community Association. Anyone could attend to observe but needed to register with Jane Bellis so that estimated attendance numbers could be ascertained prior to the meeting. In addition to introductions, the first Board meeting would look at priorities from the launch event, linked with other factors such as National Indicators, to formulate an action plan and ascertain how funds for the year would be spent. The Constitution had been agreed and for future meetings, the three representatives from each Parish Council would include the Clerk, i.e. three Members or two Members plus Clerk. Meetings would be held on the third Tuesday of every other month, commencing from July. It had been requested that the September meeting be held in Coxhoe and the Clerk to Coxhoe Parish Council would make the appropriate arrangements to book a meeting room at the Village Hall.

Resolved That the information be noted and the Clerk book Coxhoe Village Hall for the next meeting of the EDRC Local Councils Committee to be held on Tuesday 15th September 2009.

(B) Traffic Regulation Order outside Coxhoe Primary School – An initial consultation had been notified from Durham County Council that it was proposed to introduce a Traffic Regulation Order outside Coxhoe Primary School for "No Stopping 8am – 6pm, Monday to

Friday". The proposals, if and when effected, would allow the Police to enforce the restrictions if parking occurred on the proposed markings.

Resolved That the consultation be noted.

09.107.2 **County Durham Association of Local Councils (CDALC): AAP Co-ordinators** – Information relating to AAP Co-ordinators and Principal AAP Co-ordinators appointed to the Area Action Partnerships had been circulated, including contact details where known.

Resolved That the information be noted.

09.108 Coxhoe Community Partnership: The Projects Update for July 2009 had been circulated, together with the results of the Coxhoe Banner Group / Miners' Memorial consultation exercise. A Member added that a further update had provided details of opening events for the Living Churchyard on 12th November and for the Village Hall Memorial Garden and Entrance on 26th September 2009. Consultation was ongoing with Durham County Council with regard to the best system for the internal doors for the Village Hall in terms of practicality, security, usability and cost. There was currently an anticipated shortfall in finance of up to £3,000 for the doors considered most suitable for all such necessary requirements although the Partnership were still in the process of checking funding remaining from grants. Members commented that this was a hugely beneficial scheme for the residents of Coxhoe and that the Partnership had done an excellent job in obtaining three grants to assist in the works and to ensure that the Village Hall became accessible to all and DDA compliant. It was considered that the Parish Council should help out as much as possible, subject to financial constraints; with monies possibly being utilised from finance allocated in the budget for traffic calming measures that had been deferred.

With regard to the Greenscape Masterplan the possibility of linking this to the Village Heritage Trail as one project facilitated by one Working Group was being looked at, to obtain the best possible chance of securing grants. It was considered that information provided by Durham Rural Community Council may be helpful and provide a good opportunity for the village community to work together, particularly with regard to assistance with supporting community buildings. The next meeting of the Local History Group would be held on 13th August at 7.30 p.m. in Landsdowne House. The Group had received an award for their work in partnership with the County, City and Parish Councils and this was displayed in Landsdowne House. The Chair and other Members expressed their congratulations and it was suggested that Councillor Mrs. Hepplewhite report this in the next issue of the Coxhoe Chronicle. Only two responses had been received to the consultation in the Coxhoe Chronicle regarding Children and Youth Activities and Facilities. The information circulated on this had been collated by the Coxhoe Community Partnership and the groups would be contacted directly as appropriate.

Resolved (i) That the information be noted;

(ii) That Councillor Mrs. Hepplewhite ascertain whether folding electronic doors similar to those at Landsdowne House would be suitable, as well as the exact financial requirements to meet the shortfall for the most suitable internal doors for the Village Hall, and advise the Chair and Vice-Chair of the Council and the Clerk;

(iii) That the Clerk, in consultation with the Chair of the Council, be granted delegated authority (in view of the time factor involved as the works may need to be ordered prior to the next meeting of the Parish Council) to agree a financial donation towards the Village Hall internal doors, and report this matter back to the next meeting;

(iv) That the Chair email the information from Durham Rural Community Council to all Parish Councillors.

09.109 Quarrington Hill Village Partnership: No reports had been received since the last meeting.

Resolved That the information be noted.

09.110 Crowtrees Heritage Group: The minutes of the last meeting held 28th May 2009 had been circulated.

Resolved That the information be noted.

09.111 Finance:

09.111.1 Budget Update:

(A) External Auditor's Report – Notification from BDO Stoy Hayward LLP, the Parish Council's appointed External Auditor, of the completion of the audit of Coxhoe Parish Council for the year ended 31st March 2009 had been circulated, together with a copy of the Annual Return. This advised that no matters had come to the attention of the External Auditors that required the issuing of a separate additional issues arising report. The Auditors, on the basis of their review, were of the opinion that the information contained in the annual return was in accordance with the Audit Commission's requirements and that no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

Resolved (i) That the Annual Return, including the Auditor's opinion thereon, be approved and accepted by the Council;

(ii) That the Annual Return and Notice of Conclusion of Audit be displayed on the notice boards for a period of no less than 14 days.

(B) Clocks Remedial Work – It had been agreed at the last meeting to defer this item to this meeting. The retiring Clerk, Mrs. Robinson, advised that when the annual servicing of the clock at Coxhoe Village Hall had been carried out, the engineer had advised that the exterior light above the clock dial no longer worked. She stated that Councillor Thirlaway was arranging to have this matter dealt with. The engineer had also advised that he considered that access to the clock movement at Quarrington Hill Club was unsafe, this being via a small trap door through an unboarded loft with no lighting. Members commented that the costs for servicing these clocks was disproportionate and requested that another service provider be asked to inspect the clocks to ascertain exact requirements and costings for comparison purposes. Members stated that alternative options may need to be considered for example to the workings of the clocks should the costs provided not be any more reasonable and the alternative provider could be asked to make comment thereon.

Resolved (i) That the update in connection with Coxhoe Village Hall clock be noted;

(ii) That Mrs. Robinson provide the Clerk with details of an alternative service provider in order that he may be requested to comment on alternative options and costings, with the results to be reported to a future meeting prior to further consideration being given to the health and safety implications suggested by the current service provider.

09.111.2 **Grants and Donations** – A letter had been circulated from Butterwick House Children's Hospice asking if the Parish Council could make a donation to help them to provide a service focussed on enhancing young lives and supporting children's families to care for children with life limiting illnesses. Members commented that this was a good cause; there were very few children's hospices in the area; and that there were families in Coxhoe who would benefit from the provision of such services. Any future applications from this or any other hospice would be considered on their own merits if and when such applications were received.

Resolved That a donation of £50 be made to Butterwick House Children's Hospice.

09.111.3 **Accounts for payment** – An Account Balance Reconciliation Summary to 22nd July 2009 had been circulated. This included details of financial payments required for the month. The Clerk advised that it may be considered prudent to hold reserves of approximately at least one third of the annual precept for contingency purposes. Members commented that expenditure for 2009/10 would be less than for the previous year as 2008/9 had included large amounts for traffic calming measures. The retiring Clerk advised that she would confirm the agreed budget figures with the Vice-Chair and provide the final figures for the next meeting, along with an update of income and expenditure for the financial year to date. Members agreed that in view of the time factor required for submission of the necessary double taxation information to CDALC this be sent based on the previous

budgetary information and any necessary amendments be advised to CDALC once the updated budgetary information was provided.

Resolved (i) That the information be noted and all payments presented be signed and paid;

Creditor	Reason	£
BDO Stoy Hayward LLP	External Audit of Annual Return	460.00
TP Gardens	Horticultural services	675.00
Co. Durham Assoc. Local Councils	LCR Subscription 2009 / 2010	13.50
M. Forster	Clerk Salary & postage	

(ii) That the retiring Clerk, in consultation with the Vice-Chair, finalise the budget for 2009/10 for submission to the next meeting, together with income and expenditure for the financial year to date;

(iii) That the Clerk advise CDALC of any necessary adjustments to the budget that may affect double taxation grants following provision of the updated 2009/10 budget information.

09.112 Planning Applications: Details had been circulated of planning applications that had been notified by Durham County Council since the last meeting. Members considered that whilst the site at Garden Terrace may be small for the accommodation of two houses, if this was the case this would be ascertained by the planning officer. It was therefore agreed not to object to the application. As instructed at the last meeting, the Clerk had requested that the applicant and planning officer for the Tarmac application for Cold Knuckles Quarry attend a meeting with the Parish Council. The planning officer had advised that the application had been the subject of extensive developer led publicity including a public exhibition in the lead in to formal submission but that should the Parish Council require further explanation then such a meeting could be arranged.

NOTE: At this point, Councillor S. Dunn **declared an interest** as he had commented on the proposals previously at the public exhibition. He took no further part in the discussions or decision made in connection with the application by Tarmac for Cold Knuckles Quarry.

The planning officer had also advised that the Clerk to Cassop-cum-Quarrington Parish Council had similarly requested a meeting and that Coxhoe Parish Council may wish to consider a joint meeting. Members stated that clarification was required in connection with the variations from the previous approval (on this and the joint stocks restoration application by Premier Waste) and on how any bridleways may be affected. They concurred that a joint meeting with Cassop-cum-Quarrington Parish Council would be beneficial.

Resolved (i) That the information on planning applications 392 Garden Terrace; 476 Coronation Terrace; 547 Access off A177 west of Coxhoe; and CMA/4/50 Waste Disposal Site be noted;
(ii) That the Clerk make arrangements for a meeting in Coxhoe Village Hall in early September involving Coxhoe and Cassop-cum-Quarrington Parish Councils, the appropriate planning officer and representatives of Tarmac to discuss the Tarmac application for Cold Knuckles Quarry; with Coxhoe Parish Council and the appropriate planning officer also meeting in connection with the application re Joint Stocks Waste Disposal Site for Premier Waste Management Ltd. following on from that meeting if possible.

09.113 Date of Next Meeting: Members agreed to change the date of the September meeting from 23rd to 30th to allow improved time between that meeting and the change to 9th September previously agreed for the August meeting.

Resolved (i) That the next meeting be held Wednesday 9th September 2009 at 6.45 p.m. in Landsdowne House;

(ii) That the ordinary Council meetings for the remainder of the year be agreed as 6.45 p.m. in Landsdowne House on 9th September, 30th September, 28th October, 25th November and 16th

December; with this information being emailed to all Coxhoe Parish Councillors and being posted to the notice boards.

09.114 Exempt Information – Resolution to Exclude the Press and Public:

Resolved That in view of the confidential nature of the following items, the press and public be excluded for the remainder of the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act, 1960.

J. Hepplewhite gave details of a small piece of land at Sanderson Street that was not being cut by the contractor employed by the Parish Council and then left the meeting.

09.115 Co-op Car Park

09.116 St. Mary's Churchyard:

09.117 Sanderson Street: NOTE: Councillor D. Smith had **declared an interest** in this item and withdrew from the meeting prior to consideration of the item.

The meeting closed at 9.10 p.m.

Signed as a true record of the meeting on 9th September 2009:

Cllr. P. Dodsworth (Chairman)

Mrs. M. Forster (Clerk)

Cllr. S. Dunn (Vice Chairman)