



Delivering Quality Services to
Coxhoe & Quarrington Hill

Coxhoe Parish Council

Meeting	Monthly
Date	Wednesday 9 th September 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, Lansdowne Road, Coxhoe, on Wednesday 9th September 2009.

Present: Councillor S. Dunn (in the Chair) and

Councillors: B. Hepplewhite, R. Mayo, K. Pounder, G. Shotton, D. Smith, J. Taylor and C. Thirlaway.

Clerk: Mrs. M. Forster

Also Present: County Councillor D. Morgan and J. Hepplewhite
(for part of meeting).

09.118 Apologies: Apologies for absence were received from Councillors P. Dodsworth, T. Rowe, Mrs. C. Wigham and County Councillor Mrs. M. Plews.

09.119 Members' Declarations of Interest: Councillor D. Smith declared an interest in the Planning Application at Co-operative Terrace and in Sanderson Street (and withdrew from the meeting prior to consideration of that item). Councillor S. Dunn declared an interest in the Planning Application by Tarmac for Cold Knuckles Quarry.

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

09.121 Police Report: The Police had sent their apologies in view of annual leave. Their report would be submitted to the next meeting. Councillors requested that the Clerk pass information to the Police and County Council in connection with the issues they raised at the meeting. Incidents of crates from the butcher's shop being set on fire in the churchyard had already been raised via a Councillor. **Resolved** That the Police Report for August be submitted to the next meeting and that the Clerk pass information to the Police relating to their not attending in a timely manner to a report of an incident of youths running across cars in the Front Street of Coxhoe; incidents of cars for sale being parked on highway verges (and this also be raised with the County Council Highways Department); and an incident of a car entering the nature reserve at Quarrington Hill.

09.122 Minutes of Monthly Meeting held 22nd July 2009:

Resolved That the minutes of the last meeting held on 22nd July 2009 be approved and signed as a true record.

09.123 Matters of information:

- 09.123.1 **Lighting to Rear of St. Mary's Church** - It had been agreed previously 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. At the last meeting it had been agreed that in view of the potential costings for such, the Chairman investigate the possibility of the work being carried out at a lesser cost and report the results to the Parish Council. As the Chairman was unable to attend this meeting due to work commitments, it was **Resolved** That this matter be reported to the next meeting of the Parish Council for further consideration.
- 09.123.2 **Double Taxation** - The information requested on areas where it was considered that double taxation occurred had been sent to the County Durham Association of Local

Councils. This had included the requested suggestions of salt / grit bins and the payments made towards the provision of the Durham City Mayor. Further information relating to various areas had been requested urgently to be received by 11th September.

Resolved That the further information be forwarded to CDALC and progress be reported to the Parish Council as it was advised.

09.123.3 **Quarrington Hill Cemetery** – It had previously been agreed 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 had advised that it had not yet been possible to find a date suitable for all parties.

Resolved That the Chair report any progress in this regard to the next meeting of the Parish Council.

09.123.4 **Speed Visors** – It had previously been reported that 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. 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. The Chairman, in accordance with the decision made at the last meeting, had responded to Mr. Jones advising that the Parish Council had agreed an amount previously and should not have to incur additional charges and that the location of the speed visor should be in an adoptable footpath. Members again discussed the positioning of the post and it was stated that this may have been moved from the previously agreed position as the signs needed to be at certain distances from junctions. Members stated that a date for delivery for the Quarrington Hill sign could be set as there was no need to delay that until the Coxhoe speed sign was sorted.

Resolved That the Clerk email the Acting Head of Highways and the North Area Road Safety Advisor at the County Council (with copies to the appropriate County Councillors) to state that the Parish Council is disappointed at the time taken for this matter to be expedited; that there is no reason for the Quarrington Hill sign not to be installed now and that the Council remains concerned at the location of the Coxhoe unit which they consider is in an inappropriate place; and report progress on this matter back to the next meeting.

09.123.5 **Parson's Walk** – The Clerk advised that an email had been received from David Fishburn advising that the County Council had now carried out their part of the work required at Parson's Walk and apologising that this had not been done sooner.

Resolved That the information be noted.

09.123.6 **Photocopying and Printing of Coxhoe Chronicle and Quarrington Hill Newsletter** – Work was ongoing to collate and compare estimates for the printing of newsletters from various printing firms. The Chair had advised that he would feed further information into this exercise.

Resolved That further quotes be obtained (including one from Coronation Press and the one being sought by the Chairman of the Parish Council) and all quotes be analysed 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.

09.123.7 **Clocks Remedial Work** – Information had not yet been received regarding the alternative service provider to enable a comparison to be undertaken. The Clerk would chase progress on this matter.

Resolved That further information be submitted to the Parish Council as it was received.

09.123.8 **Accounts for Payment** – The Clerk had only received the finance files the previous day and would add the necessary information to enable the budget and income and expenditure information to be provided at the earliest opportunity. The Vice-Chair added that he had not met with the previous Clerk to finalise the figures and would meet with the present Clerk to ensure that the appropriate information could be submitted.

Resolved That the Vice-Chair meet with the Clerk to finalise budget figures in order that the Clerk may report income and expenditure and budgetary information to the Parish Council.

09.123.9 **Sanderson Street** – The Vice-Chair stated that he could not recall agreement to him advising the residents that progress was being made and asked that the Clerk ensure that this was undertaken. A Member added that the reference by J. Hepplewhite to cutting of an area of land by the Council's contractor must be by the fencing behind the Church as the contractor did not cut at Sanderson Street.

Resolved That the Clerk update the residents of Sanderson Street that progress was being made and advise the contractor of the area of grass not being maintained.

09.124 Report of Site Meeting held 24th July 2009: An email from the Chairman had been circulated that gave details of the site meeting he had attended to discuss problems relating to **Parking at The Avenue**, (together with correspondence from a resident of Roslyn Mews raising concerns on this matter). The Chair had advised that the County Council had discounted markings on the footpath and road crossing and it had been agreed at the site meeting to introduce two bollards on the side of Londis shop and one on the side nearest the traffic lights to prevent parking in this location. He had agreed the location with the appropriate resident. To move this forward, it had been suggested that the Parish Council and the County Councillors for the area jointly fund the cost of the bollards. The costs were awaited. Members commented that it would have been better if the County Council had also agreed to contribute but that there was a long list of works requested of the County Council and there would be design fee contributions involved. With regard to **Parking at Belgrave Court**, this had been raised previously with the County Council who would not install a new access / egress road onto a private estate to alleviate parking issues. The Chair had advised the resident who had raised this issue.

Resolved That the Clerk chase progress on costings with the North Area Road Safety Advisor at the County Council and be authorised, in consultation with the Chairman, to instruct that the works be carried out, subject to the costings being acceptable.

09.125 Correspondence:

09.125.1 Durham County Council (DCC):

(A) EDRC AAP Board – The agenda and précis of the EDRC AAP Board held on 29th July had been circulated, together with the minutes for that meeting and agenda for the next meeting to be held on 16th September 2009. A Member stated that as County Councillor Mrs. M. Plews, and J. Hepplewhite from Coxhoe Community Partnership, were on the Board, the Parish Council should be kept well informed.

Resolved That the information be noted.

(B) EDRC AAP Local Councils Committee – The minutes of the meeting of 21st July 2009 had been circulated, together with the agenda for 15th September. The Clerk had booked the Village Hall at Coxhoe for the meeting.

Resolved That the information be noted and that the meeting on 15th September be attended by the Clerk and Councillors Mrs. Hepplewhite and Pounder.

(C) 28m of Fencing Outside Tip – Durham County Council had advised that fencing repairs outside the tip would be carried out in September and that temporary two way signals would be in place whilst the work was ongoing. Members discussed various accidents that had occurred in this area and commented that an Armco barrier at the kerb would assist.

They advised that one of the areas had been repaired and considered that it would have been expedient to do both areas together. The works were all due for completion in September and this matter should be raised if the second area was not completed then. Various other areas that had been raised with the Highways Action Line (HAL) were also discussed and it was stated that whilst it was understood that cutting of verges and hedges was not generally undertaken in the bird nesting season, action should be carried out if reports of overgrown areas were reported as serious safety hazards.

Resolved That the information be noted; that the County Council be contacted should the second part of the fencing repairs not be undertaken by the end of September 2009; and that the Clerk report the lighting not working on the access road to the tip.

(D) Schools Admission Criteria – The Schools Adjudicator had ruled that Durham Johnston School must have the same admissions criteria as those agreed for all Community Secondary Schools.

Resolved That the information be noted.

(E) Durham County Strategic Flood Risk Assessment – Correspondence had been circulated from Durham County Council asking for any additional areas anyone was aware of for a Strategic Flood Risk Assessment that they had commissioned consultants to carry out. Responses had been requested by 28th August 2009. Members commented on the amount of surface water in Coxhoe Front Street in heavy rainfall but stated that any diversion may cause houses to flood. The County Councillor advised that gulley clearing was undertaken annually, with known heavy silters more frequently. There was little that anyone could do when flash storms occurred. The County Council were investigating whether the speed cushions near Laings Shop had any impact as regular calls were received in connection with surface water there.

Resolved That the information be noted.

09.125.2 **County Durham Association of Local Councils (CDALC):**

(F) Pay Claim 2009/10 – An update had been provided in this connection.

Resolved That the information be noted.

(G) NALC Briefing – Decentralisation of Power between Central and Local Government – A copy of the briefing had been circulated.

Resolved That the information be noted.

(H) Durham Association News – The July 2009 issue had been circulated.

Resolved That the information be noted.

(I) Swine Flu Guidance Leaflet for Elected Members – It was considered that the leaflet produced by the Local Government Association and I&DeA mainly related to actions required by larger principal authorities and the information should be merely noted by the Parish Council at this stage.

Resolved That the information be noted.

(J) Nominations to Executive Committee – CDALC were requesting nominations to the positions of President, 3 Vice-Presidents, Honorary Treasurer and Honorary Auditor to the Executive Committee by 25th September.

Resolved That CDALC be advised that Coxhoe Parish Council were happy to nominate the existing postholders.

(K) CILCA Mentoring Course – The course set up by the County Durham and Cleveland County Training Partnership consisted of 7 sessions over the year commencing 1st October 2009 at a cost of £170.

Resolved That the Clerk be authorised to attend the CILCA Mentoring Course and that the expenditure of £170 be approved.

(L) County Training Partnership Update August 2009 – Details of the latest courses offered at £27 per person had been circulated.

Resolved That anyone wishing to attend a course they had not already attended contact the Clerk and that she be authorised to commit the expenditure.

(M) CDALC Annual Report – CDALC had asked if Councils could inform them by 11th September of any achievements they wanted publicising for the previous financial year in the CDALC Annual Report. In view of the timescale, it was

Resolved That the information be noted.

(N) CDALC Executive Committee – The minutes of the meeting held 3rd June and agenda for 2nd September 2009 had been circulated.

Resolved That the information be noted.

(O) HMRC Training – CDALC had sent information on free VAT Training for Parish Councils via a one day workshop delivered by HMRC in March 2010. HMRC were also holding a free half day event on PAYE on 24th September 2009.

Resolved That the Clerk be authorised to attend both HMRC Training Events.

(P) City of Culture Bid 2013 – CDALC had advised that the Executive Committee had given its support to Durham County Council's City of Culture Bid 2013 and if Parish Councils wished to lend their support they should write to Councillor Simon Henig at Durham County Council.

Resolved That the Clerk advise the Leader of the County Council of the Parish Council's support for the City of Culture Bid 2013.

09.125.3 Other Correspondence:

(Q) National Grid – A letter had been received from National Grid advising of their **application for consent** from the Secretary of State for a new 21km overhead line to replace the existing **overhead transmission line** to facilitate the transfer of power. Members commented that works carried out previously had assisted with power dips and hopefully this work would improve matters further.

Resolved That the information be noted.

(R) DRCC – Details had been circulated of a **Participatory Budgeting Event** held at County Hall on 3rd September. Councillors Pounder and Smith and the Clerk had attended. Some good examples of methods used to involve the public in decisions on spending money had been provided but the presenters had suggested that this not be undertaken for projects of less than £20k as it was labour intensive. The County Council had advised that they intended to have participatory budgeting in place by 2012 and considered that the starting point was AAP Forums. A Member added that the County Council had also advised that they would be looking at whether the budgets for AAPs were appropriate. Members commented that as the Parish area was rural, there was a need for the appropriate County Councillors to monitor this.

Resolved That the information be noted.

(S) Resident of Wylam Terrace – A resident had written complimenting the Council on the new pavements in Coxhoe but complaining about the footpaths from Bridge End to the Kicking Cuddy which were uneven, overgrown, and retained surface water. A Member had already raised this with HAL and the County Council should be reminded of this. Discussion

ensued regarding the footpath outside Coxhoe Workingmen's Club and Betting Office which was considered a safety issue as pigeon dirt was making the footpath a slip hazard.

Resolved (i) That the resident be thanked for her letter and compliments in connection with the footpaths and be advised that her concerns would be raised with Durham County and Cassop-cum-Quarrington Parish Councils as the area in question was outside Coxhoe Parish and (ii) That the Clerk report the safety hazard at the footpath outside the Workingmen's Club to the County Council's environmental health section.

(T) County Durham and Darlington Community Health Services – had asked the Council to display details of courses available for people living with long term conditions.

Resolved that the information be displayed in the Coxhoe Parish Council notice board.

(U) Walking in Durham – wanted to advertise their website via links at Coxhoe.

Resolved (i) That the Clerk be authorised to pass details of the Council's website manager and of the editor of the Coxhoe Chronicle in order that the appropriate links and articles could be produced and (ii) That the Clerk contact Coxhoe GP Surgery to try to get a link on the Council's website for the Surgery.

09.126 Coxhoe Community Partnership: The agenda for the meeting on 2nd September and the Projects Update for August 2009 had been circulated. A Member reminded Councillors of the opening events for the Living Churchyard on 12th November and for the Village Hall Memorial Garden and Entrance on 26th September 2009. Concern had been expressed about the style of the rail around the Memorial Garden and this may be replaced dependent on finance being available. It was considered that communication on the project management could have been better. Meetings were arranged to discuss the incorrect seating that had been installed and the work scheduled for October now that the cycle routes funding had been confirmed. Progress on the Master Plan would be made once details were known regarding the medical centre. The Councillor outlined her views for the best positions for various street furniture and signs and circulated a plan showing the suggested locations. She added that the plan had been for Heritage light heads on all lamp posts in the trading area but when these had been surveyed it had been found that they were not suitable for hanging baskets or Christmas lights. The County Councillor advised that Michelle White, the Project Manager for the URR Street Scene, was analysing the budget for the streetscape to see if any monies were available.

Resolved That the information be noted and that a Special Joint meeting be held involving Coxhoe Parish Council and Coxhoe Community Partnership to discuss the positioning and any necessary replacement of various street furniture in the Front Street (including notice boards and sign posts), with Durham County Council's Lighting Engineer being invited to the first part of the meeting to discuss the future plans for street lighting, so that the Partnership may apply for a grant.

09.127 Quarrington Hill Village Partnership: The minutes of 24th June and agenda for 29th July had been circulated, together with notification that due to other commitments, there would be no meeting in August. Members added that the Annual General Meeting would be held 23rd September at 7.15p.m. in the Resource Centre and that the meeting scheduled for 29th July had not been held as it was inquorate.

Resolved That the information be noted.

09.128 Crowtrees Heritage Group: The minutes of 2nd July, agenda for 30th July, notification of a Special Meeting on 20th August and agenda for 27th August 2009 had been circulated. A Member gave details of a visit by an archaeologist from Durham University who had encouraged a further grant application and of a visit to Beamish Museum Archives. The archaeologist's report would be available at the Crowtrees Heritage Day on 11th September and he would conduct guided walks of the areas on the day.

Resolved That the information be noted and Councillor Pounder circulate details of the final archaeologist's report when available.

09.129 Quarrington Hill Allotments: Details were provided of an incident of an allotment holder having fires on the site. The Neighbourhood Warden had been involved and had advised that this was an environmental offence subject to a fine of up to £5000.

Resolved That the Clerk remind all Quarrington Hill allotment holders in writing that fires are not permitted and of the potential fines, having checked the amounts with the Neighbourhood Warden.

09.130 Communications: A Member stated that there was a need not to lose sight of the need to improve, upgrade and update the website and provide links with other appropriate websites. There was also a need to review the newsletter and to establish an email database of organisations that the Parish Council could update regularly. Whilst this needed to be done, there was much action ongoing at present and a need for the Parish Council to prioritise more urgent actions.

Resolved That the Clerk ensure that these actions are progressed after a period of a couple of months, or earlier if working time permitted.

09.131 Web Statistics: had been circulated for the period 3rd August to 7th September 2009.

Resolved That the information be noted.

09.132 Finance:

09.132.1 **Budget Update:** The Vice-Chair was to meet the Clerk to work through the budgets for the year in order that an update could be provided to Council.

(A) Village Hall Internal Doors – It had been agreed at the last meeting that Councillor Mrs. Hepplewhite ascertain whether folding electronic doors would be suitable, as well as the exact financial requirements and any shortfall required and advise the Chair, Vice-Chair and Clerk so that a financial donation by the Parish Council could be considered if necessary. Correspondence from the County Council had been received via Cllr. Mrs. Hepplewhite that such doors were not suitable. To date, nothing further had been received regarding the preferred option or potential costs. Councillor Mrs. Hepplewhite added that sliding panelled doors had now been agreed, with sensors both sides and an internal control for the safety of children. There was no more funding available from Durham County Foundation so there would be no spend until at least April. There was, therefore, no cost involved for the Parish Council for this financial year.

Resolved That the information be noted.

(B) Clocks Remedial Work – It had been agreed at the last meeting that the Clerk be provided with details of an alternative service provider in order that they 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 in connection with the clock at Quarrington Hill. To date, this information had not been received and the Clerk would chase progress on this matter.

Resolved That the information be noted and further progress be awaited.

09.132.2 **Accounts for payment** – Details of financial payments required for the month had been circulated. Thinford Nurseries had asked whether the Council wanted the tubs outside the Village Hall to be replanted prior to the opening and costings on such were provided. Councillor Mrs. Hepplewhite advised that this would not be necessary as arrangements had been made for local children to be involved in planting works in preparation for the opening.

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

Creditor	Reason	£
Viking Direct	Stationery / Office Supplies	182.73
TP Gardens	Grass cutting services	420.00

Creditor	Reason	£
3 Mobile	Broadband for May to July	33.39
Butterwick House Children's Hospice	Section 137 Donation	50.00
Society of Local Council Clerks	Subscription 2009 / 2010	105.00
M. Forster	Clerk Salary & postage	

(ii) That the Clerk advise Thinford Nurseries that replanting of the tubs outside the Village Hall is not necessary at this stage.

09.133 Planning Applications: Details had been circulated of planning applications that had been determined under delegated authority from 1st April to 2nd September 2009. Notification had also been received that the application by National Grid for the temporary construction access to enable the overhead power lines work to be carried out had been approved week to 8th September. A Member stated that the information relating to application 392 for 2 dwellings at Garden Terrace had advised approval but the website was showing refusal. J. Hepplewhite entered the meeting.

Details had also been circulated of planning applications notified by Durham County Council since the last meeting. **Councillor D. Smith declared an interest** in application 623 for Two Single Storey Extension at Co-operative Terrace. Members discussed application 592 Reserved Matters for 80 Residential Dwellings at Coxhoe Industrial Estate for Hellens Development Ltd. in detail. Discussion particularly centred on planning gain. It was stated that at the meeting with Gavin Cauldwell Smith of Hellens the possibility of having railway crossing gates had been discussed and he had advised that money was available and this could be looked at. Following his discussions with the planning officer, all that had been agreed was play facilities in the development site. Whilst it was accepted that there was a need and desire to enhance the access to Basic Cottages and that should not be detracted from, it had been hoped that the gates may have also resulted from the development planning gain monies. Councillor Dunn advised that he had specifically stated at the meeting that comments made by him were at the request of other parties and were not his own comments and he was unhappy about the comments in the document on planning gain. Members considered that local people knew the local area and should have an input into how and where planning gain was used. It would have been good to gain something focal for the community in Coxhoe and particularly to enhance the area at the bottom of the village. A Member advised that it would be good to have some input into the naming of the streets on the development as the History Group had discovered some names in Coxhoe that had since been lost. It was considered that County Councillors should have some influence in street naming.

The Clerk advised that confirmation should be received the following day with regard to the attendance of various parties at a Special Meeting to be held to discuss planning applications for Tarmac for Cold Knuckles Quarry (**Councillor S. Dunn declared an interest** in this application) and the Premier Waste Joint Stocks Waste Disposal Site. The meetings would be held in the Village Hall on Tuesday 15th September commencing at 4.00 p.m. Cassop-cum-Quarrington Parish Council had advised that they would not be in attendance.

Resolved (i) That the information on delegated authority decisions be noted and the decision on application 392 Garden Terrace be checked with the County Council and reported to the next meeting;

(ii) That the information on planning applications 545 - Pelham Court; 600 - Ashbourne Drive; and 623 - Co-operative Terrace be noted;

(iii) That Councillor Smith inform the Clerk of the name of the Officer who dealt with Street Naming in order that the information from the History Group may be passed to them, via the Unitary

Councillors, to take up the request for the previous street names from Coxhoe to be utilised for planning application 592 Hellens Development;

(iv) That representations be made to the Planning Officer that the Parish Council considered that there was a gap between the assurances given by the developer's agent and the end application in terms of planning gain in respect of application 592 Hellens Development;

(v) That the Clerk confirm attendances for the Special Meeting to discuss the Tarmac application and Waste Disposal Site and arrange notification of the meeting.

09.134 Date of Next Meeting: Wednesday 30th September 2009 at 6.45 p.m. in Landsdowne House.

09.135 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.

County Councillor D. Morgan and J. Hepplewhite left the meeting.

09.136 Co-op and Village Hall Car Parks

09.137 St. Mary's Churchyard

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

The meeting closed at 9.30 p.m.

Signed as a true record of the meeting on 30th September 2009:

Cllr. P. Dodsworth (Chairman)

Mrs. M. Forster (Clerk)

Cllr. S. Dunn (Vice Chairman)