



Delivering Quality Services to
Coxhoe & Quarrington Hill

Coxhoe Parish Council

| | |
|----------------|-----------------------------------------|
| Meeting | Monthly |
| Date | Wednesday 26 th January 2011 |
| Time | 6.45 pm |
| Venue | Landsdowne House, Coxhoe |

Minutes of the proceedings of the monthly Coxhoe Parish Council meeting held at 6.45 pm in Landsdowne House, Lansdowne Road, Coxhoe, on Wednesday 26th January 2011.

Present: Councillors R. Mayo, K. Pounder, G. Shotton, D. Smith, and S. Dunn (part of meeting).

Clerk: Mrs. M. Forster

Also Present: I. Forster (Assistant Clerk).

- 11.1 Apologies:** Apologies for absence were received from Councillors P. Dodsworth, Mrs. B. Hepplewhite, A. Rowe, J. Taylor, C. Thirlaway, and Mrs. C. Wigham and County Councillor D. Morgan. Councillor Dunn had advised that due to work commitments he would be late. In the absence of the Chair and Vice-Chair, Councillor Pounder was elected to Chair the meeting.

Councillor Pounder (in the Chair)

- 11.2 Members' Declarations of Interest:** Councillor K. Pounder had declared an interest in EDRC AAP and Local Councils Committee; Councillors K. Pounder, G. Shotton and Mrs. C. Wigham had declared interests in mediation between Quarrington Hill Village Partnership Management Committee and members of the Partnership/residents; and Councillor D. Smith had declared an interest in Sanderson Street.

- 11.3 Questions from the Public:** There were three members of the public present and it was agreed that they be allowed to ask questions pertaining to a planning application matter they were interested in when that matter was considered.

- 11.4 Police Reports:** PCSOs Dunn and Airey attended for this item only. The Police reports had been circulated for 20th November to 17th December 2010 and 18th December 2010 to 20th January 2011. The Chair of the Parish Council had raised the increase in rowdy nuisance in Coxhoe and considered that there had been a lack of police presence lately. M. Ogilvie had replied that it was not excessive given that the vast majority were snow related and some areas had encountered as many incidents in one day. The team were spending significant patrol time in the village, feedback at the PACT meeting was positive, and the Police remained committed. The correspondence had been forwarded to the Sergeant.

Resolved That the Police Reports be noted and displayed on the village notice boards.

- 11.5 Minutes of Monthly Meeting** held 24th November 2010 had been circulated.

Resolved That the minutes of the last monthly meeting held on 24th November 2010 be approved and signed as a true record.

- 11.6 Matters of information: (1)** There had still not been a response from the Clean and Green Manager on the query with regard to whether the County Council's routine litter pick schedule still included picking **litter in St. Mary's Churchyard**. **(2)** A further meeting had been held 20th January in connection with the potential procurement of improved **CCTV in Coxhoe** and having the park monitored centrally at Durham. Costings had now been provided and it had been reported that it was feasible to have a link that would work at the Front Street. County Councillors were putting together a bid for AAP funding to cover the purchase of two cameras and hopefully towards monitoring costs for the first couple of years. Ownership and liability options were being looked at and a further meeting had been arranged for 10th March. **(3)** Councillors Dunn and Pounder were to discuss the differing information on the land ownership of the **rough land adjacent to the allotments at Quarrington**

Hill with a view to the Parish Council procuring this to provide additional allotment sites. **(4)** Councillor Dunn was to draft a letter on the **Asset Transfers**. County Councillor Morgan had provided a contact at the County Council who could act as a link officer. **(5)** The replacement **seat at The Grove** was yet to be ordered. **(6)** The **Environment Committee** with Groundwork in attendance scheduled for 29th November had been cancelled due to inclement weather and rearranged for Thursday 3rd February. **(7)** Negotiations were ongoing for **East Durham Leader** to submit a presentation to the February or March Parish Council. **(8)** The Parish Council's presentation at the **Meet the Funders / Parish Plan event** on 26th November had been very well received and lots of people had been interested in what Coxhoe were doing and had achieved. **(9)** Very good comments had been received about the **Christmas lights** in Coxhoe and these would be even better in 2011 when the power to all the new street lamps was provided. The tree with Christmas lights installed at Quarrington Hill Community Centre had also produced very good feedback. **(10) Feedback on Parson's Walk** had been provided to the DCC P3 Officer who had used this in their newsletter. Residents at Ashbourne Drive had received letters from the County Council Neighbourhood Warden about illegal tree felling. **(11)** Feedback as requested had been sent to Durham County Council on **Coxhoe Environmental Improvement Scheme**. **(12)** A response on the **Planning Application** for the Erection of six dwellings at the Former Omnibus Depot at Quarrington Hill had been sent to Durham County Council who had resolved to grant conditional approval of the application. **(13)** The **Precept Request** had been submitted to the County Council.
Resolved That the information be noted, the outstanding resolutions be actioned and progress be requested on those issues raised with other parties.

11.7 Speed Visors: Since the last meeting, the Chair had raised concerns with the County Council. A suggested rota had been received based on movements 4 times per year and the amount set aside in the budget allowed for this. The rota only allowed for the visor at Steetley Terrace, Quarrington Hill, to be facing northbound traffic so a site visit had been requested to clarify whether it was physically, technically and safely possible to have this in both directions.

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

11.8 Coxhoe Community Partnership: Responses on the possibility of hearing aid induction loop, assistance with broadband, and the possibility and costs of the Council insuring the History Group's equipment were awaited. The alarm providers of Landsdowne House had not yet been contacted nor assurance sought that the Parish Council could continue to use the offices to progress the installation of broadband. The agenda and notification of cancellation of the Partnership meeting on 1st December, minutes of 3rd November and project update of 21st November had been circulated. The Partnership had advised that notification had been received that Coxhoe Front Street preparation works would be carried out soon; with surfacing works and cycle lane marking works over the next couple of weeks, weather permitting.

Resolved (i) That the information be noted; (ii) That further information from the County Council in connection with the possibility of the provision of broadband and a hearing aid induction loop at Landsdowne House be awaited; (iii) That the response of Zurich be awaited in connection with the possibility and cost of the History Group's equipment being added to the Council's insurance policy; (iv) That the alarm providers at Landsdowne House be contacted to ascertain whether the alarm line could be used and if it couldn't that the Clerk look at having a phone line and broadband installed if assurance was provided from the County Council that the Parish Council could continue to use the offices at Landsdowne House.

11.9 Quarrington Hill Village Partnership: No agendas or minutes had been received.

Resolved That the information be noted.

11.10 Crowtrees Heritage Group: Agenda for 27th January and minutes of 21st October had been circulated. Councillor Pounder was to make the Group aware of Hellens' plans for further development.

Resolved That the information be noted.

11.11 Coxhoe Quarry Liaison Committee Meeting: Agenda for 8th December (rescheduled to 19th January) and minutes of 14th May had been circulated.

Resolved That the information be noted.

11.12 Planning Applications: Details had been circulated of planning applications that had been determined under delegated authority and those consulted on by Durham County Council from 23rd November to 24th January. A letter had been circulated from Davis Planning Partnership that asked if the Parish Council wished to put forward any projects that may benefit from a regeneration contribution that may result should the County Council grant planning permission for 9 dwellings at Lowfield Bungalow, Foundry Row. The writer was of the opinion that making up a road to adoptable standard was sufficient regeneration benefit but the County Council considered that there needed to be greater benefit to the wider community. The Regeneration Department had contacted Coxhoe Community Partnership who had suggested the village green plans could benefit and had sent a copy of the proposed scheme to them. Julie Anson in Regeneration had been advised that whilst the Parish Council had objected to the planning application, the Council would wish to consider a regeneration benefit for the community if the County Council was to approve the application. Three residents were present and outlined the difficulties they had experienced with the current position whereby the dirt track often flooded and vehicles got stuck. The road that was planned was at considerable expense but would benefit all the residents in the area. Councillor Dunn entered the meeting and was updated. Members discussed the matter in detail. They accepted that the proposed road would have some clear local benefit, and had great sympathy for the applicants' position. They felt, however, that the road was an essential part of the development and without it the development would not be permitted. In such circumstances, they took the view that if the development was to go ahead, contrary to local wishes, the provision of the road was not sufficient to meet the 'clear and quantifiable regeneration benefits' suggested by Policy H3 of the City of Durham Local Plan or indeed otherwise justify the development. Members therefore took the view that if planning permission was to be granted, contrary to the views of the Parish Council, a contribution to benefit the whole community would be appropriate. It appeared to the Parish Council that it would be sensible that any community contribution required for any grant of planning permission be used to enhance the very piece of open space the Parish Council considered may be under threat as a result of the development. It appeared that the applicant was happy with the principle of making a small contribution to a landscape improvement scheme but it was pointed out that any contribution was for the County Council to decide should it be minded to grant planning permission. The residents left the meeting. A Member stated that they had attended a Tarmac Liaison Group meeting where Old Quarrington residents had expressed concern at the interim arrangements for horses getting around the site. A further meeting involving all appropriate parties was to be arranged prior to a planning decision.

Resolved (i) That the information on delegated authority decisions be noted; (ii) That the Parish Council offer no comment on Ref. 862 – Erection of Single Storey Pitched Roof Extension to Rear Elevation at Petterson Dale; Ref. 867 – Amend Site Layout and Retain Part of Former Cinema Building to facilitate extension and 868 – Partial Retention of Auditorium and Erection of Single Storey Extension to Rear of Existing Building with Conversion of First Floor to form Single Dwelling and Change of Use of Ground Floor to Mixed Use Class A1/A2 at Former Cinema, The Avenue, Coxhoe; and Additional Information re Old Quarrington and Cold Knuckle Quarry applications; (iii) That the Clerk advise Davis Planning Partnership and the relevant County Council officers of the Parish Council's position as outlined at the meeting in connection with 9 dwellings at Lowfield Bungalow, Foundry Row.

As Councillor Dunn, the Vice-Chair of the Council, had entered the meeting he took the Chair for the remaining items.

Councillor Dunn (in the Chair)

11.13 Correspondence for consideration / decision:

11.13.1 Durham County Council:

a) Overview and Scrutiny work on Anti-Social Behaviour in Parks: The Clerk advised that a field study visit had been held by the County Council's Safer and Stronger Communities Overview and Scrutiny Committee's work into Anti-Social Behaviour in Parks and Open Spaces. This had been a fact gathering meeting on 19th January and had been attended by Councillor Mrs. Hepplewhite as a Parish Council representative and John Hepplewhite as the Chair of Coxhoe Community Partnership in view of their knowledge of work undertaken in the area to date. Further progress would be reported as advised.

Resolved That the information be noted.

b) County Councillors – Request for Salt Bin for The Archway footpath link: The Chair of Coxhoe Community Partnership had been approached by a resident who wanted a salt box

to be provided to help pedestrians using a footpath link known as The Archway between Green Crescent and The Grove to the bottom of The Avenue. He had passed the request to County Councillors and the correspondence had been circulated, together with details of the policy decision made by the Parish Council in February 2010 and the reasoning behind this. The Chair had agreed that the matter could be discussed again in view of the Vice-Chair's request that the Parish Council consider the matter of salt boxes again.

Resolved That in view of the number of apologies for absence at this meeting due to work commitments and as the County Councillors were not present for the discussion, this matter be deferred until the next meeting of the Parish Council.

c) Durham County Council was consulting on (1) County Durham Settlement Study; (2) Durham City Green Belt Assessment Phase 2; (3) Need for a North West Durham Green Belt; (4) Towards a Minerals Delivery Strategy for County Durham; (5) Towards a Waste Delivery Strategy for County Durham; (6) Energy Minerals; (7) Safeguarding Mineral Resources for the Future; (8) Proposed new Minerals and Waste Sites. A document prepared by the Assistant Parish Clerk that identified the main issues as they related to the Parish and suggested responses in line with previous decisions made had been circulated. Members discussed this in detail, commending the outstanding work of the Assistant Clerk. He highlighted that Coxhoe had scored higher in the County Durham Settlement Study as the shopping centre had not been taken account of by the County Council previously. This had moved it to a secondary settlement out of 6 rather than the previous 5 categories. Quarrington Hill was unchanged as the issues remained as those discussed previously. It was suggested that the Parish Council not object to the methodology or scoring but maintain their views that new housing should not be introduced in Coxhoe until the social infrastructure was improved. He had asked Carole Dillon, a Planning Officer, to attend the next meeting of the Parish Council to talk through consultation issues and the planners' engagement in Parish Plan 2.

Resolved That the suggested response document be submitted to Durham County Council.

11.13.2 **County Durham Association of Local Councils:**

d) Durham County Council Draft Sex Establishment / Entertainment Venue Licensing Policy Consultation had been circulated.

Resolved That no response be required.

e) Nominations were sought for attendance at The Royal Garden Party.

Resolved That Councillor Dodsworth, accompanied by his wife, be nominated.

f) Details had been circulated of a Workshop to be held 22nd March at Middlesbrough. The County Durham Training Partnership was providing the first two places booked by Parish Councils free. In view of the content of the workshop it was

Resolved That the Clerk and Assistant Parish Clerk attend the Workshop.

11.13.3 **Other Correspondence:**

g) Information had been circulated from the Royal British Legion asking if individuals or groups wished to hold a party on the weekend 10th to 12th June to celebrate their 90th Anniversary Great Poppy Party Weekend. Members concurred that there was not the capacity at present unless community groups wished to organise an event. The information had been sent to the Village Partnerships and Quarrington Hill Community Centre.

Resolved That the information also be forwarded to Coxhoe Village Hall Association.

h) Fire and Rescue Service Integrated Risk Management Plan Consultation had been circulated.

Resolved That no response be required.

11.14 Correspondence for Information: Items circulated for information during the month included School Admission Arrangements September 2012 Consultation; EDRC Area Action Partnership Board agenda for 5th January and minutes of 15th September; EDRC AAP E-Bulletin December 2010; EDRC AAP Forum Summary from November; EDRC AAP Update; EDRC AAP Key Messages 5th January 2011; EDRC AAP Priorities 2011/12 (Members advised that it was pleasing to note that these included jobs and employment prospects which was an aspiration of the Parish Plan. It was also noted that applications for the Small Grants Pot available to community groups had been extended to 21st March); EDRC re County Durham Partnership Website; Neighbourhood Warden Monthly Reports November and December 2010; Parish and Town Council Sub-Committee of Standards Committee – offer of training and assistance; Temporary Road Closure Notice C67 East Hetton Bridge, Kelloe; Precept Form and information re Tax Base; Commission for Rural Communities Report on Section 106 Agreements; Presentations on Section 106 / Community Infrastructure Levy (CIL); NALC Publications on Localism; NALC E-Bulletin 19th November; Provision of Pension for Parish Council Employees; 2011/12 Section 137 Expenditure Limit (at £6.44 per elector); CDALC Newsletter 32 December 2010; Update on Double Taxation, Safety Advisory Group, Section 106 and CIL; Durham County Council Knock Next Door Campaign; Electorate Comparison 2009 to 2010; Anonymous Letter re Allotments (Members advised that the letter related to Coxhoe Allotments, not Quarrington Hill, and should be referred to the appropriate Allotment Association) ; EDRC AAP Local Councils Committee – agenda 18th January and minutes 16th November; Correspondence from resident of Quarrington Hill re Churchyard rules (and response).

Resolved (i) That the information be noted; (ii) That the letter re Allotments be referred to the Secretary of Coxhoe Allotments Association.

11.15 Finance:

11.15.1 **Budget Update:** A financial account summary had been circulated that showed the balance at the end of the last meeting and income and expenditure during the month and the balance at the end of the month. A budget summary had also been circulated. This showed spend against budgets to date. There were no significant changes to variances which had been explained previously.

Resolved That the information be noted.

11.15.2 **Accounts for payment: (a) December payments:** The Clerk had been delegated authority at the last Council meeting to deal with any accounts for payment required for December 2010 in consultation with the Chair and Vice-Chair of the Council and with the appropriate two signatures from Parish Councillors. The payments to be made had been circulated to all Councillors prior to payment.

Resolved That the payments made in December 2010 be ratified:

| Creditor | Reason | £ |
|------------------------------|----------------------------------------------------------------------------------------------------------|----------|
| Total Business Group | Landsdowne House Copier copies Nov-Dec (£111.09) and Village Hall Copier contract 28/11 to 27/2 (£45.83) | 156.92 |
| Blachere Illumination UK Ltd | Supply and installation of 13 sets spiral Christmas lights at Front Street Coxhoe | 3,161.93 |
| 3 Mobile | Broadband & Mobile November | 23.28 |
| B&Q (S. Dunn) | Reimbursement lights and connection kit for Christmas tree at Quarrington Hill Community Centre | 102.45 |
| M. Forster | Clerk Salary December | |
| Post Office Ltd. | HMRC PAYE Income Tax/N.I. Contributions Oct-Dec | |

(b) January payments: Details of financial payments required for the month had been circulated, together with the month end bank balances figure after the expenditure. The Clerk reminded Members that the salary payment included reimbursement of the additional hours worked that had been agreed at the Council meeting in November 2010 to be paid.

Resolved That, subject to payment for the computer being deferred until the goods were received, all payments presented be signed and paid:

| Creditor | Reason | £ |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Total Business Group | Landsdowne House Copier copies Dec-Jan | 162.67 |
| Total Business Group | Paper, Ink Cartridges and Stationery | 136.62 |
| Viking Direct | Paper and Lever Arch Files | 173.32 |
| P. Robinson (Hi-Performance Feeds) | Christmas Tree for Quarrington Hill | 293.75 |
| 3 Mobile | Broadband & Mobile December | 19.25 |
| S. Dunn | Reimbursement for second hand computer purchased on behalf of Parish Council from third party organisation for use by Assistant Parish Clerk | 80.00 |
| M. Forster | Clerk Salary January; reimbursement additional hours worked and postage | |

11.15.3 **Applications for Grants and Donations** had been circulated. One Member who was unable to attend the meeting had advised that under the current financial situation and as the Parish Council had so much planned they did not agree with any donations that did not impact directly on the community. Letters for each of the following applications had been circulated.

(a) Coxhoe Village Hall Association: were asking for a grant to assist with their running costs. An amount had been set aside specifically in the budget for the year.

Resolved That a grant of £1000 be made to the Coxhoe Village Hall Association under Section 137 expenditure.

(b) Action for Children: were asking for financial or other assistance as a leading provider of children's services in rural areas, protecting vulnerable and neglected children. As the service did not particularly cover the Parish area and funds were limited, it was

Resolved That no donation be made.

(c) East Durham Play and Community Network: was requesting financial assistance for running costs to their service supporting parents and children. As the service did not particularly cover the Parish area and funds were limited, it was

Resolved That no donation be made.

(d) Great North Air Ambulance: was requesting assistance to continue provision of a service to people in the North East and Cumbria. **Councillor D. Smith declared an interest** in this item as a former employee and did not take part in the discussion or decision thereon. Members considered that this was a valuable service which could be needed by any resident of the Parish.

Resolved That a donation of £50 be made to Great North Air Ambulance under Section 137 expenditure.

(e) Butterwick House Children's Hospice: was requesting assistance to continue provision of respite and end of life care. Members considered that this was a valuable service which could be needed by any resident of the Parish.

Resolved That a donation of £50 be made to Butterwick House Children's Hospice under Section 137 expenditure.

11.15.4 **Letter of Thanks:** from Landsdowne Pensioners for the contribution from the Parish Council had been circulated.

Resolved That the information be noted.

11.16 Parish Plan: The Assistant Parish Clerk, as Chair of the PP2SG, asked that the Council agree the final PP1 progress report that had been circulated following comments being incorporated from both Village Partnerships and from Parish Councillors. A lot of progress had been made. The document would be added to the website to show how much had been achieved and would be used as a basis for consultation events. A PP2 launch document had been circulated to all residents and the first Steering Group meeting had been held. Fliers had been produced for delivery to all residents advising of the Launch Events to be held in each village and venues had been booked. The front page of the Quarrington Hill newsletter would provide details of the event. A draft structure had been produced and developed further following discussions with Durham Rural Community Council. There would be an exhibition prior to issues and solutions being discussed and priorities being established via a voting system. The exhibition displays were 60% complete and had been circulated for comment. A powerpoint of the display photos would be on a loop system. Feedback would be provided of notes taken on the day. The meeting with DRCC had included discussions on a Service Level Agreement. It was considered that this should include payment for data input on survey monkey in view of the Parish Council's limited human resources and for independency. The Chair and Secretary of the Steering Group had further developed the Project Plan and the Secretary would place this on a Project Management System and ensure the Plan was kept on track.

The PP2SG Chair had emailed the local schools to advise that the Group wished to work with them in planning for real and DRCC would facilitate this, with links with the curriculum so that the schools would benefit. He had made arrangements for a County Council Planning Officer to attend the next Parish Council meeting and had met with two Officers from Regeneration to discuss outstanding issues and issues that may come out of the consultation process. They were happy to be engaged as required. Volunteers were required to arrange for distribution of various documents relating to PP2. Councillors Pounder (with the Chair of the Quarrington Hill Community Centre Association) and Smith volunteered to co-ordinate this for Quarrington Hill and Coxhoe respectively. A volunteer was required to lead and co-ordinate business input. In view of some Councillors not being present, the Chair of the Group advised that he would commence the process and this could be discussed further at the next meeting. Councillor Mrs. Hepplewhite and Mrs. Lavelle of Coxhoe Community Partnership would lead on involving youths and the PP2SG Chair and DRCC would press on with involving the schools. As many Councillors as possible should attend the two launch events and facilitate table discussions, talk through issues and man the display stands. Councillor Pounder volunteered to lead on drafting the questionnaires resulting from discussion at the Quarrington Hill event. Councillor Dunn said that he would help with that and the Coxhoe questionnaire. Councillor Pounder would make the appropriate arrangements for refreshments at the Quarrington Hill event and arrangements for such at the Coxhoe event could be discussed further at the next meeting. It was stated that everyone needed to be involved as much as possible to spread the workload and that the issues, solutions, views and ideas needed to be from the community.

Resolved That the information be noted; that the Council sign off the final Parish Plan 1 progress report; and that the individuals named undertake the actions discussed at the meeting.

11.17 Date of Next Meeting: Wednesday 23rd February 2011 at 6.45 p.m. in Landsdowne House. Members agreed that meetings up to the Annual Meeting be held Wednesday 23rd March 2011 at 6.45 p.m.; Wednesday 27th April 2011 at 6.45 p.m.; Wednesday 25th May 2011 – Annual Parish Meeting to commence at 6.30 p.m. followed by Annual Council meeting.

11.18 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.

11.19 Mediation between Quarrington Hill Village Partnership Management Committee and members of Partnership / residents: Councillors Pounder, Shotton and Mrs. Wigham had

declared interests in this item. Councillor Pounder considered that his interest was significant and withdrew from the meeting.

11.20 Co-op and Village Hall Car Parks: Councillor Pounder re-entered the meeting.

11.21 Sanderson Street: Councillor D. Smith declared an interest in this item and left the meeting.

The meeting closed at 8.35 p.m.

Signed on 23rd February 2011 as a true record of the meeting:

Cllr. P. Dodsworth (Chairman)

Cllr. S. Dunn (Vice Chairman)