



Delivering Quality Services to
Coxhoe & Quarrington Hill

Coxhoe Parish Council

Meeting Monthly
Date Wednesday 7th September 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 7th September 2011.

Present: Councillor P. Dodsworth (in the Chair) and Councillors Mrs. B. Hepplewhite, K Pounder, S Dunn, D Smith, R Mayo, T Rowe and J Taylor. **Clerk:** Mr D Vasey. **Also Present:** County Councillor Mrs. M. Plews and for part of the meeting PC M Ogilvie, Mr J Taylor and Mr M Lowe DCC, Mr G Cordwell-Smith Helens Developments and Mr A Dowty Neighbourhood Warden. **Apologies:** Councillor C Thirlaway.

11.164 Members declarations of interest: Conflicts of interest had been declared by Councillor Pounder in EDRC AAP and CDALC items, Councillor Smith in Sanderson Street, Councillors Mrs Hepplewhite, Dunn and Pounder declared interests in items relating to the Leisure Centre Review.

11.165 Questions from the public: There were no questions from members of the public present.

11.166 Police report: The police report was circulated for 22nd July 2011 to 7th September 2011. PC M Ogilvie was present and gave details of the report. In addition an outline of recent incidents at Blackgate East and the associated Police action was detailed. Dates of the next PACT meetings were detailed in the report and the notification of PACT dates was briefly discussed. Mr A Dowty Neighbourhood Warden introduced himself and was welcomed to the meeting by the Chairman. Mr A Dowty gave details of the issue locally of dog fouling notices and removal of graffiti.
Resolved: That the police report be noted and displayed on the village notice boards.

(PC M Ogilvie and Mr A Dowty Neighbourhood Warden left the meeting)

11.167 Helens group application: Mr Cordwell-Smith from Helens Development updated Parish Councillors on the revisions to the scheme reflecting previous Parish Council comments, these included inclusion of two bungalows, £20,000 contribution to the Heritage Green scheme, confirming the timescale for upgrading the access road to Basic Cottages and inclusion of mock railway gates. These revisions were welcomed by Parish Councillors, however concerns at the inclusion of only two bungalows and the none inclusion of affordable housing were expressed, in the light of the emerging results from Parish Plan 2. Mr Cordwell-Smith advised that the abnormal costs associated with the brown field site did not allow for the inclusion of affordable housing. Mr Taylor Principle Planner with Durham County Council supported this view, advising that cost checks by DCC property services substantiated the figures submitted and that affordable housing makes the scheme unviable. Parish Councillors expressed concern at the potential future county wide impact of the none-inclusion of affordable housing in future schemes of this nature, following the precedent set on this scheme. Issues around the sales levels within the existing phase, the road access and the expansion gap in the original proposals were briefly discussed. Mr Lowe Planning Policy Officer with Durham County Council touched on neighbourhood planning issues and developments and Parish Councillors expressed an interest in inviting Mr Lowe back to a future meeting to discuss this area more fully.
Resolved: Parish Councillors resolved to withdraw their objection and acknowledge the concessions made by Helens Developments. The Council express their wider concern around the none-inclusion of affordable housing in the scheme. Additionally that Mr Lowe Planning Policy Officer with Durham County is invited at an appropriate time to a future Parish Council meeting to discuss neighbourhood planning issues and developments.

(Mr J Taylor DCC, Mr M Lowe DCC and Mr G Cordwell-Smith Helens Developments left the meeting)

11.168 Minutes of last monthly meeting: Held on 27th July 2011.

Resolved: That the minutes of the last monthly meeting held on 27th July 2011 be approved and signed as a true record.

11.169 Parish Clerks report and correspondence for information: The Parish Clerk presented the Parish Clerks Report, which is a report circulated prior to the meeting covering ongoing items and items of information and correspondence. Updated positions were highlighted on the issue of outstanding bills for Quarrington Hill allotments in September 2011 and the attendance at the October 2011 Parish Council meeting of the Davis Planning Partnership, to present information on the Parkhill Village Extension. With regard to the East Durham Leader further information not provided in the report on potential funding available and the access criteria were detailed. Councillors discussed the criteria and agreed to support FLiC in an application to secure development funding for the Leisure Centre. Once the action plan to deliver PP2 is in place there may be further schemes to consider in relation to this area of funding. The Coxhoe front Street scheme and the Heritage Green scheme being developed by Groundwork North East were discussed and it was agreed that the Parish Clerk would facilitate a consultation meeting involving the Coxhoe Community Partnership and then a meeting of the Environment Committee to advance these schemes. Correspondence for information was noted including the tree planting to celebrate the Queens Jubilee.

Resolved: That the information in the report be noted and the outstanding ongoing items be progressed. Parish Councillors further resolved to support FLiC in an application to secure development funding for the Leisure Centre, from the East Durham Leader funding scheme and that the Parish Clerk facilitate a consultation meeting involving the Coxhoe Community Partnership and then a meeting of the Environment Committee to advance the Coxhoe front Street scheme and the Heritage Green scheme being developed by Groundwork North East.

11.170 Sports leisure facility review:

11.170.1 Sherburn Village Parish Council enquiry: The Parish Clerk advised Parish Councillors of an enquiry from Sherburn Parish Council in relation to Coxhoe Leisure Centre and support from Coxhoe Parish Council.

11.170.2 Information circulated by FLiC: Publicity and community feedback information circulated by FLiC was noted.

11.170.3 Update from members of FLiC present: Councillor S Dunn advised that ongoing discussions with Durham County Council, including discussions on TUPE implications. The need identified by FLiC for support in developing cash flow, budgets, a financial framework and associated systems and processes were discussed and it was agreed that the Parish Clerk could provide the necessary support as an interim solution pending FLiC's own staff being in place.

11.170.4 Appointment of FLiC directors and representation by Coxhoe Parish

Council: The request by FLiC for a Parish Councillor to represent the Parish Council on the board of the charitable trust being established to run Coxhoe Leisure Centre was discussed, with Councillors agreeing to Councillor S Dunn becoming the Parish Council representative. The role will also have associated director obligations as the charitable trust will be a company limited by guarantee.

Resolved: Parish Councillors resolved that the Parish Clerk provide the necessary financial support as an interim solution to FLiC and that Councillor S Dunn become the Parish Council representative on the board of the charitable trust being established to run Coxhoe Leisure Centre.

11.171 Parish Councillor vacancy: At the last Parish Council meeting on the 27th July 2011 Councillors were advised that following the notice being placed no requests to fill the vacancy had been received and it was resolved that the Parish Clerk clarify the co-option rules and agree a process with the Chair. In conjunction with the Chair no existing co-option rules had been identified and therefore the following process was agreed with the Chair. That each Parish Councillor be able to nominate one candidate, the nominations will then be considered taking into account the three criteria detailed in the nomination process, with each Parish Councillor having one vote. The voting will be in two rounds, round one being nominations for candidates resident in Quarrington Hill, if no one is deemed suitable then round two will consider all other nominations from residents of the wider Parish. The nomination process is that each Parish Councillor can nominate one resident and must submit to the Parish Clerk a written statement from the nominee detailing in a maximum of 200 words why they would like to become a Parish Councillor, past involvement in the Community and professional skills they would bring to the Parish Council. The statements can only be e mailed or posted to the Parish Clerk and must be received by 4pm on 23rd September 2010.



Resolved: Parish Councillors resolved that the process set out be endorsed and that consideration of the nominations will take place at the Monthly Parish Council Meeting on the 5th October 2011.

11.172 Coxhoe Community Partnership and Quarrington Hill Village Partnership: Coxhoe Community Partnerships last meeting was on the 1st September 2011, no items to report by group members present and Parish Councillors were advised that the Quarrington Hill Village Partnerships AGM was on the 13th September 2011.

Resolved: The position be noted.

11.173 Planning applications: Details had been circulated of planning applications that had been received for comment / consideration and determined under delegated authority from 15th July 2011 to 2nd September 2011. Parish Councillors considered application 4/11/00668/FPA being the proposed erection of a 2 meter high brick wall on the side elevation at 1 Mulberry Coxhoe and it was agreed to object on the grounds of visual impact given the prominent position and impact on the surrounding area

Resolved: Parish Councillors resolved to submit an objection to application 4/11/00668/FPA being the proposed erection of a 2 meter high brick wall on the side elevation at 1 Mulberry Coxhoe, on the grounds of visual impact given the prominent position and impact on surrounding area.

11.174 Finance:

11.174.1 Budget Update: The Parish Clerk advised that the Finance Committee would meet in October 2011 to commence the 2012/13 budget setting process and to review the monthly financial information provided to the Parish Council.

Resolved That the approach be noted and agreed.

11.174.2 Accounts for payment: Details of financial payments required for the month had been circulated, together with the month end bank balances figure after the income and expenditure during the month. The August 2011 payment to D Vasey was authorised under delegation powers.

Resolved That all payments presented be signed and paid:

Creditor	Reason	£
Post Office Limited	HMRC PAYE NI & tax July – Sep. 2011	1,016.58
Total Business Group	Landsdowne House Copier copies July – August 2011 & 2011/12 annual chgs	321.58
Total Business Group	Paper	89.64
BDO	Audit of Annual Return 31/03/11	342.00
CIT	Copier rental Oct – Dec 2011	133.20
T P Gardens	Grass cutting, mtce and watering July 2011	760.00
D Vasey	Clerk Salary September and reimbursement	
3 Mobile	Broadband June / July 2011	23.98
D Vasey	Clerk Salary August and reimbursement (authorised under delegation)	

11.174.3 Letters of thanks received: Parish Councillors were advised and welcomed the letters of thanks from St Cuthbert's Hospice and County Durham Society for the Blind and Partially Sighted, following donations from the Parish Council.

Resolved: That the information be noted.

11.174.4 Course approval: Approval was given for the Parish Clerk to complete the "Working With Your Council" course, either by attending a course or by a correspondence course, at an estimated cost of £200 plus any expenses.

Resolved: Approval was given for the Parish Clerk to complete the "Working With Your Council" course at an estimated cost of £200 plus any expenses.

11.174.5 Annual return for the year ending 31 March 2011: Parish Councillors received the annual return which was approved and accepted.

Resolved: That the Parish Council approve and accept the annual return for the year ending 31st March 2011.

11.174.6 Issues arising report for audit of the year ending 31st March 2011: Parish Councillors were advised of the two issues arising from the audit. Firstly the need restate the value of the fixed assets, this had been previously reported to the Parish Council and reflected in the annual return approved and accepted (minute 11.174.5). The second issue was incorrect use of S137 expenditure powers, it was agreed that when future expenditure decisions are made that the Parish Clerk consider each time the correct statutory power to use and the Finance Committee re consider expenditure decisions since to 1st April 2011 to date and ensure correct statutory power has been used, then to report back to the Parish Council.

Resolved: That when future expenditure decisions are made that the Parish Clerk consider each time the correct statutory power to use and that the Finance Committee re consider expenditure decisions since to 1st April 2011 to date and ensure correct statutory power has been used, then to report back to the Parish Council.

11.175 Parish plan: Parish Councillors were advised that the results have now been received and it was proposed to organise an initial community meeting to discuss the results, provisionally on the 21st September 2011. To work out the priorities and develop a delivery action plan.

Resolved: That the approach be noted and agreed.

11.176 Aspirational observational documentary looking at Council's across the Country: Parish Councillors were advised of a company who were looking at an observational documentary looking at councils across the country, to show that there is still a sense of community spirit.

Resolved: Councillor P Dodsworth to have a telephone discussion with the company if there is interest in Coxhoe Parish Council and how it operates.

11.177 Date and time of next meeting: The next monthly meeting will be held on the 5th October 2011.

11.178 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 is excluded for the remainder of the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act, 1960.

(Councillor D Smith, County Councillor Mrs. M. Plews and members of the public left the meeting)

11.179 Exempt information – Sanderson Street: Parish Councillors noted Councillor D Smiths interest in this item.

The meeting closed at 9.00 p.m.

Signed on 5th October 2011 as a true record of the meeting:

Clr. P. Dodsworth (Chairman)


Clr. S. Dunn (Vice-Chairman)