



Delivering Quality Services to
Coxhoe & Quarrington Hill

Coxhoe Parish Council

Meeting	Monthly
Date	Wednesday 3 rd September 2014
Time	7.00 pm
Venue	Coxhoe Village Hall

Minutes of the proceedings of the monthly Coxhoe Parish Council meeting held at 7.00pm in Coxhoe Village Hall, on Wednesday 3rd September 2014.

Present: Councillor P Dodsworth (Chairman), S Dunn, B Hepplewhite, W Lavelle, C Thirlaway and K Simpson.

Other: The Parish Clerk Mr G Price, Durham County Councillor M Plews and 6 Parishioners.

52.Apologies: Cllr's K Pounder, T Rowe and A Plews.

53.Members Declarations of Interests:

Chairman declared an interest in all matters relating to Coxhoe Village Hall (CVH).

Cllr. S Dunn declared an interest in all matters relating to Future Leisure in Coxhoe (FLIC) and Coxhoe Primary School.

Cllr. W Lavelle declared an interest in all matters relating to FLIC and Coxhoe Village Partnership (CVP).

Cllr. B Hepplewhite declared an interest in all matters relating to Coxhoe Village Hall and the History Group.

Cllr. K Simpson declared an interest in all matters relating to Coxhoe Primary School.

54.Police and Neighbourhood Wardens Report.

A written report was provided from the police for the period 2nd August to 30th August which was circulated to members for information. It was **resolved** that the report be received.

55.Representations from Residents of the Parish.

Residents expressed concerns at the Limes Phase 3 planning proposal which had recently been submitted. Further concern was raised with regards to the planning proposals for the Church Commissioners land at Station Road, the planning proposal for Bogma Hall Farm and the planning proposal for Parkhill. Collectively, these proposals contain some 512 dwellings and if all were to proceed this would have a significant impact upon the infrastructure of Coxhoe. The Chairman advised that the Coxhoe Community Partnership had already considered these proposals and a response outlining such concerns was submitted to the Planning Department. These proposals were agenda for this meeting and would be discussed further.

56.Minutes of the meeting held on the 4th June 2014.

Cllr Dunn requested the minute be amended to make several corrections regarding member's declarations of interest and the recording of finance transactions.

It was **resolved** that the minutes provided a true record and accurate record of the meeting and were signed by the Chairman.

57.Community Reports.

I. Quarrington Hill Village Partnership (no report provided).

II. Quarrington Hill Community Centre (no report provided).

III. **Coxhoe Community Partnership.**

Representatives advised that at the recent meeting the partnership had discussed the planning proposals concerning housing developments.

A security issue had arisen at the Cash Point at the Co-op Store. Concern is expressed at the level of tree and shrub growth that provides coverage. Cllr Dunn advised that he was liaising with the Co-op regarding the project to link the two car parks together and if this can be progressed tree and shrub growth will need to be removed. This will open up the area therefore providing an improvement to the security aspect of the Cash Point.

It was **resolved** to accept the report.

IV. **Coxhoe Village Hall**

Representatives advised that funding applications were being prepared for Heating and Lighting projects to reduce energy costs. It was **resolved** to accept the report.

V. **Active Life Centre Coxhoe.**

Representatives advised of proposed Xmas and New Year's Eve Parties.

Funding application for the centre continue. The project to cover the roof with photovoltaic cells was halted by Durham County Council due to the terms.

Saturday the 27th September is the official opening of the Outdoor Pitch.

A long term member of staff was lost and subsequently replaced. Thereafter the replacement left shortly after. A mini restructure was undertaken to cover this vacant post.

Directors of the centre are confident that by December 2014 they will achieve a financially sustainable position and perhaps start to build up reserves for the future.

It was **resolved** to accept the report.

VI. **Young People including Coxhoe Youth Room.**

Representatives advised that funding for a feasibility study was pending and would be made in the name of the Parish Council.

A meeting is to be arranged with the Youth Workers.

A consultation exercise with young people from Quarrington Hill and Coxhoe will be undertaken. It was **resolved** to accept the report.

58. **Correspondence for Information and Action.**

- i. The Clerk advised of forthcoming training session run by the County & Cleveland Training Partnership.

It was **resolved** for the Clerk and Cllr S Dunn to attend the 'Setting and Controlling Budgets, Precept and Grants' session to be held at County Hall on the 15th October 2014 6pm to 8pm at a cost of £27 per delegate.

- ii. The Clerk advised that information was received from the County Durham Youth Offending Service Team who is seeking projects for Young Offenders.

It was **resolved** for the Clerk to contact them with projects such as Painting the Village Signs, Pit Wheel, Fencing Works at Quarrington Hill Allotment Site, Stone Pick of the Village Green and Tidy up of the Sensory Garden.

- iii. The Clerk advised that an official notification was received from Durham County Council advising that the Potential Temporary Stop Over for Travellers at the Former Pit Baths Site at Kelloe would not proceed any further. It was **resolved** to accept this notification.

- iv. The Clerk advised that a reply was received from Durham County Council concerning the Public Footpath No 5 between the Cricketers and the Active Life Centre. The exact cause of the problem remains unknown and the footpath has suffered from periodic excess surface water, which comes and goes and they were looking to see what could be done to help alleviate this problem.

It was **resolved** for the Clerk to reply suggesting that a formal Land Drainage Scheme is install to eradicate this problem.

- v. The Clerk advised that a reply was received from Durham County Council regarding the dilapidated condition of the former old School Building/Church on the front street at

Coxhoe. DCC advised they had contacted the owner regarding the concerns and that a solution should be found. If no response was made DCC would take enforcement action. Furthermore, the owner was considering a planning application for the building and site which was at present invalid and may be resubmitted.

It was **resolved** to accept this reply and await further news of impending enforcement action or planning proposal.

- vi.** The Clerk advised that a reply was received from Durham County Highways regarding the council's request for 'Parking Restrictions' on Church Street. Named officers are assigned to this matter but as yet no response is received.

It was **resolved** for the Clerk to peruse this matter with the name officer.

- vii.** The Clerk advised that a 'Notice of Designation of a Neighbourhood Area by Cassop-Cum-Quarrington Hill Parish Council was now approved by Durham County Council. This notice is provided as the parish council intends to undertake future Neighbourhood Planning activities. Following this notification the Clerk had investigated this issue and many parish and town councils in County Durham have registered themselves as a Neighbourhood Area as part of the process of producing Neighbourhood Plans. With the renewal of the Parish Plan due in 2016 revised plans would need to be produce in the new Neighbourhood Plans format and to this regard Coxhoe should become more involved in the revising its current PP2 in this format.

It was therefore **resolved** for the Clerk to register Coxhoe Parish as a Designated Neighbourhood Area as part of the process and to produce a Neighbourhood Plan and to attend the Neighbourhood Planning meetings run by the County Durham Association of Local Councils.

- viii.** The Clerk advised of the consultation received from Durham County Council concerning the issue of SMOKE FREE Plays Parks.

It was **resolved** that in principal the parish council would support this issue but would not commit to any financial support.

- ix.** The Clerk advised that a progress report was received from the Community Partnership regarding the Village Sign Improvement Scheme.

It was **resolved** to accept the report.

- x.** The Clerk advised of correspondence received from Cassop-Cum-Quarrington Hill Parish Council regarding the possibility of a three way funding split between Kelloe, Coxhoe and Cassop parishes for the Bowling Green at Kelloe.

It was **resolved** that further information be requested Cassop/Kelloe parishes concerning evidence of usage by Coxhoe Parishioners and an indication of the level of support being sought prior to any decision being made.

- xi.** Members advised of the Village Green Scheme and the Section 106 funds to be released from Hellens and Barratt when house sales reach the 20th dwelling. Section 106 funds will be released to Durham County and subsequently redistributed to Coxhoe Parish.

An estimated £20,000 is anticipated for the Artwork on the Village Green Project and the developers are seeking to have a public relations exercise on the village green with photo-call of local councillors and the Clerk.

It was **resolved** for Cllr S Dunn and the Clerk to partake in this matter.

- xii.** Members advised of the outcome of the meeting with Roger Goodes at Durham County Council concerning the transfer of land.

Coxhoe Village Green Open Space Transfer –Roman Road/Coronation Terrace, Coxhoe. A number of issues with the land are preventing the disposal from taking place. There is an encroachment on land adjoining Wesley Place. The land is in the ownership of the County Council, with a right of access/egress into/departing from Wesley Terrace, however this does not extend to the parking of cars or to the laid gravel area.

There is an area of land which the County Council has continually maintained, which is unregistered. The Land Registry is currently investigating this in the hope of transferring land into the County Council's adjoining registered title. This is a lengthy process and can take up to 8 weeks. Also this is not guaranteed as the Land Registry will fully investigate the request before making a decision.

Once the encroachment issue has been resolved and the land has been registered into the Council's ownership a delegated decision report will be prepared to declare the land surplus to County Council requirements and agree terms for a disposal to the Parish Council, as previously agreed.

It was **resolved** for the Clerk and Cllr S Dunn to continue with this issue.

Adjoining parcels including land adjoining Bower Court. The strategy team is going to look at these parcels of land and will make contact with the Parish Council following investigations. One option would be to obtain a capital receipt from these areas and the Parish would be responsible for payment of the costs and fees in association with any disposal.

It was **resolved** for the Clerk and Cllr S Dunn to continue with this issue.

Quarrington Hill Allotments. The assets team is dealing with this matter. The disposal of allotments has been agreed and our legal section has been instructed to proceed, however there are a few matters to look at further which are likely to delay completion including access rights across unregistered land and third party ownership of the road and the location of the water pipe. These details have only been identified recently and it is difficult to say at this stage how long this will take until legal have allocated and advice has been given.

It was **resolved** for the Clerk and Cllr S Dunn to continue with this issue.

Kingswood at Quarrington Hill. The Countryside team are continuing to manage the Nature Reserve since DCC acquired the land (managed on behalf of Premier Waste). The team is unaware of the interest from the Parish Council to maintain the land but are happy to speak to them about community involvement.

It was **resolved** for the Clerk and Cllr S Dunn to continue with this issue.

Quarrington Hill Village Green and green strips. The assets team has been unable to locate a record of this request and are having difficulty identifying the land in question on the plan supplied. In view of this the Principal Estates Management Officer from the assets team is going to investigate this matter further and will contact the Parish Council directly to discuss.

It was **resolved** for the Clerk and Cllr S Dunn to continue with this issue.

Provision of grit bins. DCC advised that they were unable to supply any additional salt bins as requested. The issue we have is not with the cost of the bins but with the additional service costs required to maintain these bins as they are already working at full capacity.

It was **resolved** that the Chairman would make enquiries regarding the provision and cost of Dumpy Bags to be provide via a private contractor.

59.Durham County Councillor update.

Cllr Plews circulated a written report covering the council's Customer First Strategy; First World War Commemoration, Seaham Beach Dog Ban, Lumiere Evaluation, Children's Centres, Tax Relief System, Medium Term Financial Plan, Housing Revenue Account, Atom Bank in Durham, Brass and the Youth Justice Plan.

It was **resolved** that the report be received.

Members of the council gave their sincere thanks to Cllr M Plews and fellow county councillor's serving the parish area for their sterling efforts during the Travelers visit and involvement with the Temporary Stop Over at Kelloe.

60.Revised Standing Orders for the Council.

The Clerk circulated a draft of the new Standing Orders for member's consideration. Feedback on this draft should be returned to the Clerk who will compile a list of issues raised by members for clarification/discussion at the next meeting prior to any formal adoption. Members requested that a copy of this document is emailed to them.

61.Revised Financial Regulations for the Council.

The Clerk circulated a draft of the new Financial Regulations for member's consideration. Feedback on this draft should be returned to the Clerk who will compile a list of issues raised by members for clarification/discussion at the next meeting prior to any formal adoption. Members requested that a copy of this document is emailed to them.

62.Planning Matters.

Applications submitted or under consideration.

Planning proposals DM/14/00338/OUT (Church Commissioners Land), DM/14/01771/OUT (Parkhill), DM/14/01858/OUT (The Lime) and DM/14/02041/FPA.

It was **resolved** that the Clerk would provide a written objection to these proposals similar to that already submitted by Coxhoe Community Partnership. In addition, the Clerk would include a need to extend the 30mph zone from the Motorway Crossing roundabout past the Station Road Junction up towards the Quarry entrance and a significant increase in traffic would only add to traffic issues. Furthermore, the planning authority should be advised of the current efforts of the Parish Council and Coxhoe Community Partnership to close the Cornforth Lane Road to through traffic and that Bus stops would be required along the A177 road to compensate diverted buses.

Planning Proposal DM/14/02003/MIN No objections raised.

Planning Proposal DM/14/01377/AD No objections raised.

Planning Proposal DM/14/02334/FPA No objections raised.

Planning Applications Approved by Durham County Council.

DM/14/01549/FPA Mr N Richardson	10 Co-operative Terrace, Coxhoe, Durham DH6 4DQ	Two Storey Rear Extension
Co-operative Estates	The Co-operative Food, Petterson Dale, Coxhoe, Durham DH6 4HA	Instalment of two new shop front windows to the front and side of the building.
DM/14/01680/FPA Mr & Mrs Prescott	1 Mulberry Coxhoe, DH6 4SN	Erection of single storey pitched roof extension to rear of existing dwelling.
DM/14/01724/FPA Mr A G Burgess	11 Coronation Terrace Coxhoe, DH6 4HG	Detached Garage.
DM/14/01736/FPA Mr & Mrs Coburn	75 Green Crescent Coxhoe, Durham DH6 4BD	Erection of second storey pitched roof extension to side and two storey pitched roofed extension to rear of existing dwelling.
DM/14/01704/AD Food Programme Delivery Orchid Group	The Co-operative Food Petterson Dale, Coxhoe, Durham DH6 4HA	1 No. illuminated Fascia sign, illuminated totem sign and 7 post signs.

63.Finance.

63.1 The Schedule of payments for August and September were distributed for members information

Members **resolved** to accept the schedule of payments for the two months; vouchers 400625 to 400850 for August and vouchers 400851 to 400582 for September).

63.2 Account Balances.

The account balances were illustrated in the schedule of payments.

Members **resolved** to accept the council's financial position.

63.3 Recoverable VAT.

The Clerk provided and illustration of the recoverable VAT claim made and a future claim to be made shortly afterwards and the effect of this income on the account balances.

Members noted the council's position with regards to the outstanding VAT claims.

63.4 Cash Flow.

The Clerk provided an illustration of the council's present cash flow which was very much reduce and expressed caution for future expenditure. In order to address

future cash flow a Finance meeting will be called to look at the remaining budget for the year to determine spending priorities. This meeting will take place week commencing 15th September.

63.5 Conclusion of the External Audit.

The Clerk advised of the receipt of Conclusion of the External Audit from BDO LLP. The Annual Return was approved by them. Members **resolved** to accept the report from the External Auditor.

63.6 Requests for Financial Assistance.

- i. Members **resolved** to decline the request from the Durham City's Mayor's Appeal.
- ii. Members **resolved** to decline the request to support Durham County Council's, Countryside Ranger's installation of a Boom Gate.
- iii. Members received information from Coxhoe History Group concerning their project to Commemorate WW1. Members **resolved** to provide £2,448.31 in support of this project.

64. Notice Boards.

It was **resolved** to postpone the purchase of new notice boards for Coxhoe until the council's financial position had recovered. Furthermore, it was **resolved** to purchase a new Notice board for Quarrington Hill.

65. Clerk's Report.

The Clerk advised that he was satisfied with the council's finance records and had undertaken a lengthy VAT Claim running back three years.

Meetings will be called to discuss the council's finance and PP2 progress.

The Clerk expressed his appreciation of members enthusiasm and level of goodwill shown in their capacity.

The Clerk was busy preparing tender documents for Hanging Baskets, Floral Tubs, Grounds Maintenance and updating the Asset Register. A review and revision of council policies is being undertaken and where applicable new policies will be presented over the months ahead.

The Clerk advised that a formal transfer of the Pit Wheel was required to bring this into the Council's Assets.

The advised that he was attending the Smaller Local Councils Forum and would begin to attend the Neighbourhood Planning meeting run by CDALC.

Exclusion of the Press and Public

66. Quarrington Hill Ward Councillor Vacancy.

The Clerk advised that two expressions of interest were received. After considering the applicants it was **resolved** that Carol Parkes be co-opted onto the council.

67. Date and time of next meeting.

1st October 2014 7pm at Coxhoe Village Hall.

The meeting closed at 9.30pm.