



Delivering Quality Services to  
Coxhoe & Quarrington Hill

## Coxhoe Parish Council

<b>Meeting</b>	Monthly
<b>Date</b>	Wednesday 1 <sup>st</sup> October 2014
<b>Time</b>	7.00 pm
<b>Venue</b>	Coxhoe Village Hall

### **Minutes of the proceedings of the monthly Coxhoe Parish Council meeting held at 7.00pm in Coxhoe Village Hall, on Wednesday 1<sup>st</sup> October 2014.**

**Attendance:** Councillors; P Dodsworth (Chairman), S Dunn, B Hepplewhite, K Pounder, T Rowe, C Thirlaway, C Parkes, W Lavelle, A Plews and K Simpson.

**Other:** The Parish Clerk Mr G Price, Durham County Councillors M Plews and J Blakey.  
Parishioners: 2      Police: PC M Ogilvie.

**Absent:** Cllr's T Gorman.

#### **75.Introduction of Co-opted Parish Councillor.**

The Chairman introduced Mrs. C Hogarth to the Council who duly signed the declaration of acceptance of office.

#### **76.Declarations of Interests:**

The 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).

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 Village Partnership.

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

Cllr K Pounder declared and interest in all matters relating to Quarrington Hill Community Centre, LCC, EDRC AAP, CDALC and QHVP.

#### **77.Representations from Residents of the Parish.**

No issues were raised from the parishioners in attendance.

#### **78.Police and Neighbourhood Wardens Report.**

A written report received from the Police was read out by the Chairman covering the period 31<sup>st</sup> August to 26<sup>th</sup> September, copies were circulated to members. It was **resolved** that the report be received.

Members further advised the Police of a vehicle theft in Quarrington Hill and growing concerns of Motorcycles. The police would check the vehicle theft incident to make sure it was in their records and further advised that a commitment to put funds aside to address motorcycles was being considered. The police requested that incidents of motorcycles should be reported giving key times and locations so this can be targeted.

Furthermore, a number of incidents in Coxhoe related to a particular household where the housing authority was seeking to have the tenant removed.

The chairman requested that future police reports could be forwarded earlier so that they can be circulated with the council's agenda papers.

PC M Ogilvie left the meeting.

#### **79.Minutes of the meeting held on the 3<sup>rd</sup> September 2014.**

Cllr Dunn requested the minute 58 xii be amended to remove Cllr K Pounder from progressing the Quarrington Hill Village Green and Green Strips issue.

Cllr B Hepplewhite requested that minute 63.6 iii be amended from the Coxhoe Village Partnership to the Coxhoe History Group.

Cllr S Dunn requested a Clerk's report to give an update on actions from the previous meeting. This would be provided.

It was **resolved** that the minutes provided a true record and accurate record of the meeting and following amendments they would be signed by the Chairman.

### **80.Minutes of the Special Open Meeting held on the 8<sup>th</sup> September 2014 on Quarrington Hill Village Partnership.**

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

### **81.Minutes of the Finance Sub-Committee held on the 18<sup>th</sup> September 2014.**

Members of the finance committee gave a synopsis of the meeting which examined the council's current and future expenditure profiles, anticipated increases to Precept and the changes to the Local Council Tax Support Grant (LCTSG) were also included in the exercise. This provided the full council with a financial road map illustrating our current financial year and extended to 2017-2018. A spreadsheet of this was circulated to members for information.

Members raised concern with the anticipated precept increase forecasted at 7% for 2015-2016. The Clerk and members of the Financial Sub-Committee advised that this was an indicative figure that was used to improve the council's reserves and whilst a small change in the LCTSG would also have an effect on the parish precept the actual Tax Base (number of households that were levied with the precept) is anticipated to increase. Therefore, the increase in precept would be distributed amongst a greater number of household and the actual increase to an individual household may not be as high as 7% illustrated. Furthermore, the following year illustrated a 0% increase in the precept and again the tax Base could also increase with further housing developments coming into the calculation. As a result from this, households could see a precept reduction or remain static. The result of such could provide a further increase in precept income to the council or a reduction to households.

The Tax Base for calculating the actual precept on households in the parish is not yet published by Durham County Council (DCC) and this figure is expected to be released from DCC in November/December when all councils consider precept setting for the next financial year.

Members also noted the funding allocated to Future Leisure in Coxhoe (FLiC) for the years ahead. Members considered that such support was unnecessary. Members of the Financial Sub-Committee advised that funding was also allocated to Quarrington Hill Community Centre and Coxhoe Village Hall. Collectively these three resources were important to the community and without the parishes support they could face difficulties in their operational capacity. This funding was meant to be a supporting initiative to ensure these facilities continue to provide services to the full parish.

Members were also supportive of the initiative to support these facilities as they are well received in the community and the projected support would help these organisations who only just managing to balance their books.

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

### **82.Community Reports.**

#### **I. Quarrington Hill Village Partnership.**

Members advised of attending the QHVP AGM on the 26<sup>th</sup> September and the meeting of the management committee held after.

The issue of the outcome of the Special Open Meeting concerning QHVP concluded with the Parish Council resolving to 'Discontinue the working relationship with QHVP and no longer recognise them as being a representative group working for the good of Quarrington Hill' was discussed. At this meeting it was resolved that QHVP would suspend their Standing Orders and operate under their Constitution until they had reviewed their Standing Orders by late November.

A motion to revoke this 'discontinued working relationship' was proposed and seconded. A further motion to keep this 'discontinued working relationship' in place until such times as the Partnership demonstrated they are prepared to be open and inclusive to all residents in Quarrington Hill was proposed and seconded.

**Members voted 4-3 in favour of keeping this 'discontinued working relationship' in place.**

Members of Quarrington Hill advised that an exhibition was being held at Quarrington Hill Community Centre (QHCC) on Saturday 4<sup>th</sup> October to display the proposals for the Village Green Scheme and to see the redevelopment works that have taken place in the Centre. It is anticipated that this could be a good event to recruit new members to QHCC and the QHVP to get more people involved in activities and project in the village.

**II. Quarrington Hill Community Centre** (see above).

**III. Coxhoe Community Partnership.**

The Summer Quarterly Report of the Coxhoe Community Partnership was circulated and a verbal update was given. The Parish Council indicated that they would be prepared to make the application to the County and take liability for the proposed signage scheme referred to therein.

The Chairman gave praise to the Partnership for the Annual Report. It was **resolved** to accept the report.

**IV. Coxhoe Village Hall**

Representatives advised that the centre was improving its financial position and nearing financial sustainability.

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

**V. Active Life Centre Coxhoe.**

Representatives advised of the official opening of the 3G pitch by MP Roberta Blackman-Woods and representatives from Sunderland AFC. A coffee morning with MacMillan's Nurses was held with good public support.

The centre was successful in obtaining a grant from Sport England to form a Weight Lifting Club and the grant will be used to upgrade equipment.

No plans are being made to include an outside track at the centre or an Ice Rink on the bowling green.

The Coxhoe Trial Run had over 180 entries and was well received in the community.

A lease arrangement is now in place with Durham County Council for the bowling green. Collaboration with Cassop Cum-Quarrington and Kelloe parishes to support the Bowling Green at Kelloe may see the bowling green hut at Coxhoe moved to the Kelloe site to assist in keeping their bowling green going.

The centre is looking at developing more 3G pitches.

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

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

Minutes of the group's recent meeting were circulated.

Representatives advised that the Grant for funding a feasibility study was declined and will be resubmitted.

At the last meeting Youth Workers attended that help in discussions.

The Vice Chairman gave thanks to members of the Youth Partnership for their efforts.

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

### **83. Correspondence for Information and Action.**

- a) Three Parishes Youth Provision. The Clerk advised of the correspondence received from the Clerk at Cassop-cum-Quarrington Parish Council enquiring if Coxhoe and Kelloe Parish Councils were prepared to enter a joint enterprise to provide Youth Workers in the parishes.

It was **resolved** for the Clerk to reply stating that this Council had earmarked £10,000 annually for the years ahead to provide for youth provision. Whilst the council had not fully agreed how this funding was to be utilized it could form part of a collaborative pool to employ a youth worker.

- b) The Clerk advised that Durham County Council was seeking information from parishes concerning their County News Letter. They are seeking information from parish concerning the switch on of the Xmas Lights.

It was **resolved** for the Clerk to reply advising that Coxhoe intends to have its lights on for the 1<sup>st</sup> December or earlier.

It was further **resolved** for the Clerk to contact the contractor to arrange for our lights to be erected.

- c) The Clerk advised that he had received notice from Durham County Council concerning topping up of Salt Levels for local councils. Members advised that no such stock pile was kept by the council.

The Clerk further added that he had held discussion with Thinford Nurseries regarding servicing of Salt Bins. This was service they could provide. If this was allowable through Durham County Council this could be a Tendered service. An initial approach had been made to DCC on this matter.

It was **resolved** for the Clerk to contact DCC with an outline proposal to provide such service.

- d) The Clerk circulated the minutes of the Coxhoe Quarry Liaison Minutes.

It was **resolved** to receive these minutes.

- e) The Clerk advised that the receipt of the LCR Magazine.

- f) The Clerk advised of the correspondence received from DCC concerning British Telecommunications (BT) intention to remove the Phone Box at The Grove, Coxhoe. Members had no objection to this proposal.

It was **resolved** for the Clerk to reply accordingly to DCC on this matter.

Members advised of Phone Box in Quarrington Hill that needed repairs and requested the Clerk to advise BT of this matter.

- g) The Clerk advised of the invitation received from QHVP to celebrate the completion of the buildings improvements and asset transfer from DCC. There will also be a resident's consultation on the village environment project on Saturday 4<sup>th</sup> October from 10-12am at Quarrington Hill Community Centre.

It was **resolved** that this information be received.

### **84. Durham County Councillor update.**

Cllr Plews advised that the Council had been in recess and had little to report. The review of the Sure Start Service was discussed as there are a number of centres to be closed in the review papers. Consultation on this is ongoing.

It was **resolved** for the Clerk to make a response via the online system outlining the council's concern at the loss of this service and that where possible services are retained in the parish community.

### **85. Revised Standing Orders for the Council.**

Members raised some minor changes to these. These revisions will be done and final copy circulated for approval at next meeting.

## **86. Council Policy on 'A guide for the press and public on attending and reporting meetings of Local Government (filming, videoing and recording meetings).'**

The Clerk had circulated a Policy on this matter for the council to consider.

It was **resolved** that this policy be adopted by the council.

## **87. Revised Financial Regulations for the Council.**

The Clerk circulated a draft of the new Financial Regulations for member's consideration. Members requested the Clerk to investigate online Banking via Co-op Bank or to seek Bank where this could take place

Members advised that the Financial Sub-Committee agreed to undertake Quarterly and Half Yearly Internal Auditing of Account.

## **88. Revised Council Policy on Complaints Handling.**

The Clerk had circulated a draft of this policy. It was **resolved** that this policy be adopted by the council.

## **89. Quarrington Hill Allotments.**

It was **resolved** to increase the rents from £25 to £30 for the year commencing January 2016. Tenants would be notified of this change in their annual rent demand that would be sent out in December for payment in January 2015.

## **90. Hanging Baskets and Floral Containers Draft Tender Documents.**

The Clerk was preparing such a document and had recently sought contract documentation from other councils to assist in preparing such a Tender. Documents such as; Invitation to Tender, Work Specification, Schedule of Works/Pricing Schedule and the Contract Award Document were being examined and tailored to suit the parish.

## **91. Painting of Village Signs and Steel Seating.**

The Clerk advised that Probations Services were looking for work for young people as part of their 'community payback'. They were prepared to paint the steel public seats and village signs if materials were provided. The cost of this was estimated to be £150.

Members advised that the Railway Gates needed painting also. DCC Cllr Jan Blakey had also sought works from DCC direct services to paint Barriers and Street Bollards. It was **resolved** for the Clerk to liaise with Cllr Blakey on such works.

## **92. Planning Matters.**

### **Applications submitted or under consideration.**

Planning Proposal DM/14/02654/FPA. No objections raised.

Planning Proposal DM/14/02642/FPA. No objections raised.

Planning Proposal DM/14/02480/FPA. No objections raised.

### **Notification of Planning Applications Approved by Durham County Council.**

Planning Proposal DM/14/02334/FPA.

Planning Proposal DM/14/02248/FPA.

## **93. Finance.**

### **89.1 Schedule of payments for October distributed for member's approval.**

Payee	Category	Withdrawal	Deposit	Total
		<b>Current Account Opening Balance</b>		<b>6,741.57</b>
Coxhoe Village Hall	Central Services - Insurance		1,162.00	7,903.57
TP Gardens	Grounds Maintenance	400.00		7,503.57
Flic	Central Services - Printing	203.00		7,300.57
HMRC	Central Services - Employee TAX & NI	465.98		6,834.59
Clerk	Central Services - Staff Costs	1,439.92		5,394.67

Clerk	Central Services - Clerks Expenses	-17.14	5,411.81
Thinford Nurseries	Grounds Maintenance	1,260.00	4,151.81
Total Business Group	Photocopier Usage	45.65	4,106.16
Northumbrian Water	Quarrington Hill Allotments	40.35	4,065.81
Scottish Power	Electric	20.54	4,045.27
Durham County Council	Highways Speed Visor Quarrington Hill	276.00	3,769.27
B Hepplewhite	WW1 Event Equipment	549.87	3,219.40
Total Business Group	Photocopier Usage	49.53	3,169.87
G Price	WW1 Event Equipment	286.42	2,883.45
	<b>Current Balance</b>		<b>2,883.45</b>
	<b>Deposit Account Balance</b>		<b>6,003.55</b>
	<b>Total Balances</b>		<b>8,887.00</b>

Members **resolved** to approve the above schedule of payments (vouchers 400854 to 400865).

#### **89.2 Requests for Financial Assistance.**

- i. Members declined to allocate future funding from the 2015-16 budget to the Great North Air Ambulance. But **resolved** for the Clerk to reply advising that the council may consider providing a donation if forwarded in writing.
- ii. Members **resolved** to decline the request to support Boldon Colliery Miners' Community Banner Group.

#### **94. Notice Boards.**

It was **resolved** to purchase a unit for Quarrington Hill in Green colour with banner and the parish logo to be included.

#### **95. Clerk's Report.**

The Clerk advised that he had sourced Contract Tendering documents from local councils to provide a more comprehensive format of documentation for the Tendering of Grounds Maintenance, Hanging Baskets, Floral Containers and Walkways. At present the council is cutting several walkways (as additional maintenance on top of the maintenance provided by Durham County Council) and this is difficult to manage as the parish council does not control the services of DCC and hence an irregular frequency for strimming/cutting of the walkways had occurred this year leading to them being overgrown at times. Such work should be undertaken by a sole provider to avoid frequency anomalies. At best, this service should be provided by one service provider. It was resolved for the Clerk to investigate via DCC if the parish could be the lead provider of this service and seek any funds from DCC to transfer this service over.

#### **96. Date and time of next meeting.**

5<sup>th</sup> November 2014 7pm at Coxhoe Village Hall.

The meeting closed at 9.25pm.

**Signed on 5<sup>th</sup> November 2014 as a true record of the meeting:**

**Cllr. P. Dodsworth (Chairman)**

**Cllr. S. Dunn (Vice-Chairman)**