



Delivering Quality Services to  
Coxhoe & Quarrington Hill

## Coxhoe Parish Council

<b>Meeting</b>	Full Council
<b>Date</b>	Wednesday 4 <sup>th</sup> February 2015
<b>Time</b>	7.00pm
<b>Venue</b>	Coxhoe Village Hall

### **Minutes of the proceedings of the Coxhoe Parish Council meeting held at 7.00pm in Coxhoe Village Hall, on Wednesday 4<sup>th</sup> February 2015.**

**Attendance:** Councillors; S Dunn, B Hepplewhite, W Lavelle, K Simpson, C Thirlaway, K Pounder and C Hogarth.

**Absent:** T Rowe, T Plews

**Other:** The Clerk Mr G Price, Durham County Councillor J Blakey, PC Mark Ogilvy and 1 parishioner.

**Apologies:** were received for Cllr's P Dodsworth, T Gorman and DCC Cllr's M Plews and M Williams.

#### **In the absence of the Chairman S Dunn Chaired the meeting.**

#### **155. Declarations of Interests:**

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 CVP and Coxhoe Village Hall (CVH).

K Pounder declared an interest in all matters relating to Quarrington Hill Community Centre, Quarrington Hill Village Partnership, AAP, LCC and CDALC

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

Cllr. C Hogarth declared an interest in all matters relating to Quarrington Hill Allotments.

#### **156. Representations from residents of the parish. None**

**157. Police report.** A report from the police was circulated and noted. PC Mark advised that the spate of shed burglaries had settled down although no culprit was identified. Similar issues of this nature are being reported countywide.

Members raised concern regarding the incident at the Petterson Dale roundabout involving emergency services. The roundabout used to have a bump in the middle but after resurfacing works it is now flat. Perhaps this is a contributing factor relating to this incident. Cllr J Blakey would investigate this matter with DCC Highways.

Members advised that a vehicle incident took place at the Quarrington Hill crossroads. PC Ogilvy would have this area reviewed by Traffic Manager Maxine Stubbs.

Members advised PC Ogilvy of the forthcoming Chronicle newsletter, who would provide an article for publication.

Members advised that they were concerned that an untaxed vehicle was being parked on the high-street. This would be investigated by the police.

#### **158. Minutes of the meeting held on the 7<sup>th</sup> January 2015.**

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

### **159. Clerk's Report on matters raised from the previous meeting.**

The Clerk had provided members with a report on the matters raised from last month.

**Minute 119.** The repair to the display sign in the Church Yard is still not undertaken as the contractor states the cost provided was to strengthen each sign and the Clerk only requested the one sign to be fixed which needed repair and re-concreting in. Clerk is seeking other contractor to undertake job and has requested the broken unit be returned.

**Minute 122 c.** NALC Quality Council scheme was launched on the 6<sup>th</sup> January and a fee of £50 is required to register. It was **resolved** for the clerk to register.

**Minute 122 f.** Durham Ask Campaign. An outline of potential services that the parish is seeking to take over from the county has been sent. Members requested the Clerk to arrange a meeting with DCC on this matter. The meeting is now arranged for the 11<sup>th</sup> February at 2pm in the Clerk's Office.

**Minute 123.** Single License of Microsoft Publisher is now purchased and installed on PC.

**Minute 131 iii.** Additional information is received from DCC concerning the calculation of the parish TAX Base and passed to the vice Chairman.

**Minute 139.** The Clerk was requested to write to B and J Hepplewhite regarding the lights in the Churchyard through to Landsdowne Road so that clarification can be obtained. Sent query to B & J Hepplewhite.

Members advised that the street lighting along the Black Path (Sports Park to the Bottom of Coxhoe) were out. Lighting pole numbers would be forwarded to Cllr M Williams. Clerk walked route and reported Lighting pole numbers via Street Lighting DCC portal.

Members expressed concern at the lack of lighting at the rear of Quarrington Hill Community Centre and adjacent to the shop. This area was walk regularly by people attending the Community Centre and the shop. Cllr M Williams would investigate this matter but it may not be adopted land under DCC. The Clerk would right to Quarrington Hill Community Centre to see if they able to provide lighting to cover this section of land. Letter sent to Quarrington Hill Community Centre on this matter who replied rejecting this proposal.

**Minute 138.** It was further **resolved** that funding to groups such as Village Halls, Community Centres and FLiC would only be provided upon the receipt of Financial Accounts, Annual Report and supporting statement of how previous funding was utilised and that a regular update/report is received on at least a quarterly basis. Clerk has sent letter to those involved on this matter.

**Minute 141 c.** The Chairman and partner were nominated to attend the Royal Garden Party. News of this is now received advising that this council was unsuccessful.

**Minute 141 e.** CDALC and DCC concerning the opportunity to work in partnership and purchase surveillance camera. Members express an interest in this matter and requested the Clerk to see if neighbouring Council's would collaborate in a joint purchase. The Clerk would also examine the council's budget to see if such purchase was affordable. The Clerk would also contact DCC to see if such surveillance camera could be used in the fight against dog fouling. Clerk has sent information to neighbouring parishes and Dave Risley. Replies received.

**Minute 142.** Awards for All Grant, letter of acceptance sent.

**Minute 144.** Cornforth Lane Road Closure. The results of the Questionnaire undertaken by the Partnership was forwarded to DCC prior to that date and the meeting took place on the 15<sup>th</sup> January 2015.

**Minute 145.** Resurrection of the Tip Liaison Meeting. Members advised that problems of Vermin were persisting in area and a section of fencing needed to be removed. Cllr M Plews advised that DCC was running the site but local residents had no contact to raise concerns with. An update on what was happening could be an article for future Coxhoe Chronicle edition. A site visit is arranged for 5 representatives on the 12<sup>th</sup> February at 3pm.

**Minute 146.** Policy for Social Media/Facebook. The clerk had circulated a draft policy on 'Social Media and Electronic Communication Policy'. Further amendments would be collated by the Chairman. Revision is agended for approval.

**Minute 147.** Neighbourhood Planning Service Level Agreement. It was resolved that this be accepted and signed copy returned to DCC.

**Minute 148.** Vehicles Parking on the Village Green. It was resolved that a notice be purchased as per quotation for a NO PARKING sign and a letter be sent to the Priest requesting that on busy occasions Church goers do not park on the Village Green and to advise that the Co-op car park and Village Hall car park could be utilized. The sign is now ordered and letter sent to Priest.

**Minute 149.** Members resolved to place an article in the Chronicle regarding the siting of additional bins and to purchase 4 Fido35 metal bins in late March (next financial year and arrange contract for emptying with DCC). Purchase 3 stencils and spray paint this financial year. Stencils are being sourced via Signman.

**Minute 153.** Exclusion of the Press and Public. 3 tenders were received for undertaking the internal Audit. It was resolved to appoint Gordon Fletcher. Clerk has informed all of outcome.

#### **160. Durham County Councillor's report.**

Cllr J Blakey advised that the County Council has set its budget and Council Tax that had a 1.999999% increase. With a reduced budget from central government the implementation of service reductions will become more apparent in the community over the coming year.

#### **161. Community Reports.**

- I. Quarrington Hill Village Partnership.** Discussed later in meeting. A member expressed concern that a recent scheduled meeting did not take place and requested that the revised date and invite be circulated to those who may have an interest in the work of the partnership.
- II. Quarrington Hill Community Centre.** Members advised that they were being consulted on the removal of support grant of £1,600 from DCC. For many community centres this grant was a lifeline and could jeopardize their position if grant support was withdrawn. It was **resolved** that the parish council would lobby DCC councillors on this matter in support of local community centres continuing to receive this grant support. It was **resolved** to accept the report.
- III. Quarrington Hill Front Street Regeneration Scheme.** Members advised that £16,800 was secured from the Section 106 agreement for the Environmental Improvement Project. With a further £4,000 from the Parish Council and further funding applications submitted and others waiting to go. The next meeting was scheduled for Monday 23<sup>rd</sup> February at Quarrington Hill CC.  
Members advised that sections of land were intended for transfer to City Home Housing and this may have implications for the project. The Clerk would liaise with DCC on this matter to clarify position. With regards to the planning application the Clerk advised that he needed a visualisation of the structure on site so that planning could see what was being proposed. The Clerk would liaise with Artist on this matter. It was **resolved** to accept the report.
- IV. Coxhoe Community Partnership.** Members advised that a grant for £2,000 was received for new Display Boards. Old display boards were to be disposed of and the Clerk would see if any were suitable to make an internal display in the parish office if none were suitable the Clerk would obtain prices for such. Visits to the website continue to grow although not all issues are being covered by the website and things could be improved. It was **resolved** that the Clerk would forward more information if thought appropriate for publication. The AGM was set for the 29<sup>th</sup> April at 7pm. It was **resolved** to accept the report.
- V. Coxhoe Village Hall.** Members advised that the recent Ceilidh was successful and will plan for others to be held. The police choir will perform in April o report received. Two PC's are up and running in the library for public use. News is being awaited for the grant application for improving the heating system. Blinds have been ordered. Barretts are to refurbish the Kitchen. The transfer of power supply for the Memorial Lights has yet to be considered. The AGM is planned for March. Members of the committee are making an application for funding to employ a Manager/Project worker but in the Vallage Hall is still in need of more volunteers to help run the place. It was **resolved** to accept the report.
- VI. Active Life Centre Coxhoe.**  
Representatives advised that a grant for the installation of LED lights was received and this would cover half of the main hall saving an annual £3,000/year thereafter. A room was refurbished that now provide a training room (circuits) and new classes in place and waiting list to join. Personal trainers are also using the facilities. Olympic Weight Lifting equipment is now in operation. The centre had suffered a loss of heating for 4 days and thanks were given to T Collins at DCC who provided emergency repair. The next Board Meeting will look at long term Strategic Planning to develop a way forward over the forthcoming years. It was **resolved** to accept the report.
- VII. Young People including Coxhoe Youth Room.**

Representatives advised that the A4A grant was now in place and they were ready to engage Investors in Children to undertake the research project. Members **resolved** to support this appointment. A sub-committee would need to be set up to oversee this project and the eventual employment of Youth Worker. It was resolved that Cllr's W Lavelle, C Hogarth, S Dunn, K Simpson and K pounder with form this Sub-Committee. The Clerk would be sourcing suitable Job Description/Person Specification for the position of Youth Worker. The Chairman advised that in order for this project to be successful access to community facilities would be need for the research project. The next meeting of this newly formed group will be 25<sup>th</sup> February at 5.30pm in Coxhoe Village Hall. It was **resolved** to accept the report.

**162. Correspondence for Information and Action.**

- a) The Clerk advised of the impending County Durham Open Space Needs Assessment that DCC will be updating.
- b) The Clerk advised that information was received from neighbouring parishes regarding their interest in a joint purchase of CCTV cameras in the fight against Fly-Tipping. Further information was received from DCC stating that such devices were not suitable for monitoring areas by parishes for dog fouling and that such cameras would be deployed throughout the county. IT was **resolved** that in view of the comments received from DCC that the parish would not proceed with such a purchase and the Clerk was requested to inform neighbouring parishes and DCC on this decision.
- c) The Clerk had circulated papers concerning the possible capping of local councils where a precept increase of 2% or more could invoke a referendum. The Clerk further advised that recent information was received from the NALC that the recent local government settlement made reference to local councils and therefore parish council was able to increase the precept without a referendum.
- d) The Clerk had circulated the notices from DCC that the Section 106 funds were to be release to the parish for planning approvals 11/00479/FPA and 11/00166/FPA.
- e) The Clerk advised that he had recently received information from DCC concerning 'Consultation on Proposal to Remove Street Lights'. This affected the minor road from Coxhoe to Kelloe (Sharon Avenue) and Quarrington Hill to Trimdon Station (Church Street). Members advised that the section of lights from Coxhoe to Kelloe were jointly funded by these parishes and this matter needed further clarification. It was **resolve** that this matter be taken up with officers from DCC at the Durham Ask meeting.

**163. Coxhoe Village Green Scheme.** A meeting on this is planned for the 25<sup>th</sup> February.

**164. Quarrington Hill Environmental Improvement Scheme.**

It was **resolve** to use the draft Memo of Agreement circulated and that progress of the scheme is phased according to finance available at no risk to the council.

**165. Cornforth Lane Road Closure and Green Crescent.** Two members attended the meeting with DCC Highways and Police. A survey was undertaken in August of the road and it revealed that some 95 vehicles per day were ignoring the No Entry Signs. Only 2 incidents involving injury in the last 10 years are recorded although there are more minor incidents. The survey suggested that the average speed of vehicles passing through was 21mph with a maximum of 36 recorded. The results of the parish survey recorded 2/3rds of the replies in favour of closure of the road. If closure was decided then alternative bus stops would be needed along the A177. A further suggestion was for one-way traffic and a new bus stop by the school. The meeting took place during the day and therefore the 'at home evening parking by residents was not seen' but is a further matter that adds congestion to this road. A date for a public meeting is to be arranged.

**Green Crescent.** This area was also briefly discussed and consideration was given to possible solutions. DCC Highways would need to survey this area prior to any action.

**166. Proposed Changes to Parking Restrictions.** The chairman advised of the meeting held with DCC Highways Officer and they report is awaited.

**167. Land Transfers.** The chairman advised that a meeting with officers from DCC was scheduled to discuss these matters.

**168. Durham Free School and School Transport.** The chairman advised that the recent introduction of school bus fees was a particular concern for residents in the parish. All of the school children who attend senior schools do so at schools outside the parish and therefore the fee has a great impact upon our local residents. It was **resolved** for the school governors with support from the parish council to lobby their DCC Councillors and MP regarding this matter.

**169. Salt Bin Provision.** The chairman advised that DCC were able to provide a Dumpy Bag of salt for £100 if requested. It was **resolve** that this was not required. Members further advised that a Salt Bin was required for Malcolm Avenue in Quarrington Hill. The clerk advised that a request for this will be made via DCC online services.

**170. Resurrection of the Tip Liaison Meeting.** The Clerk had advised members of the date arranged for this.

**171. Policy for Social Media/Facebook.**

The clerk had circulated a draft policy on 'Social Media and Electronic Communication Policy'. Further amendments would be collated by the Chairman and then adopted.

**172. Applications submitted or under consideration.** None.

**Planning Applications Approved.** DM/14/02003/MIN for Raisby Quarries, Coxhoe DH6 4BB. Proposal: The temporary use of a secondary aggregate recycling facility for treatment of waste to produce soil, soil substances and aggregate for 4 years **is now approved.**

**173. Finance.**

**Schedule of payments for December distributed for member's approval.**

Payee	Category	Withdrawal	Deposit
Northern Powergrid	Wayleaves Agreements		102.21
Clerk	Software, Postage and Stationery	133.51	
Clerk	Clerk Salary January	1,466.43	
HMRC	January TAX and NI	483.84	
R Wilson	Quarrington Hill Allotment Rent		25.00
Total Business Computers Ltd	Photocopier Usage	76.38	
Scottish Power	Memorial Lighting	15.12	
Three Telephony	Telephony	27.20	
DCC	Planning Fee for Quarrington Hill EIP's	97.50	
<b>Totals</b>		<b>2,354.36</b>	<b>127.01</b>

Members **resolved** to approve the above schedule of payments (vouchers 400892 to 400898).

**174. Advice Note from SLCC on Section 137 Expenditure Limits.** It was **resolved** that the information be noted.

**175. Clerk's Report.** Deferred to next meeting.

**176. Proposal to purchase Alpha Financial Management Software.** Deferred to next meeting.

**177. Exclusion of the Press and Public.** None.

**178. Date and time of next meeting.**

4<sup>th</sup> March 2015 at 7pm in Coxhoe Village Hall.

The meeting closed at 9.30pm.

**Signed on 4<sup>th</sup> March 2015 as a true record of the meeting.**

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

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