



Delivering Quality Services to  
Coxhoe & Quarrington Hill

## Coxhoe Parish Council

<b>Meeting</b>	Full Council
<b>Date</b>	Wednesday 2 <sup>nd</sup> September 2015
<b>Time</b>	6.30pm
<b>Venue</b>	Coxhoe Village Hall

### **Minutes of the proceedings of the Coxhoe Parish Council meeting held at 6.30pm in Coxhoe Village Hall on Wednesday 2<sup>nd</sup> September 2015.**

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

**Apologies:** P Doddsworth, T Rowe, A Plews. **Absent:** C Thirlaway.

**Other:** The Clerk Mr G Price, Durham County Councillor's M Plews, PC Mark Olgivy J Garbutt and B Law (Hope Construction). 1 Parishioner.

#### **61. Declarations of Interests:**

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 and the Kingswood Community Group.

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 Community Partnership.

Cllr. B Hepplewhite declared an interest in all matters relating to Coxhoe Village Hall (CVH) and Coxhoe Community Partnership.

Cllr K Pounder declared an interest in all matters relating to Quarrington Hill Community Centre and Quarrington Hill Village Partnership.

#### **62. Councillor Vacancy.**

Due to the resignation of T Gorman the vacancy was advertised and the electorate did not call for an election. The position was then advertised for co-option. One candidate had put forward an expression of interest and it was **resolved** the Eric Thompson was co-opted to join the council representing the ward of Quarrington Hill. The declaration of office was duly signed and witnessed by the Clerk.

#### **63. Coxhoe Quarry (J Garbutt and B Law from Hope Construction Materials).**

A presentation was given to members of the council on the development of the Quarry outlining the company's history and change of business structure. The site had 2 areas designated with SSSI status that had both Nature Conservation and Biodiversity issues that were important to the business and had a wider implication for wildlife. Hope construction had over time improved the site to such an extent that many species of migrating birds were using the site during their migration and the site was also home to a growing variety of wildlife. A controlled viewing platform was made so that the full working site could be seen.

The quarry is expected to remain in operation for some 25 years and its path of excavation is towards the East (Trimdon). When appropriate, members of the council would take up the invitation to visit the site.

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

#### **65. Police and Neighbourhood Wardens Reports**

PC M Ogilvy read out a report covering the period 1<sup>st</sup> July to 27<sup>th</sup> August that covered a variety of incidents in the parish. It was **resolved** that the report be accepted.

**66.Children and Young Peoples Service Coordinator.** The newly appointed Amanda Hitchens was introduced to members and gave a brief introduction of herself and the task ahead. Amanda would report to the Clerk and the working party with Cllr W Lavelle being the lead member. The Clerk would make arrangements for telephony and pc and keys where needed.

**67.Neighbourhood Planning – Frank Salisbury from Cassop Cum-Quarrington Parish Council.** Members noted that the meeting was to be held on the 7<sup>th</sup> September on this subject. Where possible members would invite members from the wider community partnerships on this item.

**68.Minutes of the meeting held on the 30<sup>th</sup> June 2015.** It was **resolved** that the minutes provided an accurate record on the meeting and were duly signed by the chair.

#### **69.Clerk’s report on matters arising from the meeting 30th June 2015**

**Minute 49.** With regards to the Village Green and the meeting with Mr. Cubello concerning the land for parking at the Village Care Centre. DCC were prepared to sell the land to Cubello with covenant restriction for future development and a letter of support to DCC was sent on the land transfer to Coxhoe Village Care Centre. A further meeting was recently held with DCC concerning the transfer of several other parcels of land in Coxhoe.

**Minute 50 iii.** Quarrington Hill Front Street Regeneration Scheme.

Use of the grant received from the Durham Community Foundation to progress with only the central sculpture was approved and this is now amended in the Artist’s contract with instruction given a part payment made to proceed with the manufacture.

**Minute 52.** Cornforth Lane Road Closure and Green Crescent update. The Clerk advised that no information was received from DCC Highways on this matter. The Clerk was requested to pursue a reply on this matter.

#### **Other matters progressed.**

Grass cutting of the Village Entrance Sign at Quarrington Hill has been undertaken by DCC and it was now being cut on a regular basis.

Painting of the Street Bollards and Fencing has been undertaken by DCC.

Repainting of Village Signage and Blue Steel Seating. The majority of this work is now completed and painting of the Railway Gates has yet to be done.

The scheme to plant up a QH floral design was deemed too expensive and a design from the council’s GM contractor was received costing less than £1,000. It was **resolved** to proceed with this installation.

No news is received from DCC on the outcome of the Heritage Lottery Bid for the Village Atlas.

A reply was received from DCC concerning Dwellings for Aged People, although not a builder of dwellings they advised that they would support social housing from other developers that included the provision of dwellings for older people where appropriately designed and located.

#### **70.Clerk’s Report Update on matters to progress September 2015**

**Hearing Loop for PC meeting room.** A cost to install a hearing loop in the Parish Meeting room is £1,550.00 + VAT. Members were requested to consider this. It was **resolved** that the Clerk and Cllr B Hepplewhite would investigate the system used in Ferryhill Church prior to any order being made.

**Recording of Council Meetings** (either audio or visual).

Despite efforts to source an affordable device the Clerk advised that he had not found a suitable means other than to use a simple digital camera with video recording facility supported by largest memory card (32G). It was suggested to the Clerk for enquiries to be made at Great Aycliffe Town Council.

**Grant of £500 from ‘It’s Your Neighbourhood’ to plant floral display on Village Green.**

The Clerk advised that he had measure and estimated the number of bulbs required at the recommended planting density to portray a coloured lettering of COXHOE amongst a background colour. Utilising the budget of £500 this would provide bulbs for some 60m<sup>2</sup>. It was **resolved** that the Clerk and Cllr Hogarth select the colours and determine the scheme design and submit the order. The Clerk further advised that a quote for planting was received from J Riddell to undertake this work or alternatively volunteers could be sought to do this task. In view of cost it was **resolve** to seek volunteers for this project.

#### **Locating the 4 purchased Dog Bins.**

Locations suggested from the public and members received to date are;

Junction into Featherstone Estate opposite the Red Lion pub, Coxhoe

Land at the bottom of David Terrace leading to path to the Kelloe Welfare Park.

Inside the Cemetery at St. Mary's Coxhoe and,

Land adjacent to the rear of Quarrington Hill Allotment site where footpaths join.

It was **resolved** for the Clerk to proceed with installations and set up a contract with DCC thereafter for their emptying.

#### **Quality Award (Foundation Level).**

The council has additional policies to consider (this agenda) that are to be included and the Risk Assessment. Thereafter, once these matters were agreed and uploaded to the website the submission will be place for assessment.

#### **71.Durham County Councillors report.**

No formal report was received from Cllr M Plews as DCC had been in recess.

The issue of devolution of powers and the election of a Mayor remained unclear to DCC and was still being debated.

The proposed Parkhill development would be considered by the council on the 14<sup>th</sup> September and an appeal date of 29<sup>th</sup> is also set. This proposal was likely to progress due to the legal costs of fighting an appeal if DCC were to decline this proposal.

The County Plan was being redrafted and looking more favorable for approval by the judge.

#### **72.Community reports.**

- I. Quarrington Hill Village Partnership.** Members advised that 2 family days out were undertaken during the holiday period to Beamish and Redcar. The AGM had been held and report circulated.
- II. Quarrington Hill Community Centre.** A family fun day was arranged but the numbers attending were low.
- III. Quarrington Hill Front Street Regeneration Scheme.** Members advised that the land would not be advertised as yet, but this would take place in a larger advert that would include additional pieces of land the council were also seeking transfer of.
- IV. Coxhoe Community Partnership.** No report received.
- V. Coxhoe Village Hall.** Work was progressing to install the new heating system throughout the building, plastering, painting and change to most of the lighting. The closing date for the Managers position was extended as the vacancy was advertised in the Chronicle. The computers in the library were being regularly used with Job seekers logging on for job searches. Quotes were being received to rewire the library for the PC's and a donation from the Ladies Club of £1,000 was received towards access to upstairs. Quotes for a Kitchen refit arte being sought as well as carpeting the parish meeting room and supper area. Due to the burglary an insurance claim will be made and following as part of the recommendations from the police quotes for an alarm system are being sought. Concern was express at the level of grant provided to Quarrington Hill Community Centre as Coxhoe received a disproportionate amount in regards to its running costs when compared to that of Quarrington Hill Community Centre. It was **resolved** to accept the report and the issue of financial support would be considered at a later finance meeting. Members expressed concern at the lighting in the meeting room and requested that members of the village hall consider improving this matter as it was considered too dark.
- VI. Active Life Centre Coxhoe.** Members advised that a new Bouncy Castle was purchased to replace the old unit that had served some 20 years. Attendances throughout the summer activities had broken previous records. The youth room had been re-floored; new ceiling and carpet fitted and the young people would be doing the artwork in the room. It was **resolved** to accept the report.

- VII. Young People – Youth Strategy.** The new appointment of the Children & Young Peoples Service Co-ordinator was noted.
- VIII. Kingswood.** Members advised that 6 of the group had walked the site to assess possible developments and an area for seating/picnic table was to be part of the group's intentions. The chair advised that meetings with Kelloe and Cassop Cum-Quarrington parish councils were planned. It is hoped that this will help to broaden interest in the Kingswood project seeking their support and possibly extend the area of interest to adjacent land. It was **resolved** to accept the report.
- IX. Village Atlas.** No news of progress on DCC Heritage Lottery bid was received.

**73.Member's reports from meetings attended.** Members advised of the recent meeting of CDALC discussed national issues and the Delivering Differently project run by DCC. Members were advised that the projects submitted by the parish concerning Kingswood and the Quarrington Hill Allotments were to be considered at a meeting on the 28<sup>th</sup> September. Officers from DCC involved with these projects were confident that the Kingswood project would succeed. Notes from the meeting would be circulated from Steve Ragg when compiled.

**74.PP2.** No report provided.

**75.Correspondence for Information and Action.**

- a) **Review of Register of Interest for Members.** Copy of the information was circulated to members advising that any changes to personal circumstances would require completion of a new form of registered interests. No changes were required.
- b) **Letter of thanks from DCC Cllr Jan Blakey.** Members receive the letter of thanks for the donation provided for the Mayors appeal.
- c) **CDALC Newsletter.** Members received copy of the recent newsletter from the association.
- d) **Invitations from Spennymoor Town Council.** Members received the invitations.
- e) **Coop Bank – Compensation Arrangements.** Members received a copy of the information.

**76.DCC – Transfer of Village Green.** Correspondence on this matter was circulated. It was **resolved** that the chair and clerk would reply advising that the parish would pay the £250 surveyors fees.

**77.DCC – Transfer of land in Coxhoe.** Copies of site plans were circulated concerning a variety of land plots in Coxhoe that had been identified for possible transfer to the parish council. This included land concerning the old railway land which could form part of a new walking/cycling route. The Clerk was requested to liaise with neighbouring parishes on a joint venture to reinstate this route as a cycle/walkway. It was **resolved** to continue working with DCC on these potential transfers.

**78.DCC – Transfer of Quarrington Hill Allotment Site.** A copy of the site plan was circulated to members. The Clerk advised that a draft agreement is provided from DCC which as advised by the parish council's solicitor has a small section of land unowned by DCC where the water supply runs through that was not part of the transfer. The solicitor advised that this was a potential problem should an owner emerge. However, it is deemed unlikely that such would occur. It was **resolved** that the draft could be accepted and the clerk and chair would progress once a change of use 'Planning Permission' was approved by DCC. The aforementioned is submitted by the clerk to DCC planning department.

**79.Cornforth Lane Road Closure and Green Crescent update.** An update on this matter was included in the recent edition of the Chronicle.

**80.Parking Restrictions along Sanderson Street and Cooperative Terrace.** An update of the plans proposed by DCC Highways was circulated. The chair advised that he had spoken to the Officer concerned and requested some double yellow lines be extended to ease know congested spots.

Member requested that the Coxhoe Village Carpark be agended for the next meeting and a representative from the Co-op be invited.

**81. Annual Risk Assessment.** The clerk had circulated papers on the Financial and Corporate Risk Assessments. It was **resolved** that these be approved.

**82. Policies for Members consideration and Adoption.**

- i. **Equal opportunities.** It was **resolved** that this policy be adopted.
- ii. **Dignity at Work – Bullying and Harassment.** It was **resolved** that this policy be adopted.
- iii. **Child protection.** It was **resolved** that this policy be adopted with the Clerk as the named Officer.
- iv. **Public participation.** It was **resolved** that this be amended and represent to council to reflect the existing standing orders.

**83. Lighting between the Newsagents and Community Centre at Quarrington Hill.**

Members from Quarrington Hill had express concerns on this matter previously, although one member from Quarrington Hill considered that there was no problem and objected to exploring ways of resolving the lighting issue. It was **resolved** that members would visit the area in the evening to assess the need for lighting.

**84. Lighting along footpath from Sensory Garden to the old Electric House.**

Members were concerned that this stretch of footpath was unlit although lamppost were in place and in previous years they had worked. DCC Cllr M Plews would take this matter up with DCC.

**85. Seating unit at Black Gate Entrance.**

Members advised that an agreement was made with DCC for a seat to be placed here paid for by Cllr M Plews and D Morgan some time ago. Cllr M Plews would investigate this matter.

**86. Stray Aid**

Members raised concern regarding the operations of Stray Aid the volume of dogs being kept and walked by volunteers was increasing. Furthermore, traffic to the kennels was increasing and coming through Cornforth Lane. The effect of their operations was becoming detrimental to the village and despite previous planning permission no exercise area is noted in their boundary. It was **resolved** for the clerk to write to Stray Aid on these points.

**87. Quarrington Hill Allotments** (deferred).

**88. First World War Memorial Grant** (deferred).

**89. Requests for Funding – Application Forms** (deferred).

**90. Planning matters.**

**87.1 Planning Applications for Consideration.**

**DM/15/02123/FPA.** Mr. S Wharrier, Delamere, Station Road West DH6 4HE. For single storey extension to north and south elevations, porch to front elevation, alteration to existing openings and detached garage. No objections or concerns were raised. The Clerk advised that this proposal was recently approved.

**DM/15/02263/FPA.** Mr. P Bates, 24 The Avenue DH6 4AD. For the erection of single storey extension to rear and porch to the front of existing dwelling. No objections or concerns were raised.

**87.2 Proposals previously consider and now approved.**

DM/15/01537/FPA	Mr J Gatenby. Land at Church Street DH6 4HE	Proposed development of 8 No. dwellings, 1 No. flat, 1 No. retail unit and 14 No. parking spaces.
DM/15/00797/FPA	Mr & Mrs Lowther 64 Beechfield Rise DH6 4SD	Erection of single storey pitched roof extension to front of existing dwelling.

DM/15/01771/FPA	Mr C Peters 18 Commercial Rd. DH6 4LD	Demolition of 1 No. existing unit and erection of 3 units.
DM/15/01489/FPA	Mr C H Worrall 3 Leslie Villas, Coxhoe DH6 4AE	Erection of two storey pitched roof extension to rear of existing dwelling.

## 91. Finance.

- a) **The schedule of payments for July and August were distributed for member's approval.** It was **resolved** that the accounts presented to members be accepted this included vouchers 400946 to 400964, receipts and account transfers.

Payee	Category	Debits	Credits
Transfer to Current Account	Transfer		5,000.00
Mastercopy	Printer Usage April to June	704.93	
Quarrington Hill Com. Assoc.	Hall Hire	35.00	
Clerk	Salary	1,516.12	
Clerk	Expenses Postage	27.00	
Clerk	SLCC Subscription	160.00	
Clerk	Mobile Telephony June	30.10	
Clerk	Mobile Telephony July	27.53	
Clerk	Norton Security	64.99	
BDO LLP	External Audit	480.00	
HMRC	July PAYE	497.03	
Three	Mobile Telephony	17.72	
Transfer to Current Account	Transfer		9,000.00
Phil Townsend	Quarrington Hill EIP	7,000.00	
Transfer to Current Account	Transfer		2,000.00
Transfer to Current Account	Transfer		6,000.00
Thinford Nurseries	Hanging Baskets/Containers	2,355.00	
Altogether Greener	Grounds Maintenance	719.60	
Total Business Group	Stationery	111.72	
Scottish Power	Memorial Lighting	23.93	
Brambledown	Retention Fee	1,157.81	
Durham County Council	Mayor's Appeal	200.00	
Investing in Children	Research	6,288.48	
Mastercopy	Printer Usage July	42.18	
HMRC	VAT Refund		96.08
Quarrington Hill Com. Assoc.	Hall Hire	20.00	
Smith of Derby	Clock Servicing	434.40	
HMRC	August PAYE	497.03	
Clerk	Net Salary	1,516.12	
Clerk	Telephony	54.72	
Clerk	PC and Office 365 and connector	279.00	
Quarrington Hill Com. Assoc.	Annual Grant	2,000.00	
Durham County Council	Planning Fee	50.00	
Altogether Greener	Grounds Maintenance & Painting	1,418.84	
FLiC	Youth Room Project	1,000.00	
Transfer to Current Account	Transfer		7,000.00
	<b>Totals</b>	<b>28,729.25</b>	<b>29,096.08</b>
	<b>Current Account Balance</b>		<b>£781.05</b>
	<b>Higher Interest Account Balance</b>		<b>£63,507.16</b>

- b) Internal Auditors Report for Year ending 31<sup>st</sup> March 2015.** It was **resolved** that the report be approved.
- c) External Auditors Report for Year ending 31<sup>st</sup> March 2015.** It was **resolved** that the report be approved.
- d) Change of Council's Bankers.** The clerk had prepared the application form to transfer the council's banking to Unity Trust. Signatures were required.
- e) Request for financial assistance** from the Red Lion FC. This was deferred to next meeting.
- f) Request for financial assistance** from Butterwick House. This was deferred to next meeting.
- g) Request for financial assistance** from PC Craig Johnston. This was deferred to next meeting.

**92.Exclusion of the Press and Public.** No matters.

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

The next meeting of the council would be on the 7<sup>th</sup> October 2015 starting at 6.30pm in Coxhoe Village Hall. The meeting closed at 9.40pm.

**Signed on 7<sup>th</sup> October 2015 as a true record of the meeting.**

**Cllr. S Dunn (Chair)**

**Cllr. C Hogarth (Vice-Chair)**