



Delivering Quality Services to
Coxhoe & Quarrington Hill

Coxhoe Parish Council

Meeting	Full Council
Date	Wednesday 3 rd February 2016
Time	7pm
Venue	Coxhoe Village Hall

Minutes of the proceedings of the Coxhoe Parish Council meeting held at 7.00pm in Coxhoe Village Hall on Wednesday 3rd February 2016.

Attendance: Councillors; S Dunn, T Plews, W Lavelle, C Hogarth, E Thompson, K Simpson, R Mayo and C Thirlaway

Apologies: B Hepplewhite, K Pounder and DCC Cllr M Williams

Other: The Clerk Mr G Price, DCC Cllrs J Blakey and M Plews, PCSO T Crozier and 1 Parishioner.

198. 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 Partnership.

Cllr. E Thompson declared an interest in all matters relating to Kingswood Community Partnership.

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 Community Partnership.

Cllr. R Mayo declared an interest in all matters relating to the Coxhoe Community Partnership and Coxhoe Village Hall.

199. Police and Neighbourhood Wardens Reports.

PCSO Tom Crozier provided a report in advance and gave an overview of recent activity. He was pleased to advise that Anti-Social behavior was reduced due to local patrols that had taken place and would continue. Members **resolved** to accept the police report.

200. Representations from residents of the parish.

A member advised that a business proprietor was interested in setting up business in Coxhoe and wanted to come to the next Parish Council meeting. Details would be provided to the Clerk so he could be invited to the next meeting.

201. Minutes of the meeting held on the 6th January 2016. Some minor amendments were required and noting these changes it was **resolved** that the minutes provided an accurate record of the meeting and would be signed by the Chair after amendments.

202. Minutes of the Neighbourhood Plan Meeting held on the 13th January 2016. It was **resolved** that the minutes provided an accurate record of the meeting.

203. Clerks report on matters raised the previous month. A report was circulated at the meeting. The clerk provided a brief update of matters circulated in the briefing.

Minute 154. Information is received from K Pounder advising that the Trustees of Quarrington Hill CC have declined to permit the fitting of a Bulk Head light to illuminate the adjacent footpath. It was **resolved** for the Clerk to write to Quarrington Hill CC seeking the reason why this decision was made () and an article on this matter would be placed in the Chronicle if needed.

Minute 178 Letters of thanks were sent to former Cllr's P Dodsworth and T Rowe thanking them for their service.

Minute 182 viii. The request for the release of the delivering differently grant was made and it is now received and to be paid to Kingswood Community Partnership in the schedule of payments.

Minute 186. Hanging Basket review. Request for information from other councils was made but nothing received as yet. The Chair advised that Urpeth PC had some floral beds provided by the DCC which cost £400-500 ranging from 4-6meters. The Chair also provided a further contact for enquiries

Minute 187. Seating unit for the Grove junction is made, awaiting paint works and to be delivered (2 weeks). Will have our contractor install when received.

Minute 189. No reply is received from Cornforth Parish on joint working on old mineral line.

Minute 190. A GO-Pro Video recorder is now purchased.

Minute 191. Further information is being sought from Sam Clarkson on Fun-Fair.

Minute 192 & 193. Standing Orders and Financial Regulations were revised.

Other matters.

St. Mary's Churchyard. The Clerk advise he had met with the contractor concerning the perimeter hedgerow and this will be cut back. He had further met with DCC Clean & Green regarding the maintenance of the 'Closed' section. DCC Cllr M Plews could be contacted to assist in progressing work in the 'Closed' section currently maintained by them if needed.

The new Notice Board was erected and members have considered it to be too low. The contractor will be asked to raise it to a better height.

The Clerk's PC was renewed due to constant failures and difficulty in operating.

External Audit for Small Authorities (copy of information circulated).

The council needed to decide if it wished to seek its own independent External Auditor or to continue with the existing arrangements. At present the majority of councils follow the SAAA as this permits a tendering process whereby leading firms tender to undertake the work for a five-year period. As a result, a keen price is received. If this council chooses to opt out it must make its own arrangements and seek market competition. The outcome (cost of an External Audit) is therefore unknown at present and the exercise may be counterproductive. I would recommend to the council to maintain our current position. It was **resolved** that the council would continue with the SAAA arrangements.

DCC Website Development Service Level Agreement (copy of information circulated).

Information is circulated by CDALC advising of changes to DCC Website services with DCC Service Level Agreement. Bearing in mind the council's website and content I would recommend this council to accept the Service Level Agreement with DCC. It was **resolved** that the council would accept this SLA with Durham County Council.

Adoption of Planters along Cornforth Lane (copy information circulated).

4 floral planters are to be place along Cornforth Lane the Community Development Officer from the EDRCAAP is requesting the parish council to adopt them. It was **resolved** that they be adopted and included into the contract with Thinford Nurseries.

204. Durham County Councillors report.

Cllr M Plews provide a comprehensive written report that was circulated to member.

DCC Cllrs express their concerns regarding the reduction to Youth Services budget and the implications for many parishes and would lobby for some form of transitional support for such service to be maintained.

Further concerns were expressed on the devolution although the consultation is still in progress and DCC have not yet compiled the result of the consultation.

Members **resolved** to accept the report.

The Chair gave his thanks for their support to have hedge rows cut.

205. Report of the Children and Young Peoples Service Coordinator. A report from the C&YPSC was circulated for information. Members **resolved** to accept the report

206. Community reports.

- i. Quarrington Hill Village Partnership.** No report was received.
- ii. Quarrington Hill Community Centre.** A report was circulated for members' information. Members **resolved** to accept the report.
- iii. Quarrington Hill Front Street Regeneration Scheme.** A report was circulated for members' information. In addition to the report to group is seeking to provide some brickwork (path around the sculpture) as an additional feature. The recently installed floral bed is to be re-worked to provide a more appropriate display of the lettering QH. Volunteers would undertake this work. The Vice-Chair, Cllr E Thompson and the Clerk would make the arrangements to have this planted. Tarmac would also be considered to assist in this matter. DCC would be making arrangements to tidy the hedgerow/tree-line on the site of the sculpture.
- iv. Coxhoe Community Partnership.** Members advised that a litter pick was arranged for the 10th February and an application for funds for Village Signage is now submitted.
- v. Coxhoe Village Hall.** The Chair provided information concerning the transfer of CVH to the parish, the returning lease back arrangements. It was **resolved** to progress with this transfer/lease and proceed to the council's Solicitors.
- vi. Active Life Centre Coxhoe.** Members advised that some toilets were being replaced. Some grant funding is available for the Sports Hall Floor to be upgraded. This will take place in March and necessitate most of the building being closed for business. Furthermore, ceiling tiles and lighting will be replaced in some areas as part of the improvements.
- vii. Youth Strategy.** To be consider under Exclusion of Press and Public.
- viii. Kingswood.** The group circulated a report on progress. The Grant of £1,600 is now received by the council and is payable to the group. Furthermore, some 105 trees were awarded from the Woodlands Trust. Bird and Bat Box building sessions will take place to encourage young people to provide for wildlife and an article is to be prepared for the next Chronicle edition. DCC News will be covering this groups success in an article also. It was **resolved** to accept the report.
- ix. Village Atlas.** The clerk advised that no news of progress was received.
- x. Quarrington Hill Allotment Site.** Following a re-appraisal of the application from Delivering Differently an award of £4,500 has been made. It was **resolved** for the Clerk to reply accepting this offer. The Chair gave thanks to the DCC Cllrs who assisted in this matter. Kingswood Community Partnership would also provide care for the trees along the allotment road as part of their work.
Members of the groups further advised that a Risk Assessment had been undertaken of the site by Tarmac and they would be starting works in early March to clear the ground and erect fencing. The Chair expressed his thanks to the Vice-Chair and Cllr E Thompson for their endeavours.

207. Member's reports from meetings attended.

- I. CDALC.** Members having attended the Smaller Local Councils meeting advised that the group was working on sharing schemes/ideas to keep councils informed things.
- II. Education.** The Chair advised that he had attended a meeting on Education and replied to many comment via Facebook on the issue of 'do Bowburn and Coxhoe need a new primary and Secondary School'. The Chair advised that there is growing concern for such school from the neighbouring parishes and a further meeting on this issue is to be arranged. Issues of additional schools are matters that could be addressed in the Neighbourhood Plan.

III. NHS North Durham Clinical Commissioning Group (CCG).

The Chair circulated copy of email sent to Coxhoe Medical Practice that gave support to the practice's need for new premises. Having attended the recent CCG meeting advise that the Coxhoe Medical Practice had not identified a site for new building and needed to make progress.

IV. EDRCAAP. None

208. PP2. None.

209. Neighbourhood Planning. Correspondence was received from the Clerk at Cassop Cum-Quarrington Hill PC enquiring if a cluster of parish councils (Coxhoe, Croxdale & Hett, Kelloe and Shincliffe) were interested in working with them to produce a Neighbourhood Plan. It was **resolved** that this matter was open to further discussion with other parishes and for the Clerk to reply accordingly.

210. Hanging Basket Review. See Clerk's Report.

211. Car Parking. None.

212. Land Transfers in Coxhoe and Quarrington Hill. Report of the Chair circulated.

This report is for information to note progress, within the previously agreed delegated authority.

You will have seen the emails confirming Durham County Council are now prepared to transfer all of the lands at the Parkhill border to us, and thanks to the County Councillor Jan Blakely's intervention they are prepared to remove the requirement for a 6 monthly break clause from the lease of the Land next to Bower Court.

DCC are in the process of advertising the disposal of all of these parcels of land to CPC in the press and Coxhoe Village Greens, QH Village Greens and QH Allotments. They have advised the advertising costs are slightly higher at £725 because this has had to be advertised in the Northern Echo as QH does not receive the Durham Advertiser. They advise the objection period should be completed by 3 March and then the legal team will complete the conveyancing.

DCC advise the land should be transferred in two Transfers with legal costs of £410 each and combined a reduced surveyors fee of £500.

As a reminder the land purchase costs which we have agreed to are:

£1,600 for the Parkhill parcels

£100 for land with the railway gate on it

£610 for Lease of land adjoining Bower Court

£270 for QH Village Greens

£2,100 for QH Allotments, and

£3,000 for Coxhoe Village Green

The total land purchase costs appear therefore to be £ 7,680 with advertising costs £725, Survey costs £500 and legal cost of £820 totalling £9,725 (subject to final confirmation of costs e.g. no legal costs included for lease). This also excludes CPC's solicitors' costs and the Coxhoe Village Hall Conveyancing costs. There is a provision of £5,500 in the budget for this and Council agreed to an anticipation of the 16/17 Capital budget to resource this. This leads however to an overspend of £1,225 excluding our legal costs.

To complete works at Quarrington Hill Allotments and for installation of the sculpture on QH Village Green a licence has been obtained from DCC at a further cost of £50 in anticipation of the legal transfer.

213. Correspondence for Information and Action.

a) CDALC 'Your Region, your community, your event' (copy attached for information). It was **resolved** to book 2 places at this event for the Clerk and Chair.

b) RTPI North East 2016 'Events Programme'. It was resolved that attendance at these events were not deemed necessary.

c) CDALC – Royal Garden Party nominations. The Clerk advised that information was received regarding the nominees selected to attend the Royal Garden Party. They were from Middridge Parish Council and Bishop Auckland Town Council.

d) Parish Website and Social Media Report. The clerk circulated copy of the report compiled by Ian Forster the Voluntary Web Administrator as information.

214. Revised Standing Orders and Financial Regulations. As per the previous meeting these were amended by the Clerk. Copies were taken by the Chair to check prior to approval.

215. Changes to employee’s Contract of Employment. The Clerk advised that changes were necessary to cover the council’s decision on pension arrangements whereby the following has been included; *‘The Council provides a pensionable contribution under the Governments National Employers Savings Trust (NEST) and as from the 1st November 2016 will contribute 1% to the scheme rising to 2% in the second year (1st November 2017), rising to 3% on the 1st November 2018. Thereafter the council will maintain a rate of 3% pensionable contribution to the NEST Scheme for all employees’.* Copies of these contracts were taken by the Chair to check prior to approval.

216. Finance.

a) The schedule of payments for December was distributed for member’s approval.

It was **resolved** that the accounts presented to members be accepted this included all due payments, receipts, Direct Debits and account transfers.

Payee	Category	Debits	Credits
Three Mobile	Telephony	56.41	
Three Mobile	Telephony	25.00	
Coxhoe Village Hall	Reimbursement of Heating Funds		28,584.00
Northern Power Grid	Wayleave Payment		103.09
J Slater	Allotment Rents		30.00
Coxhoe Village Hall	Insurance Reimbursement	350.00	
G Price	Salary and Office Equipment	2,189.14	
A Hitchens	Salary	1,210.96	
HMRC	January PAYE	654.49	
Durham County Council	Licence Fee	50.00	
Durham County Council	Lighting Repairs Churchyard	118.06	
Altogether Greener	Grounds and other works	1,427.60	
Durham County Council	Kingswood Community Partnership	1,600.00	1,600.00
	Totals	£7,681.66	£30,317.09

b) Reconciliation of Accounts. The Clerk provided the chair with a reconciliation of accounts against the latest bank statements which were approved and signed by the chair.

c) Budget Performance Report. The Clerk had circulated in advance details of the budget spending profiles to date.

d) Projected Outturn for 2016/2016. This would be discussed under Exclusion of the Press and Public.

e) Direct Debits with Northumbrian Water and Scottish Electric. It was **resolved** for the Clerk to proceed with making arrangement for these organisations to be paid by Direct Debit.

f) To consider the request for a small grant from Bite the Ballot. It was **resolved** to provide £200 on this occasion.

217. Planning matters.

i. Planning Applications for Consideration.

DM/15/039112/OU Citrus Durham Ltd. Land South of Bowburn & West of the A688	Outline application with all matters reserved (except for access details of roundabout and internal distributor road) for the maximum of the following; 270 dwellings(class C3), a 70 bed hotel (class C1), a 60 bed
--	--

	<p>residential care home (class C2/C3), a 3.96 solar farm, change of use of 710m2 of agricultural land to residential garden space, 170,859m2 of general industrial storage and distribution (class B2/B8), 1,858m2 of restricted goods retail (class A1), 409m2 restaurant/café/takeaway (class A3/A5), 613m2 public house (class A4), 450m2 children's nursery (class D1), 400m2 GP Surgery (class D1), 1860m2 car showroom (class sui generis).</p> <p>It was resolved for the Clerk to send objections to this proposal on the grounds that this proposal and those recently approved in the parishes Cassop Cum-Quarrington and Coxhoe have paid little attention to the need of school places to accommodate such growth. Furthermore, the proposed Nursery would have an impact upon an existing business in Coxhoe that could be detrimental.</p>
DM/16/00040/FPA M Campbell – Home Improvements Agency for 3 Mulberry, Coxhoe DH6 4SN.	<p>Low Access Ramp to Front Elevation.</p> <p>No objections or concerns were raised.</p>
DM/16/00159/FPA Mr S Bartlett for Land to the North East of 8 and South East of 10 Landsdowne Road Coxhoe.	<p>Erection of free standing notice board.</p> <p>No objections or concerns were raised.</p>
DM/16/00198/FPA Durham City Homes for Grassed land to the North West of 21 Malcolm Avenue Quarrington Hill HD6 4QT.	<p>Erection of public information board.</p> <p>No objections or concerns were raised.</p>

ii. Planning Applications consider and now approved.

DM/15/03762/FPA Durham County Council.	<p>Extension to provide three additional classrooms, additional car parking and hard surface play area.</p>
DM/15/03557/FPA 68 Ashbourne Drive, Coxhoe DH6 4SP.	<p>Erection of single storey extension at rear of dwelling.</p>

218. Exclusion of the Press and Public.

219. Date and time of next meeting.

The next meeting of the council would be on the 2nd March 2016 starting at 7pm in Coxhoe Village Hall. The meeting closed at 9.30pm.

Signed on 2rd March 2016 as a true record of the meeting.

Cllr. S Dunn (Chair)

Cllr. C Hogarth (Vice-Chair)