



Delivering Quality Services to  
Coxhoe & Quarrington Hill

## Coxhoe Parish Council

<b>Meeting</b>	Full Council
<b>Date</b>	Wednesday 2 <sup>nd</sup> March 2016
<b>Time</b>	7pm
<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 2nd March 2016**

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

**Apologies:** Councillor T Plews and Mr G Price, clerk to the council.

**Other:** DCC Cllrs J Blakey, PC Mark Ogilvy, PCSO T Crozier and 3 Parishioners.

Temporary cover of parish clerk. It was proposed that Cllr C Hogarth would take up the clerk's responsibilities in a voluntary capacity until the return of our clerk. **Agreed.**

#### **220. 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.

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

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

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

PC Ogilvy presented a verbal report which he said represented a more settled pattern to the level of reported incidents late last year. He will forward a copy of the report to the clerk for circulation to members. Members **resolved** to accept the verbal police report.

#### **222. Representations from residents of the parish.**

A resident raised concern about the ongoing problem of water crossing the pavement outside the car wash. This is very hazardous during icy conditions. Also raised was the matter of potholes in the road around the speedbumps near to Laing's shop where the road is also lifting quite badly. It was **resolved** for the clerk to raise these matters with highways.

**223. Minutes of the meeting held on the 3<sup>rd</sup> February 2016.** It was **resolved** that the minutes were a true record.

**224. Minutes of the Neighbourhood Plan Meeting held on the 24<sup>th</sup> February 2016.** It was **resolved** that the minutes provided an accurate record of the meeting. Matters arising, Durham Community Action may levy a small charge to facilitate the public engagement event in April.

**225. 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.

**Light at QHCC.** Regarding the proposal to install a bulkhead light to the community Centre in quarrington Hill. The clerk had asked for clarification as to the reason for refusal as agreed at the meeting February 2016. The secretary to the CC had acknowledged receipt of the request but no reply to the request for information had been received.

**Proposal to hold a fun fair,** no further information was received.

**Website SLA.** The clerk has confirmed to DCC the PC's acceptance of the SLA regarding the development of the website. Ian Forster has been given delegated authority to manage the process on our behalf. It was noted that as part of the SLA training is available for members. Clls S Dunn and C Hogarth expressed an interest in the training. Other members to contact the clerk if they wish to participate.

**Cornforth Lane speed cushion.** A resident had contacted the clerk to raise concern that works have still not commenced on this project. Members resolved to reiterate their commitment to pursue this matter and Cllr J Blakey agreed to follow up the matter.

**226. Durham County Councillors report.**

Cllr J Blakey informed members that the major task of the previous month had been the setting of budgets by DCC. She also reported that DCC are continuing talks with the DLI regarding their artefacts. If members want further information on any matters Cllr Blakey invited them to contact her.

Members **resolved** to accept the report.

**227. Report of the Children and Young Peoples Service Coordinator.** A report from the C&YPSC was circulated for information. Our CYPSC is running the Monday night youth club in Quarrington Hill whilst DCC recruit their own youth worker. This is an opportunity for her to raise the profile of the youth council and also to get to know the young people better. Funding is not yet in place for the proposed homework club. Members **resolved** to accept the report

**228. Community reports.**

- i. Quarrington Hill Village Partnership.** No report was received.
- ii. Quarrington Hill Community Centre.** No report was received. Members raised concerns about a recent communication from the trustees of the CC indicating that they would no longer be advertising in the chronicle. Members were concerned that the lack of any information about QHCC may be misinterpreted. **Resolved** to add a clarification of the trustee's decision to the chronicle.
- iii. Quarrington Hill Front Street Regeneration Scheme.** Cllr Thompson asked the members to note the efforts of resident Michael Hogarth in rectifying the flowerbed on the front street and members **resolved** to ensure the minutes reflected their appreciation. Funding is now in place for the completion of the central sculpture and a site meeting had moved forward the works to install the plinth. The sculpture will arrive on site the week before Easter and a formal unveiling will take place on Easter Saturday. Hopefully we will secure a band and there will be refreshments in the community centre afterwards. Members agreed a budget of up to £500 to cover the cost of the band and refreshments. Durham City Homes will be transferring two further pieces of land to the Parish Council and funding is being sought for the sculptures for those pieces of land.
- iv. Coxhoe Community Partnership.** No meeting had been held since the last PC meeting.
- v. Coxhoe Village Hall.** A report was circulated for information. An improved quote for bar trap has been received and members were requested to release funding of £320 to allow the work to proceed. Agreed. The village hall is also seeking funding to rectify problems with the kitchen.
- vi. Active Life Centre Coxhoe.** Funding has been secured from the EDRCAAP to refurbish the kitchen in order to start an older person's programme. People will be referred from the NHS to learn about making lifestyle changes and exercise. 20 people are already signed up in advance of a start date. The main hall will be closing for one week for resurfacing.

- vii. **Youth Strategy.** A bid to the EDRCAAP has been submitted and was considered today but a decision is not yet known. Members **resolved** that if the bid is successful the Youth Strategy group has delegated authority to proceed with recruitment of youth workers.
- viii. **Kingswood.** The group circulated a report on progress. A volunteer's event had been held which was well attended by volunteers from both Quarrington Hill and Kelloe. Equipment is ordered and plans for launch events are being finalised. 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.** Work should commence in March on the extension and the fence for the old site has been ordered. A few allotment holders and three other people from the village have volunteered to erect the fence.

**229. Member's reports from meetings attended.**

- I. **Smaller Cuncils forum.** Cllr Hogarth reported the change in neighbourhood policing. PACT meetings with a regular attendance of less than fifteen residents would be stopped and different ways of engaging with communities explored by neighbourhood police. Members noted that they would be sorry to see the loss of a PACT meeting and expressed concern that sometimes low attendance could be because of a lack of advertising. The clerk to offer that feedback to neighbourhood policing.

**II. EDRCAAP.** None

**230. PP2.** None.

**231. Neighborhood Planning.** It was **resolved** to write to thank Ian Forster for the work he has done in producing the neighborhood planning supplement to be distributed with the chronicle. Both Kelloe and Cassop cum Quarrington PCs have expressed an interest in exploring how we might work on a joint neighborhood plan. Members were reminded of the first major public consultation event on the 9<sup>th</sup> April. It had been hoped that we could get details of land ownership from DCC but they are only able to supply details of their own land. It was **resolved** to give delegated authority to the chair to work with our solicitor to acquire details of land ownership up to a cost of £200.

**232. Hanging Basket Review.** No progress to report.

**233. Car Parking.** The village hall has decided to instigate a time limit on parking in their car park and will be monitoring long stay parking there with notices given to offenders. On March 19<sup>th</sup> the car park will be closed for the Easter fair with access only to those attending the event.

**234. Land Transfers in Coxhoe and Quarrington Hill.** Consultation on the proposed transfers closes on 3rd March and no objections have been raised to date. This means the matter should soon transfer to legal and then be with our solicitor in three weeks' time.

**235. Old School.** Cllr J Blakey informed the meeting that approval has been obtained for the demolition of the old school building which has become increasingly derelict since a fire last year. Members welcomed the news.

**236. Members area of responsibility and delegated authority.** Members agreed that it would be useful to have more involvement in ongoing issues and work with the parish clerk. This would offer support to the clerk in progressing issues and also ensure continuity during the transition to a new clerk later in the year.

It was agreed: -

Website – Ian Forster/Chair/Clerk

QHFSR – Chair/Clerk/Vice-Chair

Younger Peoples services – Youth Strategy Group and Cllr Wendy Lavelle (day to day)

QHill allotments – Cllr Plews & Chair/Clerk

Groundworks and churchyard- Cllr Simpson & Clerk

Recruitment arrangements - Clerks position Chair/Vice-Chair

Youth workers – Youth Strategy Group and Cllr W Lavelle.

Land transfers – Chair/Clerk/Vice-Chair.

**237. Seat at the Grove.** The new seat has now been installed. Unfortunately, a resident had asked for it to be removed because of concerns over the potential anti-social behavior. The clerk had contacted the neighborhood wardens and they will dialogue with the resident and monitor the situation. If there are any problems, they will come back to us.

**238. Internet banking.** This has now been amended to allow payments in the absence of the Clerk with all signatories' for internet authorised. This action was ratified.

**239. Correspondence for Information and Action.**

- a) Letter from someone looking to establish a business in Coxhoe. The information received was discussed and it was **resolved** to ask the person to attend the next Parish Council to clarify how the building might look. Clerk to contact and invite for 6.30pm before the next meeting.
- b) Beautiful Durham request for funding. Members **resolved** to note the request.
- c) Community Safety Fund. Noted by members.
- d) Durham Community News events and information. Noted by members.
- e) NALC benefits of Membership. Noted by members.
- f) Monthly website activity report. Noted by members.

**240. Co-option of a new member for Coxhoe Ward.** Two expressions of interest had been received. Members **resolved** to invite both people to informal interview on Wednesday 16<sup>th</sup> March at 6pm and 6.30pm. Clerk to invite.

**241. Finance.**

- a) **The schedule of payments for February 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. Receipt of £4,500 Delivering Differently Grant in respect of Quarrington Hill Allotments was noted, with particular thanks to Cllr Hogarth and Kingswood Community Partnership for their help in achieving this grant.

**Payments due**

Company	Purpose	Amount
Streetmaster	Bench	880.80
Mastercopy	Meter invoice	229.02
Total Business Group	A4 paper	372.22
Altogether Greener	Maintenance and seat	653.60
Mastercopy	Staples	75.60
HMRC	Employee tax and NI	652.53
G Price	Salary	1,516.12
A Hitchens	Salary	1,204.30
First fence	Allotment fence	3,894.72
	<b>Sub total</b>	<b>9,478.91</b>

**242. Planning matters.**

- i. **Planning Applications for Consideration.** None
- ii. **Planning Applications considered and now approved.**

Application to convert a property in Landsdowne road into a four bedrooled bungalow are approved

Access ramp to a property at 3 Mulberry, Coxhoe was approved retrospectively.

**243. Exclusion of the Press and Public.**

- i. Draft Proposal for filling the vacancy of clerk when our current Clerk leaves later in the year. Members discussed a report considering recruiting on a job share basis with permanent hours for a part – time clerk and with hours ring-fenced on a year’s contract to take forward Neighbourhood Planning. It was **resolved** to accept this proposal and advertise through CDALC and seek to appoint on a job share up to 37 hours per week.
- ii. Review of Clerk’s salary range. It was **resolved** to deferred this to the Finance Sub Committee meeting to be held on the 16<sup>th</sup> March 2016.
- iii. Draft Sickness Absence policy. Members **agreed** to adopt the proposed sickness and absence policy. Employees to be informed.
- iv. Proposal to take out Service Level Agreement for Occupational Health Advice and HR Advice on a cost per referral basis. It was **resolved** this be actioned.

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

The next meeting of the council would be on the 6<sup>th</sup> April 2016 starting at 6.30pm in Coxhoe Village Hall. The meeting closed at 9.40pm.

**Signed on 6<sup>th</sup> April 2016 as a true record of the meeting.**

**Cllr. S Dunn (Chair)**

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