



Delivering Quality Services to
Coxhoe & Quarrington Hill

Coxhoe Parish Council

Meeting	Full Council
Date	Wednesday 6 th April 2016
Time	6.30pm
Venue	Coxhoe Village Hall

Minutes of the proceedings of the Coxhoe Parish Council meeting held at 6.30pm in Coxhoe Village Hall on Wednesday 6th April 2016

Attendance: Councillors; S Dunn, W Lavelle, C Hogarth, E Thompson, K Simpson, C Thirlaway, T Plews and A Murphy.

Apologies: Councillor R Mayo, K Pounder and B Hepplewhite.

Other: G Price - Clerk to the council, DCC Cllrs J Blakey, M Williams and M Plews, 2 Parishioners, R Duffy and D Hodgson (Dyno Plumbing).

253. Dyno Plumbing NE.

A presentation was given by R Duffy and D Hodgson from Dyno Plumbing concerning their interest in developing a business unit in Coxhoe. The business was seeking land to develop a potential £1M investment in new premises in Coxhoe to accommodate their growing business. It is anticipated that the premises would house office accommodation, show room, stock room, training facility and possible additional office space for rent to smaller business units. The Chair advised the presenters that the Parish Council would not prejudge any planning applications by offering support or resistance but were happy to discuss the proposals non-prejudicially.

Members received the ambitious business expansion ideas and were pleased that Coxhoe was being considered. However, the land where interest was shown was considered rather sensitive to parishioners and they were advised of PP2 outcomes which indicated the parishioners would prefer bungalows on that site. Other industrial units at Bowburn and the Integra 61 development, whilst not located in Coxhoe would be more appropriate sites for such a development and they should contact Durham County Council to request pre planning advice for these locations.

254. 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 matter relating to FLiC and Coxhoe Community Partnership.

255. Introduction of new Co-opted Member. The Chair introduced and welcomed Cllr Anne Murphy to the council.

256. Roberta Blackman MP.

Roberta was pleased to come the meeting as it provided the opportunity to keep in touch with the local community.

Neighbourhood Planning was an issue concerning her as the delay in the production of a revised County Plan could have implications for local councils. Therefore, local councils who were in the process of developing a Neighbourhood Plan need to be aware of Durham County's situation and work in conjunction with them throughout the process to ensure the local neighbourhood plan does not conflict. The Chair advised that he was aware of such matters and

contact with DCC planning was established. Furthermore, the groundwork planned by the parish and findings will be fed back to DCC providing input to their County Plan.

Roberta advise that the revised County Plan was scheduled to be complete by 2018 and that funds of up to £30,000 were provided to the Principal Authorities some of which may be available to local councils.

Schooling was an issue in the parish and surrounding villages. Concern was expressed that the move to Academies would give such schools their own admission policies and this could affect the choice of school for pupils. The main concern being aired at present is that Coxhoe and its surrounding neighbouring parishes are shipping school children to a variety of schools most of which are 5 miles and more away and also have the burden of school bus fees. The issue of having a more local school to cater for Coxhoe and its neighbouring parishes is a matter that has gain acknowledgement and is now recognised. Groups, organisations and parishioners need to keep this in their agenda.

Coxhoe GP Surgery. Roberta advised that despite public interest in the inadequacies of this building and its poor location very little is being done by the practice themselves. Members advised that the turnover and staffing shortages were perhaps compounding the situation. Contact details would be forwarded to Roberta.

257. Police and Neighbourhood Wardens Reports. None.

258. Representations from residents of the parish. None.

259. Minutes of the meeting held on the 2nd March 2016. It was **resolved** that the minutes were a true record.

260. Minutes of the Special Meeting held on the 16th March 2016. It was **resolved** that the minutes provided an accurate record of the meeting.

261. Minutes of the Finance Sub-Committee held on the 16th March 2016. It was **resolved** that the proposed changes be agreed as an accurate record of the meeting.

262. 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 report.

External Audit. The council has been given an earlier than requested date to submit the Annual return. I am arranging for the Internal Audit to be undertaken during from 21st April and should have the account back and Audited for the Annual Parishioners Meeting for the 4th May 2016 where the Accounts can be presented to the parishioners and Approved by Council and then prepare the supporting information to accompany the Annual Return to the External Auditors.

HMRC End of Year Payroll. This is completed and Submitted to HMRC.

CloudBuy Email Hosting. I am informed by the company (the organisation that carries our email) that their service will no longer be provided from the 31st May 2016. I am sourcing an alternative supplier.

Unity Trust Bank. Notice is received from our bankers of the introduction of charges to commence from the 4th June 2016. This will be a set charge of £6 per month.

Direct Debits. All are fully reinstated and the new DD's for Scottish Electric and Northumbrian Water should begin to work.

Nation Joint Council (NJC) annual Pay Award. The pay award for employees is not yet finalised and will be reported once agreed.

Quarrington Hill Allotments. Notice of Allocating the New Plots has been distributed to those on the waiting list. Notice is also being serve upon the tenants of a forthcoming site inspection for the 22nd April 2016 and follow-up of previous inspection.

263. Report of the Children and Young Peoples Service Coordinator. A report from the C&YPSC was circulated for information. The Clerk was requested to seek information on the payment of services for the hours given to Quarrington Hill Young People's sessions. The application to the AAP for Youth Work provision was declined. Members **resolved** to accept the report.

264. Durham County Councillors report.

Members advised of the ongoing dispute concerning the Teaching Assistants. A review of the Council Constitution was being undertaken. The Highways/Transport Plan was also under consideration. Work was continuing on Alcohol and Tobacco enforcement.

Road Humps at Cornforth Lane. Members were aware of the concerns expressed regarding the recent installment of roads humps at Cornforth Lane. A meeting would be held with DCC Highways on this matter and the Chair would attend.
Members **resolved** to accept the report.

265. Community reports.

- i. **Quarrington Hill Village Partnership.** A report was received that advised, the One Point youth leader for the Monday youth club sessions has resigned. After a short break, Amanda is now running the session, though the numbers are poor. Funding of £8,190 for the proposed homework club has been awarded by the AAP, but queries have been raised by the DCC Funding Team. Numbers attending the 2 Cool for School Kids Club have increased and are now back up to 20. Unity Bank will be introducing a £6 monthly charge from June 2016. Members **resolved** to accept the report.
- ii. **Quarrington Hill Community Centre.** A report was received the advised they were one of ten successful applicants for Groundwork's scheme to improve open spaces. Notice has been received from DCC that the discretionary 20% rate scheme will cease from April 2017. A further running cost increase will be incurred from June when Unity Bank introduce a £6 monthly charge. Members **resolved** to accept the report. The Chair advised that he would still pursue the opportunity to attend meetings with this group and requested the Clerk to seek information on what the grant was intended for.
- iii. **Quarrington Hill Front Street Regeneration Scheme.** Members advised that the sculpture was finally installed on Maundy Thursday and was officially unveiled on Easter Saturday by Cllr Jan Blakey and MP Roberta Blackman -Woods. There was a good turnout (74 people) and though it was freezing cold and the banners struggled in the wind, it at least stayed dry for the occasion. Most people stayed on for tea/ coffee, had a bite to eat and enjoyed the exhibition of mining artefacts and memorabilia. Kay, Anne Yard and Susan Reed served teas and generally looked after everybody. As previously agreed catering was provided and additional flasks were purchased to support the event. People had a chat, reminisced and debated for quite a long while. Residents were again asking about the other two sculptures for which we have yet to secure funding. The payment for the Sculptor's contract would be considered under a separate item. Members **resolved** to accept the report. Members expressed concern at the dilapidation of the village entrance stone to Quarrington Hill and requested the Clerk to seek estimates for the work to restore it.
- iv. **Coxhoe Community Partnership.** Members advised of the unsuccessful application for funding for the Fingerposts and Community Notice Boards. A report was circulated regarding the group's efforts in Litter picking with its recommendations to make improvements. The group would lodge and application for funding to the parish council to fund coloured tabards and equipment. The report would be sent to DCC Cleansing team for consideration. Members **resolved** to accept the report.
- v. **Coxhoe Village Hall.** A report was circulated advising that an Open Day took place on Saturday 19th March 9am – 1pm). It was a good publicity event with many people visiting. Some regular user groups gave a display of their activities, others had representatives and provided information.
The plans were on display and consultation forms available – 20 have been completed so far and they will be asking all user groups to encourage people to complete them.
Building development. Discussions with one funder have taken place and are hopeful with another. Building Fund. They plan to start raising funds towards costs involved in the work with a 'Buy a Brick' scheme – similar to that done in 1932 when the Hall was first built.
Stage refurbishment. The stage floor requires some work and Emma and Richie from the Village Hall Hop have offered to lead on this – they have quotations for sanding and varnishing. They have offered to pay half the costs and have arranged a fundraising 'Soul Music Night' on April 16th towards the rest of the funds. They hope the Soul Nights will become a regular event.

Manager's position. Funding for the post runs out on 12th April, any funds remaining must be returned. Claire's last working day will be April 14th. They are assessing their needs and finances before deciding how to move forward re staffing. The Clerk was requested to send letter of appreciation for her work.

AGM. The accounts are with the auditor and will be ready for the AGM on Tuesday 12th April.

The Village Hall have very few vacant slots for regular evening events. Future casual bookings include parties, weddings, brass band and choir concerts.

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

- vi. Kingswood Community Partnership.** Members advised of a tree planting morning early in March which had a good turnout of people, some of whom had never planted anything before. All who attended seemed to have had a good time and called back to those of us who were busy erecting the allotment fence that morning. Our formal launch event will be on the 14th May with plans to be finalised.

The charities commission have asked for more information in support of the application and Barbara Hind from Durham Community Action, who has been helping with our application, is responding with that information. If required, the Clerk would provide a letter form the parish council.

Our current focus is on the allotment road where we are creating a community orchard and we hope to have that well underway before Tarmac have their event to handover the allotments.

The Durham Ask Team from DCC are using Kingswood and are creating a case study as a way of encouraging other groups to take up the offer of transfers. We are likely to be the first through the current scheme. Members **resolved** to accept the report and gave thanks to those Cllrs and volunteers involved for their sterling efforts.

- vii. Village Atlas.** The clerk advised that notice was received from T Davos that the funding application was declined.

- viii. Quarrington Hill Allotment Site.** Members circulated a report advising that much has happened in the allotments! Some allotmenters and a few residents worked together to erect the new fence around the old site over a couple of evenings and a weekend. The positive responses across the village have been well received. Lots of people stopped to chat and cheer us on and the results have brought about a renewed pride in our allotments. On the 29th March Tarmac arrived on site to begin work on the allotment extension. They have already transformed the whole area and again dog walkers, runners and horse riders have all expressed delight with the openness the clearance has created. The land is now clear and levelled and they have also levelled the land along the side of the allotment road for Kingswood to proceed with their plans. The team are being led by a trainee manager who is taking part in the Braithwaite challenge. This involves company apprentices creating things in communities for children and young people. They are developing a small corner of the extension into a young people's garden with raised beds, a bench and a shed with solar powered lighting. We are hoping to create some interest from young people to maybe have a Saturday morning gardening club to learn about vegetables and fruit growing. Tarmac are also organising a visit to Thrislington quarry for young people between 14 and 16 years old to tour the site meet personnel and find out about the variety of apprenticeships on offer.

Once the allotments are ready we are hoping to have a big handover event to thank and demonstrate our appreciation for the work Tarmac have done for us, without them the new site would not have become a reality in the foreseeable future.

We have also now created a page on the parish website so that people can see where they are on the waiting list and learn about developments as they happen. This has generated some activity with people coming down and taking an active interest in the site because they know they are going to be offered one of the new plots.

Members **resolved** to accept the report and gave thanks to those Cllrs and volunteers involved for their sterling efforts. Furthermore, it was agreed for the Clerk and Vice

Chairman to source a plaque for the site to acknowledge the efforts of the organisations involved and to send letters of thanks also.

266. Member's reports from meetings attended.

EDRCAAP. Cllr Hogarth advised provided a report of the Key messages circulated from the East Durham Rural Corridor Area Action Partnership Board meeting. The Clerk would circulate this to members.

267. PP2. None.

268. Neighborhood Planning. The Chair gave thanks to Ian Forster for preparing the information for the event planned for the 9th April 2016. It was further **agreed** to utilize the services of DRCC to provide 5 facilitators at a cost of £240 for the event. Members would be attending the event and volunteers were arranged to cover hospitality.

269. Land Transfers in Coxhoe and Quarrington Hill. The Chair advised that land searches had been undertaken with the Solicitor at a previous agreed cost of £200 but this was extended to £240 to cover all areas. DCC Legal/Estates were in touch with the solicitors concerning the transfers of many sections of land including the Village Hall and its carpark, land on the front street of Quarrington Hill and Allotment Site.

270. Correspondence for Information and Action.

- a) Members received the Spring 2016 edition of the LCR magazine.
- b) Notice is received from Historic England advising that they are considering the War Memorial in Coxhoe for addition to the List of Buildings of Special Architectural Interest. After it has been assessed they will contact the council.
- c) Correspondence was received from DCC advising of the 'Withdrawal of the County Durham Plan. A new timetable for the preparation of the new County Durham Plan is posted in the DCC website.
- d) A letter of complaint was received from a parishioner concerning the increase to parish council tax. The Chair would forward a reply.
- e) Monthly website activity report. Previously circulated to members.

271. Lone Working Policy. Members requested that this be circulated to members for their consideration and amendments.

272. Finance.

- a) **The schedule of payments for March was distributed for member's approval.** It was **resolved** that the accounts presented to members be accepted this included all due payments, receipts and Direct Debits.

Payment schedule.

Company	Purpose	Debit	Credit
Unity Trust	Interest		17.60
G Price	Salary	1,516.32	
G Price	Postage and Stationery	30.00	
G Price	Mileage	34.20	
A Hitchens	Salary	1,076.84	
Bite The Ballot	Section 137	200.00	
HMRC	March PAYE	614.97	
G Price	CPALC (Pay Checker)	30.00	
Altogether Greener	Grounds Mtnc & Plinth	1,817.60	
Quarrington Hill Com Assoc.	Hall Hire	20.00	
Total Business Group	Stationery	71.04	
S Dunn	Flasks and Catering	140.72	
CDALC	Members Training	27.00	
Total Business Group	Stationery	143.82	
Northumbrian Water	Quarrington Hill Allots	41.19	
Three	Mobile Telephony	25.24	

J M Hogarth	Turf and Plants	75.39	
Three	Mobile Telephony	25.00	
Seventeen Café	Catering	200.00	
Streetmaster	Seating	80.00	
Phil Townsend	Central Sculpture	7,000.00	
William Myers	Allotment rent Refund	30.00	
A Hitchens	Stationery	16.00	
DCC	HR Advice and Guidance	180.00	
J M Hogarth	Quarrington Hill Allots	114.27	
	Sub total	13,509.60	17.60

The Sculptor had requested the final payment for the central sculpture a Quarrington Hill which was approved by members. He had also requested payment for the design of the two outer sculptures but members understood that this was only payable if the scheme was cancelled and therefore **resolved** not to pay this at this point in time.

Members discussed the reimbursement of rent to a tenant of Quarrington Hill Allotments who had given notice to quit his plot on the 18th April. Members **resolved** to reimburse the full years rent.

b) Reconciliation of Accounts. The account reconciliation was agreed.

c) Draft Statement of Accounts for the year ending 31st March 2016. The Clerk had prepared a draft statement of account illustrating the councils financial position. These would be finalised prior to the internal audit.

d) To consider the request for Grant support from Citizens Advice. Deferred.

273. Planning matters.

i. Planning Applications for Consideration. None

ii. Notification of requests to purchase land. The Clerk advised of two sections of land where adjacent residents are seeking to purchase land from DCC. No concerns were raised.

iii. Applications previously considered and now approved.

DM/16/00282/FPA 2 The Paddock, Coxhoe DH6 4SF Demolition of conservatory and replacement with rear ground floor extension.

DM/16/00266/FPA 7 Front Street East, Coxhoe DH6 4DB Conservatory to rear.

DM/16/00159/FPA Durham City Housing Erection of freestanding information board.

274. Exclusion of the Press and Public.

i. Clerk's Job Evaluation. It was **resolved** that the Clerk's pay scale range be set at LC2 SPC Points 26-29 and the Clerk to be paid at the point 28 reflecting his service, qualifications and the recent changes to his role. This to commence from the 1st April 2016.

ii. Children & Young Peoples Services Coordinator (C&YPSC). As per contract of employment the employee is permitted to progress to the next increment in the scale of employment upon satisfactory progress. The C&YPSC was employed in the SCP range 30-34 starting on the SPC point 32 and should be permitted to progress to SCP point 33 to commence on the 1st April 2016. **Item deferred.**

275. Date and time of next meeting.

The next meeting of the council would be on the 4th May 2016 starting at 6.30pm in Coxhoe Village Hall for the Annual Parishioners Meeting, followed by the Annual General Meeting followed by the monthly council meeting. The meeting closed at 9.45pm.

Signed on 4th May 2016 as a true record of the meeting.

Cllr. S Dunn (Chair)

Cllr. C Hogarth (Vice-Chair)