



Delivering Quality Services to
Coxhoe & Quarrington Hill

Coxhoe Parish Council

Meeting	Full Council
Date	Wednesday 4 th May 2016
Time	7.00pm
Venue	Coxhoe Village Hall

Minutes of the proceedings of the Coxhoe Parish Council meeting held at 7.00pm in Coxhoe Village Hall on Wednesday 4th May 2016

Present: Parish Councillors; S Dunn (Chair), C Hogarth (Vice Chair), B Hepplewhite, K Pounder, W Lavelle, T Plews, R Mayo, E Thompson and K Simpson.

Other: Mr G Price (Clerk), Durham County Councillors M Plews and J Blakey. Parishioners 7.

8. Apologies: C Thirlaway and A Murphy.

9. Declarations of Interests.

Cllr. S Dunn declared an interest in all matters relating to Future Leisure in Coxhoe (FLIC). Cllr K Pounder declared an interest in all matters relating to Quarrington Hill Community Centre and Quarrington Hill Village Partnership. Cllr. E Thompson declared an interest in all matters relating to Kingswood Community Partnership. Cllr. K Simpson declared an interest in all matters relating to Coxhoe Primary School. Cllr. W Lavelle declared an interest in all matter relating to FLIC and Coxhoe Community Partnership. Cllr. R Mayo declared an interest in all matter relating to the Coxhoe Community Partnership and Coxhoe Village Hall. Cllr. C Hogarth declared an interest in all matters relating to Quarrington Hill Allotments and the Kingswood Community Partnership. Cllr. B Hepplewhite declared an interest in all matters relating to Coxhoe Village Hall (CVH) and Coxhoe Community Partnership. Cllr. T Plews declared an interest in all matters relating to Coxhoe Allotments.

10. Police and Neighbourhood Wardens Reports.

The Clerk had circulated the link to the most recent Neighbourhood Wardens report. No police report was received. The Clerk was requested to seek a report from them and circulate to members.

11. Representations from residents of the parish.

Allotment holders raised concern regard the recent inspections and follow up letters. Some had concerns that the Clerk had been harsh and was being finicky on issue of cultivation, debris on paths and dividing fences. Concern was also raised regarding the raised beds that were on the internal footpath. Concern was also raised on the issue of a tenant surrendering a plot and given a full refund. Members advised that the site was inspected by the Clerk and a member of the council and notes were made. Following this inspection, the Clerk revisited the site on the date arranged for the allotment holders to be in attendance. Some of the initial issues were resolved and those that were not were followed up in the letters. The issues raised would be investigated by the Clerk and member of the council to clarify matters. The Chair further advised of the reasoning for refunding the rent to the plot holder.

12. Minutes of the meeting held on the 6th April 2016.

It was **resolved** that the minutes were a true record.

13. 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.

Email Hosting. The Clerk had sourced several companies capably of hosting our email. This could be achieved within existing budget levels. It was **resolved** for the Clerk to proceed with the transfer of email service hosting to Hosting UK and the Chair to be registered as the second contact.

Change of Bankers. The Clerk advised that opportunities existed to transfer to alternative banker who are offering free Banking for a period. However, with consideration to the work involved and time needed to make such a transfer and ensure all Direct Debits are in place to avoid additional charges and the possible savings made this was not a worthwhile exercise. It was resolved to continue with our existing bankers and for the Clerk to monitor Banking offers and charges and advise as and when a suitable Banker could provide services at reduced charges.

Quarrington Hill Allotments. Site inspections were undertaken and records of these kept. No major issues were found.

A member expressed concern at the state of the land and trees works that had been undertaken. The Chair advised that the tree works and land clearance were done to provide access to site for its extension by Durham County Council to remove lower tree limbs to open up the site. Members advised that the Allotment Holders and Kingswood Community Partnership would stone pick the site prior to the installation of the new fencing. The new community orchard will then be planted where is was previously overgrown by the Kingwood Community Partnership. Furthermore, the Kingswood Community Partnership will also be tackling the overgrowth (tree/hedge line) so that DCC can cut the grass further back to the boundary on the football pitch as this has crept over in the latter years. Members also advised that a remaining £900 from funds received for the site works would be utilised on the allotment site and the village green for planting.

14. Durham County Councillors report.

Members advised that they had no significant issues to report. Cllr J Blakey had been busy on highway issue. The Chair enquired of any pending decision by DCC on Youth Provision. Cllr Blakey advised that a meeting was to take place regarding the youth provision in Bowburn with Julie Lavery concerning the reduction of funding and would be forwarded information to join in this meeting.

15. Report of the Children and Young Peoples Service Coordinator. A report from the C&YPSC was circulated for information. A meeting had taken place earlier with the Youth Strategy Group to discuss matters. Efforts are being made to reintroduce the Friday evening youth session in Coxhoe from early June. 8 weeks of youth work has been provided by our CYPSC at Quarrington Hill CC as the youth worker had resigned. Despite attempts to seek funds from DCC for the coverage provided by the parish DCC would not pay the costs of this as it had not gone through the recruitment process. The application to the AAP had been declined and this has dented the ability to provide youth services in the future. Members also raised concern at the need to undertake an 'assessment of need' in order to receive the grant for the computer project. If this is done by AH this is a parish resource being utilised by the Quarrington Hill Village Partnership that needed to be resolved by Youth Strategy Group.

16. Community reports.

- i. Quarrington Hill Community Centre.** A report was received and noted.
- ii. Quarrington Hill Village Partnership.** A report was received and noted.
- iii. Quarrington Hill Front Street Regeneration Scheme.** Members advised that now the main sculpture was in place it needed to make progress on the 2 outer units. The Clerk was requested to contact L Garragan regarding any work done on application forms and Durham City Homes concerning the progress of land transfer for siting the sculptures. It was noted that the initial invitations to the unveiling of the sculpture was sent with the wrong date. Clerk was requested to send an apology to Dave Hopper at the Durham NUM.
- iv. Coxhoe Community Partnership.** Members gave praise to the organisation for the good work achieved. The Council will consider an application from them later following their

deliberations with DCC for resources to undertake Litter Picking activities. The Chair gave thanks to the efforts of the partnership and in particular Ian Forster.

- v. **Coxhoe Village Hall.** A report was circulated at the meeting. It was received and noted.
- vi. **Active Life at Coxhoe.** Nothing to report.
- vii. **Kingswood Community Partnership.** Members advised of the official launch to take place on the 14th May the orchard being planted and the clearing of paths. Members received and noted the report and gave thanks to those Cllrs and Volunteers involved for their efforts.
- viii. **Quarrington Hill Allotment Site.** Members advised that the site had been cleared and some top soil delivered. The fencing has been measured and it is anticipated that it will be erected in 2 weeks. The site has been greatly improved. The Chair gave his thanks to all members and allotment tenants for their efforts in bringing this project to fruition. If the opportunity arises the Chair would like to have this project nominated for an award.

17. Member's reports from meetings attended. None.

18. CDALC & EDRCAAP. None.

19. PP2. As part of the process of applying for Quality Award Status the council is required to produce an Action Plan for the year. Whilst the Parish Plans are valid documents this needs to be concentrated into a yearly plan of attainable action for the council to progress. Members provided a list of actions/suggestions to the Clerk who would write up for years Action Plan and present to the next meeting.

20. Neighborhood Planning. The Chair advised that Durham Community Action were writing up the notes from the public meeting. The turnout had been poor but good comments were still received from those participating. Members also advised that discussion held with parishioners were interesting for specific areas in the parish.

21. Speed Humps at Cornforth Lane. Members advised that monitoring of this area would commence.

22. Land Transfers in Coxhoe and Quarrington Hill. The Chair advised that the majority of issues should be lodged with our solicitors and this included the Village Hall Transfer. The transfer of the land holding the Miners' Wheel was also to be executed.

23. Correspondence for Information and Action.

- a) Members received the information for the Car Show planned for Tuesday 7th June 2016 and had no objections to this event.
- b) The Clerk advised that Mastercopy were requesting the council to take out a support agreement at £17/month. It was agreed to defer this matter to next month and the Clerk to check the contract and liaise with FLiC who have similar.
- c) The Coxhoe Parish Council Website and Social Media Report April 2016 was circulated for information.

24. Lone Working Policy. Members provided feedback on the policy and the Clerk would make amendments as received and prepare for adoption. The Clerk would seek costs for personal alarms for staff.

25. Items deferred from previous meeting.

- a) The request for financial support from County Durham Citizens Advice was received.

26. 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
Came and Company	Council insurance	2,933.61	
C Robinson	Grazing Licence (half-year)		165.00
Durham County Council	Precept		87,008.00
Three Mobile	Telephony	26.53	
Total Business Grp.	Stationery	104.40	
Scottish Power	War Memorial	10.00	
PCS	Printing recharges		6.00
Quarrington Hill Allotments	Key Deposits		45.00
Mastercopy	Printer Usage	386.63	
Three Mobile	Telephony	28.45	
G Price	Salary	1,587.65	
G Price	Postage & Stationery	43.54	
A Hitchens	1056.78	1,056.78	
HMRC	PAYE April	815.95	
Durham Community Action	Neighbourhood Plan	288.00	
Future Leisure in Coxhoe	Annual Grant	4,000.00	
Coxhoe Village Hall	Bar Works	320.00	
Altogether Greener	Grounds Maintenance	516.19	
G Fletcher	Internal Audit	300.00	
RBS Rialtas	Alpha Licence	135.60	
Mastercopy	Printer Usage	601.06	
C Maitland	Quarrington Hill Allotment Rent		20.00
Coxhoe Village Hall	Premises Rent	2,000.00	

b) Reconciliation of Accounts. It was **resolved** that the Account Reconciliation would be undertaken quarterly.

c) Statement of Accounts and Bank Reconciliation for the year ending 31st March 2016.

- i. The Annual Governance Statement was **agreed**.
- ii. The Annual Return for External Audit was **agreed**.
- iii. The internal Audit Report was circulated. It was **resolved** that the report be accepted.

d) To consider the request for financial support from the Quarrington Hill Banner Group. It was resolved that this be deferred and the applicant sent an application form for funding.

e) To consider the request from Coxhoe Village Hall for the improvements to the Bar Hatch/Door way of £320.00. It was resolved that this be approved.

f) To consider payment of the annual grants to the following organisations.

- i. **Coxhoe Village Hall** **£4,000.00 Resolved** that this be deferred.
- ii. **Quarrington Hill CC** **£2,000.00 Resolved** that this be deferred.
- iii. **Future Leisure in Coxhoe** **£4,000.00 Resolved** that this be granted.

g) To consider the payment to Coxhoe Village Hall for the Annual Rent of use of the premises by the Parish Council of £1,000.00. It was **resolved** that this be paid for this year and the previous year.

27. Planning matters.

i. Planning Applications for Consideration.

DM/16/01221/FPA Hope Construction Materials Ltd. Raisby Quarries, Coxhoe	Proposed vertical extension and extension of time until 31st December 2042 for quarrying activities; operation of Ready Mixed
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Quarry, Coxhoe DH6 4BB.	plant; operation of concrete block manufacturing plant and secondary aggregate recycling facility with restoration by 31st December 2044. No objections or concerns raised.
DM/16/00893/FPA Ms Melanie Blyth. Belgrave House, Station Road East, Coxhoe DH6 4AT.	Change of use from doctor's surgery (D1) to dwelling house (C3) including two storey side extension with balcony and accommodation in the roof, and single storey rear extension. No objections or concerns raised.
DM/16/01068/FPA Mr S Wilson. Land to Rear of 19 School Avenue, Coxhoe, DH6 4EB.	New detached dormer bungalow with detached single garage. No objections or concerns raised.

28. Exclusion of the Press and Public.

- i. **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. It was **resolved** that this progression be agreed.
- ii. **A special meeting would be held on the 18th May 2016 at 6.30pm in Coxhoe Village Hall to consider the Auto Enrollment and Pension Arrangements.**

29. Date and time of next meeting.

1st June at Coxhoe Village Hall commencing 6.30pm. Future dates; 6th July, 3rd August, 7th September, 5th October, 2nd November. 7th December, 4th January, 1st February, 1st March, 5th April and 10th May.

Signed on the 1st June 2016 as a true record of the meeting.

Cllr. S Dunn (Chair)

Cllr. C Hogarth (Vice-Chair)