



Delivering Quality Services to  
Coxhoe & Quarrington Hill

## Coxhoe Parish Council

<b>Meeting</b>	Full Council
<b>Date</b>	Wednesday 1 <sup>st</sup> June 2016
<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 4<sup>th</sup> May 2016

**Present:** Parish Councillors; S Dunn (Chair), B Hepplewhite, W Lavelle, T Plews, R Mayo, A Murphy and K Simpson. **Absent:** E Thompson

**Other:** Mr G Price (Clerk), **Durham County Councillors:** 0 Apologies. **Parishioners:** 0.

**29.Apologies:** C Hogarth (Vice Chair), C Thirlaway, K Pounder and DCC Cllr M Plews.

#### 30.Declarations of Interests.

Cllr. S Dunn declared an interest in all matters relating to Future Leisure in Coxhoe (FLIC). 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. 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.

#### 31.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 would circulate when received.

**32.Representations from residents of the parish.** None.

#### 33. Draft Minutes of the APM meeting held on the 4<sup>th</sup> May 2016.

No amendments were proposed.

#### 34. Minutes of the AGM meeting held on the 4<sup>th</sup> May 2016.

It was **resolved** that the minutes were a true and accurate record on the meeting and were signed by the Chair.

#### 35. Minutes of the General Meeting of the Council held on the 4<sup>th</sup> May 2016.

Several amendments were required that were agreed by members. The Clerk would undertake these and produce for signing at next meeting.

**36. 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.

**Transfer of Mail Hosting** is complete with all new accounts receiving/sending email. Transfer of the Domain name will also take place soon.

The **Annual Return** has been compiled and forwarded to the External Audit

The **police report** was circulated to members.

**Quarrington Hill Village Sculpture Unveiling.** Apologies were sent to Dave Hopper at the Durham NUM.

**Working Alone Policy** was revised with amendments received. Members **resolved** to include a further addition item on the use of 'Personal Alarms'. It was agreed for the Clerk to do this and publish the document.

**Personal Alarms.** Several option for lower market models priced from £5-16. It was **resolved** to purchase 8 units at under £10 each.

**Resiting of the Quarrington Hill Village Entrance Stone.** Requests for quotations were sent to 8 companies and only one reply received advising of no interest in this work. Members provided information of further contractor who should be contacted.

**37. Durham County Councillors report.** None.

**38. Report of the Children and Young Peoples Service Coordinator.** A meeting had been held recently that had discussed the need to find a 3<sup>rd</sup> person to cover for youth sessions at FLiC. Attempts to find such would be sourced from the School and Active Life. Amanda was to meet with QH youth to develop ideas for the future. At present Amanda was having these sessions covered by the additional person for free though this service would be withdrawn soon. The council would consider an ex-gratia payment for the services given at the next meeting. . Members advised that the Playgroup at the Village Hall would be introducing a Rota of different toys and activities to make the session more interesting. The storage cupboard had been cleaned out and items cleaned. Members would prepare a questionnaire for parents to complete to generate further ideas to encourage more attendance. Members also raised the issue of reaching out to single parents/single fathers who were underrepresented. The Chair concluded that the advertisements for Youth Workers were now live and attracting interest.

**39. Members reports from meetings attended.** None.

**40. CDALC & EDRCAAP.** The Chair advised that the next meeting of the Smaller Local Councils would take place in June where the issue of sharing arrangements/knowledge and experience would be agended. Members requested that the idea of a Flag Pole be agended for next meeting.

**41. PP2** None.

**42. Neighbourhood Plan.** The Chair advised that the advert for the Community Engagement Officer was posted and drawing interest. Progress on this plan would be deferred until the officer was in post. Information from the consultation event had been written up by Durham Community Action and posted in the Website.

**43. Consultation on Proposal to Remove Street Lights.** It was resolved that this matter be formally opposed on the grounds that the proposal had not considered the forthcoming planning applications concerning Bogma Hall, the Church Commissioner's land, the additional parking layby/drop off point for the School along by the A177 and the safety of children walking to school. The proposal should be deferred until such time when the housing developments are completed and access into these developments is known and completed. Furthermore, the council had previously requested the speed limit to be reduced and this required further assessment once the new estates entrances were in place. The Clerk would formally reply on this matter to DCC noting the afore issues.

**44. To agree the Parish Council Annual Action Plan for 2016-17.**

It was **resolved** to agree the draft circulated with the addition of 'Installing a Flag Pole' at Coxhoe War Memorial. The revised document would be added to the information for the council's Quality Award application.

**45. Speed Humps at Cornforth Lane.** Cllr. Simpson reported that she had been trying to get in touch with PC Ogilvie with no response so asked to delay until July meeting. The Clerk was

requested to contact Maxine Stubbs and Brian Buckley at DDC Highways regarding the monitoring and continuing misuse of this route.

**46. Land Transfers in Coxhoe and Quarrington Hill.** The Chair advised that draft leases were lodged with Solicitors for Kingswood and the Village Hall. The draft for the Village Hall will be changed by the Solicitor. The land adjacent to Bower Court was being delayed due to unidentified ownership. Hopefully, matter will be resolve for the next meeting.

**47. Public Footpath No. 6.** Members expressed concern that this footpath was not being used enough and it was lacking in signage. The Clerk would contact the Public Rights of Way officer to enquire of signage. Members would organize a walk of footpaths in July/August to assess the Public Rights of Way.

Members express their thanks to the work of DCC Cllr's for having the locked gate removed from the footpath adjacent to the Sensory Gardens.

**48. Correspondence for Information and Action.**

- a) Members received the information concerning 'Purdah Period' for the EU Referendum.
- b) Members received the information concerning 'It's up 2U' funding scheme.
- c) Members received the information concerning the LGC/NALC survey where the Chair encourage members to make a submission.

**49. Lone Working Policy.** Members **resolved** to include the use of 'Personal Alarms'. It was agreed that the recently formed HR group would agenda the personal alarms at their next meeting It was agreed for the Clerk to do this and publish the document.

**50. Finance.**

**The schedule of payments for May 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 and additional items brought to the meeting. The Chair and Clerk advised of invoices received for the advertising of the vacancies and the receipt of funds for the outstanding loan from Coxhoe Allotment Association (details of amount received repaid over the years would be collated . An original request sent to us to agree for £75 room hire at Q Hill community centre for £75 was reduced to £25 due to a cancellation of room hire.

- a) The Clerk advised that from our records CDALC had been paid twice for the £27 training invoice. Once by Bacs and the second by Cheque. The Clerk was having CDALC to check their records on this and seeking reimbursement.

**Payment schedule.**

Company	Purpose	Debit	Credit
CDALC	Training	27.00	
Altogether Greener	Grounds Maintenance	516.19	
Quarrington Hill Com. Assoc.	Room Hire	25.00	
HMRC	May PAYE	845.69	
A Hitchens	May Salary	1,072.24	
G Price	May Salary	1,615.39	
G Price	Webmail Hosting	23.99	
CDALC	Annual Subscriptions	569.78	
gwk nursery	Fruit Trees	140.00	
G Price	Office Furniture	394.80	
SLCC	Job Advertisement	318.00	
Scottish Power	War Memorial	10.00	
Three Mobile	C&YSC Phone	25.00	
Three Mobile	Clerk Phone	27.00	
Coxhoe Allotment Assoc.	Rent		198.04
Coxhoe Allotment Assoc.	Loan Repayment		300.00
GE Capital	Photocopier Lease	162.00	
Reed.co.uk	Job Advertisement	166.80	

Reed.co.uk	Job Advertisement	210.00	
Quarrington Hill Banner Grp	Section 137 Grant	200.00	
Coxhoe Village Hall	Section 137 Grant	320.00	

- b) To agree the Bank Reconciliation.** It was **resolved** that this be agreed.
- c) To consider changing the Bank Statement date for the Unity Trust Account.** At present the Bank Statement Date is produced on the 4th of the month and this date conflicts with dates of the council meetings and provides little or no time to produce an up to date bank reconciliation for the council meeting. It was **resolved** to move the statement date to the 23rd of the month giving adequate time to produce the Bank Reconciliation. The Chairman would contact the Bank to arrange this change.
- d) Vat Claim for period 1<sup>st</sup> April 2015 to 31<sup>st</sup> June 2016.** The Clerk advised that this was submitted and a reply received stating that some invoices had Luxembourg VAT Registrations and were not reclaimable as not based in the UK. The total claimed was for £7,618.98 and two items to be omitted were valued at £30.95. The refund of £7,588.03 would be credited (Bacs) to the council's account.
- e) National Joint Council Pay Award for 2016-2018.** This is now concluded with the pay award being 1% for this financial year, starting on the 1st April 2016 and by a further 1% commencing on the 1st April 2017. Payroll should be back dated as soon as practicable. **Members resolved to endorse the NJC Pay Award for following two years.**
- f) Request for funding from the Learning Library.** This was received.
- g) Request for funding from Quarrington Hill Banner Group.** It was **resolved** that £200 be granted on this occasion and that a this is included in this month's schedule of payments.

## 51. Planning matters.

### Planning Applications for Consideration.

DM/16/01083/FPA. AWC Insurance Services Ltd. 24 Church Street, Coxhoe DH6 4HE.	Installation of new Shop Front. <b>No objections or concerns raised.</b>
DM/16/01597/FPA. 43 Ashbourne Drive, Coxhoe DH6 4SW.	Erection of single-storey extension at rear of dwelling to replace conservatory. <b>No objections or concerns raised.</b>

## 52. Community reports.

- i. Quarrington Hill Community Centre.** A report was received and noted. Members requested that a more detail report be circulated. Furthermore, the Chair advised that he was still intending to address the next meeting of this group in July if possible.
- Standing Order 3g was suspended to permit the meeting to continue.**
- ii. Quarrington Hill Front Street Regeneration Scheme.** A copy of the report was circulated by members prior to the meeting. It was **resolved** that the report be noted.
- iii. Coxhoe Community Partnership.** None.
- iv. Coxhoe Village Hall.** A report was circulated prior to the meeting. It was **resolved** that the report be noted.
- v. Active Life at Coxhoe.** Nothing reported.
- vi. Youth Strategy Group.** See minute 38.
- vii. Kingswood Community Partnership.** Members advised that the progress was to be included in the next edition of the Chronicle. Fresh top soil has been brought into the site and the Fencing is due to start soon. It was **resolved** that the report be noted.
- viii. Quarrington Hill Allotment Site.** Members advised of the complaint received from a tenant concerning the site. The Clerk and Cllr T Plews would investigate this matter with the tenant as soon as practicable.

## 53. Exclusion of the Press and Public.

**Recruitment.** The Chair advised that advertising of the vacancies was attracting interest. The 22<sup>nd</sup> June will be shortlisting of candidates with an assessment date on the 2<sup>nd</sup> July 2016. Interviews will be held on the 16<sup>th</sup> July for the Clerk's position.

**Interim Clerking arrangements.** It was **resolve** that Cllr C Hogarth would act a Locum.

The Chair advised that the Chronicle was in print and gave thanks to all members and organisations who had contributed to the edition.

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

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

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

**Cllr. S Dunn (Chair)**

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