



Delivering Quality Services to  
Coxhoe & Quarrington Hill

## Coxhoe Parish Council

<b>Meeting</b>	Full Council
<b>Date</b>	Wednesday 27 July 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 6 July 2016

- 87. Present:** Parish Councillors Stuart Dunn (Chair), Carol Hogarth, Wendy Lavelle, Ron Mayo, Tony Plews, Keith Pounder, Kay Simpson (Vice-Chair), Eric Thompson; County Councillor Maria Plews; Craig Rowbotham (Clerk), and Pauline Waterson (Locum Clerk).
- 88. Apologies received:** Parish Councillors Anne Murphy, Colin Thirlaway, Barbara Hepplewhite; and County Councillor Jan Blakey.
- 89. Members' declarations of interest:** Cllr. Dunn declared an interest in all matters relating to Future Leisure in Coxhoe (FLiC), Cllrs. Hogarth and Thompson declared an interest in Kingswood, Cllr. Mayo declared an interest in all matters relating to Coxhoe Community Partnership, Coxhoe Village Hall and Coxhoe Athletic, Cllr. Simpson declared an interest in all matters relating to Coxhoe Primary School, Cllr. Plews declared an interest in all matters relating to Coxhoe Allotments, Cllr. Lavelle declared an interest in all matters relating to FLiC and Coxhoe Community Partnership, and Cllr. Pounder declared an interest in all matters relating to Quarrington Hill Community Centre and Village Partnership.
- 90. Police and Neighbourhood Wardens Report.** Concerns were expressed due to the lack of a Police report and no representation. **Resolved** *Police presence to be requested at the next Council Meeting 07/09/2016*
- 91. Representations from residents of the Parish.** No issues raised from residents.
- 92. Minutes of the General Meeting held on 06/07/2016 for approval and signing -** With the suggested amendments to minutes 58, 69 and 77h for accuracy it was agreed that the minutes were a true and accurate record of the meeting and would be signed by the Chair.
- 93. Minutes of the Working Group held 13/07/2016 for agreement.** It was agreed that the minutes were a true and accurate record of the meeting and that the recommendations for 'Issue 1 - Coxhoe Primary School drop off layby' and 'Issue 2- County Durham Plan Issues and Options Consultation' were agreed.

Issue 1- The Chair thanked County Cllr. Plews and Cllr. Blakey for arranging a site visit to Coxhoe Primary School with Highways Officers to clarify layout of the proposed drop-off layby. It had been indicated that the installation of a layby previously would not be refused by Durham County Council. County Highway Officers agreed to draw up layout for consideration of feasibility. County members were keen to support the proposal. **Resolved-** *to note the report.*

Issue 2- The Chair thanked Members for issuing County Durham Plan leaflets to residents and communications have been completed to inform them of the 5<sup>th</sup> August deadline for responses by post, email or website. *All Parish Councillors were asked to respond to the consultation. Resolved:* (i) *That a draft Parish Council response to the consultation would be circulated for comment and amendment, strongly objecting to option c, and supporting ideally option d or b* (ii) *200 A3 laminating pouches to be purchased.*

**94. Clerk's Report on matters raised in previous month and progress**

Pauline Waterson (Locum Clerk) asked the Members if they wanted to ask any additional questions or matters arising. Nothing was raised. The report was noted.

**95. Recruitment update** - New employees were confirmed. Craig Rowbotham has been appointed as Clerk starting 26/07/2016. Brian Hall has been appointed as Community Engagement Officer with an estimated start date in September (to be confirmed). Ian Thompson has been appointed as Youth Worker. Lucy Dunbar and Rachel McGregor have been appointed as Auxiliary Youth Workers. Elaine Thompson was not successful, but was offered a potential future opportunity when the service grows.

**96. Durham County Councillors update** - County Cllr. Plews raised the issue that Durham County Council will face further financial cuts due to the BREXIT vote, meaning that guaranteed EU funding will be withdrawn. It has been indicated that this disruption in funding would disrupt the devolution deal. There is an expectation that the UK Government should subsidise the shortfall in EU money, however this is doubtful. The Durham County Council Cabinet had a special meeting to discuss the budget.

Cllr. Hogarth asked if the footpath at the entrance to Quarrington Hill can be reinstated, as there are a number of issues including a concealed sign due to overgrown foliage and footpath in unsuitable condition after BT works. County Cllr. Plews to follow up. **Resolved- County Cllr. Plews to investigate reinstating of the footpath at the entrance to Quarrington Hill.**

**97. Children and Young People Services Report, youth provision update and financial arrangements.**

Cllr. Lavelle updated the members that 8 young people turned up at the leisure centre and feedback was that it was a good session. The young people were all engaged in the sessions. Ian (Youth Worker) ran three session inductions with the new Youth Auxiliary workers. Inductions have been performed with them.

No report was issued by Amanda Hitchens, CYP Services Coordinator.

The Chair said that the service is going in the right direction.

Cllr. Pounder raised concerns that there had been poor attendance in Quarrington Hill and questioned if the young people were interested. Cllr. Lavelle said that it needed to be given time and to review. Cllr. Hogarth reminded the members that the times will change to improve attendance and will move from 4.30-6pm to 6.30-8pm as requested by young people. **Resolved- The Clerk to work with Amanda to devise systems to record income and deposit funds.**

**98. Members' reports from meetings attended** - None were presented.

**99. CDALC and EDRCAAP** - Cllr. Hogarth reported that changes the localism act are being investigated, regarding proper sanctions for standards. She also reported that the Crime Commissioner was providing funds, training and policies for Body cam which will be further discussed in item 24.

**100. Community Reports**

- a) **Quarrington Hill Community Centre** No report
- b) **Quarrington Hill Front Street Regeneration Group** - David Hepple agreed his first quote, works to re-level the Quarrington Hill Entrance stone, work will be completed in August.
- c) **Coxhoe Community Partnership** - The website is now live the Chair thanked Ian Forster for his work on this. Ian provided feedback on the functionality of the new website. 30 bags of litter were collected at the latest litter pick.

- d) **Coxhoe Village Hall** - Meeting took place last night. Caretaker interviews have been held. Playgroup funding has been sought for equipment and a new kitchen has been installed and a new vending machine has been agreed.
- e) **Active Life at Coxhoe** - No report provided.
- f) **Youth Strategy Group** - The group has not yet met.
- g) **Kingswood Community Partnership** - There has not been a meeting, but there are ongoing arboriculture issues. Currently a good contact has been made with the Forestry Commission who are advising on the diseased Goat Willow. Some issues have been raised by Cllr. Pounder and Cllr. Mayo with regard to overgrown grass especially around seating areas. **Resolved** Cllr. Pounder/Cllr. R Mayo to inform, by email, County Cllr. Plews to resolve the issue.
- h) **Quarrington Hill Allotments** - Cllr. Plews updated the group on the current allotment allocation. Plot 5 has been allocated to a young couple and there is one more plot to be allocated. It has been agreed by the Parish Council that the final plot be allocated to an allotment holder.
- i) **Coxhoe History Group** – Response to Heritage England to be prepared.

**101. PP2** - Report not provided

**102. Neighbourhood Plan and consideration of draft responses to County Durham Plan** - Discussed the County Durham Plan and the efforts being made to inform the residents of the 5<sup>th</sup> August deadline. Discussion took place on the option that is best for the Parish in light of the responses to Neighbourhood Plan so far. The Members discussed how proposals 2 (sustainable communities) or 4 (wider dispersal) would be the best options for Coxhoe. **Resolved** (i) to strongly object to Option 3 and favour option 2 (sustainable communities) or 4 (wider dispersal) which would be the best options for Coxhoe (ii) The Chair to draft a communiqué detailing the Parish Council's rationale for promoting these two options.

**103. Speed humps at Cornforth Lane** - Cllr. Simpson updated the Members as she sought advice from Durham Constabulary about the legality of filming perpetrators who are continuing to go though no entry signs etc. She was advised that filming land owned by the County Council or privately was not legal. This advice needs to be confirmed because the Members believe that filming will reduce this behaviour. **Resolved** Cllr. Simpson to confirm advice given.

**104. Land Transfers** - The Chair advised that the final deeds for execution were awaited from the Council's solicitors and that these would hopefully be executed soon. A formal resolution by Coxhoe Village Hall was awaited on the transfer and lease of the building.

**105. Flagpole Installation** - Cllr. Mayo has spoken to suppliers for initial costs. Prices range between £700 and £1000. It has been recommended that a fibreglass flagpole be installed. There is also a range of flags available, which range in cost. Cllr. Mayo described the preferred location being between the road/public footpath and the war memorial, outside Coxhoe Village Hall. The Chair asked if the site would be suitable. In principle Members would like to install the flagpole. **Resolved** Delegated to Cllr. Mayo and the Clerk to source suitable flagpole. County Cllr. Plews to check services locations in the area for intended installation.

**106. Armistice Day 2016** - This year this service will be led by the Parish Council. This has been delegated to a working group to make preparations for Armistice Day. A bugler has been engaged. Cllr. Mayo and Cllr. Hepplewhite to coordinate and all Members are keen to support. The Chair suggested that all fayres are planned and coordinated in Coxhoe, so it could become a festival month in June and July. Cllr. Mayo suggested for future events that a sound system be purchased. **Resolved** (i) An open working group be established and supported by CPC (ii) The Clerk to explore purchasing or hiring and external sound system.

**107. Correspondence for information and action** - There has been an unresolved complaint about the village church yard. **Resolved** *The Clerk and Cllr. Simpson to respond to the resident.*

#### **108. Clerks reports**

- a) **Payroll Options Resolved:** (i) Proposals from report were considered by Members and delegated to the HR Committee. HR Committee also to review the ways suggested to manage payroll in the future, (ii) to pay all staff by the last working day of the month, (iii) once staffs' contracts and terms and conditions are confirmed, then their monthly salary does not need to be published but noted at each monthly Parish Council meeting going forward, (iv) All timesheets should be submitted to the Clerk for payment before the end of the month (25<sup>th</sup> of each month).
- b) **Virus software Resolved** *The Clerk to purchase new software for all Parish Council owned computers ensuring value for money.*
- c) **Insurance update** - The Locum Clerk updated the Members on the lease situation for the Village Hall. She suggested that the lease should be amended and the contents insurance should be in their name. It was agreed that the Parish Council is responsible for building insurance and own contents. The Village Hall Association should be responsible for their own contents insurance. **Resolved** *The Clerk to send the outlined contents schedule for the Village Hall to the insurer.*
- d) **Lone Worker Policy** - Members reviewed the submitted paper by the Locum Clerk and discussed its contents. It was made clear the HSE guidance needs to be adhered to by the Parish Council. **Resolved** *Delegated to HR Committee to follow up and investigate possible funding from Crime Commissioner to purchase lone working safety equipment.*
- e) **Member/Officer protocol** - Policy has been endorsed and will be adopted by the Parish Council. **Resolved** *The Clerk to send and disseminate.*
- f) **Officer code of conduct** - Policy has been endorsed and adopted by the Parish Council. **Resolved** *The Clerk to disseminate to staff.*

#### **109. Finance**

- a) **Payments for approval** -Parish Council Members approved payments **scheduled below.**
- b) **To agree the Bank Reconciliation** - It was agreed that the Clerk will be named on the account to be able to process payments on behalf of the Parish Council.
- c) **External Audit update** - An initial External Audit Report has been received, with a few requests for further information. There may be a requirement for a risk assessment document to be sent to the external auditors. **Resolved** *The Chair and the Clerk to review.*
- d) **Christmas provision and revised planting arrangements** - It was suggested that the council investigate planting wild seeds in the green spaces around the villages. **Resolved** *The Chair to enquire with Durham County Council about the possibility of this planting scheme.*

#### **110. Office furniture, IT, stationary, office equipment, security and hospitality equipment**

- a) **Furniture** - The Parish Council office needs to move away from fixed furniture so the room can be adaptable for the needs of both the Parish Council and the Village Hall. **Resolved** *The Clerk to explore possibilities.*
- b) **IT** - **Resolved** *The Clerk to purchase two computers for new members of staff and one mobile phone.*
- c) **Stationary:** **Resolved** *The Clerk to make a major stationary order purchase. Also to purchase some secure storage and a fire safe for bank account details.*
- d) **Hospitality** - **Resolved** *The Clerk to purchase required equipment.*

**111. Planning Applications for consideration** - Planning REF DM/15/00793/OUT/HJON – The Chair provided update to members. Planning REF DM/1601435/S106BA – The Chair provided update to members.

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

- a) **Revised staff contracts, rates of pay and policies** - The Chair presented the Clerk's contract/terms and conditions. **Resolved** (i) to start Craig Rowbotham on Spinal Point 28 pro rata for 18 hours per week, so that he was not taking a pay cut to join the Parish Council, (ii) that this agreement was based on the employee completing a Certificate in Local Council Administration within one-year period, on completion of this qualification he can move up to Point 29 on the anniversary of his appointment, (iii) due to his employee's continuous service and current holiday allocation it was also agreed to start him on 25 days holiday pro rata, and (iv) Clerk has been asked to check ITEM 15.2 in the drafted contract to inquire about the two extra statutory days stated, and subject to the clerk discussing the following with the employees: (v) Brian Hall (Community Engagement Officer) – to be appointed on Spinal Point 26, (vi) Rachel Mc Gregor (Auxiliary Youth Worker) - to be appointed on £7.43 per hour, and (vii) Lucy Dunbar (Auxiliary Youth Worker) - to be appointed on £7.43 per hour.
- b) **Locum arrangements** - Pauline Waterson has been working as a Locum Clerk and will be kept on in the short term to support the new incumbent Craig Rowbotham. It has been agreed to pay Pauline at Spinal Point 26 pro rata until a point in time when her services are no longer required.
- c) **Health check report of the Locum Clerk re Corporate Governance and Probity Matters** - the Locum Clerk presented a report to advise Members of issues of concern that they should be aware of, items such as: Data protection; Child Protection Policy; Fire Safety Risk Assessment; Audit; and Financial matters. Members noted this report. **Resolved** *The Clerk to agree an action plan to address these issues and bring forward any necessary policies for consideration and adoption.*
- d) **Phase B Quarrington Hill sculpture issues** - The Chair requested an urgent meeting with Durham City Homes to discuss land transfer for the second and third sculptures. The Parish Council has a contract with a local artist to deliver the sculptures however land owners permission and a grant application are still required and the Parish Council are obliged to pay design fees if these cannot proceed, which the sculptor has requested are paid however the Council did not accept that contractually it was at that point. **Resolved** (i) *The Clerk to contact Durham City Homes urgently to arrange a meeting,* (ii) *to consider payment now as advance of sculptures being installed due to delays and advice to be taken on contract to ensure works are completed.*

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

It was agreed that the next meeting would take place on the 7<sup>th</sup> September 2016 at 6.30pm in Coxhoe Village Hall

**Signed on the 7 August 2016 as a true record of the meeting.**

**Cllr. S Dunn (Chair)**

**Cllr. K Simpson (Vice-Chair)**