



Delivering Quality Services to
Coxhoe & Quarrington Hill

Coxhoe Parish Council

Meeting	Full Council
Date	Wednesday 7 September 2016
Time	6.30pm
Venue	Coxhoe Village Hall

DRAFT Minutes of the proceedings of the Coxhoe Parish Council meeting held at 6.30pm in Coxhoe Village Hall on Wednesday 7th September 2016

- 118. Present:** Parish Councillors Stuart Dunn (Chair), Carole Hogarth, Wendy Lavelle, Ron Mayo, Barbara Hepplewhite, Anne Murphy, Keith Pounder, Kay Simpson (Vice-Chair), Eric Thompson; Colin Thirlaway; County Councillor Jan Blakey, Craig Rowbotham (Clerk), and Pauline Waterson (Locum Clerk). Six Members of the Public.
- 119. Apologies received:** Parish Councillor Tony Plews, County Councillor Maria Plews, County Councillor Mac Williams and Mark Ogalvie (Durham Constabulary).
- 120. The Minutes of the general meeting held on 27th July were approved as amended**
- 121. The Minutes of the Extraordinary meeting held on the 3rd August were agreed.**
- 122. 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 Community Partnership, Cllr. Hogarth declared an interest in Quarrington Hill Allotments, Cllr. Mayo declared an interest in all matters relating to Coxhoe Community Partnership, Coxhoe Village Hall, Cllr. Simpson declared an interest in all matters relating to Coxhoe Primary School, 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.
- 123. Representations from residents of the Parish.** The following matters were raised by Members of the Public:
- a) Rita Brown reported that following raising the matter with Cllr Dunn the footpath at Deaf House that was locked has been re-opened, she also indicated that she had reported problems with fly-tipping near The Grove and Belgrave Avenue in March and April and again on 6th September, County Councillor Blakey indicated that she would take this matter up.
 - b) Peter Foster raised a query as to whether the Parish Council intended to move to the County Council rules for allotments and introduce a hosepipe ban. Cllr Dunn advised that there was no intention to change the allotment tenancy rules and that any decision of this nature would have to be determined by the Council. The Clerk confirmed the previous advice given to Mr Foster, that all matters relating to allotments would be addressed formally in writing to avert rumour and speculation.
 - c) Bob Robinson of the Coxhoe Banner Group expressed concern at the increasing costs of marching the Banner into Durham for the Annual Miners Gala (buses, bands, road closures etc.) The Chairman advised Mr Robinson of the s137 grant fund and requested that the Clerk send Mr Robinson an application form and discussion took place about the formal transfer of the land to the Parish Council, on which the Pit Wheel stands.
 - d) Peter Foster then raised concerns about the number and height of the Hanging baskets in Quarrington Hill as there were fewer than Coxhoe and they were too high. The Chairman explained that there was an 80/20 split of hanging baskets in proportion with the precept and that due to weight restrictions there were limitations on which lighting columns could bear the load of a hanging basket. It was **Resolved** that the Parish Clerk present a report to the Council in the future, reviewing the current hanging basket arrangements.

- e) Within the context of this discussion, it was also raised as to who was responsible for the maintenance of the hedge around Quarrington Hill Community Centre, discussion ensued and it was recommended that Councillor Pounder look into this matter.
- 124.** County Councillor Jan Blakey raised at this stage if she and the other County Division Members (Maria Plews and Mac Williams) paid for the installation and the first year's maintenance of new planters in QH near Malcolm Avenue and the Village Green, whether the Parish Council would take on the future maintenance of the planters, as they had with those on Cornforth Lane. **Resolved** – *That the Parish Council agreed to take on the maintenance and planting responsibility for the planters in their second and subsequent years.*
- 125. Durham County Councillors Update** County Councillor Blakey gave a brief update on the current budget situation as outlined at the first AAP Consultation event, advising that more budget cuts were to come. Cuts of £180 million pounds had already been made and a further £64 million was to be found. She advised that there was consultation taking place over GP's hours with a view to having a 24 hour 7 days per week GP service to try and reduce the pressure on Accident & Emergency Departments. County Councillor Blakey also advised that the 20mph limit near the school has been agreed and that a recent walkabout with Durham City homes had raised no issues.
- 126. Police and Neighbourhood Wardens Report.** No report was presented. **Resolved** *Police presence to be requested at the next Council Meeting 05/10/2016*
- 127. Coxhoe Parish Council Website-** The Council received an informative presentation from Ian Forster (Volunteer web administrator) highlighting the new features of the website. *It was Resolved to receive Ian Foster's presentation, noting the much improved layout and usability and to thank Ian Forster for his continued effort in updating and administering the website on an entirely voluntary basis.*
- 128. Clerk's Report** on matters raised in previous month and progress. The Clerk presented his previously circulated report with an update on current progress and the Chairman added the following updates
- a) In relation to agenda item 100b Quarrington Hill Front Street Regeneration, The Chair has contacted Durham City homes, who were agreeable in principle to transfer the land to us, but that they would require mortgagees consent.
 - b) In relation to agenda item 100g Kingswood Seating, the Chair confirmed that the grass cutting around the seating areas has been completed.
 - c) In relation to Agenda item 102 Neighbourhood Plan and Consideration of the Parish Council's response to the Durham County Council Local Plan Consultation, the Chair advised that the agreed response had been submitted and the Parish Council had been asked to supply a map showing a potential settlement boundary
 - d) In relation to Agenda item 105 – Flagpole Installation, the Chair requested that the Clerk and Councillor Mayo progress this matter.
 - e) In relation to Agenda item 106 – Armistice Day, the Clerk was requested to seek quotes the purchase of a portable pa system.
- 129.** In relation to Agenda item 109d – Planting Arrangements and Christmas Provision, The Chair confirmed that he had contacted Durham County Council in relation to the former and was awaiting a response, in relation to the latter, it was **Resolved** *that the Clerk and Vice Chair should contact Trimdon Foundry.*
- 130.** Children and Young People Services Report, Members considered the written update of the Youth Worker. **Resolved** *to receive and note the officers written update.*
- 131.** HR Working Group. It was **Resolved** *to receive and implement the recommendations of the HR Group to:-*
- a) Outsource payroll management to T&A Dixon Accountancy services

b) *Agree the listed Personnel Policies and Procedures.*

132. Members updates from meetings attended - The Chair gave a verbal report on his attendance at the QH Partnership meeting, and confirmation of the QHCC trustees to continuance of youth provision there. It was **Resolved** to receive and note the Chair's report.

133. Community Reports

- a) **Quarrington Hill Community Centre** It was **Resolved** to receive and note the previously circulated report.
- b) **Quarrington Hill Front Street Regeneration Group** – The entrance stone to the village has still not been repaired. It was **Resolved** to receive and note the previously circulated report and for the Clerk to contact the contractor to pursue its reinstatement.
- c) **Coxhoe Community Partnership** – The Chairman of Coxhoe Community Partnership (Mr Ian Forster) advised Members that the next meeting would take place on 27th September. Discussion took place around the purchase of Personal Protective Equipment for the volunteer litter picks and the prices obtained by Ian Forster and the Locum were discussed – It was **Resolved** to grant the Clerk delegated authority to spend up to £1000 in purchasing sufficient logoed high vis vests, litter pickers, bin hoops, disposable gloves and refuse sacks.
- d) **Coxhoe Village Hall** – Councillor Hepplewhite reported verbally that there had been a recent theft of lead from the roof and that there was a problem in the car park near the drain cover.
- e) **Active Life at Coxhoe** – Councillor Dunn gave a verbal report advising that the Manager had left to take up a position with Virgin Leisure and that a race night was taking place on 17 September to raise funds for new toilets now that the kitchen was complete. It was **Resolved** to receive and note Councillor Dunn's report.
- f) **Youth Strategy Group** - The group has not yet met it was **Resolved** that the Youth Strategy Group should be convened as soon as possible
- g) **Kingswood Community Partnership** – no update received.
- h) **Quarrington Hill Allotments** – The vacant plot has not yet been let.
- i) **Coxhoe History Group** – Councillor Hepplewhite gave a verbal report indicating that because of other commitments it had not been possible to progress matters relating to the War Memorial. It was **Resolved** that the report be received and noted.

134. Neighbourhood Plan and consideration of draft responses to County Durham - addressed within the Clerk's report.

135. Land Transfers - The Chair advised that completion of the land at Coxhoe and Quarrington hill Village Greens, Quarrington Hill Allotments and Kingswood had taken place that day, and that a formal resolution by Coxhoe Village Hall Committee was still awaited for the execution of the lease of the building. It was **Resolved** that the Council review the insurance and maintenance and risk arrangements for the recently acquired parcels of land.

136. Armistice Day 2016 – The Chair advised that there would be an article in the next Chronicle recruiting interested parties.

137. Correspondence for information and action

- a) **Emergency & Contingency Planning** – Following discussion of this matter and in recognition of the Clerk's advice that Emergency Planning is a County Council function and that the Parish Council have not adopted the Power of General Competency it was **Resolved** that the Parish council note the information and ask the volunteer website coordinator to add a link on the Parish website to the County's Emergency Planning information page.

b) Quarrington Hill Hanging Basket Complaint. It was **Resolved** that this matter had been addressed during the Public Participation element of the meeting [minute 123 refers].

a) St. Mary’s Church Yard the Clerk advised that he had responded to the correspondent via email and letter. It was **Resolved** that the Clerk’s actions be endorsed and noted.

b) Letter from the post office regarding the temporary Closure of Quarrington Hill Post Office. It was **Resolved**:

- i. To receive and note the letter
- ii. To publish the Consultation via the Parish council website and the Chronicle and
- iii. To suggest that a safer stopping place for the vehicle would be in the Community Centre Car Park.

138. Finance

Schedule of Payments 7th September 2016

Company	Purpose	Debit
Smith of Derby	Coxhoe Village Hall Clock	£220.80
Smith of Derby	Quarrington Hill Clock	£225.60
Master Print	Photocopier	£125.96
NE Regional Employers Organisation	CEO Job Advert	£180.00
Altogether Greener	Grounds Maintenance	£660.19
County Durham Association of Local Councils	Being a Good Employer Guide	£2.16
Durham County Council	HR Advice and Support	£360.00
Northern Stationary	Stationary Order/ Shredder/ Laminator	£1094.54
Craig Rowbotham (Parish Clerk)	Laptop Bag / Lanyard / Key Ring	£29.68
Society of Local Council Clerks	Annual Membership	£149.00
Craig Rowbotham (Clerk)	Keyboard and Mouse	£6.00
Craig Rowbotham (Clerk)	Norton Internet Security	£17.98
Craig Rowbotham (Clerk)	Desk Laptop Workstation	£22.79
Cooper Stott Solicitors	Land Purchase	£8704.12
Came and Company	Contents Insurance	351.63
Altogether Greener	Grounds Maintenance	558.19
Thinford Nurseries	Hanging Baskets and Watering	£2427.60
Thinford Nurseries	Flower Bed Refills	£761.40
Northern Stationary	Sign/Noticeboard for Clerk’s Office	£29.50
NEREO	5x Disclosure Checks	(to advise)
	TOTAL:	£15,927.14

It was **resolved** to authorise the Clerk to make the payments as set out in the above circulated schedule.

a) External Audit update – Resolved The Clerk to review the Chairman’s suggested response

b) Revised risk Assessment It was **Resolved** to grant the Clerk delegated authority to purchase the Zurich Municipal Risk Assessment CD Rom to enable a full and comprehensive Risk Assessment of all Parish Council risks to be assessed.

139. Planning Applications for consideration –It was **Resolved** to receive and note the schedule of Planning applications circulated with the Agenda.

140. Exclusion of the Press and Public the Locum clerk left the meeting

141. a. The Chair gave a verbal update on the recruitment update. It was **Resolved** that the Chair's verbal report be noted and the provisional timetable for the recruitment process be agreed.

142. b. The Clerk gave a verbal update on current officer sickness absence levels and the sickness absence protocol. It was **Resolved** that the Clerk's reported be received and noted.

143. Date and time of next meeting

It was agreed that the next meeting would take place on the 5th October 2016 at 6.30pm in Coxhoe Village Hall

Cllr. S Dunn (Chair)

Cllr. K Simpson (Vice-Chair)

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