



Delivering Quality Services to  
Coxhoe & Quarrington Hill

## Coxhoe Parish Council

<b>Meeting</b>	Full Council
<b>Date</b>	Wednesday 5 <sup>th</sup> October 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 5<sup>th</sup> October 2016

- 149. Present:** Parish Councillors Stuart Dunn (Chair), Carole Hogarth, Wendy Lavelle, Ron Mayo, Tony Plews, Anne Murphy, Keith Pounder, Kay Simpson (Vice-Chair), Eric Thompson; Craig Rowbotham (Clerk), and Pauline Waterson (Locum Clerk).
- a) *Prior to the commencement of the meeting proper the newly appointed Community Engagement Officer Lisa Caine introduced herself to Members and Officers.*
- 150. Apologies received:** Parish Councillors Barbara Hepplewhite, Colin Thirlaway, County Councillor Maria Plews, County Councillor Jan Blakey, County Councillor Mac Williams and PCSO Holly McCabe.
- 151. The Minutes of the general meeting held on 7<sup>th</sup> September 2016 were agreed.**
- 152. The Minutes of the special meeting held on the 28<sup>th</sup> September 2016 were agreed.**
- 153. 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, Cllr. Plews declared an interest in all matters relating to Coxhoe Allotment Association, Anne Murphy declared an interest in all matters relating to Active Life Centre.
- 154. Representations from residents of the Parish.** No representations were received.
- 155. Petition Received from Residents of Quarrington Hill.** Members gave consideration to a petition from residents of Quarrington Hill requesting the removal of the "mound". Cllr Hogarth proposed and Cllr Thompson seconded the following: **Resolution** *to receive and note the petition to take on board the views of residents and that the Clerk liaise with the Councils grounds maintenance contractor with a view to removing the "mound" and installing an alternative planting scheme which was unanimously agreed.*
- 156. Police and Neighbourhood Wardens Report.** **Resolved** *to receive and noted.*
- 157. Clerk's Report** on matters raised in previous month and progress. The Clerk presented his report and the Chair indicated that this was to be taken as read by Members and it was not his intention to go through it on a line by line basis. Members were invited to raise queries.
- a) **In relation to minute reference:** [109e] Furniture and IT equipment for better meeting facilities to be changed to amber status. [127] Clerk to arrange website training for Chair, Clerk and Community Engagement Officer, change to red status. [138a] External Audit update was provided by the Chair, change to green status. [133f] A Youth Strategy Meeting

needs to be arranged, change red status. [133b] Clerk to contact contractor to expedite the fixing of the Quarrington Hill entrance stone, change to red status.

**158. Planning.** Members received and noted the schedule of applications for consideration.

**159. Finance.**

a) It was **resolved** to authorise the Clerk to make the payments as set out in the below circulated schedule:

<b>Company</b>	<b>Purpose</b>	<b>Debit</b>
Stuart Dunn (Chair)	Youth Provision - Xbox	£410.35
Northern Stationary	A3 Paper (Chronical)	£153.60
Northern Stationary	Operator's Chair	£110.00
Thinford Nurseries	Watering for August	£1350.00
Thinford Nurseries	September Watering	£1170.00
Cooper Stott Solicitors	Land and Legal Fees	£1090.92
Seventeen	Buffet Lunch	£48.00
Craig Rowbotham (Clerk)	Office 365 – 5 Licences	£79.99
Altogether Greener	Grounds Maintenance	£516.19
Harrison Display Systems	Flagpole and Flags	£1024.00
Section 137 Grant	Printing (Sam Lavery)	£270.00
Ian Thompson (Youth Worker)	Stationary	£36.13
	<b>TOTAL:</b>	<b>£6,259.18</b>
CPC Employer Costs	Salaries, NI and Pension	£3,727.91

**160. County Councillors Update** – In the absence of the County Councillors the Chair give a verbal update on local highway schemes – 20 MPH scheme adjacent to the school; enforcement at Cornforth Lane; lack of progress at Green Crescent and potential discontinuance of the front street parking scheme.

**161. Children and Young People's Services Update.** **Resolved** to receive and note the circulated report from the Youth Worker and extend the Councils thanks to the Officers.

**162. Members Reports from Meetings attended.** None were received.

**163. County Durham Association of Local Councils and East Durham Rural Corridor Area Action Partnership.**

a) Cllr. Hogarth advised the Members that she had forwarded on e-mail correspondence in relation to the e-mail consultation on capping of the precept for larger Councils. **Resolved** that members would respond to Cllr. Hogarth who would forward these responses onto the consultation.

b) CDALC AGM, Saturday 22<sup>nd</sup> October 2016, Resolved that Cllr. Murphy and Lavelle will attend as CPC representatives.

**164. Community Reports**

a) **Quarrington Hill Community Centre** – Cllr. Pounder advised that the second phase of the groundworks would begin next week (i.e. cutting back shrubs). **Resolved** to note by the Council.

b) **Quarrington Hill Front Street Regeneration Group** – Chair advised that County Durham Homes are still waiting for consent from their mortgagee to transfer the land.

Cllr. Pounder gave an update on the progress update required by County Durham Community Foundation and it was noted that a workshop for the children and adults in connection with the second phase was still to be arranged.

- c) **Coxhoe Community Partnership** – No meeting has taken place.
- d) **Coxhoe Village Hall** – Cllr. Mayo verbally briefed the Members regarding the M&S funding application for Solar Panels urging people to vote.
- e) **Active Life at Coxhoe** – Chair advised that £1500 raised at the recent race night towards the toilet replace project. They are reviewing the staff structure and a new manager will not be appointed until the new year.
- f) **Kingswood Community Partnership** – Cllr. Hogarth advised that funding of £2000 had been secured for 2 benches and 2 picnic benches from the County Councillors Neighbourhood budget. Many thanks to our County Councillors for their support.
- g) **Quarrington Hill Allotments** – The Clerk briefed the Members about the recent correspondence that had been sent regarding the waiting list.
- h) **Coxhoe Allotment Association** – Cllr. T Plews presented a cheque to the sum of £782.88 to the Council in full and final settlement of the outstanding loan from Coxhoe Allotments Association. Resolved that the Clerk sends a letter of thanks.
- i) **Coxhoe History Group** – No report received.

**165. Parish Plan 2** -No report was given.

**166. Neighbourhood Plan** – No report was given.

**167. Land Transfers** - Chair provided an update and no progress with the land transfer of the railway line to be progressed by Durham Ask. No approach has been made to the land owners of the potential site for the second railway gate or the Parkhill strip **Resolved for the Clerk to contact Park Hill developers for and railway gate land owners' re-possible donation of these pieces of land. Clerk and Cllr Dunn, Simpson, Plews and Mayo to walk the newly acquired land to discuss maintenance and produce a risk assessment.**

**168. Armistice Day 2016** – **Resolved** that the Community Engagement Officer liaises with Members and community representatives to assist where possible.

**169. Maintenance of Quarrington Hill Sculpture** – A discussion ensued around the future maintenance of the sculpture. **Resolved** that the Clerk liaise with the sculptor to establish future maintenance requirements.

**170. Coxhoe Cricket Club** - A discussion took place about the future of the cricket club. **Resolved** that the Chair contact the Chairman of with a view of arranging a meeting.

**171. Correspondence for information and action** – None received.

**172. Members of the Public Conduct Policy** – Discussion point raised by Cllr. Pounder. Resolved that no action be taken as this is clearly covered by the Councils Standing Order 2 (Disorderly Conduct at Meetings).

**173. Recording of Parish Council Meeting** – **Resolved** that the Clerk submits a Policy for consideration at the next Council meeting.

**174. Issue of CPC Policies and Procedures** – discussion point raised by Cllr. Pounder. **Resolved** that in readiness for the elections all CPC policies and procedures be indexed with review dates and a Members handbook of policies be produced.

**175. Quarrington Hill Community Centre Grant** – Cllr. Pounder left the meeting prior consideration of this item. This item was considered and it was **Resolved** that the Council defer approval of this grant until a copy of the annual report and statement of accounts for the current year are provided.

**176. Sickness Procedure** – Cllr. Pounder raised this discussion item. It was **Resolved** *that the current absence procedure is appropriate and followed properly by the Clerk as line manager.*

**177. Exclusion of the Press** and It was **Resolved** *"That in accordance with the provisions of S1 of the Public Bodies (Admission to Meetings) Act 1960 as amended by S100 of the Local Government Act 1972, the Council do now exclude the press and public for the remaining items of the Agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest".*

**a) Recruitment Update** – The Chair updated on the appointment of Lisa Caine (Community Engagement Officer) and Elaine Shone (Auxiliary Youth Worker)

**b) Member Conduct** – Following a discussion around the issues in the absence of an apology being forthcoming it was unanimously resolved to refer this matter to the Standards Committee.

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

It was agreed that the next meeting would take place on the 2<sup>nd</sup> November 2016 at 6.30pm in Coxhoe Village Hall

**Cllr. S Dunn (Chair)**

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