



Coxhoe Parish Council

Meeting: Full Council
Date: Wednesday 1st February 2017
Time: 6.30pm
Venue: Coxhoe Village Hall

Delivering Services

to
Coxhoe and Quarrington Hill

Minutes of the proceedings of the Coxhoe Parish Council Meeting.

- 264. Present:** Parish Councillors: Stuart Dunn (Chair), Keith Pounder, Eric Thompson, Ron Mayo, Kay Simpson (Vice Chair), Carole Hogarth, Tony Plews and County Councillor Maria Plews. Parish Council Officers: Craig Rowbotham (Clerk) and Lisa Caine (Community Engagement Officer (CEO))
- 265. Apologies:** were received from Parish Councillor Colin Thirlaway, Wendy Lavelle, Barbara Hepplewhite, Anne Murphy and County Councillor Jan Blakey.
- 266. Declarations of interests:** The following interests were declared by members: Cllrs. Dunn and Murphy - Future Leisure in Coxhoe (FLIC), Cllr. Thompson - Kingswood Community Partnership, Cllr Hogarth - Quarrington Hill Allotments and Kingswood, Cllr. Mayo - Coxhoe Community Partnership and Coxhoe Village Hall, Councillor Pounder - Quarrington Hill Community Centre and Village Partnership, and Cllr. Simpson - Coxhoe Primary School. Cllr. Plews arrived during the meeting and did not make a declaration of interest at this Council Meeting.
- 267. Representations from Residents of the Parish:**
- a. A resident asked the Council if anything has been done about the car wash on Blackgate. Cllr. Dunn explained that this local business had a planning application for the erection of a new canopy. The Council objected to this planning application, with the support of County Councillors' Blakey and Plews. All points identified by residents were made and passed to the appropriate County Council department.
 - b. A resident raised an issue with crossing the road at the Limes estate. He raised concerns with traffic flow and car speed resulting in his difficulty in cross the road safely. **It was RESOLVED to** raise this issue with the Highways Authority.
- 268. Minutes from 11th January 2016:** The minutes were agreed as a true and accurate record of the meeting once ITEM 250 (v) is added "All Members would meet to set the budget at an appropriate stage using Special Council meetings to conduct and agree the budget". **It was RESOLVED to** continue this process in future years as suggested by Cllr. Dunn.

- 269. Police and Neighbourhood Wardens Reports:** The report was received and noted by the Council. The Council discussed its content identifying an emerging crime problem in Coxhoe and Quarrington Hill. **It was RESOLVED** to post a notice to all residents on social media requesting them to be vigilant about a recent spate of break-ins and to use the Police non-emergency number (111). It was also a request to display this report on the CPC website and noticeboards in the villages.
- 270. Clerk and Community Engagement Officer's Report:** The report was received and noted by the Council. **It was RESOLVED** that item 96 (maintenance to the entrance to Quarrington Hill) has been readopted. Update provided by County Councillor Plews. Item 173 (recording of meetings policy) be brought forward for agreement at a future Council meeting. Item 174 (CPC policies and procedures) that the revised Council Standing Orders be brought to the next Council meeting for agreement. Item 133 (c) (purchase of PPE equipment) agreed to expedite this task on behalf of Coxhoe Community Partnership. Total budget for equipment (£1500). Item 258 (removal of mound) to expedite removal immediately.
- 271. Youth Workers' Update:** received and noted by the Council.
- 272. Finance Report:** The Council received and noted the report and approved the Finance Report circulated. The Council approved the below payments to be made. Cllr. Dunn discussed progress with transferring the phone contracts over to the Council. **It was RESOLVED** to liaise with Coxhoe Village Hall to see if a microphone can be installed to record future Council meetings. Cllr. Hogarth advised that data protection precautions need to be adopted. **It was also RESOLVED** to add Lisa Caine (CEO) to the Bank Mandate.

a. Payment schedule for February 2017:

Creditors	Purpose	Invoice Date	Amount
Altogether Greener	Grounds Maintenance	31 st January 2016	-£516.19
SLCC	Membership for Lisa Caine	25 th January 2017	-£139
Durham County Council	Servicing 4 Dog Bins between April 2016 and March 2017.	20 th December 2016	-£1020.86
Maplin (Barbara Hepplewhite)	Village Hall CCTV	24 th January 2017	-£1574.97
CETRA Security	CETRASHIELD for Village Hall Bar	31 st January 2017	-£3158.54
		TOTAL:	-£6409.56

- 273. Neighbourhood Plan:** Cllr. Dunn thanked Lisa Caine (CEO) for her work on the proposed survey. Lisa gave a verbal report describing the purpose of the survey and described that its main purpose is to consult with residents to see if they require a Neighbourhood Plan, Parish Plan 3 or both. Cllr. Simpson proposed and it was **RESOLVED** to offer an incentive up to the value of £175 to encourage survey responses. **It was also RESOLVED** to purchase an upgraded version of Survey Monkey to facilitate analysis of the surveys submitted. The final draft of the survey will be approved at the next Youth Strategy meeting being held on 8th February 2017.

- 274. Officers' Actions for Consideration:** After a walkabout around Coxhoe with Cllr. Simpson and Dunn a number of actions were raised. **It was RESOLVED** to investigate, seek quotes and action the below:
- a. Temporarily close Village Hall car park, raise drain/tarmac, clean drains;
 - b. Meet up with Jeff Riddell to go through the maintenance contracts and additional work arising following the walkabout including replacement of bird's mouth fencing in various locations;
 - c. Seek quotes for installation of electrical power line on village green;
 - d. Present to Members the idea of planting the gifted Christmas trees on village greens;
 - e. Sourcing lighting for the lime trees that run along the village green;
 - f. Planting scheme for village greens;
 - g. Tidy up gas maintenance point with seat;
 - h. Source better single hanging basket brackets on green lampposts and extend provision;
 - i. Contact DCC/Maria Plews to report a number of grass verges around the village that need cutting back and tidying up;
 - j. Contact owners of the land to rear of Coxhoe Kitchen to ask for it to be gifted (Cllr Dunn doing HMLR search)
 - k. Contact Durham Ask about the donation of the railway line. Approach owners of piece land on the opposite side of the railway gate and enquire if they would be willing to gift it to CPC in order for the railway gate to be replicated on both sides of the road.
 - l. Railway gate tidy up and paint in spring;
 - m. Make contact with businesses at Commercial Road regarding parking issues and confirm CPC's proposals to accommodate parking at the rear of their premises on CPC land;
 - n. Contact DCC planning department regarding CPC's intention to provide additional parking on land at Commercial Road East; Cllr. Dunn to carry out a HMLR search to confirm ownership of land adjoining CPC land and enquire whether owners are willing to gift this to CPC to allow for more parking space;
 - o. Contact The Paving Factory on Commercial Road regarding their kind offer to re tarmac a large pothole leading on CPC land, and confirm CPC's intention to work with them on waste issues for clearance of scrub;
 - p. Contact Mr Fitts at Coxhoe (Commercial) Motors to confirm whether he has spoken to the owner of the land directly abutting his premises regarding a fence causing a major safety concern to drivers leaving the business premises as vision for oncoming traffic is severely restricted. Work with Mr Fitts and the owner of this land to bring about the removal of some of the fence slats in an orderly fashion to enable clear vision for road users;
 - q. Identify seating locations along village green and other locations in the village and look into offering the seats out to residents to purchase with an engraved plaque as a memorial;
 - r. Check title deeds to confirm CPC's boundaries of land opposite The Paving Factory.

Cllr. Hogarth proposed that a walkabout should also be carried out at Quarrington Hill and that Quarrington Hill's requirements should be considered at the same time.

- 275. Correspondence for Information and Action: It was RESOLVED to:**

- a. Write to Mr Bolton explaining that the tenancy agreement was changed in December 2015 and that the Council **RESOLVED** that if a tenant is unable to tend to his/her plot due to ill health then the Council will consider each individuals' circumstances on a case by case basis, but will ultimately wish for the plot to be kept in good order and maintained. Current tenancy agreements will be issued to all tenants.
- b. Write to Kevin Robson (consultation on removal of street light: A177 Coxhoe By-pass) requesting that the street lights are disconnected for a period of 1 year to assess the impact.
- c. Respond to Jack Turton (RE: Flagpole) describing the Council's reasoning for erecting a flagpole in front of the Village Hall.
- d. Contact the appropriate authority about purchasing a community defibrillator and investigate funding for training and associated costs.
- e. Coxhoe Village Hall Fire Safety Report was received and noted by the Council.

276. Planning Applications: These were received and noted by the Council.

277. Durham County Councillors Update: County Cllr. Maria Plews presented a report summarising positive partnership activity across the County. Cllr. Dunn thanked Cllr. Plews for her comprehensive report.

278. Members' Reports from meeting attended: None reported.

279. CDALC & EDRCAAP- the following were noted:

- a. Please remember to call Parish Meeting e-mail
- b. NALC Chief Exec. Bulletin
- c. SAAA Announcement of Appointed Auditors
- d. Smaller Councils Forum
- e. WW1 Beacons of Light Tribute - **It was RESOLVED** to register Quarrington Hill and Coxhoe as a potential site and explore funding.
- f. The Big Spring Clean
- g. CDALC AGM Policy Statement – **It was RESOLVED** to put on the next agenda.
- h. Area Action Partnership Board Meeting
- i. EDRC: Local Councils Committee Meeting.

280. Wild Flower Planting: Cllr. Dunn has contacted the Durham County Council and the Parish may be considered to be included in a 2-year pilot of autumn planting in 2018. He also updated that SAFA are gifting Poppy seeds for free potentially for around the Lime trees.

281. Parking Restriction: Cllr. Dunn received a written response from Durham County Council and gave a verbal update detailing parking restrictions, traffic signals and traffic survey.

282. PP2: It was RESOLVED to write a summary for the next issue of the Chronicle (March) detailing what has been achieved in Parish Plan 2 over the last five years.

283. Community Reports:

- a. Quarrington Hill Community Centre – received and noted.
- b. Quarrington Hill Front Street Regeneration Group – received and noted.
- c. Coxhoe Community Partnership – Cllr. Mayo advised that he resigned from the Partnership, as well as, Ian (Chair) and Maragret Forster. Cllr. Dunn thanked these individuals for their efforts supporting their community and they will be sadly missed.
- d. Coxhoe Village Hall – report was tabled.
- e. Active Life at Coxhoe – meeting to be scheduled.
- f. Kingswood Community Group – nothing to report.

284. Date and time of next meeting: 1st March 2017 at 6.30pm at Coxhoe Village Hall.

285. Exclusions of Press and Public:

- a. Communications between Members and Officers – Cllr. Hogarth raised some concerns and issues. These were received and noted by the Council and the Council will endeavour to ensure that any communication issues are resolved going forward.
- b. Quarrington Hill Community Association Grant Application – A formal request for £2000 was submitted by Cllr. Pounder (Chair of Association). After discussion and deliberation of the Council a vote was conducted and the proposal to give the funding was rejected based on two members (Cllr. Dunn and Plews) voting ‘yes’ and four members voting ‘no’ (Cllr. Hogarth, Cllr. Simpson, Cllr. Thompson and Cllr. Mayo). The Council had unresolved concerns with providing this money.

286. Minutes Approved:

Stuart Dunn (Chairman)

Kay Simpson (Vice Chairman)