



Delivering Quality

*Services to
Coxhoe and Quarrington Hill*

Coxhoe Parish Council

Meeting: Council Meeting
Date: Wednesday 7th June 2017
Time: 6.30pm
Venue: Coxhoe Village Hall

Minutes of the proceedings of the Council Meeting.

- 29. Present:** No Parishioners were present. Parish Councillors: Stuart Dunn, Wendy Lavelle, Kay Simpson (Chair) and Adrian Hedley, Parish Council Officers: Craig Rowbotham (Clerk), Lisa Caine (Community Engagement Officer) and Ian Thompson (Senior Youth Worker).
- 30. Apologies:** Apologies received from Holly McCabe (PCSO (8012)) Cllr. Keith Pounder, Cllr. Colin Thirlaway, Cllr. Barbara Hepplewhite and County Councillors: Maura McKeon and Jan Blakey.
- 31. Declaration of Interest:** The following interests were declared by members: Cllrs. Dunn, Lavelle - Future Leisure in Coxhoe (FLIC) and Cllr. Dunn is now a County Councillor. Cllr. Simpson – Coxhoe Primary School. Adrian Hedley did not declare an interest at this meeting.
- 32. Approval of Minutes held on the 10th may 2017:** Minutes were accepted as a true and accurate record of the meeting.
- 33. Clerk's Report:** Mr. Rowbotham gave a verbal update and confirmed the completion of the below tasks:
- a. Awaiting approval from Durham County Council for funding and support to install a wild flower meadow on village green 2.
 - b. Contacted Durham County Council for improvements to footpaths and parking bays on Sanderson Street.
 - c. Correspondence were sent to landowners and local business for information and updates on proposed intentions and improvements.
 - d. All actions associated with the Coxhoe 'walkabout' have been completed apart from seeking quotes for improving the village hall carpark and painting the railway gate.
 - e. Grounds Maintenance ad hoc works – Front Street Coxhoe has been commissioned.
 - f. Shrub Planting at Quarrington Hill has been commissioned and was deferred for further discussion.
 - g. Correspondence to Durham County Council for the improvement of 'Trowse' Footpath has been requested.
 - h. All correspondence regarding the flagpole, Council Tax rise, St. Mary's Church Yard, and rubbish collection at Bower Court was responded too.

- i. The Clerk is preparing an HR organisational review document in partnership with Durham County Council to be brought to the July meeting for consideration and decision.

- 34. Youth Workers Update:** Mr Thompson reported that there isn't much to report since his last update on the 10th May because of the half term holidays. He confirmed that the team is struggling to attract the numbers for Quarrington Hill. He said the computer course has now started. The junior club is still running well and has improved since the sessions have been split keeping the numbers to 20 children per session. The summer programme is now being promoted and Members asked if this could be strongly promoted because of the cost of coaches and venues, which the Council, is paying in advance. The team is also discussing the plans for the proposed gala day. Cllr. Dunn raised a concern about there being no middle provision at Quarrington Hill. Mrs. Caine suggested using Survey Monkey to promote and to discover what the young people of Quarrington Hill want. She also suggested to promote through the schools. Cllr. Simpson suggested a new approach is needed. It was RESOLVED for the SLA of the current Quarrington Hill provision be brought to July's meeting for a decision, whether to retain this SLA, or to provide this junior provision by the Youth Team. To engage with our young people and consider what we need to provide to meet the needs of Coxhoe and Quarrington Hill.
- 35. Durham County Councillors Update:** Cllr. Dunn gave an update stating that it has been an interesting month. Cllr McKeon has been nominated to Cabinet Support for Education and Cllr Dunn has been nominated to Leader Support. They both are in the process of visiting schools and Parish Council meetings in the division. They will now be holding surgeries before each Council meeting. One issue which Cllr Dunn, is working on, is the proposed building of 35 bungalows by Aged Miners Association between Park Hill and Coxhoe. This scheme is being sold as a positive scheme for Coxhoe actually will be in Cassop Cum Quarrington Parish Council area and could potentially join the two villages. He is in discussions with Integra 61 and Bowburn Primary School about proposed plans. He is working with Cassop cum Quarrington Parish Council to look at traffic calming for Coxhoe. Cllr Hedley updated the Council that there is a consultation for statutory building near the Limes estate. Cllr. Hedley also asked if Cllr. Dunn will still be supporting the 59 subsidised bus service as the contract is up for renewal. Cllr. Dunn will look into this request.
- 36. Community Engagement Update:** Mrs Caine updated Council on the results of the Neighbourhood Survey and has written a summary to include in the summer Chronicle and she will be presenting the full Survey report at the July Council meeting. She has been working with Cllr Pounder to look at promoting the usage of Quarrington Hill Community Centre. Working on establishing an Armistice Day planning group and will be establishing a network of volunteers to support in the planning of the day. Working with St. Mary's Church Council to see how she can help support their plans, which will benefit the overall community of Coxhoe. Cllr Dunn suggested that we contact Cllr Paul Taylor to investigate the purchase of Memorial Tribute seating for the village greens in time for November 2018.

- 37. Budget Report and Bank Reconciliation:** The Clerk reported that the accounts for 2017/18 have now been closed and our accounts have been sent to the external auditor. He is now establishing the new accounts cash book and budget build for 2018/19 year and it was RESOLVED to present the Bank reconciliation and budget report at the July meeting once all the systems are setup.
- a. **Council Reserves Discussion:** The Clerk advised that the agreed reserves of £30,000 per year is difficult to achieve and has not been achieved to date. For the 2018/19 year he advised to reduce this to a more achievable figure which can be carried over. He advised that most organisations keep reserves to cover three months operating costs and not 50% of their budget. The Council RESOLVED to review and decide on this at the July Council Meeting.
- 38. Quotations for Consideration:**
- a. **Christmas Tree and Lighting:** It was RESOLVED not to proceed with this quotation because of budgetary constraints, but to contact Trimdon Parish Council to see if their solar system can be purchased within the set budget.
 - b. **Coxhoe Village Hall Tree Lighting:** It was RESOLVED not to proceed with this quotation because of budgetary constraints.
 - c. **Kingswood Picnic Bench/Seating Base:** Council RESOLVED that the quote for concrete bases was too expensive and didn't have the allocated budget. Kingswood Community Partnership did provide a cheque to the Council to support this work and it was RESOLVED to contact Kingswood Partnership to ask if they could perform this work using this small budget.
 - d. **Ad hoc Works – Front Street Coxhoe:** It was RESOLVED to commission prune, frail and strim areas of rough scrub land at a cost of £378. It was also RESOLVED not to proceed with removal of shrub beds on the village greens due to budgetary constraints. This work will be paid through the allocated Miscellaneous Budget for Coxhoe.
 - e. **Birds Mouth Fencing – Bower Court:** It was RESOLVED to commission this work due to the damage and disrepair of the fencing at £1444.20. This work will be paid through the allocated Miscellaneous Budget for Coxhoe.
 - f. **Birds Mouth Fencing – Wesley Place:** It was RESOLVED to commission this work at a cost of £498 from the Miscellaneous Budget for Coxhoe.
 - g. **Birds Mouth Fencing at Church Street and Commercial Road East Coxhoe:** It was RESOLVED to thank Altogether Greener for their quotation but due to budgetary limits the Council decided not to proceed at this stage.
- 39. Shrub Planting at Quarrington Hill Sculpture:** At the May meeting it was RESOLVED to hold this work until Councillors could see the area in question. After discussing the issues and concerns the Council RESOLVED to continue with this work because it was the outcome of a public consultation.
- 40. St. Mary's Footpath Quotation:** It was RESOLVED to note and thank Altogether Greener for their quotation and because it was higher than £5000 the Council requested further quotes from other suppliers. It was also

RESOLVED to establish a donations page and a working group to raise money to fund this work.

41. **Chronicle Editions:** It was discussed to possibly reduce the number of editions from 4 to 3 per year. It was RESOLVED to keep the number of editions the same this year but to review at the end of the year.
42. **Correspondents for information and action:**
 - a. **Flagpole e-mail from Coxhoe Village Hall Committee:** RESOLVED to receive and note the response.
 - b. **Coxhoe Allotment Association Rent:** It was RESOLVED to payback their rent to undertake the work described.
43. **Planning Applications for Consideration:** No issues or objections were raised against the proposed planning applications.
44. **Members' Reports from Meetings Attended:** No reports were received.
45. **CDALC Correspondence:**
 - a. Nomination of Representatives at County Association Executive Committee and AAP. Council nominated Cllrs. Hedley and Simpson.
46. **PP2:** No update received.
47. **Neighbourhood Plan:** No report received.
48. **Community Reports:** No reports received.
49. **Date and time of next meeting to be 5th July 2017 at 6:30pm at Coxhoe Village Hall.**

Stuart Dunn (Chairman)

Kay Simpson (Vice Chairman)