



*Delivering Quality Services to
Coxhoe and Quarrington Hill*

Coxhoe Parish Council

Meeting: Council Meeting
Date: Wednesday 5th July 2017
Time: 6.30pm
Venue: Coxhoe Village Hall

Minutes of the proceedings of the Council Meeting.

- 29. Present:** Three Parishioners were present. Parish Councillors: Stuart Dunn (Chairman), Wendy Lavelle, Kay Simpson (Vice Chair), Keith Pounder and Colin Thirlaway, Parish Council Officers: Craig Rowbotham (Clerk and RFO), and Ian Thompson (Youth Worker). County Councillors: Maura McKeon and Jan Blakey.
- 30. Apologies:** Apologies received from Holly McCabe (PCSO (8012)), Cllr. Barbara Hepplewhite, Adrian Hedley and Lisa Caine (Community Engagement Officer).
- 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 and AAP Board Member. Cllr. Simpson – Coxhoe Primary School. Cllr. Pounder – Quarrington Hill Community Centre and Quarrington Hill Village Partnership. Colin Thirlaway - did not declare an interest at the meeting.
- 32. Approval of Minutes held on the 7th June 2017:** Minutes were accepted as a true and accurate record of the meeting.
- 33. Open Session to the Public:** A parishioner asked the Council if they knew the intended plans for the undeveloped land directly opposite Coxhoe Village Hall. The Clerk provided an update that the Community Engagement Officer wrote to the land owner requesting an update of their intended plans. To date no response has been received. A parishioner raised the issue of the Flagpole which is currently erected in the Memorial Garden in Coxhoe. He stated that he had an issue with it being removed and believes it should stay in situ. He did say that if it did have to be removed could it be placed on the Village Hall roof. He also suggested that it would be nice to see the County flag flying to encourage pride in our County equivalent to neighbouring Counties like Yorkshire and Northumberland. The parishioner was advised that the Council is currently seeking a quotation from the supplier and are seeking views from residents. This parishioner also raised the issue with the Grove Green being used as a 'rat run' for quadbikes. Cllr. Dunn gave a response in his County Cllr. capacity to say a consultation with residents will be carried out soon on the potential closure of the Green to through traffic.

- 34. Youth Workers Update:** Mr Thompson (Youth Worker) provided a verbal update and informed Council that the junior sessions are successful with 20 – 25 young people at each session. He also informed Council that he is working with the junior school with the hope to encourage progression improving senior numbers. He informed Council that there have been some behaviour issues and this was resolved by the Youth Worker. The summer programme has been well advertised and they have set a cut-off date 28th July for expressions of interest. Cllr. Simpson suggested that the team might want to take deposits first. The Clerk advised that the Council has not budgeted for providing a summer programme with in the 2017/18 financial year and that the staff costs will increase because the youth team will be working additional hours. Cllr Simpson said it was her understanding that these costs would be partially covered by the FLiC Youth Budget. It was RESOLVED to invoice FLiC to transfer these funds to CPC. It was RESOLVED that a proposal and recommendations for the current SLA for Quarrington Hill delivery will be presented to the September's meeting.
- 35. Durham County Councillors Update:** County Cllr. McKeon gave her verbal update, updating Council on the current progress being made with the teaching assistants negotiation, hopefully to be resolved by September. She gave an overview of Durham County Council's current priorities and how it intends to improve young people's services and provided Council with current public health improvement and crime statistics. County Cllr. Blakey updated Council on her current walkabouts around Coxhoe and Quarrington Hill mainly concerning footpath issues and some parking issues at the Limes Estate. It was raised that there is an issue with a historic 'cart track' near Ronny Carr's Butchers, because someone did fall on it, and Cllr. Blakey informed Council that she will resolve this issue and write to the parties concerned.
- 36. Community Engagement Update:** A written update was received and noted by the Council. Council was informed of Mrs. Caine's recent resignation and Council accepted that her final day of employment would be 29th July 2017.
- 37. Clerk's Report:** Mr Rowbotham (Clerk and RFO) read a statement to Council raising a number of concerns. The full statement will be issued to Members for their consideration and after a response was received by the Chairman, Council RESOLVED to meet on the 27th July 2017 to discuss. The Clerk gave a verbal update and confirmed the completion of the below tasks:
- a. Clerk is working with Cllr. Pounder to complete the actions from Quarrington Hill walkabout;
 - b. The Parking Sign has been ordered for the Village Hall carpark and quotes have been requested to raise the manhole cover.
 - c. The Clerk has received the advice from Durham County Council's HR Advisory Service and has issued his report and recommendations to Council.
 - d. The Clerk contacted Trimdon Parish Council for further information about their Christmas Tree and lighting provision. This information was provided to Council for consideration.
 - e. The Clerk contacted Kingswood Community Partnership to request their help to install the 2 picnic benches and 2 seats. The Clerk was informed

that the Community Partnership has ceased to exist since July 2016 and that the Parish Council will have to seek quotes for their installation. The Clerk is currently looking at cheaper options of installation and is seeking quotes.

38. **Budget Report and Bank Reconciliation:** The Clerk reported the Bank Reconciliation as of the 31st May 2017 was £93,829.43 – an unreconciled payment of £120. The outstanding balance was £2784.12 leaving the Cash Book total at £90,925.31. A budget report was also provided to Members on current performance against agreed budgets.
39. **Council Reserves Discussion:** The Clerk advised that the agreed reserves of £30,000 per year was difficult to achieve and has not been achieved in the last year. 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 defer this decision until the next budget setting process in December 2017.
40. **Shrub Planting at Quarrington Hill Sculpture Petition:** Cllr. Pounder presented to Council a petition against this work taking place. The petition of 67 names from residents of Quarrington Hill was received and noted by Council. The Clerk advised that the RESOLUTION has already been acted upon and that the work had been commissioned. Cllr. Pounder was advised of the correct procedure of how to overturn this motion.
41. **Defibrillators:** County Cllr. McKeon advised that £1000 can be accessed from her Neighbourhood fund. The Clerk advised that £500 has been received from Coxhoe businesses and Coxhoe Village Hall. It was RESOLVED to purchase the Coxhoe defibrillator first once the funding has been received because the donations have come from Coxhoe businesses.
42. **Chronicle:** It was RESOLVED that due to the recent resignation of the Community Engagement Officer that Cllr. Simpson will take the lead on the production with the support of Cllr. Dunn. It was also RESOLVED for Cllr. Dunn to write to the Chair of Coxhoe History Group requesting their reasons for wishing for the Flagpole to be removed/relocated. This would then be circulated on the website and social media so the Council can gain balanced picture of the views and wishes of the Community to then decide on the appropriate course of action.
43. **Co-option of Members:** It was RESOLVED to accept the applications from Julie Slater, Sue Downham and Ellie Cutter and these candidates were Co-opted to the Council.
44. **Christmas Tree Provision:** It was RESOLVED for Cllrs. Dunn and Simpson to write to Fishburn Parish Council to investigate the suitability of purchasing the same trees and lighting.

45. **Grounds Maintenance and Hanging Baskets Contract:** It was RESOLVED for the Clerk to write a contract specification and for these to be referred to members for consideration of what additionally should be included or removed.
46. **WW1 Commemoration:** It was RESOLVED to defer this.
47. **Coxhoe Car Park:** Clerk advised that he is acting on this resolution to contact the Co-operative Food Store to investigate implementing a joint parking scheme between the Village Hall and the Co-op.
48. **Steetley Walkway:** Clerk advised that he is acting on writing to the Chair of Cornforth Parish Council to investigate working in partnership to bring this line into ownership of the three Parish Councils.
49. **Neighbourhood Plan:** No details of the Neighbourhood Plan Survey were presented to members for consideration. A discussion followed regarding whether the Council should move to the development stage given it only received a 6% response rate. Cllr. Dunn suggested joining with neighbouring parishes and to access grant funding. No RESOLUTION was made.
50. **Planning Applications:** Received and noted with no objections.
51. **CDALC Correspondence:**
- a. Member and Chairman Training: Council RESOLVED that the Clerk should be informed by email to put forward Members training request.
52. **Exclusions of Press and Public:**
- a. **Structural Review:** The Clerk presented a formal structure proposal to rectify a number of HR anomalies, based on advice received from Durham County Council HR Advisory Service. The Council RESOLVED not to agree to the proposals and for the paper to be presented again at the meeting on the 27th July 2017. The Council did RESOLVE for the recommended changes to be made to the Clerk/RFO job description salary and structure items 4a-4d. The Council RESOLVED to implement the changes recommended for the Community Engagement Role.
 - b. **Auxiliary Worker's Request for an Increase in Hours:** Deferred to Thursday 27th July for consideration and resolution.
53. **Date and time of next meeting to be Wednesday 6th September 2017 at 6:30pm at Coxhoe Village Hall.**
54. **Special Council Meeting to be held on Thursday 27th July at 6:00pm at Coxhoe Village Hall.**
55. **Approval of Minutes:**
- Stuart Dunn (Chair)
- Kay Simpson (Vice Chair)