



*Delivering Quality Services to
Coxhoe and Quarrington Hill*

Coxhoe Parish Council

Meeting: Council Meeting
Date: Wednesday 6th September 2017
Time: 6.30pm
Venue: Coxhoe Village Hall

- 66. Present:** Parish Councillors: Ellie Cutter, Sue Downham, Stuart Dunn (Chair), Adrian Hedley, Wendy Lavelle, Keith Pounder, Kay Simpson (Vice Chair), Julie Slater and Colin Thirlaway. Also present County Councillors Blakey & McKeon and 5 residents.
- 67. Apologies:** Apologies received from Cllr. Barbara Hepplewhite, and Craig Rowbotham (Clerk).
- 68. Declaration of Interest** -The following interests were declared by members: Cllrs. Dunn & Lavelle - Future Leisure in Coxhoe (FLIC); Cllr. Dunn as a Durham County Councillor and AAP Board Member; Cllr. Simpson – Coxhoe Primary School; Cllr. Pounder – Quarrington Hill Community Centre and Quarrington Hill Village Partnership and AAP Board member.
- 69. Representation from members of the public** – The potential closure of Green Crescent was queried. Cllr Dunn advised that the Highways had suggested some changes to the questionnaire and that this would be issued in the next few weeks. The many comments on Facebook about issues with horses in Coxhoe were noted and discussed. It was **RESOLVED:**
- that the parish council seeks advice on what powers it has to restrict access to horses on land that it owns and maintains, and how these could be implemented and enforced.
 - that the Parish Council writes to the horse owner and identifies the concerns raised and asks for more appropriate areas to be used.
 - considers potential erection of horse proof barriers around the village to mitigate against inappropriate access by horse riders.
- 70. Police Report** - It was reported that notification had been received that attendance by and reports from Durham Constabulary to parish councils were unlikely to continue due to resource issues and a re-prioritisation to PACT for Police contact with the community. It was **RESOLVED:** to write to the Chief Constable and Crime Commissioner expressing the Council's opposition to this.
- 71. Durham County Councillors' Reports** – Cllr Blakey reported on a WW1 Poppy Project. Cllr Blakey requested it be minuted she would like to thank the volunteers for their community spirit on this project and added she had

completed a walkabout looking at footpath and park issues in Quarrington Hill. Cllr McKeon reported on a Democracy debate arranged for local school children at County Hall involving the local MP.

- 72. Minutes of the meeting 5th July and 27th July 2017** – With the amendments proposed by members these minutes were agreed.
- 73. Outstanding Actions Report** – It was **RESOLVED**: to update this with outstanding Council resolutions.
- 74. Review of Policies** - The list of policies due and overdue for review from the website was noted. It was **RESOLVED**: that HR Committee reviews these, extant HR Policies and Youth Service Policies and presents them to Council for re- ratification, and that Finance Committee reviews the Council’s risk register.
- 75. Accounts for Payment – RESOLVED:**
- a. that the following list of accounts for payment be authorised;
 - b. that the list of direct debits for the month be noted; and
 - c. that the list of payments from 1 April to date be noted.

Beneficiary	Reason	Amount
4 Employees	Wages August	£1,896.06
DCC	Structure Review	£252.00
CDALC	Members Training	£243.00

- 76. Youth Workers Reports** – The draft minutes of the Youth Strategy Group 30 August were noted. The reports from the Youth Workers were received with thanks, particularly for all of the work carried out on the summer programme. It was noted that the interim net cost of the summer programme was reported to be £1,614.89 and that there was a youth reserve of £1,771,61 retained at ALiC, which exceeded these costs, without effect on the youth service activities budgets. It was also noted that there may be the possibility to re-claim up to £460 for cancelled pre-paid transport. It was **RESOLVED**:
- a. to request transfer of the reserve from ALiC to CPC;
 - b. to pursue possible re-claim of cancelled transport;
 - c. for the youth groups to pursue and ‘Up you grant’ for the items that they had identified for purchase. Cllr Wendy lavelle to liaise with Lucy;
 - d. that adequate storage at ALiC be pursued;
 - e. that DBS arrangements for new staff and volunteers be actioned ASAP. Cllr Lavelle advised that the DBS forms had been passed to Lucy and she would follow this up.
 - f. that financial systems for the Youth Service be reviewed as identified at the Youth Strategy Group; and
 - g. that the next meeting of the Youth strategy meeting would be held 19:00 2 October 2017 at Coxhoe Village Hall.

77. **Shrub Planting at Quarrington Hill** – A duly executed standing order 7 motion having been received it was **RESOLVED**: to rescind minute 40, and for the Quarrington Hill Members to agree an alternative location for the QH planting to be notified to the contractor ASAP.
78. **Kingswood Maintenance** – The correspondence from the current Kingswood volunteers regarding maintenance of Kingswood and the land fronting the allotments was noted. The volunteers have made it clear that they no longer wish to continue with effect from 31 July 2017. The Council have always been clear that they took on the lease of Kingswood on at the request of the residents of Quarrington Hill and not the Partnership in case that dissolved as has happened. There is a schedule of periodic maintenance that is required, although this is not onerous. It was noted that the Clerk should have this on file if not it can be obtained from the Countryside Rangers Service. It was noted that there were previously a considerable number of people willing to volunteer and grant funded equipment has been purchased for this maintenance. It was **RESOLVED**:
- a. to seek new volunteers via the Chronicle and put in place an authority for them to carry out works and improvements in consultation with the community; and
 - b. if this does not prove to be possible for the Council to arrange for the maintenance schedule to be carried out by the Council's contractors or Countryside Rangers or another suitable contractor.
79. **Grounds Maintenance Quotations** – it was **RESOLVED**:
- a. That the three quotations be agreed and authorised to proceed;
 - b. That the Quarrington Hill members confirm locations for the installation of the two benches and two seats in Quarrington Hill.
80. **Christmas Tree Provision** – No update was available.
81. **Chronicle** – The Vice Chair advised that due to circumstances, the production of the Chronicle would be delayed and it was hoped to issue at the beginning of October. Possible additional articles were discussed.
82. **Defibrillator Update** – After discussion of progress it was **RESOLVED**: to authorise use of the traders' donations, contributions for local County Councillors and seek potentially additional grant funding that may be available to ideally install one at both Coxhoe and Quarrington Hill.
83. **Community Grants** – After discussion, it was **RESOLVED** to pay the budgeted support grants for Active Life Centre, Coxhoe Village Hall and Quarrington Hill Community Centre upon receipt of a current copy of: an Annual Report, Constitution and Bank Statement as is required for donation requests for consistency purposes.
84. **Councillor Vacancy** – The vacancy for a Coxhoe Ward member was noted. It was **RESOLVED**: to ask the principal authority to advertise the vacancy.

85. **WW1 Commemorations** – It was noted that the History Groups did not appear to have any current proposals. It was **RESOLVED** to request views from our communities as to what and how we should do this through an article in the Chronicle, research what other areas are doing and review the proposals for the beacons.
86. **Correspondence** – Correspondence from: DCC regarding budgets, and parking enforcement and from HMRC were noted.
87. **Planning applications** – The following applications were noted:

DM/17/02632/FPA - 30 Foundry Close	Erection of single storey extension to side.
DM/17/02525/FPA - Land To The Rear Of Bogma Avenue	Erection of a new agricultural building for livestock and storage.
DM/17/02402/FPA - 10 Co-Operative Terrace	Two-Storey Rear Extension

88. **Members' Reports From Meetings Attended** – No updates were presented.
89. **CDALC Correspondence** – It was noted that Cllr Hedley will be attending the CDALC AGM.
90. **PP2** – No updates were presented.
91. **Neighbourhood Plan** – No updates were presented. It was agreed to circulate the survey responses to members for information.
92. **Community Reports** – The report from Quarrington Hill Community Centre was noted. No other reports were presented. A query was raised regarding the cancellation of the Toddlers Group over the summer at the Coxhoe Village Hall. It was **RESOLVED**: that Cllr Cutter would correspond with the Village Hall on this.
93. **Date and Time of Next Meeting** – 18:30 Wednesday 4 October at Coxhoe Village Hall. The proposal to hold the October meeting at Quarrington Hill was not agreed as the Community Centre was not available. It was agreed to consider for the January meeting.
94. **Exclusions of Press and Public**: *“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 resolved to 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”.*
95. **HR Update** – After discussion of the update it was **RESOLVED**:
- a. to agree suspension of standing order 3f.
 - b. the letter of resignation dated 1 September from the Clerk with effect from 30 September be accepted, and request for payment of notice up until that date, accrued annual leave and time off in lieu were agreed.

- c. that Linda Wardle be appointed as locum clerk until further notice, and for the Chair and Vice Chair to meet with her 8 September to discuss arrangements, and to request access to necessary equipment and passwords for the locum.
- d. to convene a special meeting of Council Thursday 21 September to consider appointment arrangements for Clerk and CEO and review the roles.
- e. in respect of minute 64a, as no payment had been set up in advance of payroll closedown, to pay an advance of salary of £250 and adjust any under/overpayment accordingly on the subsequent payroll run.
- f. in respect of the outcome of minute 65, as no payment had been set up in advance of payroll closedown, to pay an advance of salary of £300 and any under/overpayment adjust accordingly on the subsequent payroll run.

96. Council Structure Review: A report was considered. It was **RESOLVED:**

- a. to delegate authority to Cllrs Lavelle and Cutter to interview and consider appointment of the applicants for the second Youth Worker post and Youth Auxiliary posts.
- b. to note that the deadline for the Youth Auxiliary posts had been agreed to be extended by the Youth Strategy Group.
- c. to note that no responses had been received to the consultation letters issued to affected employees 29 August.
- d. to offer a meeting with affected employees with the HR Committee to discuss the proposals.

The meeting closed at 21:20

Stuart Dunn (Chair)

Kay Simpson (Vice Chair)