

THE MINUTES OF THE MEETING OF
COXHOE PARISH COUNCIL
HELD ON WEDNESDAY 4TH OCTOBER 2017

Councillors Present: Councillor S Dunn(Chairman)
Councillors': E Cutter, S Downham, A Hedley, W Lavelle, K Pounder, J Slater & C Thirlaway.

Also, present County Councillor M Mckeon

The Chairman introduced the Locum Clerk, Lynda Wardle to members

107 **APOLOGIES FOR ABSENCE**

Apologies for absence was received from Councillors' B Hepplewhite & K Simpson

RESOLVED apologies received and accepted.

108 **DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**

Declarations of interest were received from Councillors' S Dunn & W Lavelle re Future Leisure in Coxhoe (FLIC) & Councillor K Pounder re Quarrington Hill Community Centre, Quarrington Hill Village Partnership and item 9 on – Quarrington Hill Outdoor Gym

109 **TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON THE 6th & 21st SEPTEMBER 2017**

A draft copy of the minutes for the above meetings had been issued with the agenda.

RESOLVED the minutes be approved, confirmed and signed as an accurate record.

110 **COUNCILLORS REPORTS OF THEIR ATTENDANCE AT MEETINGS/EVENTS ON BEHALF OF THE PARISH COUNCIL**

Councillor Pounder provided a written report:

Quarrington Hill Community Centre- normal activities are continuing with a slight increase in attendances

Quarrington Hill Village Partnership – a funding bid has been submitted to the AAP for outdoor gym equipment

County Councillor McKeon gave a verbal report which included:

- A visit by local primary schools to County Hall
- Joining the Dots Project, which aims to bring together all cancer services under one roof

- Durham County Council are reviewing their Health & Wellbeing strategies
- Fosters Carers are desperately needed throughout the County Durham
- Impact of the impending Universal Credit roll out

Members raised various highways issues, some of which are ongoing and being addressed by the Durham County Council

RESOLVED the information be received and noted

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MATTERS ARISING

The Chair advised there are a number of outstanding issues which need to be actioned, however, as the Locum Clerk can only offer 10 hours per week in cover matters have to be prioritised.

Members were advised two youth auxiliary workers had now been appointed with effect from the 29th October 2017, however a youth worker has resigned with immediate effect, this post has gone to advert.

The current youth provision is to remain and a review of reporting, governance and financial controls is to take place in the near future.

RESOLVED the Locum Clerk be requested to issue contracts of employment to the new members of staff

RESOLVED Locum Clerk to liaise with the Youth Strategy Group to undertake the detailed review.

Car parking Village Hall (min ref 18 10/5/17)

The Clerk gave details of an email received from Coxhoe Dental Practice expressing concern at the proposed 4-hour parking restriction to be imposed at the village hall car park. Employees use the car park during working hours and they are requesting a “pass” system allowing them an exemption from the 4-hour rule.

RESOLVED the Locum Clerk to confirm there will be no system put in place to allow extended parking as the intention is to prevent long stay parking at the hall, thereby ensuring short term access to more visitors.

Shrub planting at Quarrington Hill (min ref 40 5/7/17)

Members identified a new area for the planting, subject to permission being given by the landowner who are believed to be County Durham Housing Group.

RESOLVED the Locum Clerk contact County Durham Housing Group to seek permission for this planting scheme.

Community Grants (min ref 83 7/9/17)

Councillors' Dunn, Lavelle & Pounder declared an interest in this item, however as the funding had been agreed previously in the current year's budget there was no requirement for them to leave the meeting.

The Locum Clerk confirmed the Council's requirements with regards to receipt of an annual report, constitution and bank statements had been met.

RESOLVED the following payments be made:

Spending Power LGA (Misc Prov) Act 1976 s19

Coxhoe Village Hall	Community Grant	£4000
Quarrington Hill CA	Community Grant	£2000
Active Life Centre	Community Grant	£4000

Councillor Vacancy (min ref84 7/9/19)

Durham County Council has confirmed the Parish Council should now co-opt to fill the vacancy in the Coxhoe Ward.

RESOLVED the information be noted

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CHAIRMAN'S REPORT

The Chairman's report was incorporated in the above agenda item.

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LOCUM CLERK'S REPORT

General Date Protection Regulations effective 25th May 2018

The introduction of these regulations will have an impact upon every parish council and adherence to the regulations lies with the Council as a corporate body.

The County Training Partnership has organised training for all interested clerks and councillors, the Locum Clerk will be attending on behalf of her current employer and will update members. A recommendation was made for members to attend at a cost of £27 per delegate.

RESOLVED Councillors Dunn & Downham attend on behalf of the Parish Council.

Accounts package

The Locum Clerk advised the current accounts package used by the Parish Council is not fit for purpose and there is a need to reinstall the previous RBS software which is a package designed for local councils. If agreement to the purchase is approved this would enable the accounts to be back-filled to 1st April 2017 and assist in the setting on the 2018-19 budget. The cost of re-installation will be £150 plus the annual support and maintenance fee of £119.00.

RESOLVED approval is given to the re-installation of the RBS accounts package at a total cost £269.00.

Payroll

There is a requirement for the Council's payroll provider to be given access to their PAYE account to ensure payments are up to date and monthly and year end submissions can be made on the Council's behalf.

RESOLVED authority is given to HMRC to accept T & D Dixon Accts as the Council's agent.

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FINANCIAL MATTERS

Schedule of Payments

The following payments were submitted for approval

Salaries	Sept 2017	£2722.05
HMRC	Tax & NI	£155.85
Quarrington Hill CA	Room hire	£60.00
FLIC	Hire of facilities	£230.00
Altogether Greener	Grounds maintenance Sept, installation of seat, repair works	£2036.96
Locum Clerk	Re-imburements	£102.06
Coxhoe Village Hall	Community Grant	£4000
Quarrington Hill CA	Community Grant	£2000
Active Life Centre	Community Grant	£4000

RESOLVED that the payments be received and approved.

Conclusion of External Audit

The conclusion of audit has yet to be received from the Council's external auditors, however an email received indicates a qualified issue with regards to the fixed asset register.

RESOLVED the information be noted.

Bank mandate changes

There is a need for the Locum Clerk to be granted permission to view the Council's bank account and submit payments for approval.

RESOLVED approval be given for L Wardle to be added to the Council's mandate to view accounts and submit payments for approval.

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QUARRINGTON HILL OUTDOOR GYM

Councillor Pounder declared an interest in this matter, he provided information on the topic, he did not leave the room and did not take any part in the decision made.

Quarrington Hill Village Partnership have submitted a funding bid to the AAP for outdoor gym equipment to be installed in the football field, near to the allotments.

A request has been made to the Parish Council take over ownership of the equipment, maintain, inspect and insure.

A discussion took place as to whether this site would be suitable and whether Durham County Council would agree to the installation.

After debate it was **RESOLVED** the Council are minded to consider subject to a more detailed proposal being received.

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PLANNING & CORRESPONDENCE REPORTS

Planning Applications Approved by Durham County Council

DM/17/02402/FPA	10 Co-operative Terrace	Two storey extension
Mr D Richards	Coxhoe, DH6 4DQ	

RESOLVED the information be received and noted

Correspondence

CDALC- Notice of AGM 21st October 2017

RESOLVED Councillor Hedley attend on behalf of the Parish Council

Durham Miner's Association - Appeal to restore the Pitman's Parliament in the Miners' Hall, Redhill, Durham

RESOLVED Councillors' Pounder & Thirlaway investigate this matter further and refer back to Council.

Request for financial assistance- Lending Library

RESOLVED Council's request for funding form be sent to the organisation for completion

E-mail- Kevin Harding requesting information from Coxhoe chronical

RESOLVED to advise the Council does not hold any information which can assist.

AAP Youth Grant- meeting 12th October 2017

Durham Community Action- No Dig Gardening event 31st Jan 2018

RESOLVED the above information be received and noted

Circulars & Bulletins

LCR - Autumn bulletin

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DATE AND TIME OF NEXT MEETING

RESOLVED the next meeting will be held on Wednesday 1st November 2017, 6.30pm at Coxhoe Village Hall, Coxhoe.

CERTIFIED AS A TRUE RECORD

CHAIRMAN.....

DATE.....