

THE MINUTES OF THE MEETING OF
COXHOE PARISH COUNCIL
HELD ON WEDNESDAY 1st NOVEMBER 2017

Councillors Present: Councillor S Dunn (Chairman)
Councillors': E Cutter, B Hepplewhite, A Hedley, W Lavelle, K Pounder, K Simpson

Also, present: County Councillors J Blakey & M McKeon
I Thompson- Senior Youth Worker

118 **APOLOGIES FOR ABSENCE**

Apologies for absence was received from Councillors' S Downham, J Slater,
C Thirlaway

RESOLVED apologies received and accepted.

119 **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

120 **TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON THE 4th OCTOBER 2017**

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

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

121 **DURHAM COUNTY COUNCILLORS REPORTS**

County Councillors gave verbal reports on a number of issues:
Meeting with the owners of the local quarry with regards to debris falling from
vehicles leaving the site
Cassop Primary School will be undertaking planting at Quarrington Hill
Update on the War Memorial at Tursdale
Plans ongoing re the installation of defibrillators at Coxhoe Village Hall and
Quarrington Hill Community Centre.
Update in various highways & bus service issues.

RESOLVED the information is received and noted.

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

Due to illness and a change in the start time Councillors Downham & Dunn were unable to attend the General Data Privacy Regulation Training held on 1st November 2017.

There were no other reports from members

123 **SENIOR YOUTH WORKER REPORT**

A written report was presented to members by the Senior Youth Worker, Quarrington Hill Youth Club numbers continue to be poor, however, Coxhoe is extremely busy. There have been and continue to be pressures due to staffing issues, this will hopefully be resolved upon the appointment of a new youth worker. The two new auxiliary workers have begun their induction programme and all DBS forms have now been submitted. A funding bid has been submitted to the AAP and a networking visit to Brandon & Carrside Youth Club was undertaken by the Senior Youth Worker to discuss activities and funding.

RESOLVED the information be received and noted

124 **MATTERS ARISING**

Kingswood Maintenance (min ref 78)

Volunteers are to be sought via social media, council website and the next issue of the chronicle.

RESOLVED the information be received and noted

Christmas Tree Provision (min ref 80)

The Chair & Vice-Chair sought delegate authority to progress this matter within the agreed budget.

RESOLVED the information be received and noted

Grounds maintenance contract 2018/19 (min ref 45)

Due to time constraints it will be difficult for the Council to meet the deadline with regards to going out to tender for this contract. Approval was sought from members to request the terms of extension for a further twelve months from the existing contractor.

RESOLVED the Locum Clerk be requested to contact the existing contractor to see a quotation for an extension of twelve months.

Defibrillator update (min ref 82)

An update on this matter was provided in the County Councillor's report, members were requested to make a financial contribution of £1000 towards the purchase of two machines and cabinets.

RESOLVED agreement in principal be given to the Council providing funding of £1000 towards two defibrillators and cabinets to be located at Coxhoe Village Hall & Quarrington Hill Community Centre.

Parish Councillor Vacancy (min ref 84)

It was recommended that this vacancy be advertised via social media, the council and the next edition of the chronicle.

RESOLVED the information be received and noted

Chronicle update (min ref 42)

Chair and Vice-Chair hope to have the publication ready to go to print by the end of November.

WW1 commemorations (min ref 46)

Members were requested to forward any ideas/suggestions to be considered by the Council at the next meeting.

RESOLVED the information be received and noted

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LOCUM CLERK'S REPORT

Kingswood Improvements AAP funding (min ref 78)

Clarification was sought with regards to where the furniture, funded by the AAP is to be installed. The funding had been secured on the basis that the seats and benches were to be located at Kingswood, this appears not now to be the case. County Councillor Blakey and Councillor Pounder advised that the seats should replace those which are in poor state repair on the footpath next to the cemetery in Quarrington Hill, and one picnic benches be fitted in the grounds of Quarrington Hill Community Centre and one in the play park at Quarrington Hill.

RESOLVED permission be sought from the AAP to relocate the furniture to the areas as discussed above and **FURTHER RESOLVED** the Locum Clerk be requested to arrange installation as soon as possible.

Remembrance Services

Councillor Simpson has been liaising with local groups with regards to the organisation of the services. As in previous year the Parish Council will pay the Royal British Legion for all wreaths, this will then be reimbursed by participants. It was confirmed Coxhoe Village Community Association have purchased a portable PA system for community events such as this and perhaps the Parish Council would wish to make a contribution.

RESOLVED the above be noted. **FURTHER RESOLVED** the Parish Council purchases two wreaths and make a donation of £85 towards the costs of the PA system.

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FINANCIAL MATTERS

Schedule of Payments

The following payments were submitted for approval:

Quarrington Hill CA	Room hire	£270.00
Thinford Nurseries	Plant watering	£1980.00
Altogether Greener	Maintenance	£924.76
BDP LLP	External audit	£552.00
Durham CC	HR Support	£666.00
Deaf Hill Ward RP	Youth services	£720.00
Rialtas Business	Alpha software	£180.00

RESOLVED that the payments be received and approved.

Bank reconciliation @ 31st October 2017

The Clerk presented a bank reconciliation as at 31st October 2017, for information purposes.

RESOLVED the information be received and noted

Review of banking facilities

Members were request to approval the removal of C T Rowbotham & L C Caine from the Council's bank account and add L Wardle as a key contact.

RESOLVED approval given to removal of C T Rowbotham & L C Caine from the Council's bank account and add L Wardle as a key contact.

Council PAYE

The Council has incorrectly been claiming employment allowance through their PAYE account, Parish & Town Councils are not eligible to receive this benefit. Instructions have been given for this to be removed from the Council's payroll with immediate effect. This will correct and recalculate the Council's current tax year's liability, previous year's tax records are to be checked with HMRC and the amount owing reported back to Council.

RESOLVED the information be received and noted

Notice of Conclusion of Audit @31st March 2017

The Notice of Conclusion of Audit @31st March 2017 has now been received from the Council's external auditors, together with an issues arising report.

The report detected issues with the governance arrangements of the Council and in particular with regards to the completion of the Annual Return.

RESOLVED the Annual Return and issues arising report be received and approved, **FURTHER RESOLVED** an action plan be prepared to address the issues raised and presented for approval at the next Council meeting.

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MEMORIAL BENCHES

Applications have been received from two residents to donate memorial benches in both Coxhoe and Quarrington Hill. The costs to install these seats would approximately £500 each and members were concerned that no budget had been put in place to undertake this work. The type of seat and the location for these and any other potential applications were also of concern.

The Locum Clerk highlighted the need for the Council to consider a seats policy which would determine who has responsibility for maintenance, insurance and inspections. Members agreed that these matters needed full consideration before any further action is taken.

RESOLVED the residents be informed a decision on the benches has been deferred in the short term and **FURTHER RESOLVED** a seating policy be prepared and brought back to Council for consideration.

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RECRUITMENT UPDATE

The Chairman gave an update on the applications received for the Clerk & Responsible Officer and Youth Worker posts which have recently been advertised and a date for shortlisting and interviews was agreed.

RESOLVED the information be received and noted

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BOUNDARY COMMISSION FOR ENGLAND- REVIEW

The Clerk had distributed, with the agenda, information from the Boundary Commission for England with regards to the North East revised proposals on reviewing Parliamentary constituency boundaries. This will impact residents as the proposal is wards be moved into the Billingham and Sedgefield parliamentary constituency. Members are opposed to this change and wish to ensure communities are aware of this consultation and the proposals.

RESOLVED the Parish Council opposes the changes and comments are to be forwarded to the Boundary Commission with regards to this issue. **FURTHER RESOLVED** residents are informed of this review via social media and the Council's website.

PLANNING & CORRESPONDENCE REPORTS

Planning notices received by Durham County Council

DM/17/03499/FPA Mr & Mrs J Maclure	5 Doulton Court Coxhoe DH6 4GA	Change of use from agricultural land to domestic residential curtilage and diversion of public footpath
DM/17/03471/FPA Mr Ashford	42 Browning Hill Coxhoe DH6 4SA	Single-storey rear extension

Planning applications approved by Durham County Council

DM/17/02632/FPA Mr M Hesler	30 Foundry Close Coxhoe DH6 4LN	Erection of single storey extension to side
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Planning applications refused by Durham County Council

DM/17/02525/FPA Mr J D Seymour	Land to the rear of Bogma Avenue Coxhoe DH6 4EW	Erection of new agricultural building for livestock and storage
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RESOLVED the Parish Council has no comments to make for application DM/17/03471/FPA, but wishes to raise objections to DM/17/03499/FPA on the following grounds:

- Visual Impact / Design
- Privacy/Overbearing
- Planning History

Correspondence

Durham County Council- overview & scrutiny report-

<http://www.durham.gov.uk/media/7892/Overview-and-Scrutiny-Annual-Report-2016-17/pdf/OverviewAndScrutinyAnnualReport2016-2017.pdf>

E-mail John Davies – St Mary’s Church Churchyard

Durham County Council- National Tree Week

CDLAC- revised Code of Conduct- for consideration at a future meeting

Request from Money Advice Service for link to their website-

<https://www.moneyadviceservice.org.uk/en/articles/how-to-save-money-on-your-council-tax-bill>

Bulletins

Came & Co- Council matters

RESOLVED the information be received and **FURTHER RESOLVED** with regards to the issues at St. Mary's Church Churchyard the Council offers support where possible to the Church to try and address this issue.

132 **COMMUNITY REPORTS**

No reports given

131 **DATE AND TIME OF NEXT MEETING**

RESOLVED the next meeting will be held on Wednesday 6TH December 2017, 6.30pm at Coxhoe Village Hall, Coxhoe.

CERTIFIED AS A TRUE RECORD

CHAIRMAN.....

DATE.....