



*Delivering Quality Services to
Coxhoe and Quarrington Hill*

Coxhoe Parish Council

Meeting: Council Meeting

Date: Monday 8th January 2018

Time: 6.30pm

Venue: Quarrington Hill Community
Centre

Minutes of the proceedings of the Monthly Coxhoe Parish Council meeting held at 6.30pm in Quarrington Hill Community Centre on Monday 8th January 2018

Councillors Present: Councillor S Dunn (Chairman); W Lavelle; K Simpson; J Slater; B Hepplewhite; S Downham.

Also present: County Councillor M McKeon, I Thompson, Senior Youth Worker; C Llewelyn, Parish Council Clerk; L Wardle, Locum Clerk.

Two members of the public were present for the first part of the meeting.

147

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors K Pounder, C Thirlaway & A Hedley.

The Chair expressed best wishes to Councillor Pounder.

RESOLVED apologies received and accepted.

148

DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA

A declaration of interest was received from Councillors S Dunn and W Lavelle re item 10, in relation to Active Life in Coxhoe (ALiC).

149

TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 6TH DECEMBER 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, with an amendment to Minute Ref 144 to state the Council did not wish to dispose of the land for this purpose.

DURHAM COUNTY COUNCILLORS' UPDATE

County Councillors gave verbal reports on a number of issues:

Following the reports of general untidiness within Coxhoe, these had been passed to Durham County Council who had undertaken a clean-up prior to the Christmas break with the remainder to be completed shortly. Concerns regarding the car wash in Coxhoe had also been forwarded to the County Council and a meeting is to be arranged with the proprietors.

The County Council is working on its medium term financial plan.

Universal Credit is being rolled out which is likely to impact on other services.

The County Durham Plan will be operational from 2020.

RESOLVED the information be received and noted.

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

No reports received.

YOUTH PROVISION

A verbal report was presented by the Senior Youth Worker which included:

- The Pensioners' tea party had taken place. Another will be planned perhaps at Whit time.
- The Christmas celebration on 22 December had been good with 20 at the first group and 35 at the second group.
- Tuesday evenings until Easter will be a pilot of a girls' only session at Coxhoe, following feedback received. There are plans to use Survey Monkey to research what young people want.
- The Junior Youth Club at Quarrington Hill is starting 15th January. It is for young people aged 7-11 and will be from 5.30 to 7.00. Publicity is in hand.
- Staff development has been undertaken and an action plan on team development will be drawn up. Staff require First Aid training as a priority.

RESOLVED (A) the information be received and noted.

The Chairman suggested a meeting of the Youth Strategy Group be arranged with all staff invited.

RESOLVED (B) that the meeting will take place on 24th January 2018 at 6.30pm at Coxhoe Village Hall: Clerk to ensure all staff and relevant Councillors are invited.

Councillor Lavelle advised that the AAP has allocated £3,000 of funding for youth provision for the year 2018/19.

RESOLVED (C) that the information be received and noted.

CLERK'S REPORT AND OUTSTANDING ISSUES

The Clerk distributed a report for consideration.

Kingswood Maintenance (min ref 138)

To date no volunteers have come forward, a public meeting is to be arranged to consult with residents on how this matter can be addressed.

RESOLVED (A) Clerk to organise.

Chronicle Advertising Costs

The Clerk requested confirmation of the advertising costs with regards to the Chronicle.

RESOLVED (B) that the cost is £160 for a full page thus £40 for a quarter page; Council requested no more than 2 full pages of advertising per issue.

Parish Council Policies

The Clerk asked the Council to agree that policies be brought to future Parish Council meetings for agreement.

RESOLVED (C) the Clerk submit policies in the order she thinks appropriate for agreement at monthly meetings.

Contractors

There is a need for the Council to have in place a list of local Contractors who can be contacted to provide quotations for facilities and services which may be required by the Council.

RESOLVED (D) the Clerk to undertake training in this regard and prepare the list.

Wildflower Planting

The Chair advised that Durham County Council has given agreement to contribute £1500 towards a planting scheme on Parish owned land, with the remaining costs being met by the Parish Council. It is anticipated the planting will result in a reduced grounds maintenance cost, with this saving being used to meet the expenditure for the project.

RESOLVED (E) to give delegated authority to the Clerk, Chair and Vice-Chair to prepare a report for consideration and approval by the Council at a future meeting.

FINANCIAL MATTERS

Schedule of Payments

The following payments were submitted for approval:

BT	Telephone Rental	£34.68
Coronation Press	Printing of Winter Chronicle	£664.00
G Smith Electrical Services	Christmas Lights	£1,344.00
Altogether Greener	Grounds maintenance	£924.76

A bill had been received for servicing the alarm system in the Village Hall. This to be passed on to the Village Hall Committee.

RESOLVED (A) that the payments be received and approved.

Bank Reconciliation at 31.12.17

The reconciliation was circulated.

RESOLVED (B) that the information be received and noted.

Youth Provision Budget

Members were requested to clarify the budget for staff hours. It was clarified that the weekly hours are 26 hours per week in total for staff which includes 10 hours per week for the Senior Youth Worker and 16 hours for other staff. The Senior Youth Worker hours comprise 8 hours of service delivery and 2 hours of management time.

There is no budget for summer provision.

RESOLVED (C) the information be received and noted.

155

TO AGREE COUNCIL BUDGET 2018-19

Councillors Dunn and Lavelle declared a personal and prejudicial interest in relation to ALiC. Members of the Council did not request they leave the room. They did not take part in the discussion or decision in relation to ALiC.

Details of income and expenditure up to 11th December 2017 had been distributed with the agenda. The proposed budget had been agreed in principle at the previous Council meeting and members were requested to give approval. A detailed discussion of the proposed budget took place and the Locum Clerk answered questions raised by members.

RESOLVED (A) the information be received and **FURTHER RESOLVED** (B) the income and expenditure budget for 2018/19 be approved.

156

TO DETERMINE THE PARISH PRECEPT FOR 2018-19

A report had been distributed with the agenda for consideration by members.

RESOLVED to agree to set the 2018/19 precept at £107,000 which equates to a 14.67% increase to Band D Council Tax.

157

AGREEMENT OF POLICIES AND RISK ASSESSMENTS

Lone Working Policy

Agreed is still valid. **RESOLVED** (A) Clerk to update review date to January 2019.

Lone Working Risk Assessment

RESOLVED (B) to implement with amendments given at the meeting to make assessment generic to Clerk role and with review date December 2018. **FURTHER RESOLVED** (B) Councillor Simpson to provide the Primary School's protocol for when there is a problem.

Retention of Documents and Records Policy

RESOLVED (D) to agree the policy with the amendment that notes can be shredded once the minutes of the relevant meeting have been agreed.

At 8.30pm the Chairman requested members' agreement, as per Standing Order 3(w), to extend the meeting beyond the standard 2-hour period.

RESOLVED (E) Standing Order 3(w) be invoked and the meeting continue.

158

REQUESTS FOR FINANCIAL ASSISTANCE

No requests received.

159

PLANNING & CORRESPONDENCE REPORTS

Planning notices received by Durham County Council

Application Number	Applicant	Location	Proposal	Electoral Ward and Parish	Case Officer and Expected Decision Level
DM/17/03979 /RM	Integra 61 (Durham) Ltd	Land South Of Bowburn Sewage Works And West Of A688, Bowburn, DH6 5NP	Application for reserved matters (landscaping, layout, scale, access and appearance) for Phase 1B pursuant to condition 2 of outline application DM/15/03912/OUT	Coxhoe Cassop-cum-Quarrington	Henry Jones Delegated

Planning applications approved by Durham County Council

None received.

Planning applications refused by Durham County Council

None received.

RESOLVED the Parish Council has no comment to make with regards to the above planning matter.

Correspondence

Stephen Gosnay of Newton Press
Thanks from Coxhoe Beavers
Thanks from Coxhoe United
Resident thanking Chronicle distributor

RESOLVED the above be received and noted.

CDALC Questions on attaching Christmas decorations/lights to DCC owned street lights: **RESOLVED** the Clerk to circulate to Councillors.

Email re commemorative seating: **RESOLVED** Clerk will contact resident once seating policy agreed.

CDALC Internal Audit Report: Governance and Accountability for Smaller Authorities in England 2017: **RESOLVED** the information be circulated to all Councillors.

NALC GDPR Update: **RESOLVED** this is received.

NALC Buckingham Palace Garden Party Ticket Draw: **RESOLVED** Councillor Simpson and her companion be nominated.

Bulletins

NALC Bulletins 46 and 47 Local Government Finance Settlement: **RESOLVED** the information be received and noted.

160

COMMUNITY REPORTS

Quarrington Hill Community Centre

No report given.

Coxhoe Community Partnership

No meetings held.

Coxhoe Village Hall

No report given.

Active Life in Coxhoe

Councillor Dunn reported Active Life in Coxhoe are pursuing a grant to extend facilities.

161

DATE AND TIME OF NEXT MEETING

RESOLVED the next meeting will be held on Wednesday 7th February 2018, 6.30pm at **The Parish Room, Coxhoe Village Hall.**

The meeting closed at 8.55pm.

CERTIFIED AS A TRUE RECORD

CHAIR

DATE