



*Delivering Quality Services to
Coxhoe and Quarrington Hill*

Coxhoe Parish Council

Meeting: Council Meeting
Date: Wednesday 7th February 2018
Time: 6.30pm
Venue: Parish Room, Coxhoe Village Hall

Minutes of the proceedings of the Monthly Coxhoe Parish Council meeting held at 6.30pm in Coxhoe Village Hall on Wednesday 7th February 2018

Councillors Present: S Dunn (Chair); B Hepplewhite; K Simpson; C Thirlaway.

Also present: County Councillor M McKeon; I Forster, Coxhoe Community Partnership; C Llewelyn, Parish Council Clerk.

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

The meeting **RESOLVED** to place urgent items on the agenda, firstly Newcastle University approach about Neighbourhood Planning and secondly an item classified as being of a confidential nature in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. At this point of the agenda all members of the press and the public will be asked to leave the meeting room.

162 Members of the public were invited to address the meeting; there were no comments or questions.

163 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors K Pounder, S Downham, W Lavelle, E Cutter & A Hedley, and from I Thompson, Senior Youth Worker.

RESOLVED apologies received and accepted.

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

A declaration of interest was received from Councillor S Dunn, in relation to Active Life in Coxhoe (ALiC).

A declaration of interest was received from Councillor B Hepplewhite re item 12, in relation to Coxhoe History Group.

165 **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.

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DURHAM COUNTY COUNCILLORS' UPDATE

County Councillors gave verbal reports on a number of issues:

The Cabinet resolved to move the headquarters to a new site on the Sands and to provide a new history centre at Mount Oswald's.

The North of Tyne consultation is ongoing which affects County Durham because of the Combined Authority.

Defibrillator funding is ready; installation will be as soon as possible.

A team of officers has met to discuss the issues with the car wash.

Cllr Blakey has had two house visits with residents and dealt with dog fouling in Parsons Walk.

Police public participation and liaison with Parish Councils has been raised.

RESOLVED the information be received and noted.

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

No reports received.

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YOUTH PROVISION

A verbal report was presented by the Clerk which included:

- In 2017 the Youth Club provided 1512 places to young people
- Coxhoe Girls' Group is ongoing with an average of nine young people at each session
- Quarrington Hill Junior Youth Club started on 15th January 2018 and has had an average of eight young people attending
- The Youth Strategy Group had met on 24th January 2018 with Councillors and staff attending and resolved to hold consultation during youth sessions with young people and parents/carers, anyone interested would be welcome to give their views; the next meeting will consider the risk assessments; the meeting had also discussed the youth budget and what needs to be purchased for the groups.

RESOLVED the information be received and noted.

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CLERK'S REPORT AND OUTSTANDING ISSUES

The Clerk distributed a report for consideration.

Allotments

The Clerk requested confirmation of the Council's policy on allotments.

The following were **RESOLVED** (A):

- That any allotment holder would not be able to take on a third plot
- That allotment holders can add the names of their partner or spouse to their tenancy but that it would not be possible for example to add anyone else's name to the tenancy

- That the Clerk should send a letter where an allotment holder may have moved the fence around the plot to widen the plot
- The Clerk is to use the relevant rules on which animals can be kept on plots and inform allotment holders as appropriate.

Office

RESOLVED (B) Clerk to look into the suitability of the safe.

RESOLVED (C) Clerk to understand the lease agreement with the village hall.

Kingswood Maintenance (minute ref 138)

The Clerk advised that a plan is drawn up for a public information event and that this will be arranged; Councillors will be asked when they are available to attend.

RESOLVED (D) the Clerk to arrange this event.

Hanging baskets

Residents could be approached in key points of villages to host hanging baskets.

Wildflower Planting

Altogether Greener had given a quote for the work.

RESOLVED (E) to pay for the work using the quote provided, and on the basis of the quotes provided, to pay for weed spraying round the pit wheel and birds mouth fencing at the bottom of the second village green.

Beacons

RESOLVED (F) Cllr Thirlaway will look at what is required and will get an understanding of costs and logistics.

RESOLVED (G) Chair or Vice Chair will re-circulate Beacons document.

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FINANCIAL MATTERS

Schedule of Payments

The following payments were submitted for approval:

Date of Invoice	Date Payment Due	Payee	Description	Amount
N/A	N/A	HMRC	Employer's Liabilities	£762.91
Direct debit	N/A	Scottish Power	Memorial Garden Lighting	£10.00
Direct debit	N/A	Vodafone	Mobile Phones	APPROX. £57.19
22.01.18	N/A	Vital Training	First Aid training for Youth Workers	£140.00
23.01.18	Immediate	Durham County Council	Servicing dog bins	£1035.84
24.01.18	23.02.18	SLCC Enterprises Ltd	ILCA Online training course (members' rate)	£118.80
24.01.18	07.02.18	BT rental (direct debit)	Telephone and broadband rental	£34.68
25.01.18	28.02.18	Mastercopy (direct debit)	Photocopier usage	£37.94

30.01.18	N/A	Deaf Hill Ward Regeneration Partnership	Youth Services 08.09.17 – 22.12.17	£640.00
30.01.18	By 01.03.18	Altogether Greener	Grounds Maintenance Contract Jan 18	£924.76

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

Bank Reconciliation at 31.01.18

RESOLVED (B) that the information be received by the next meeting.

Youth Provision Budget

RESOLVED (C) that the Clerk as Responsible Finance Officer can authorise some extra hours for staff as appropriate; all to be authorised in advance.

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REVIEW OF INTERNAL AUDIT AND APPOINTMENT OF INTERNAL AUDITOR

RESOLVED to appoint Gordon Fletcher as Internal Auditor for 2017-18 using the quote supplied.

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PARKING

Parking issues in Coxhoe were discussed.

RESOLVED (A) Chair to speak to Co-op about car parks. **FURTHER RESOLVED** (B) Clerk to contact Police to ask them to look at parking near Coxhoe Primary School.

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AGREEMENT OF POLICIES AND RISK ASSESSMENTS

Child Protection Policy

RESOLVED (A) this Policy will be re-adopted.

Public Participation Policy

RESOLVED (B) Clerk to change sequence of numbers as agreed at the meeting; no wording required change.

Social Media Policy

RESOLVED (C) this Policy still valid and is re-adopted.

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REQUESTS FOR FINANCIAL ASSISTANCE

A request for financial assistance has been received from Coxhoe History Group.

Cllr Hepplewhite declared an interest in this matter and left the room while it was discussed.

The meeting was then not quorate so it was **RESOLVED** to present it to the next meeting; Clerk to advise the History Group.

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/18/00045/FPA	Mr L Johnson	34 Lansdowne Road Coxhoe Durham DH6 4DJ	Single storey garage extension to side of property	Coxhoe Coxhoe	John Russell 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

Future Leisure in Coxhoe may wish to seek funding and will complete application form if they do; Cllr Dunn declared an interest but did not leave the room.

CDALC: Not successful in draw for Garden Party tickets.

DCC: inspection of footpaths stating vegetation will be dealt with and removal of street lighting in areas concerned.

Resident concerned over dog fouling on Parsons Walk; cleanse was arranged through County Councillors.

Countryside Ranger: wants to establish camera feed showing birds from the quarry.

Northern Powergrid: explanation that the Council's payment relates to Powergrid equipment being sited on Parish Council land.

RESOLVED (A) the above be received and noted.

Resident would like to see an orchard and community garden; gave details of a banner project, **RESOLVED** (B) the Clerk to ask for more details.

AAP has requested draft schedule of meetings for 2018-19; also requested by Voluntary Web Administrator for website; **RESOLVED** (C) to provisionally agree the draft schedule prepared by the Clerk.

Business owner asking if businesses can be encouraged to refrain from parking in main street; **RESOLVED** (D) Clerk to check with Co-op and to write to businesses to ask if they would ask staff to park in the Co-op car park to free up village parking spaces.

Coxhoe Cricket Club: **RESOLVED** (E) Council is willing to enter into talks; Clerk to reply and to look at potential costs of drawing up a lease.

Coxhoe Beavers have received funding for a project similar to that funded by the Council; **RESOLVED** (F) Council agrees to their suggestion of making image books, Clerk to advise.

DCC Defibrillator Terms and Conditions form: **RESOLVED** (G) Clerk to complete form.

Bulletins

AAP/DCC Proposed Durham History Centre Consultation
CDALC Good Councillors' Guide to Transparency
NALC Report on GDPR
CDALC Directory of Contractors for Parish Councils
CDALC Information/Reminder on calling a Parish Meeting
RESOLVED the information is received and noted.

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BUILDING STRONGER COMMUNITIES: JO COX FOUNDATION

RESOLVED Cllr Hepplewhite to look into a summer event and bring details to next meeting.

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COMMUNITY REPORTS

Quarrington Hill Community Centre

No report given.

Coxhoe Community Partnership

I Forster advised that a decision has been made to wind up the Partnership. Cllr Dunn said the Parish Council notes this with sincere regret after a massive contribution and investment likely to be in excess of £1.5 million brought to the village to enrich community life. Councillors **RESOLVED** to pass on great thanks to all involved. The meeting **RESOLVED** (B) the clerk should work to ensure litter picks and volunteers are covered by Parish Council insurance.

Coxhoe Village Hall

No report given.

Active Life in Coxhoe

No report given.

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.

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NEIGHBOURHOOD AND PARISH PLANNING

Cllr Dunn gave details of contact from Newcastle University who want to work with the Parish Council to gather evidence about and review Neighbourhood and Parish Planning. **RESOLVED** a meeting is held on 13th February 2018, all Councillors welcome.

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EXCLUSIONS OF THE PRESS AND PUBLIC

At this point of the agenda all members of the press and the public were asked to leave the meeting room due to an item classified as being of a confidential nature in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

RESOLVED (A) the Council approves of staff measures to make improvements to Youth Clubs. **RESOLVED** (B) that the Council undertakes a review of services.

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DATE AND TIME OF NEXT MEETING

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

The meeting closed at 9.00pm.

CERTIFIED AS A TRUE RECORD

CHAIR

DATE