



*Delivering Quality Services to  
Coxhoe and Quarrington Hill*

## Coxhoe Parish Council

**Meeting:** Council Meeting  
**Date:** Wednesday 7<sup>th</sup> March 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 7<sup>th</sup> March 2018**

Councillors Present: S Dunn (Chair); E Cutter; A Hedley; B Hepplewhite; W Lavelle.

Also present: County Councillors J Blakey and M McKeon; C Llewelyn, Parish Council Clerk.

One member of the public was present for the first part of the meeting.

181 Members of the public were invited to address the meeting. The resident who was present raised the issue of traffic around Green Crescent and thanked the Council for previous efforts to address this. The Council **RESOLVED** to go back to Durham County Council Highways Department about this issue. The resident also asked about the noticeboard and was advised that the Council has already authorised reinstatement of Coxhoe's noticeboard which will be done as soon as possible.

182 **APOLOGIES FOR ABSENCE**  
Apologies for absence were received from Councillors K Pounder, S Downham, K Simpson, C Thirlaway, and from I Thompson, Senior Youth Worker.

**RESOLVED** apologies received and accepted.

183 **DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**  
A declaration of interest was received from Councillor B Hepplewhite re item 12, in relation to Coxhoe History Group.

184 **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 7<sup>TH</sup> FEBRUARY 2018**  
A draft copy of the minutes for the above meeting had been issued with the agenda.

**RESOLVED** that with the addition of Cllr Cutter's apologies and public participation, the minutes be approved, confirmed and signed as an accurate record.

185 **DURHAM COUNTY COUNCILLORS' UPDATE**  
County Councillors gave verbal reports on a number of issues:

The biggest issue has been snow and the County Council had been clearing footpaths, which has not previously happened, and had prioritised needs; a rough sleeping initiative was implemented to ensure no one was sleeping outdoors. Cllr McKeon had walked Parsons Walk with a Council Officer looking at dog fouling and litter; rubbish bins are not a possibility along Parsons Walk but there will be an

increase in frequency of litter collectors patrolling and they will also collect dog deposits.

Cllrs Dunn and McKeon had done a walkabout on Grange Crescent and Green Crescent. There is a project coming up which will plant flowering trees in areas and the Councillors want to talk to residents, the Parish Council and community groups about where they would like to see flowering trees sited.

During severe weather, big salt bags are to be dropped in areas where no salt bins are able to be placed.

Cllr Blakey wants to see improvements to the pedestrian route to the front street from the park/leisure centre area.

Cllr Blakey did a walkabout with the Police on Green Crescent and the Grove.

Issues with the car wash have been passed on to the County Council's planning enforcement section.

A World War 1 window is being repaired at St Mary's Church.

**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.

187

### **YOUTH PROVISION**

A verbal report was presented by the Clerk which included:

- Last Friday's session at the Active Life Centre was cancelled due to the weather
- There has been an average of 8-9 children on Mondays in Quarrington Hill and Tuesdays in Coxhoe, and an average of 50 over two sessions on Fridays in Coxhoe
- The Youth Strategy Group was postponed due to the weather and will now take place on Thursday 22<sup>nd</sup> March at 6.30 at Coxhoe Village Hall.

**RESOLVED** the information is received and noted.

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### **CLERK'S REPORT AND OUTSTANDING ISSUES**

The Clerk distributed a report for consideration.

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

Clerk to bring to the next meeting an annual action plan based on the Clerk's Report, for review by Councillors.

**RESOLVED** (B) the following:

Durham County Council to be asked for ideas on improving parking in Coxhoe's front street and the community to be consulted on these.

Clerk to write to landowner of old school site to find out if they would be interested in allowing parking on their land.

Clerk to contact Co-op about the proposed joint car park with the Village Hall.

Cllr Dunn to take up issues on parking in the Commercial Street area, around the Post Office, Sanderson Street and around the school.

The Parish Council noted its intention to work with businesses to improve parking in the village.

**RESOLVED** (C) Cllr Dunn to progress the work on hanging baskets.

**RESOLVED (D)** the Annual Parish Meeting will take place on Wednesday 2<sup>nd</sup> May at 6.00pm, directly followed by the Annual Parish Council meeting, directly followed by the monthly Parish Council meeting.

**RESOLVED (E)** Clerk to establish what satisfactory arrangements can be made for the safe and to report to the next monthly meeting.

**RESOLVED (F)** the Clerk to undertake the training detailed in the report.

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**FINANCIAL MATTERS**

The Clerk is working 7 hours extra per week for four weeks with the prior approval of the Chair and Vice Chair.

Confirmation has been received from Altogether Greener that the annual price will increase by 3% for 2018/19.

The Council's insurance renewal is due 1<sup>st</sup> April 2018; the cost for 2018/19 is £3,187.38 which was accepted by the Council.

**Schedule of Payments**

The following payments were submitted for approval:

Amendments/Additions from February Schedule

<b>Date of Invoice</b>	<b>Date Payment Due</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
Direct debit	N/A	Vodafone	Mobile Phones	£69.01
25.01.18	28.02.18	Mastercopy (direct debit)	Photocopier usage	37.94
21.02.18	24.02.18	SurveyMonkey	Annual Subscription	336.00

March Payments Due

<b>Date of Invoice</b>	<b>Date Payment Due</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
Direct debit	N/A	NEST	Employer Pension Contribution	£18.47
N/A	N/A	HMRC	Employer's Liabilities	£755.40
Direct debit	N/A	Scottish Power	Memorial Garden Lighting	£10.00
Direct debit	N/A	Vodafone	Mobile Phones	£69.01
23.01.18	Discussed with business	Seventeen	Catering	£50.00
Not yet received	N/A	Viking Stationery	Stationery Order including filing cabinets for Youth Service venues	£225.01
Direct debit	On or after 10.03.18	BT rental (direct debit)	Telephone and broadband rental	£34.68

Direct debit	On or after 28.03.18	Mastercopy	Photocopier usage	£36.00
01.03.18	N/A	Quarrington Hill Community Association	Room Hire Junior Youth Club Sept – Dec 2017 16 sessions	£240.00
28.02.18	By 30.03.18	Altogether Greener	Grounds Maintenance Contract Feb 18	£924.76
28.02.18	By 30.03.18	Altogether Greener	Birds Mouth Fence Supplied and Installed	£441.60
28.02.18	By 30.03.18	Altogether Greener	Weed spray area round Pit Wheel and adjacent footpath	£106.80

**RESOLVED** (A) that the Clerk's hours and the above payments be received and approved.

Bank Reconciliation at 31.01.18 and 28.02.18

**RESOLVED** (B) that the reconciliations are received and noted.

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**RISK REGISTER**

The Parish Council reviewed its risk assessment including financial risks. **RESOLVED** to note the Summary Plan of the Council's risk register with updated review dates, and to accept the changes made by the Clerk notably inclusion of Youth Service as a separate item, implementation of lone working policy and risk assessment, inclusion of GDPR regulations, use of external advisers as appropriate, and holding of passwords in case of emergency. **FURTHER RESOLVED** (B) Clerk to obtain 'near miss' reporting books for each Youth Service location and the Village Hall.

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**FINANCIAL RISK ASSESSMENT**

**RESOLVED** the financial risks are included in the risk register above and the Council does not require a separate financial risk assessment.

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**AGREEMENT OF POLICIES AND RISK ASSESSMENTS**

Complaints Procedure

**RESOLVED** (A) this Policy will be updated with proposed changes notably inclusion of Freedom of Information complaints, all complaint records to be held by the Clerk, complaints to be addressed to the Clerk or the Chair.

Disciplinary and Grievance Policies

**RESOLVED** (B) Clerk to request Durham County Council to update the procedures and to bring to the next meeting for consideration.

Attending and Reporting Meetings Procedure

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

193

**REQUESTS FOR FINANCIAL ASSISTANCE**

Cllr Hepplewhite had declared an interest in Coxhoe History Group and left the room for this item and took no part in the discussion.

A request for financial assistance was received from Coxhoe History Group.

**RESOLVED** to give £488 to Coxhoe History Group under Section 137.

Cllr Hepplewhite returned to the room for the rest of the meeting.

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**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/17/03875/FPA	Mr Christopher Holmes	11 Neil Crescent Quarrington Hill Durham DH6 4QX	Retention of 2No Detached Outbuildings and Single-Storey Rear Extension	Coxhoe Coxhoe	Allan Fenwick  Delegated
DM/18/00532/FPA	Mr Malcolm Maddison	7 Oakwood Coxhoe Durham DH6 4SQ	Single storey side and rear extension	Coxhoe Coxhoe	John Russell  Delegated

Planning applications approved by Durham County Council

DM/17/03990/AD Co-op	The Co-operative Food Petterson Dale Coxhoe Durham DH6 4HA	Display of replacement signage to shop elevations and replacement totem sign (rebranding).
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Planning applications refused by Durham County Council

None received.

**RESOLVED (A)** the Parish Council has no comment to make with regards to the above planning matters.

Correspondence

- Voluntary Web Administrator: Website and Social Media Report for information and feedback
- Coxhoe Beavers: Thank you for providing funding
- CDALC Agenda for Neighbourhood Planning Working Group Meeting
- GDPR Toolkit
- CDALC Severe Cold Weather Alert

- NALC Chief Executive's Bulletin 8-23 February 2018 including GDPR toolkit and Joint Information Governance Group
- CDALC Cancellation of Neighbourhood Planning Working Group Meeting
- Invitation to Mayor and Mayoress's Civic Dinner  
**RESOLVED (B)** the correspondence is noted.
- Cllr M Mckeon: Cassop Primary School is to engage two classes in a litter pick in Cassop and Quarrington Hill. **RESOLVED (C)** the Council supports the initiatives and the Clerk to ask Youth Service staff if there would be interest in the Big Spring Clean.
- Resident re land at Meadow View; **RESOLVED (D)** Clerk to contact County Council to establish land ownership.

### Bulletins

- NALC Census Survey of Parish Councillors
- NALC Chief Executive's Bulletin 6-9 February 2018 including Reporting Personal Data Breaches and local government finance settlement
- East Durham Rural Corridor AAP E-bulletin including Board Meeting dates
- NALC Chief Executive's Bulletin 7 including details of NALC Lobby Day 2018 and a letter from the Secretary of State for Housing, Communities and Local Government
- CDALC meeting date including attachments of local council GDPR readiness review and letter from Police and Crime Commissioner
- Raisby Quarry Liaison Committee Invitation to meeting 08.03.18  
**RESOLVED** the information is received and noted.

195

### VILLAGE APPEARANCE AND CLEANLINESS

**RESOLVED (A)** Clerk to write to Paving Factory about appearance around the factory.

**RESOLVED (B)** Clerk to contact Durham Student Community Action or the Probation Service about volunteers pointing walls.

196

### BUILDING STRONGER COMMUNITIES: JO COX FOUNDATION

Councillor Hepplewhite had brought information to the meeting. **RESOLVED** Council to consider at future meetings what type of event could be put on.

197

### CO-OPTION

**RESOLVED** that Angela Appleby be co-opted to the Parish Council.

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

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

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### NEIGHBOURHOOD AND PARISH PLANNING

The students and mentor from Newcastle University are visiting Coxhoe on Monday 12<sup>th</sup> March; **RESOLVED** Clerk to invite all Councillors.

199

### COXHOE CRICKET GROUND

A meeting is still to be arranged. **RESOLVED** Clerk to see if Shildon Town Council has a lease agreement which could be of use.

200

**WW1 COMMEMORATIONS**

Coxhoe History Group are preparing special projects. **RESOLVED** Cllr Dunn will look at beacons with Cllr Thirlaway.

201

**COMMUNITY REPORTS**

Quarrington Hill Community Centre

No report given.

Coxhoe Community Partnership

The Charity Commission has been approached and have confirmed the charity has been removed from the register.

Coxhoe Village Hall

The Annual General Meeting will be held shortly.

Active Life in Coxhoe

Annual General Meeting is on 8<sup>th</sup> March.

**RESOLVED** to add Coxhoe History Group to the Community Reports.

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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 received and approved a summary action plan for youth services and thanked the Youth Worker and Clerk for working on this.

**RESOLVED (B)** that the Clerk ensure the Council is working to relevant standards e.g. Green Book and resolve any issues within appropriate timescales.

**RESOLVED (C)** to delegate to Cllr Dunn, Cllr Simpson and the Clerk to recruit to the administration post.

**RESOLVED (D)** the Clerk has successfully completed her probation period.

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**DATE AND TIME OF NEXT MEETING**

**RESOLVED** the next meeting will be held on Wednesday 4<sup>th</sup> April 2018, 6.30pm at **The Parish Room, Coxhoe Village Hall.**

The meeting closed at 9.00pm.

**CERTIFIED AS A TRUE RECORD**

**CHAIR** .....

**DATE** .....