



*Delivering Quality Services to  
Coxhoe and Quarrington Hill*

## Coxhoe Parish Council

**Meeting:** Council Meeting  
**Date:** Wednesday 4<sup>th</sup> April 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 4<sup>th</sup> April 2018**

Councillors Present: S Dunn (Chair); E Cutter; K Simpson; C Thirlaway; W Lavelle.

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

Five residents were present for the first part of the meeting.

204 Members of the public were invited to address the meeting.

Other members of the public raised issues regarding traffic on Cornforth Lane. They reported that a bus had hit a car the previous Saturday, an email and photos had been sent to the Clerk; the no entry point is abused; they consider the street to be dangerous for people especially children; it is particularly difficult at school start and finish times; the school has increased in size which means more staff and more cars; there had been a near miss before the Easter holidays with someone nearly knocked over.

Councillor Cutter joined the meeting at this point.

Cllr Simpson declared an interest as Governor at the primary school and living in the street. Cllr Thirlaway declared an interest as a relative of one of the members of the public present. Cllr Cutter declared an interest due to living in the street.

The Chair said that issues were raised in 2014 and a public meeting was held in 2015. There had been discussion about stopping buses using the route but there were objections from members of the public so this did not happen. The County Council had suggested road humps which they believe has improved the situation, but the Parish Council has not seen any statistics; it was **RESOLVED (A)** the Parish Council to request the statistics. Using the layby on the A177 for school traffic had been suggested but was blocked by highway engineers.

It was **RESOLVED (B)** to hold a public meeting so the views of residents are heard; the Parish Council would involve the County Council Highways staff, Aviva, Coxhoe Primary School and the Police.

Further issues were raised including school buses, buses reversing down the street and delivery drivers as a school gate pillar was knocked down by a delivery van. The Council **RESOLVED (C)** to raise school transport with the County Council. Cllr

Simpson will provide Cllr McKeon with details of incidents and near misses. The County Councillors will take issues forward and provide feedback.

A resident raised traffic around The Green and reported that wagons and cars are driving too quickly. The Chair advised that a survey of residents has been carried out in the past and there was a narrow choice to keep the Green open to traffic. Money that had been set aside was spent on other projects. The Chair felt that other alternatives must be available and the meeting **RESOLVED (D)** that Cllrs Dunn and McKeon will take this back to County Council Highways officers and will provide feedback.

A resident raised Stray Aid's planning application. They said it has grown in size and noise and that traffic goes through the village to get to the kennels and is directed that way by Satnav. The meeting **RESOLVED (E)** to bring the planning item forward on the agenda. Cllrs Dunn and Simpson advised they have been contacted by a number of residents concerned about the planning application and the Parish Council response. Access is down a single track with a blind entrance and the County Council has previously acknowledged that access is an issue. The Parish Council has requested noise screening and the agent involved in the application has indicated this can be done. Residents have reported that noise is a huge issue. The Parish Council **RESOLVED (F)** the Clerk to contact the County Council to object to the planning application on the following grounds:

- That Stray Aid is located in a completely inappropriate place.
- There should be screening and noise insulation to the building.
- There should be noise prevention measures taken for the exercise enclosure.
- There is a blind entrance off a busy de-restricted roundabout which also bears quarry traffic and there is no prospect of the road being widened; the entrance is next to a busy primary school, and is in conflict with bus routes.
- The prospect of any more than 30 dogs as is suggested on the plan would be totally unacceptable and the Council would not wish to see further extension. If Stray Aid wishes to expand, it would be preferable for Stray Aid to look for other premises.
- More dogs will result in more dog mess and this must be properly disposed of.

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#### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors K Pounder, B Hepplewhite, A Hedley, and S Downham and from County Councillor J Blakey.

**RESOLVED** apologies received and accepted.

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

See above minute 204.

207

#### **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 7<sup>TH</sup> MARCH 2018**

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

It was **RESOLVED** that the minutes be approved, confirmed and signed as an accurate record.

208

#### **DURHAM COUNTY COUNCILLORS' UPDATE**

County Councillors gave verbal reports on a number of issues:

County Councillors are supporting Coxhoe United fun day.  
 Funding for defibrillators has been released.  
 A walkabout had been held on Lansdowne Road estate and improvements to footpaths will be considered.  
 Projects are being developed around the history of suffragettes.  
 Cassop School pupils are getting actively involved in the community and are doing a litter pick to which Councillors will be invited.  
 Electricity on village greens is being investigated.

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

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

No reports received.

210 **YOUTH PROVISION**

A report was presented by the Youth Worker which included attendance figures and update on ground rules. Coxhoe Girls have expressed an interest in young leader training and Cllr McKeon offered to organise a visit to County Hall or suffragette activity. Equipment has been bought for use at the clubs.

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

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

The Clerk had distributed a report for consideration.

**RESOLVED** (A) a launch will be organised once defibrillators and cabinets have been fitted.

**RESOLVED** (B) the arrangements for the safe are acceptable.

**RESOLVED** (C) wildflowers to be planted in autumn not spring due to the bad weather, following advice from grounds maintenance contractor, and poppy seeds to be purchased by the Clerk up to maximum of £60.

**RESOLVED** (D) Clerk to investigate costs of corporate email accounts for all staff including Auxiliary staff.

**RESOLVED** (E) Cllr Thirlaway to undertake a check of parish footpaths and Cllr Dunn and Clerk to discuss parish paths grant and schedule.

211 **FINANCIAL MATTERS**

Schedule of Payments

The following payments were submitted for approval:

Amendments/Additions from March Schedule

<b>Date of Invoice</b>	<b>Date Payment Due</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
27.02.18	31.03.18	Came &	Insurance Renewal 2018/19	£3,187.38

		Company	agreed at PC Meeting 07.03.18	
Direct Debit	01.03.18	Mastercopy	Photocopier Usage	£37.94
Direct Debit	01.03.18	GE Capital	Photocopier Lease	£132.00
N/A	16.03.18	Defib Shop	2 Defibrillators	£2,268.00
N/A	21.03.18	Crest Medical	2 Defibrillator Cabinets	£1,104.00
Direct Debit	23.03.18	NWG	Water Supply	£35.05
N/A	27.03.18	Croxdale & Hett PC	Defibrillator Funding	£1,427.00
N/A	28.03.18	Vodafone	Mobile Phones	£80.64
13.03.18	13.04.18	Viking	Stationery and filing cabinets	£229.76
N/A	27.03.18	Cllr Dunn	Youth Service Equipment (snooker, air hockey and Subbuteo tables, walkie talkies, dance mat and DVD)	£1,693.81
15.03.18	N/A	Coronation Press	Printing of Chronicle and resolving issues with artwork	£692.00
28.02.18	Immediate	DCC	Website Hosting	£694.03
N/A	27.03.18	Kelloe PC	Defibrillator Funding	£1,427.00

#### April Payments Due

Date of Invoice	Date Payment Due	Payee	Description	Amount
N/A	29.03.18	Staff	Salaries	£3,647.96
Direct debit	N/A	NEST	Employer Pension Contribution	£20.36
				Total: £36.65
N/A	N/A	HMRC	Employer's Liabilities	£1168.71
Direct debit	N/A	Scottish Power	Memorial Garden Lighting	£10.00
Direct debit	N/A	Vodafone	Mobile Phones	£69.01 APPROX
Direct debit	On or after 10.03.18	BT rental (direct debit)	Telephone and broadband rental	£34.68
	N/A	Quarrington Hill Community Association	Room Hire	£20.00
28.03.18	By 27.04.18	Altogether Greener	Grounds Maintenance Contract March 18	£924.76
28.03.18	N/A	Cllr Dunn	Youth Service Equipment (lights and speakers)	£270.71

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

Bank Reconciliation at 31.03.18

**RESOLVED (B)** that the reconciliation will be circulated to Councillors in advance of the next meeting.

212

**ANNUAL ACTION PLAN**

The Parish Council **RESOLVED** the Clerk to update the plan as discussed at the meeting and bring to the next meeting for discussion/agreement.

213

**HANGING BASKETS CONTRACT**

**RESOLVED (A)** the necessary lamp post tests are carried out using the quote of £1750 provided. **RESOLVED (B)** Cllr Dunn and Clerk to ensure tender documents are finalised as agreed and Clerk to release the tender information.

214

**AGREEMENT OF POLICIES AND RISK ASSESSMENTS**

Disciplinary and Grievance Policies

**RESOLVED** the meeting agrees the policies submitted by Durham County Council; Clerk to insert correct dates and publish.

215

**REQUESTS FOR FINANCIAL ASSISTANCE**

No requests had been received.

216

**PLANNING & CORRESPONDENCE REPORTS**

Planning notices received by Durham County Council

<b>Application Number</b>	<b>Applicant</b>	<b>Location</b>	<b>Proposal</b>	<b>Electoral Ward and Parish</b>	<b>Case Officer and Expected Decision Level</b>
DM/18/00532/FPA	Mr Malcolm Maddison	7 Oakwood Coxhoe Durham DH6 4SQ	Single storey side and rear extension	Coxhoe Coxhoe	John Russell  Delegated
DM/18/00561/FPA	Mr Jeffrey Turner	Half Moon Front Street North Quarrington Hill Durham DH6 4QG	Demolition of public house and erection of two dwellings	Coxhoe Coxhoe	Jennifer Jennings  Delegated
DM/17/03568/FPA Stray Aid	Stray Aid	East Pasture Farm Cornforth Lane Coxhoe Durham DH6 4EL	Demolition of existing barn containing 30 kennels and storage. Proposed single storey building for 30 kennels and associated facilities, single	Coxhoe Coxhoe	Sue Hyde  Delegated

			storey energy centre/plant room and associated facilities, two storey barn for storage, replacement of existing night drop-off kennels.		
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Planning applications approved by Durham County Council

None.

Planning applications refused by Durham County Council

None.

**RESOLVED (A)** the Parish Council objects to the Stray Aid application (see minute 204 above) and has no comment to make with regards to the other planning matters in the report.

Correspondence

Received From	Summary
Durham Community Woodlands Network	Event 7 <sup>th</sup> April to influence the Durham Woodland Revival project
Committee on Standards in Public Life via NALC	Consultation on local government ethical standards
Durham Community Woodlands Network	Event 27 <sup>th</sup> April to discuss woodland revival including making woodlands pay
Graduate Planner (Licentiate Member of RTPI)	Local to Coxhoe, looking for career opportunities and asking if there is anything they can do to help with the Neighbourhood Plan or anything regarding planning
Durham Community Woodlands Network	Wish to agree a date to discuss the findings of the DWR community woodland study
Beautiful Durham	Sponsorship Request
Slimming World	Would like to put leaflets into the Chronicle to be delivered to each household. (Informed that Bowburn Interchange charges £60 for 2,700 copies)
Via NALC	Request for funding for Women's Gala
Coxhoe Allotment Association	Boundary fence in need of replacement, querying whose responsibility this is.
NALC	Section 137 funding set at £7.86 per elector for 2018/19
Newcastle University	information from Newcastle University which have been looking at Neighbourhood Planning. This is on the agenda for Wednesday's meeting. They are interested to hear feedback.

Cllr McKeon declared an interest in the Women's Gala.

The Council **RESOLVED**:

- Clerk to contact the Graduate Planner to discuss what they could do
- Not to provide funds for Beautiful Durham
- Cllr Simpson to find out if the printer could add leaflets to the Chronicles
- Not to provide funding for the Women's Gala but to advertise it through the Council's usual channels
- Clerk to advise Coxhoe Allotment Association that the fence would be their responsibility but there is provision in the lease for them to reclaim rent
- GDPR to be included on the next meeting's agenda
- All other correspondence is received and noted.

### Bulletins

Received From	Summary
NALC Chief Executive's Bulletin 10	Standards in Public Life, Planning Policy and GDPR
NALC Chief Executive's Bulletin 11	NALC bulletin which includes an interview with the ICO Commissioner on GDPR.
Planning Aid England	Details of grant funding for Neighbourhood Planning
NALC	Sponsors requested for Durham Environment Awards
NALC Chief Executive's Bulletin 12	There is a request for Councillors to take part in the census survey.

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

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### **VILLAGE APPEARANCE AND CLEANLINESS**

Coxhoe Paving had rang the Clerk on receipt of the letter and said they would act on what the Council had said.

**RESOLVED (A)** Clerk and Cllr Dunn to talk to solicitor about land registrations.

**RESOLVED (B)** Clerk to ask Council's contractor for a quote on removing permanently the tree stumps next to the Catholic Church wall.

**RESOLVED (C)** Clerk to contact the contractors at St Mary's Terrace and ask if they would be able to remove the mound at the entrance to Coxhoe by the sign and put the excess to the back of that area of land.

**RESOLVED (D)** Cornforth Lane bushes to be cut down.

**RESOLVED (B)** Cllr Dunn to liaise with Clerk about land near the old Railway Inn and the railway line.

**RESOLVED (E)** Clerk to purchase a projector.

218

### **BUILDING STRONGER COMMUNITIES: JO COX FOUNDATION**

**RESOLVED** Clerk to arrange a working group on Events which would not have delegated authority.

219

### **PARKING**

**RESOLVED** that Coxhoe United be given exclusive use of the Village Hall car park to help with safety at their fun day, as per request sent to the Clerk; Clerk to advise Village Hall Committee.

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.

220

### **NEIGHBOURHOOD AND PARISH PLANNING**

Cllrs thanked the students and mentor from Newcastle University for their report and **RESOLVED** Clerk to thank them and ask if they had considered parking on Cornforth Lane as part of their work.

221

### **COXHOE CRICKET GROUND**

A verbal report was given after a meeting with a cricket ground representative and the Clerk, Chair and Vice Chair. **RESOLVED** Clerk and Cllr Dunn to look into the land registration and to talk to the solicitor and as appropriate the Cricket Club and neighbours of the ground; to contact DCC Recreation staff and to ask the grounds maintenance contractor to look at the ground and give an idea of what needs to be done and potential costs involved.

222

### **WW1 COMMEMORATIONS**

The meeting **RESOLVED** to defer this to the Events working group.

223

### **COMMUNITY REPORTS**

#### Quarrington Hill Community Centre

No report given.

#### Coxhoe Village Hall

The Annual General Meeting is to be held and the Committee are looking for more members.

#### Active Life in Coxhoe

No report given.

#### Coxhoe History Group

The Council thanked the group for their report and **RESOLVED** Clerk to ask History Group if they are looking for an extra edition of the Chronicle to be published for WW1 Commemorations.

224

### **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)** Clerk to talk to Village Hall Secretary about the vacant post.

**RESOLVED (B)** Clerk to advertise Administration Assistant post at 14 hours with potential to rise to 21 hours with NEREO, CDALC and Parish Council website; and to update the application form as appropriate; job description and person specification were agreed.



The Clerk submitted a report to the Council and the meeting **RESOLVED (C)** Clerk to begin work on section 3 of the report and to advise staff member of Council decision under Appendix A.

**RESOLVED (D)** the Clerk to consult with all staff on when they would prefer to take annual leave and to ask Youth Service staff to consult with young people on when they want activities during school holidays. The Council noted that they want youth activities to be available during school holidays.

**RESOLVED (E)** the Clerk to arrange a meeting of the HR Committee during this month, to set up recruitment procedure; all recommendations to be brought to May's meeting.

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**DATE AND TIME OF NEXT MEETING**

**RESOLVED** the next meeting will be held on Wednesday 2<sup>nd</sup> May 2018, 6.30pm at **The Parish Room, Coxhoe Village Hall.**

The meeting closed at 9.30pm.

**CERTIFIED AS A TRUE RECORD**

**CHAIR .....**

**DATE .....**