



*Delivering Quality Services to  
Coxhoe and Quarrington Hill*

### Coxhoe Parish Council

**Meeting:** Council Meeting  
**Date:** Wednesday 4<sup>th</sup> July 2018  
**Time:** 6.30pm  
**Venue:** Parish Room, Coxhoe Village Hall

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

Also present: County Councillors M McKeon and J Blakey; C Llewelyn, Parish Clerk, I Thompson, Youth Worker and K Williams, Administration Assistant.

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

269

Members of the public were invited to address the meeting.

A resident asked if there are any developments with chicanes and sleeping policemen at Green Crescent. Cllr Dunn said that County Councillors recognise there is a problem but there is no answer as yet and they are waiting for County Council Highways Officers to come back with alternative options. The resident said the sign which states there is no access through to the front street is of no help at all.

A resident said that members of the Village Hall Tea Dance are complaining they are not able to park in the Village Hall car park because it is often full; people had asked about using the disused land opposite the car park. Cllr Dunn said the Parish Council has contacted the landowner but that they were not minded to allow it to be used for parking. He said that a temporary car park there would make a difference for the moment and that dolomite from quarries could have been available. He said Councillors are aware there have been difficulties parking when there are large events at churches. Traders had been to the County Councillors' Surgery today and raised parking issues, particularly that people park in the village and get on buses or bikes to go elsewhere. A meeting with the Highways Department had been chased up the day previously and will now be actively pursued. Cllr Dunn said the Parish Council may look at gentle reminders on cars, also the areas of Commercial Street and the Limes will be raised with Highways Officers. Cllrs felt different ideas should be looked at and Cllr Simpson felt the issue of people parking all day has not been addressed. Cllr Dunn said the new manager at the Co-op has asked people not to park in their staff car park and this will be discussed later in this meeting.

A further query was raised about the No 56 bus route as there is no direct route from Coxhoe to Spennymoor. Cllrs McKeon and Dunn said they had met as County Cllrs with Arriva but as they are a private company there is little they can do because it is a commercial route. County Cllrs said they can look into this again though they were told the 56 is a complex route which turns into different bus numbers. Cllr McKeon will also raise a Coxhoe to Spennymoor route with Scarlet Band who she is meeting with shortly.

270

### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A Appleby, B Hepplewhite, K Pounder, C Thirlaway, A Hedley.

Cllr Dunn said that everyone's thoughts are with Cllr Pounder.

**RESOLVED** apologies were received and accepted.

271

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

A declaration of interest was received from Cllr Simpson as a Governor of Coxhoe Primary School.

272

### **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 6<sup>th</sup> JUNE 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.

273

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

County Councillors gave verbal reports on a number of issues as below.

Cllrs McKeon and Blakey had a walkabout on The Grove and parts of the front street. They had discussed some anti-social behaviour issues especially round congregating young people. Residents are requested to report anti-social behaviour so the Police can build up a pattern.

Cllr McKeon has been meeting with Quarrington Hill Club and Durham SPARKS to help them develop their business planning. Cllr McKeon has been elected Chair of East Durham Rural Corridor Area Action Partnership (AAP) and wants to ensure all villages receive something as some villages' residents do not have so much experience in participatory budgeting. She has worked with Coxhoe History Group on their Suffragette Rally in September. Cllrs McKeon and Dunn met with Cllr Simpson as Chair of Governors and the Headteacher at Coxhoe Primary School looking at rising roll numbers due to housing developments. Cassop Primary School had been to Beamish and loved learning about their mining heritage.

Cllr Blakey has discussed anti-social behaviour in Lansdowne Road which is being dealt with by the Police, as well as issues at the bottom of the village and parking issues. She is working with the Half Moon on their planning application issues and had attended the Classic Car Evening and has offered financial assistance for next year. Other issues Cllr Blakey is dealing with include the car wash.

Cllr Dunn said Cornforth Lane will be resurfaced completely starting 4<sup>th</sup> August, he has also asked again about the footpath from the GP Surgery and the Chemist to be resurfaced. On 5<sup>th</sup> July the Highways Committee will consider the road humps on Peterson Dale with a recommendation for approval. He said participatory budgeting for the AAP will take place in November and will be two different sets of bids so that more organisations can receive funding. The event is likely to take place at Bowburn Community centre. A meeting was held with Quarrington Hill History Group about the proposed 'Tommys' on the village green, they are working with an artist for Tommys and a display board. Cllr Dunn asked for an indication of whether it was thought there would be an issue with removing and replacing trees on the village green and no

objections were raised. There has been a huge problem with youths congregating in Sedgefield which has been dealt with by various agencies including the Police and this has resulted in dispersal but this means Coxhoe Woods has become more regularly frequented and there is a need to ensure the community is not adversely affected. Cllr Cutter said that she does not believe residents have been contacted about Cornforth Lane and Cllr Dunn said this is going to happen.

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

274

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

No reports received.

275

**YOUTH PROVISION**

**Youth Worker Report**

The Youth Worker had sent a written report. 75 GDPR forms have been returned and after Friday there will be no admittance without consent, this needs to be done now. Discussion to be held about whether Quarrington Hill club will close over summer holidays or potential outreach work can be done; numbers have gone down as they are playing in the park instead. Coxhoe Fridays have an average of 24 for the Junior session and 16/20 at the Senior session. They have struggled for space in the Active Life centre. Cllrs asked about squash courts, these have not been considered but could be used. Cllr Dunn said the 4G should be on offer. The Youth Worker said they have used the bowling green but there have been issues with Senior members going on to the green and disrupting while the Juniors were using. Football is still causing issues and two one-week bans have been issued. Options were discussed for football including offer monthly and/or get a coach for football and social skills.

**RESOLVED (A)** Youth Worker to liaise with Active Life manager.

The height restriction on the Menace affects half the Seniors. Cllr Lavelle said how important it is to be careful to ensure insurance restrictions are followed. The Youth Worker has looked quickly at hiring in equipment but it is expensive. Girls' Group is going well, Suffragette activities have been good and there is possible trip to Beamish in the summer. Cllr Dunn said funding can be sought from Key Fund which staff have had training on or the Council has a pot of funding. Cllr McKeon offered assistance with Girls' Group activities. The Youth Worker was thanked for his report, Cllr Dunn said the Council wants to run year round youth activities. Cllr Simpson asked about dates when the service couldn't run due to staff holidays and the Youth Worker said staff can cover this.

**RESOLVED (B)** the information is received and noted.

**Activities for children birth to school age**

The Administration Assistant talked to Coxhoe Village Hall Committee Secretary who asked the Playgroup leader for a list of people who have said they will attend and when they would attend, and if there are enough numbers they would open two days per week and monitor the numbers throughout. They have also started looking at broadening the range of activities. Cllr Cutter asked who will be reached out to and would it be wider than just people who already attend and the Administration Assistant advised she will discuss publicity for example on Facebook. Cllr Simpson suggested posters in the Doctors and the Baby Clinic. Cllr Blakey had asked the pre-school provider at Bowburn who is going to contact the Clerk about what they can provide so this can be passed on to the Village Hall. Cllr McKeon said there may be

support available for early years provision and that speech and language difficulties are being recognised as problems in this part of the county. Cllr Dunn asked her to pass on ideas to Parish Council staff as the discussion is about broadening the range of activities. The Council **RESOLVED** the information is received and noted.

276

### **MATTERS OF INFORMATION REPORT**

The Clerk had distributed a report for consideration.

**1e RESOLVED** the Council will develop an allotment policy and consider the first draft and then this will be consulted on with allotment holders.

**5** The Clerk reported there is still a massive amount of work to be done on GDPR and it will remain a priority. Cllr Hedley has agreed to be the lead Councillor for GDPR and the Clerk and Cllr Hedley will meet to discuss what has been done and what remains to be done.

**7** Cllrs McKeon and Dunn will be picking up electricity supply on village greens this month and will need to talk about funding bids.

**9 RESOLVED** using Financial Regulation 4.1 the Clerk and Chair to authorise payment of £196.80 gross for the flagpole service.

**11i** Cllr Dunn had asked DCC Officers to clarify Parish Path grants and Clerk to find out if they are still available.

**11j** Hanging basket brackets had not arrived with fixings so Clerk, Chair and Vice Chair had worked to get these sited. This item will be over budget due to lamp post inspections which are once every three years and the brackets and fixing. Thinford Nurseries are starting to put up the baskets. The noticeboard was also put up on the Village Hall.

Cllr Blakey left the meeting at this point.

**11a** Quote received for the maintenance schedule that DCC drew up using specialist equipment was felt to be too expensive. **RESOLVED (A)** Clerk to find three prices including DCC. Cllr Dunn will check if any contact at the forestry group he has attended can help. Cllr McKeon spoke about young people who are not in employment and mentioned a heritage project on tall ships in Blyth. **RESOLVED (B)** Cllr Dunn to approach the principal of East Durham College. The Clerk advised the former Clerk had not dealt with the equipment.

**11b** Clerk, Administration Assistant, Chair and Vice Chair went to the pavilion with a contractor and there is power, changing rooms, toilets and kitchen though rats have been inside. There is a garage with a tractor and Cllr Dunn has asked whether it would be donated or would be removed. The grounds maintenance contractor gave a quote for cutting every 14 days and Cllrs **RESOLVED (A)** Clerk to arrange for this to begin. The draft lease had been emailed to members and Cllr Dunn sought views on this. Cllr Lavelle said she agreed with his comments about the lease. Members **RESOLVED (B)** in principle they are happy to proceed and agreed Clerk, Chair and Vice Chair to draw up the lease unless they felt anything unreasonable arose. Cllr Simpson had mentioned to Coxhoe Primary School and they thought that Sedgfield School Sports Partnership might be interested. Cllr Dunn suggested schools in other villages may be interested and Cllr Lavelle said discussions should be started now. Cllr McKeon said Youth Offending Team may be able to help for example with painting. Cllr Dunn asked for ideas on funding and the members felt it would be beneficial to ask that the lease includes a possibility to extend. **RESOLVED (C)** Administration Assistant to contact Graham Weeks at Durham Cricket to discuss and to get advice on getting the wicket reinstated. Cllr Lavelle said a longer term sports development plan is required. **RESOLVED (D)** officers to obtain two quotes for bringing the pavilion into use and for reinstating the fencing before 30<sup>th</sup> July if possible.

**16a** The Co-op manager is seeking a risk assessment for staff of other businesses using their staff car park. The Clerk advised a letter has been sent to businesses advising staff can park there. Members **RESOLVED** Cllr Dunn to agree wording with other members and to put notices in the Village Hall car park saying that Co-op users should use Co-op car park and other notices explaining why.

**11o RESOLVED** issue to be deferred for the moment.

**11p RESOLVED** Clerk to ask grounds maintenance contractor to cut grass under trees on Quarrington Hill Village Green before Big Meeting Day and to review contract to see what should be done there. Cllr Dunn advised the grounds maintenance contract is to be out to tender for April 2019 and the process will need to begin soon.

**11m** Cllr Dunn has been liaising with Keepmoat and raised issues of traffic and dust from the St Mary's Terrace development. **RESOLVED (A)** the quote for cutting back on the green next to Bower Court is accepted; Clerk to arrange this and is delegated to authorise this as and when it is required. **RESOLVED (B)** picnic benches to be considered on that area.

**12c** Cllr Dunn advised that members have already resolved to buy two seats for the Pitmen's Parliament, one for Coxhoe and one for Quarrington Hill; Clerk to action.

**16** Coxhoe front street parking was discussed; members reminded that the area in front of Coxhoe Paving can be used for parking. **RESOLVED** Clerk/Administration Assistant, Chair and Vice Chair to visit businesses and talk about appearance and the reinstatement of bird's mouth fencing 3m behind where it was previously and ask Coxhoe Paving if they could remove the kerb; this would provide some extra parking. Cllr Dunn had received a letter about the humps going up the tip road and Cllrs had considered a letter about cars parked at the Limes. Cllr Dunn will discuss this with the parking officer when they meet. Cllr Simpson raised dangerous parking along Sanderson Street and up to Ronnie Carr's butchers, Cllr Dunn asked for photos and said that these can all be raised with the parking officer.

**26 RESOLVED** village appearance and cleanliness discussion to take place by email.

277

### **COUNCILLOR VACANCIES**

Cllr Dunn said that for a while there has been no real Quarrington Hill representation and suggested this requires urgent action. The Clerk confirmed there are two vacancies at Quarrington Hill and she has had confirmation from the principal authority that no election is to be called. The Clerk said CDALC advice is that interested people are asked to state what qualification criteria they hold to become a Councillor and that they make a declaration they are not disqualified from becoming a Councillor. **RESOLVED** Clerk to progress co-option by arranging posters in locations in Quarrington Hill and information on the website and Facebook, asking people to respond by 19<sup>th</sup> July; if more than two people are interested there will be a meeting held at Quarrington Hill right before the Parish Council meeting on 30<sup>th</sup> July or on another night if more members available, Clerk to arrange.

278

### **FINANCIAL MATTERS**

#### **Finance Report and Payment Schedule**

**RESOLVED (A)** Clerk to discuss with IT contractor setting up a corporate storage system with sufficient capacity using the Onedrive system.

The following payments were submitted for approval:

**Payments for Approval**

July Payments Due:

No	Date of Invoice	Method of Payment	Date Payment Due	Payee	Description	Amount
1	N/A	Bank Payment	31.05.18	Staff	Salaries	£3,294.54
2	N/A	Direct debit	N/A	NEST	Employer & Employees' Pension Contributions	£133.57
3	N/A	Bank Payment	N/A	HMRC	Employer's Liabilities	£766.03
4	27.06.18	Bank Payment	N/A	ITC	Laptop Setup and Installation, Publisher Licence	£259.99
5	15.06.18	Bank payment	By 15.07.18	SLCC	ILCA Training for Administration Assistant	£118.80
6	14.06.18	Bank Payment	By 01.08.18	SLCC	SLCC Annual Membership	£185.00
7	27.06.18	Bank Payment	27.07.18	County Durham & Cleveland County Training Partnership	Clerk CiLCA Mentoring Session 14 & 15.03.2018	£170.00
8	28.06.18	Bank Payment	28.07.18	County Durham & Cleveland County Training Partnership	Clerk GDPR Training 24.04.18	£27.00
9	27.06.18	Bank Payment	N/A	Hampshire Flag Company	Red Ensign Flag 2 yards	£33.60
10	20.06.18	Bank Payment	N/A	Viking	Projector	£302.35
11	25.06.18	Bank Payment	N/A	The Key	Membership 2018/19	£198.00
12	27.06.18	Bank Payment	Immediate	Durham County Council	Dog bins' service contract 01.04.18 to 31.03.19	£1,051.39
13	22.06.18	Bank Payment	By 22.07.18	Altogether Greener	Grounds Maintenance Contract June 2018	£952.50
14	20.06.18	Bank Payment	By 20.07.18	Altogether Greener	Felling & removal of 4 trees in Churchyard	£78.00
15	21.05.18	Direct Debit	After 28.06.18	Mastercopy	Photocopier Usage	£159.16
16	02.07.18	Bank Payment	28 days	Ray Lawson Joinery &	Fix 29 brackets to lamp posts and buildings; supply 90	£407.00

				Building Services	clips; noticeboard fixed to Village Hall	
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Please note all prices are gross, where VAT applies.

Approval of Direct debit for FY 2018/19:

No	Provider	Purpose	Frequency	Projected cost (each payment)
1	ITC	Security for 2 x laptops	Monthly	£5.00
2	Northumbria Water	Quarrington Hill Allotments	Quarterly	£35.95 (variable amount)

The Clerk advised she is continuing to look at photocopier facilities as the cost has been increasing each month.

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

Cllr Cutter left the meeting at this point.

#### Budget

Cllr Dunn raised a query over the budget for youth income. Cllr Lavelle working on the AAP funding bid. **RESOLVED (A)** Clerk to look at how budget is presented to see if it can show clearly for example the money received for defibrillators against the money spent.

**RESOLVED (B)** the budget is noted.

279

#### **HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE**

The Clerk advised that Cllr Hepplewhite has stepped back from this committee today. **RESOLVED (A)** defer membership to next meeting once co-option has been discussed. The Council **RESOLVED (B)** to accept the draft Terms of Reference which had been circulated, with three amendments suggested by Cllr Dunn.

280

#### **REQUESTS FOR FINANCIAL ASSISTANCE**

Two requests had been received. **RESOLVED (A)** the Council will provide the £363.58 requested by Coxhoe History Group for Suffragette events. **RESOLVED (B)** the Council will provide the £200.00 requested by Quarrington Hill Banner Group for banner activities including a band and transport.

281

#### **PLANNING & CORRESPONDENCE REPORTS**

##### Planning Requests

	Application Number	Applicant	Location	Proposal	Electoral Ward and Parish	Case Officer and Expected Decision Level
1	DM/18/01236/FPA	Mr Michael Hesler	19 The Avenue Coxhoe Durham DH6 4AD	Extend bungalow to form 2 storey dwelling.	Coxhoe  Coxhoe	Jennifer Jennings  Delegated

## Approved Decisions

None.

**RESOLVED (A)** the Parish Council has no comment to make on the planning matter.

### Correspondence Received

	Received From	Summary
1	DCC	Proposed plans to change the existing 'No entry except buses' restriction at Coxhoe; respond by 19.07.18
2	Consultants	Consultation on the County Durham Plan open until 03.08.18
3	Organiser	Appreciation to the parish for the use of the greens and their consent. (Classic Car Night)
4	Trimdon Community College	Armed Forces Day Event
5	Cllr John Lethbridge, Mayor DCC	Requesting Council considers making a donation towards his Appeal Fund raising money for the Royal British Legion

The Council **RESOLVED (B)** the correspondence is noted.

### Bulletins Received

	Received From	Summary
1	NALC	National Conference details
2	AAP	East Durham Rural Corridor Area Action Partnership - e-bulletin
3	Community Woodlands Network	Community engagement and learning report
4	NALC	Newsletter
5	NALC	Spring Newsletter
6	NALC	AAP seeking Representatives from Parish Councils
7	NALC	Legal Briefing following Ledbury Case
8	CDALC	Details of Muddy Mayhem
9	CDALC	Update to Local Council Referrals to Planning Committee
10	CDALC	Final Phase of Universal Credit Full Service Roll-Out
11	CDALC	Remembrance Day Silhouette Installation Grant Opportunity, deadline 16 <sup>th</sup> July
12	CDALC	Query from Framwellgate Moor Parish Council about problems contacting Police
13	NALC	NALC Constitution
14	NALC	Guidance on principal and local councils working in partnership
15	CDALC	Review of the County Council's Gambling Statement of Principles
16	AAP	AGM 03.07.18

**RESOLVED (C)** Administration Assistant to order four big Remembrance Day silhouettes and ask if the churches want one.

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

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

Discussion held on County Durham Plan. Cllr Dunn will circulate June 2018 SHLAA. Cllr Dunn said there are 14 comments in the Preferred Options document from Coxhoe residents which have stated why further development in the village was not needed, which would have helped towards there being no new housing sites identified for Coxhoe.

**RESOLVED (D)** the information is received and noted.

282

### **AGREEMENT OF POLICIES AND RISK ASSESSMENTS**

Policy drafts had been circulated with the agenda.

#### **Social Media Policy**

The Council's Web Admin Volunteer had suggested adding that there is no Facebook Messenger facility; with this amendment **RESOLVED** the draft policy is approved and this format to be used for all policies.

#### **Retention and Disposal Policy**

**RESOLVED (A)** the draft policy is approved and **RESOLVED (B)** the Clerk to submit the Appendix which goes into detail about particular documents to a future meeting for consideration.

#### **Information Data Protection Policy**

**RESOLVED** the draft policy is approved.

283

### **EVENTS**

**A** No Jo Cox Foundation event this year; Clerk to remove from agenda.

**B** WW1 Commemorations event planning is underway and the Council needs to register its event, **RESOLVED** the Administration Assistant to do this.

**C** Suffragette Event is being led on by the History Group.

**D** The Administration Assistant had submitted a report on the Fireworks event.

**RESOLVED (A)** authority delegated to Clerk and Administration Assistant to book the pitches for food stalls and potentially for entertainment. **RESOLVED (B)** the report is received and noted and further discussion to take place. Discussion took place over the budget, and whether/how people may pay for the event and the length of the display. The Administration Assistant advised there is extra expenditure to the company providing the fireworks as there are also security and first aid, and a tarpaulin to cover the astroturf. The Clerk reminded that the Internal Auditor said reserves were low and the Council has not put aside a budget for this. **RESOLVED (C)** the fireworks to last 15 minutes starting at 6.30pm. **RESOLVED (D)** the Administration Assistant to order 3000 wristbands which state 'Coxhoe Parish Council Fireworks'.

284

### **NEIGHBOURHOOD/PARISH PLANNING**

The Clerk has met with the Volunteer who is a qualified planner and is interested in helping out with planning reports and with consultation and may be prepared to help with an action plan. **RESOLVED (A)** Clerk to work to arrange a meeting with the Volunteer, the Volunteer Web Administrator and the Administration Assistant to discuss what was done for Parish Plan 2 which included distribution, collation and analysis of responses, drawing up an action plan and consulting on each stage.

285

### **COMMUNITY REPORTS**

#### **Quarrington Hill**

No report given.

#### **Coxhoe Village Hall**

AGM to be held soon.

#### **Active Life in Coxhoe**

Cllr Lavelle advised that the Centre was successful in their large funding bid to improve the gym.

Coxhoe History Group

The History Group had sent a report which was circulated, **RESOLVED** this was received by the Council.

286

**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. Cllr McKeon and K Williams left the room.

The Clerk had prepared a report which included HR and staffing updates, payroll information and budget projections based on various staffing scenarios, and responded to queries that the Chair had circulated to Councillors. She reported that HR documents are being developed and will be agreed with HR Committee/full Council.

**RESOLVED (A)** the report is received and noted.

**RESOLVED (B)** that the Youth Worker post which is going out to advert for up to 10 hours, Clerk to action.

**RESOLVED (C)** the Clerk can authorise up to 9 hours extra resource per month.

**RESOLVED (D)** the Chair and the Clerk to meet to discuss the budget and the potential for virement, and to report back to full Council.

287

**DATE AND TIME OF NEXT MEETING**

**RESOLVED** the next meeting will be held on Monday 30<sup>th</sup> July 2018, 6.30pm at **Quarrington Hill Community Centre.**

The meeting closed at 9.20pm.

**CERTIFIED AS A TRUE RECORD**

**CHAIR** .....

**DATE** .....