



*Delivering Quality Services to
Coxhoe and Quarrington Hill*

Coxhoe Parish Council

Meeting: Council Meeting
Date: Monday 30th July 2018
Time: 6.30pm
Venue: Quarrington Hill Community Centre

Councillors Present: S Dunn (Chair); A Appleby, E Cutter (part of the meeting), A Hedley, B Hepplewhite, and C Thirlaway.

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

Six members of the public were present for parts of the meeting and a representative from Quarrington Hill Community Centre and a representative from Coxhoe Village Hall.

Members of the public were invited to address the meeting.

A resident spoke about King's Wood which is very overgrown and a lady has been attacked there so residents want the path to be cut back urgently. The Clerk advised she has contractor prices and, after the resident had phoned to say he would be interested in volunteering, Cllr Hedley had looked at costs for ride on mowers. Cllr Dunn spoke of the need for a long term solution to the problem. The item to be discussed later in the agenda.

The resident talked about the graveyard in Quarrington Hill which is overgrown and war graves had been overgrown which he had cut back. Cllr Blakey has spoken to the Church Wardens who are responsible for the area.

The resident raised parking in Quarrington Hill and said it can be difficult for buses to get through on the Front Street, and that cars are parked at junctions and on both sides of the road making the village dangerous. He suggested pieces of land which could be used for parking. Another resident said the junction at Church Street is often dangerous with parked cars. Cllr Dunn asked if he could email photos to the Clerk. County Councillors said they will ask the Highways Officers at Durham County Council and the Police to have a look at the situation.

Cllr Cutter joined the meeting at this point.

APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors W Lavelle, K Pounder, K Simpson, and County Councillor M McKeon.

RESOLVED apologies were received and accepted.

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

A declaration of interest was received from Cllr Hepplewhite in respect of Coxhoe History Group.

291 **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 4TH JULY 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 with an amendment to Minute 284.

292 **DURHAM COUNTY COUNCILLORS' UPDATE**

A resident asked about a proposal to remove trees in Quarrington Hill mentioned in the previous minutes. Cllr Dunn said this is not to cut down trees but possibly replace with other trees to provide a frame for the proposed Tommy silhouettes and an information panel. Another resident asked about Belle Vue cut and said that people are not able to walk past due to an overgrown tree. Cllr Blakey said she is looking into this and the path to the allotments and King's Wood from Belle Vue.

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

Cllr Blakey had issues of speeding tractors reported and had met with Police who will be monitoring this. She has been dealing with a rubbish bin in the play area. She has thanked the Restorative Justice team. She said that the Half Moon has had historical status removed and should now be able to get on with their planning application. Cllr Blakey has been dealing with the Police about some incidents and they have arranged a PACT meeting for 16th August at 6.00pm in Quarrington Hill Community Centre to discuss general issues. Cllr Blakey reported that DCC cannot do anything else with the car wash in Coxhoe and this is a civil issue. Graffiti on the site has been reported to the Police.

Cllr Dunn said there is a pre-consultation from DCC about moving County Hall into the city centre and the planning application is in for the first phase of the new Milburngate development.

RESOLVED the information be received and noted.

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

No reports received.

294 **YOUTH PROVISION**

Youth Worker Report

The Youth Worker presented a written report. He said that it has been quiet because of school holidays, Coxhoe Juniors in Year 6 have been able to attend the Senior sessions on Fridays but there has not been a big influx. Football continues to cause arguments. He said that forms are being streamlined so one form is given rather than three separate ones. Tuesday's Girls' Group is involved in Suffragette activities and they are applying to the Key Fund for funding for activities towards the end of the summer holidays. Cllr Appleby asked about boys being involved in Suffragette activities and the Youth Worker said he will look at taking the activities up with the boys as well. Cllr Hedley said he thought the work on football was a good development and asked about GDPR forms. The Youth Worker said these are up to date and if a form is not completed a young person now has to effectively re-join. Cllr

Dunn asked about contact with the Active Life Manager discussed at the last meeting and the Youth Worker is to pursue this. The Youth Worker said he wants to discuss with the Youth Strategy Group a potential restructuring of activities especially with recruitment of an additional Youth Worker.

RESOLVED (A) the information is received and noted. The Youth Worker left the meeting.

Activities for children birth to school age

The Administration Assistant met Cllr McKeon who is to contact the South Shields MP for a list of charities and organisations which can help and is requesting written evidence from Cassop Primary School about speech and language being a growing problem which Cllr Blakey spoke about at the meeting. Coxhoe Village Hall Playgroup is running for three weeks in the summer holidays. The Administration Assistant has prepared a Survey Monkey survey for users to give feedback. She has been investigating additional provision. Cllr Dunn summed up discussion about potentially groups or support for families and promoting parenting skills. Cllr Cutter asked about advertising for playgroup which has been done using website and social media. The Council **RESOLVED (B)** the information is received and noted.

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MATTERS OF INFORMATION REPORT

The Clerk had distributed a report for consideration.

3d RESOLVED not to print a September issue of the Chronicle in 2018 as there will be a History Group publication and Parish Plan 3 later in the year, but to keep four issues per year in future, particularly as savings are being found due to advertising.

5 No update on GDPR except that it needs to be a priority for the coming month.

The Administration Assistant left the meeting due to a conflict of interest in the next agenda item.

11a The Clerk had got three quotes for cutting back to 5m the two main paths through King's Wood. A resident thought that three local Parish Councils could get together to buy a ride on mower. Various solutions were discussed and general agreement that a longer term solution is needed. A resident suggested the Probation Service. **RESOLVED (A)** authority delegated to the Clerk to deal with the overgrown paths preferably with the Probation Service, or to look at the cost of hiring equipment for volunteers, and as a last resort to accept the lowest quote and commission them to do the work.

The Administration Assistant returned to the meeting.

Cllr Dunn said he has not yet contacted the Principal of Houghall College about King's Wood and that there is a Councillor from another Parish interested in working on King's Wood as part of a PHD qualification. **RESOLVED (B)** the Chair to proceed with these explorations.

11b The Clerk had three quotes for fencing along one side of the cricket ground. The Administration Assistant has looked into funding and said there are no grants just for bringing the pitch into use but there may be grants for targeting provision at under-represented groups. The Council would need to be clear what it wants the funding for. **RESOLVED (A)** Clerk/Admin Assistant to commission the most cost effective pitch advisory report including advice on costs, paid for by a grant if possible, which will help when seeking funding. Cllr Hepplewhite raised bringing together all groups

involved in sporting in the village and groups that would potentially use the facilities.

RESOLVED (B) Clerk/Admin Assistant to look at ways to remove the moles. The Clerk had approached five builders over the last month for quotes on bringing the pavilion into use and has had one response which is that the building is not felt to be suitable for public use and that a DCC inspection should be requested if the Council wants to bring it into use. They suggested that it would be cheaper to buy two containers and to sell off the pavilion. **RESOLVED (C)** Clerk/Admin Assistant to request inspection of the pavilion by the local authority. The County Council are going to look at drainage on the site. The Cricket Club trustees have responded to the draft lease agreement with queries about extension of lease and sub-letting; **RESOLVED (D)** Chair to respond to reassure on the Parish Council's intentions. Cllr Blakey left the meeting.

RESOLVED (E) Clerk/Admin Assistant to arrange a quote for another pedestrian gate in the fence and permission for this from DCC.

16a DCC have done a walkabout in Coxhoe, the Admin Assistant had sent a report from this. The Highways Officers will carry out a survey of the front street in Coxhoe in September; **RESOLVED** Admin Assistant to ask if they can also survey Quarrington Hill. The Clerk advised that traders are able to park in the Co-op car park and Council officers have issued permits to traders.

16c The Chair and Vice Chair met with traders around Commercial Road. Birds mouth fencing has been reinstated by the landowner. All businesses said they wanted more parking and had suggested the land in front of Coxhoe Commercial Motors would be a good site. The Chair and Vice Chair also intend to talk to AWB who had sent an email and were unable to make that meeting. They also spoke to the new owner of Lowfield Bungalow and further dialogue will take place.

26 RESOLVED Village appearance and cleanliness is deferred to September's meeting. Cllr Hedley asked about building materials appearing near the Limes, Cllr Dunn said this is likely to be Barratts or Hellens resurfacing the road and County Cllrs will take this up.

26c A resident had asked about the entrance to Coxhoe at Lynn Park Crescent where there is no village sign. Cllr Dunn said he will take this up with County Highway engineers.

19e Cllr Cutter raised that the Council may be missing out on feedback and not giving a consistent response to issues raised on social media. The Council agreed that in accordance with the Social Media Policy, requests for any service must come through the Clerk and are not accepted via social media. **RESOLVED** Council to develop a 'cut and paste' response suggesting people email the Clerk and identify if there is any software which could help with identifying issues or topics of interest.

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COUNCILLOR VACANCIES

The Clerk advised that publicity had been undertaken using the website and social media and in locations in Quarrington Hill. A resident said they have been asking around to try to gain interest. A resident said they are interested in becoming a Councillor and the Clerk gave her contact details. It was **RESOLVED** Clerk to arrange further publicity.

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FINANCIAL MATTERS

Finance Report and Payment Schedule

The Clerk had circulated a report including the bank reconciliation to 26th July 2018 and the following payments were submitted for approval:

Payments for Approval

August 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	£3,397.44
2	N/A	Direct debit	N/A	NEST	Employer & Employees' Pension Contributions	£115.39
3	N/A	Bank Payment	N/A	HMRC	Employer's Liabilities	£680.54
4	N/A	Direct debit	N/A	ITC Service Ltd	Security for 2 x Laptops	£5.00
5	06.07.18	Bank payment	N/A	Ray Lawson Joinery & Building	Cricket Pavilion Removal of locks & boarding and supply of locks & hasps to secure doors	£60.00
6	13.07.18	Bank Payment	N/A	Coronation Press	Printing Chronicle July 2018	£692.00
7	13.07.18	Direct debit	27.07.18	Vodafone	3 x mobile phones	£71.49
8	13.07.18	Bank Payment	24.08.18	Life Fitness on behalf of Active Life in Coxhoe	Gym equipment in lieu of funding	£14,358.00 (net amt. £11, 965.00)
9	27.06.18	Direct Debit	After 06.08.18	BT	Landline & internet	£37.44
10	26.06.18	Direct Debit	After 28.07.18	Mastercopy		£317.71
11	18.07.18	Bank Payment	By 17.08.18	Altogether Greener	Rough cut flail & strim land next to Bower Court	£264.00
12	18.07.18	Bank Payment	By 17.08.18	Altogether Greener	Tractor & gang mow Cricket field	£156.00
13	18.07.18	Bank Payment	By 17.08.18	Altogether Greener	Grounds Maintenance Contract	£952.50
14	19.07.18	Bank Payment	By 18.08.18	Altogether Greener	Grind tree stumps and treat remaining stumps next to Church wall	£570.00

Please note prices are gross, where VAT applies.

Amendments from July Schedule:

Date of Invoice	Date Payment Due	Payee	Description	Amount
Direct Debit	04.04.18	ITC Service Ltd	No charge for Publisher licence as was transferred from old laptop	£180.00

N/A	30.04.18	Ray Lawson Joinery & Building	Additional £22.00 as larger clips required for certain posts	£429.00
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RESOLVED (A) that the Finance Report and the above payments be received and approved.

The Chair requested that Standing Orders be suspended to add to the agenda an item on photocopier costs, **RESOLVED (B)** to do so. The Clerk gave information about photocopier costs and two quotes from companies to reduce the outgoings. The Council **RESOLVED (C)** the Clerk to accept the most competitive quote.

Budget

The Chair had circulated a document with ten suggestions for virements between budget headings. These were discussed in some detail and **RESOLVED (A)** the virements are accepted. **RESOLVED (B)** the budget is note

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CODE OF CONDUCT ISSUE

The Clerk advised that a Code of Conduct complaint has been made against all Councillors. Cllr Dunn said this is in relation to the car parking issues with the Co-op and that he and other members have responded to the Standards Board. **RESOLVED** this is noted and the outcome awaited.

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REQUESTS FOR FINANCIAL ASSISTANCE

Quarrington Hill Community Centre had submitted their request for the funding already agreed in the Council's budget. The request was circulated by the Clerk. **RESOLVED** the Council will provide the £2,000.00.

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PLANNING & CORRESPONDENCE REPORTS

Planning Requests

	Application Number	Applicant	Location	Proposal	Electoral Ward and Parish	Case Officer and Expected Decision Level
1	DM/18/00348/FPA	AA Landscapes	2 Commercial Road East Coxhoe Durham DH6 4JZ	Demolition of existing property and redevelopment of site to provide 3 flats and associated car parking	Coxhoe Coxhoe	Jennifer Jennings Delegated

RESOLVED (A) the Parish Council has no comment to make on the planning matter but asked the Clerk to find out whether the stone from the demolished building could be kept for the wall behind the village green.

Approved Decisions

Number & Applicant	Location	Proposal
DM/18/00532/FPA	Mr Malcolm Maddison 7 Oakwood Coxhoe Durham DH6 4SQ	Single storey side and rear extension
DM/18/01179/FPA	Mr Alan Mayhew 2 Roslyn Mews Coxhoe Durham DH6 4BP	Erection of single storey pitched roof extension to side of existing dwelling

RESOLVED (B) the Parish Council notes the decisions.

Correspondence Received

	Received From	Summary
1	Unity Trust Bank	Increasing charges from 04.09.18 to 50p per £100 cash paid in and 30p per cheque paid in
2	Unity Trust Bank	Confirming FSCS protection
3	BT	Increasing charges to £40.90 until 30.09.18 and £42.20 from 01.10.18
4	DCC	2019/20 Budget Planning
5	DCC	Preferred Options CDALC Presentation

The Council **RESOLVED (C)** the Clerk and Admin Assistant are delegated to work with Coxhoe Village Hall to reduce broadband costs. **RESOLVED (D)** correspondence is noted.

Bulletins received

	Received From	Summary
1	CDALC	Invitation to Neighbourhood Protection Event 18.07.18
2	CPRE	Summer Newsletter
3	NALC	Newsletter
4	NALC	Chief Executive's Bulletin
5	DCC	Plans for carriageway resurfacing on Cornforth Lane including road closures
6	NALC	Newsletter
7	NALC	Chief Executive's Bulletin
8	NALC	Newsletter
9	DCC	Town and Parish Council Allotment Consultation

RESOLVED (E) the information is received and noted.

AGREEMENT OF POLICIES AND RISK ASSESSMENTS

Draft Seating Policy

The Clerk had circulated a draft policy with the agenda, based on policies from three other Parish Councils. Cllr Dunn suggested an amendment to a more strategic approach for seating and Cllr Hepplewhite suggested some community consultation to take place where possible. **RESOLVED (A)** the draft policy is approved, with those additions.

Cllr Dunn suggested the Council wait for DCC to issue its allotment policy before adopting a policy and the Council **RESOLVED (B)** to agree this.

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EVENTS

The Admin Assistant advised she is arranging a Working Group for all Councillors and for example the organiser of Quarrington Hill's WW1 event, to discuss events which will have delegated authority through the Clerk and Admin Assistant unless there are major funding implications. **RESOLVED** the date is 20th August at 6.00pm . The Admin Assistant said that Merchant Navy Day on 3rd September needs urgent planning.

A WW1 Commemorations event planning is underway; the event is registered and the Admin Assistant has applied to the Army Covenant Fund for silhouettes.

B Cllr Hepplewhite gave information on the Suffragette Event being led on by the History Group and she will circulate more information, and will ask officers for assistance if/as required.

C The Fireworks event was not discussed.

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NEIGHBOURHOOD/PARISH PLANNING

Officers met with the planning Volunteer and the Web Admin Volunteer to discuss how previous Parish Plans were developed. The Planning Volunteer and the Clerk will submit a report to the September meeting with the initial draft of action planning. Cllr Dunn said with reference to County Durham Plan that the Parish Council had previously felt there is not an appetite for Neighbourhood Planning in this Parish and volunteers have not been forthcoming. Cllr Hedley felt the sustainable transport plan does not touch on anything outside Durham city centre. Cllr Dunn said the County Cllrs are looking at improved cycling and walkways around the villages and connecting areas. Cllr Hepplewhite asked about the roundabout at Metal Bridge and traffic coming through Coxhoe. Cllr Hedley felt the recent walkabout had been useful as Highways officers saw difficulties in practice. **RESOLVED** Clerk to take issues mentioned back to Highways officers.

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.

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COMMUNITY REPORTS

Quarrington Hill

A written report had been submitted for the Community Centre and was presented by L Parker, including the PACT meeting and details of activities being arranged and promoted. Another youth club is being held on Tuesday afternoons and more would be added if successful. A meeting has been held with DCC on compliance. Cllr Dunn mentioned the AAP participatory budgeting taking place later in the year which may help raise funds. Mr Lawson of the Banner Group thanked the Parish Council for their support.

Coxhoe Village Hall

Mr Dodsworth of the Village Hall Association came to the meeting. The AGM was held in July. He said Committee members were very low with just four. They are getting tremendous support from the Admin Assistant. They have submitted a funding application for a through-floor lift and will hear in November whether that has been successful. The Admin Assistant reported she is surveying people on what they want to see in the Hall especially at quiet times between 1.00pm to 3.00pm.

Cllr Hepplewhite asked about a plan for a larger restructure and Mr Dodsworth said the Committee is too small at the moment for such an ambitious plan and they would be delighted if more volunteers came forward. Discussion held on users of the village hall and changes to arrangements, Mr Dodsworth said that users would be consulted on any changes.

Active Life in Coxhoe

Cllr Dunn advised that work on the gym extension began today.

Coxhoe History Group

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

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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. All residents and officers except the Clerk left the room.

Staffing Review and Recruitment Update

The Clerk had circulated a report on staffing reviews and recruitment.

RESOLVED (A) the report is received and noted.

RESOLVED (B) the Clerk to action Section 1 of the report.

RESOLVED (C) Sections 2 and 3 of the report are noted.

Two applications were received for the post of Youth Worker. **RESOLVED (D)** interviews for the Youth Worker post will take place on the morning of 4th August, the two applicants will both be interviewed.

Youth Service

The Clerk had circulated a report on a complaint she had received about the Youth Service which did not go further than informal resolution. Councillors asked questions and the Clerk gave further details of the complaint. **RESOLVED (A)** the report is noted. **RESOLVED (B)** the Youth Strategy Group to meet and a decision to be made about football at youth clubs.

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DATE AND TIME OF NEXT MEETING

RESOLVED the next meeting will be held on Wednesday 5th September 2018, 6.30pm at **Coxhoe Village Hall**.

The meeting closed at 9.10pm.

CERTIFIED AS A TRUE RECORD

CHAIR

DATE