



*Delivering Quality Services to  
Coxhoe and Quarrington Hill*

### Coxhoe Parish Council

**Meeting:** Council Meeting  
**Date:** Wednesday 5<sup>th</sup> September 2018  
**Time:** 6.30pm  
**Venue:** Coxhoe Village Hall

Councillors Present: S Dunn (Chair); K Simpson (Vice Chair), A Hedley, B Hepplewhite, W Lavelle and C Thirlaway.

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

Three members of the public were present for parts of the meeting and J Smith.

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

A resident asked about two stones at Quarrington Hill, after speaking with Cllr Pounder. Cllr Dunn said permission is awaited from County Durham Homes and he will chase up with the relevant officer, but that funding still needs to be found. A resident said that every fortnight Quarrington Hill's football team has a home match and that glass bottles are being left on the field; Cllr Dunn said this is a County Council issue and he will contact them. The resident said that parking problems are becoming serious in Quarrington Hill and there is concern a child will be injured; he asked that the proposed traffic survey takes place outside office hours and Cllr Dunn said this will be requested. Residents said they were grateful for the work that has been done in and around King's Wood.

308 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A Appleby and K Pounder, G Mills, and K Williams, Administration Assistant.

**RESOLVED** apologies were received and accepted.

Cllr Dunn said that he was sorry to announce the resignation of Ellie Cutter from the Council and passed on sincere thanks for her contribution to the Parish Council.

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

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

310 **COUNCILLOR VACANCIES AND CO-OPTION**

Cllr Dunn said the two vacancies at Quarrington Hill had been advertised and the Clerk advised the principal authority had not called for an election. The Parish Council can co-opt. The Council has asked for volunteers from the community and two have come forward.

Julie Smith left the room for the discussion. Cllr Dunn reiterated that Graham Mills

had sent apologies for this meeting.

Cllrs considered the statements sent by those two residents and it was **RESOLVED** that Julie Smith and Graham Mills are co-opted to the Parish Council.

Julie Smith returned to the room and signed the paperwork to accept the office, thereby becoming a Councillor.

The vacancy left by Ellie Cutter has been advertised via the principal authority.

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**TO CONFIRM THE MINUTES OF THE MEETING HELD ON 30<sup>TH</sup> 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 302 by Cllr Dunn that the Parish has not had an appetite or volunteers' support for a Neighbourhood Plan, and an amendment to K Simpson's initial.

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**DURHAM COUNTY COUNCILLORS' UPDATE**

Cllr McKeon has been dealing with power supplies on village greens. All three County Councillors are funding World War 1 memorial projects in Quarrington Hill and other villages including silhouettes and an information plaque. Cllr Dunn thanked Coxhoe Parish Council's Clerk who is acting as the lead contact for the Parish Councils involved and he thanked Clive Lawson for research and ideas. Cllr McKeon said Cassop School has been named a high performing school. Cllr Blakey said there was a PACT meeting at Quarrington Hill on 16<sup>th</sup> August which had focussed on anti-social behaviour. The Police had not been able to answer all the questions so another meeting was arranged for 30<sup>th</sup> August and the Police are to come back with answers at the next meeting in September. Cllr Blakey said some houses in West Parade have been reported as planning blight. She has also met jointly with Parish Churches.

Cllr Hedley asked about bus changes from 30<sup>th</sup> September including changes to the X12 which means Coxhoe loses its evening link to Sedgfield which he regards as socially necessary. Cllr McKeon said she will take this forward.

A resident said in Quarrington Hill dog bin waste is not being removed and a bin has been kicked over. Cllr Blakey will report this.

**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.

314

**YOUTH PROVISION**

Youth Worker Report

The Youth Worker presented a written report and gave a verbal update. Quarrington Hill sessions had been cancelled in the summer holidays due to lack of attendance. Forms have been streamlined so there is only one form for parents to complete. The youth service had a generic plan but staff have developed a full activity plan for this term. Football has been structured on certain Fridays to try to address the problems it has caused. Plans include a haunted walk, Guy Fawkes competition and young

people helping out at the Parish Council's Fireworks event. Sadly Claire Picken has handed in her notice. The new Youth Worker S Graham has started work. Cllr Hepplewhite asked about the Suffragette activities and Ian Thompson advised Sarah Graham would be the contact, the Clerk will provide contact details. Cllr Hedley said he supported the changes to football activities. Cllr Hedley asked whether local football clubs may be able to help and suggested contacting them. Cllr Lavelle asked that staff get costs for authorisation for October half term activities as soon as possible. Cllr McKeon mentioned the AAP digital Youth forum and offered to discuss Coxhoe with the AAP. Cllr Blakey said Bowburn already runs a Youth Council and Ian Thompson said he may visit.

Cllr Blakey left the meeting.

Ian Thompson raised AAP Up 2 U funding. Cllr Lavelle said it is for capital funding only and offered advice on what could be funded. Cllr Dunn asked about recruitment and publicity for new members and asked the staff to consider advertising at schools and bus stops especially at Quarrington Hill. Cllr Smith offered to deliver leaflets. Cllr Dunn asked the Youth Workers to see about booking the astro-turf when the hall is not available.

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

Planned Christmas closure dates

**RESOLVED** the Youth Service will close on 21<sup>st</sup> December 2018 and re-open on 11<sup>th</sup> January 2019.

Activities for children birth to school age

No update.

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**MATTERS OF INFORMATION REPORT**

The Clerk had distributed a report for consideration.

**10b** Cricket field Cllr Dunn is still to make contact with the Cricket Club Trustees. The Council **RESOLVED** the Clerk to arrange an asbestos survey on the pavilion as soon as possible. Cllr Dunn has spoken to the Principal of East Durham College who may be able to help with decorating and other activities. Cllr Dunn has contacted County Council about a gate from the Active Life Centre. Members discussed potential CDCF and Wind Farm and specialist sports funding. Barbara said Coxhoe History Group has information on the history.

**10a** Cllr Dunn said that the Community Payback team has worked wonders at King's Wood. He has shared the maintenance schedule with East Durham College and said there is a strong possibility they may offer support, and a retired member of staff may also become involved. A Councillor from Cassop-cum-Quarrington has offered to help as they are doing a Masters on a related topic.

**14** The parking survey has not yet taken place. Cllr Dunn said there continues to be a significant amount of community feedback. Cllr Dunn said the residents and traders meeting will take place after parking data is received. Cllrs Dunn and Simpson had met traders at Commercial Road and since then fencing and kerbs have been removed in the area. Cllr McKeon raised the state of the road surface by Ronnie Carr's butchers and said the road to the side is unadopted but she has discussed with County Council officers if anything can be done. She has asked for bin wagons

to park in different areas each time they go which may help to relieve pressure on the road surface. Cllr Simpson said Cllr Blakey has dealt with issues in this area before and may know more about ownership. Cllr Simpson said she has had reports that some bins are not being replaced properly by staff after they have been emptied and that bins have been left in the road. Cllr Dunn said he will pick up on this after the meeting.

**24c** The Clerk said there have been some reports of anti-social behaviour around the Village Hall and the PCSO is calling into the Village Hall to talk about it with Village Hall and Parish Council staff.

**5c** The Clerk advised that GDPR remains a priority. The Clerk has taken further advice and members **RESOLVED** that once a young person reaches 13 they can sign their own consent and consent to the Council holding their information.

**18** Councillors decided locations for grit bins in both villages in areas not covered by DCC grit bins. **RESOLVED** Parish Council to explore costs and report back.

**3d** The current Chronicle issue will be ready for 21<sup>st</sup> September and printed for 28<sup>th</sup> September. Members **RESOLVED** to produce a small Christmas publication which will be one or two folded sheets of A3.

**10j** Members discussed untidiness and possible subsidence in St Mary's churchyard. **RESOLVED (A)** the Clerk to get the bushes round the edges tidied up. The path through the churchyard needs attention and the members **RESOLVED (B)** Clerk to look into this. Members raised the interpretation panels. Cllr Dunn asked about the original artwork, Parish Council to get potential costs. Members discussed that Church Wardens can be approached to deal with any issues. Cllr Dunn explained Quarrington Hill graveyard is maintained by Bowburn Parochial Church Council.

**10h** The Clerk advised that the Parish Paths grant is available and the Parish Council can claim back a certain amount of the costs of maintaining some paths. Cllr Thirlaway said the path from Beechfield Rise to the top of the estate needs attention. **RESOLVED (A)** Clerk to see if a plan of paths is available for electronic circulation. **RESOLVED (B)** Clerk is authorised to consider what paths are maintained and make an appropriate application.

**10i** The Clerk advised the Pit Wheel formal land transfer is soon to be completed and Cllr Dunn said East Durham College may be able to point the wall.

**10d RESOLVED (A)** Clerk to chase Wildflower planting with the contractor. Members **RESOLVED (B)** grounds maintenance contract to be added to the agenda for the next meeting. **RESOLVED (C)** authority is delegated to the Clerk to carry out maintenance of the Parish's land as appropriate and only to refer back to the Council if costs are deemed excessive.

**11b RESOLVED** the seats for the Pitmen's Parliament to be named Crowtrees Colliery and Joint Stock; Clerk to action.

**10e RESOLVED** Clerk to write to Cassop-cum-Quarrington and Cornforth Parish Councils to ask about a three way partnership which would seek to get grant funding to convert the old railway line to foot and cycle ways. Cllr Hedley said it was disappointing that the County Council's foot and cycle way strategy did not go further

than the city centre. Cllr Dunn said that as a County Cllr he had submitted this in a written report to Overview and Scrutiny.

**15** The Clerk asked for another Councillor to be a bank signatory following E Cutter's resignation; **RESOLVED** Cllr Smith to be a signatory.

**23** The Clerk asked how the members wished to see the training budget allocated and it was **RESOLVED** authority is delegated to the Clerk to make appropriate training budget decisions unless she feels it is appropriate to bring queries to the Council.

It was further **RESOLVED** that the Matters of Information Report is received and noted.

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**AGREEMENT OF COMMITTEE MEETING DATES FOR THE CURRENT YEAR**

A draft schedule of dates had been circulated with the agenda. Members **RESOLVED (A)** to hold Environment and Finance Committees on the same nights and for the Youth Strategy Group on 20<sup>th</sup> September to begin at 5.00pm; dates to be reviewed at the next Council meeting. **RESOLVED (B)** Cllr Smith will join the Youth Strategy Group and the Environment Committee.

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**FINANCIAL MATTERS**

**Completion of Audit 31<sup>st</sup> March 2018**

The Clerk had circulated a copy of the completed unqualified external audit. Cllr Dunn thanked the Clerk and the Locum Clerk L Wardle for their hard work towards the completion of the audit for 2017/18. The external audit had been returned signed with no qualifications. The Clerk had circulated an accompanying letter from the auditors and gave details to Members. The letter pointed out a minor point for improvement which is that the internal auditor should tick the box for 'not applicable' in relation to petty cash and note that no petty cash is held. **RESOLVED** that the audit and the accompanying letter are received and noted.

**Finance Report and Payment Schedule**

The Clerk had circulated a report including the bank reconciliation to 31<sup>st</sup> August 2018 and the following payments were submitted for approval:

September Payments Due:

No	Date of Invoice	Method of Payment	Date Payment Due	Payee	Description	Amount
1	N/A	Bank Payment	31.08.18	Staff	Salaries	£3607.68
2	N/A	Direct debit	On or after 05.09.18	NEST	Employer & Employees' Pension Contributions	£116.60
3	N/A	Bank Payment	N/A	HMRC	Employer's Liabilities	£542.44
4	13.07.18	Direct debit	27.09.18	Vodafone	3 x mobile phones	£71.49
5	24.07.18	Direct Debit	After 08.09.18	BT	Landline & internet	£37.44
6	28.08.18	Direct Debit	After 28.08.18	Mastercopy	Photocopier Usage	£54.73

7	01.08.18	Bank Payment	31.08.18	Viking	Stationery & Stamps	£80.10
8	03.08.18	Bank Payment	N/A	Thinford Nurseries	Hanging Baskets	£3175.80
9	10.08.18	Bank Payment	Immediate payment	DCC	HR Advice & Support	£144.00
10	10.08.18	Bank Payment	30.08.18	T & A Dixon	Payroll Services	£159.00
11	13.08.18	Bank Payment	N/A	Mazars	External Audit	£480.00
12	24.08.18	Bank Payment	23.09.18	North East Regional Employers Organisation	P/T Youth Worker Advert	£180.00

Please note prices are gross, where VAT applies.

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

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

The Clerk gave information about photocopier costs and the lease from Mastercopy which runs until May 2020. The Council **RESOLVED (C)** the Council will continue with the current contract and will seek to renew when it runs out. The Clerk had asked members to review community use and members **RESOLVED (D)** the Clerk/Administration Assistant to assign codes to all community groups who use it and to monitor use.

The Clerk recommended a comparison of electricity providers for the Memorial Garden lighting; this was **RESOLVED (E)**.

The Clerk had reported in the Finance Report that the BT direct debit is increasing. **RESOLVED (F)** officers to seek alternative suppliers if cheaper provision can be found.

#### Budget

The Clerk has been working on the agreed budget virements and members **RESOLVED** to defer discussion of the budget to the next meeting.

#### **CODE OF CONDUCT ISSUE**

The Clerk advised that the Code of Conduct complaint discussed at the last meeting had not been upheld. Cllr Dunn gave a brief report of the decision notice which said that the Council's actions had been lawful and considered properly at Council meetings. Members **RESOLVED** this is noted.

## PLANNING & CORRESPONDENCE REPORTS

### Planning Requests

	Application Number	Applicant	Location	Proposal	Electoral Ward and Parish	Case Officer and Expected Decision Level
1	DM/18/02346/FPA	Mr Luke Brocklesby	31 Lumley Terrace Cornforth Lane Coxhoe Durham DH6 4DU	Single storey extension to rear	Coxhoe	Stephen Potter  Delegated

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

### Approved Decisions

Number & Applicant	Location	Proposal
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
DM/18/01236/FPA Mr Michael Hesler	19 The Avenue Coxhoe, Durham DH6 4AD	Extend bungalow to form 2 storey dwelling

**RESOLVED (B)** the Parish Council notes the decisions.

### Correspondence Received

	Date Received	Received From	Summary	Action
1	17.08.18	DCC	SLER 114/RSR35U Consultation removal of street lights	Forwarded to Cllrs 28.08.18
2	20.08.18	DCC	Petterson Dale Temporary Closure	Forwarded to Cllrs 28.08.18

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

### Bulletins received

	Date Received	Received From	Summary	Action
1	30.07.18	NALC	NALC Chief Executive's Bulletin	Forwarded to Cllrs 02.08.08
2	01.08.18	NALC	NALC Newsletter	Forwarded to Cllrs 02.08.08
3	08.08.18	NALC	NALC Newsletter	Forwarded to Cllrs 08.08.08
4	22.08.18	NALC	NALC Newsletter	Forwarded to Cllrs 28.08.08
5	28.08.18	NALC	NALC Newsletter	Forwarded to Cllrs 28.08.08
6	30.07.18	CDALC	Good Councillors Guide 2018	Forwarded to Cllrs 02.08.08

7	31.07.18	CDALC	Consultation: Draft County Durham Strategic Cycling and Walking Delivery Plan 2018 – 2028	Forwarded to Cllrs 02.08.08
8	08.08.18	CDALC	Half Day Conference	Forwarded to Cllrs 08.08.18
9	08.08.18	CDALC	Information Share- furniture available	Forwarded to Cllrs 08.08.18
10	09.08.18	DCC	Durham County Council's Overview and Scrutiny Annual Report 2017/18	Forwarded to Cllrs 09.08.18
11	28.8.18	AAP	Town/Parish Council Representative	Forwarded to Cllrs 28.08.18
12	16.8.18	NALC	Autumn Survey	Forwarded to Cllrs 28.08.18
13	16.08.18	CDALC	Civil Society Strategy	Forwarded to Cllrs 28.08.18
14	15.08.18	CDALC	Notes of LCWG	Forwarded to Cllrs 28.08.18
15	28.08.18	DCC	Consultation: Management Plans for DCC Woodland Estate	Forwarded to Cllrs 28.08.18
16	24.08.18	AAP	It's Up to U funding opportunity; closing date 14.08.18	Forwarded to Cllrs 29.08.18

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

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

#### **Volunteer Policy**

A policy is in development but not yet ready for circulation; members **RESOLVED** this is deferred to the next meeting.

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### **EVENTS**

The Merchant Navy Day event was held on 3<sup>rd</sup> September and had gone well.

**A** WW1 Commemorations: Battle's Over was discussed briefly. The members

**RESOLVED** to pay for a cross for soldiers for children to lay at the Remembrance Day morning event.

**B** Cllr Hepplewhite said the funding bid for the Suffragette Event has been submitted.

The Clerk is arranging for the railway gate to be painted by volunteers on 15 & 16 September and volunteers are welcome; costs will be presented at October's meeting.

**C** The Fireworks planning is underway. Cllr Dunn has costs for tarpaulins but officers to check if they can be borrowed/donated; Cllr Thirlaway may be able to help and will contact K Williams. **RESOLVED (A)** residents only are to be invited. Discussion took place over the budget and it was **RESOLVED (B)** the event will be free and people will be asked to give a donation to a Parish Council Events & Activities Fund. Cllrs Lavelle and Smith offered their help. **RESOLVED (C)** the list of rules obtained from Spennymoor Council is a good idea and should be used in publicity. The Clerk and Administration Assistant were thanked for their work.

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### **NEIGHBOURHOOD/PARISH PLANNING**

The Clerk had circulated a report drawn up with the help of the volunteer Planner.

The Clerk requested a decision on the type of plan to be developed. **RESOLVED**

**(A)** the Council is to develop a Parish Plan. **RESOLVED (B)** the action plan in the report is helpful and the Clerk to amend the dates so that the final Plan can be developed by April-Summer 2019, at a pace manageable for officers and volunteers. Cllrs suggested round table discussions may bring volunteers forward.

**RESOLVED (C)** the Clerk to arrange meetings of a working group with members



and volunteers to begin the process, and provide monthly reports at Council meetings.

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**COMMUNITY REPORTS**

Quarrington Hill

No report.

Coxhoe Village Hall

No report.

Active Life in Coxhoe

Cllr Dunn advised that building work on the gym is complete and it will be open very soon, with an event on 6<sup>th</sup> October to show people round.

Coxhoe History Group

Cllr Hepplewhite reported the History Group has focussed on the Suffragette Event, and she will circulate a funding bid to Cllrs. There is a performance on 11<sup>th</sup> October which tells WW1 stories from the village.

**RESOLVED** the information above was noted and 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 write to the staff member who has resigned to thank for service.

**RESOLVED (C)** the Clerk to confirm staffing for the Youth Service as agreed in the report.

**RESOLVED (D)** the Clerk to write to all staff about the Council’s pension scheme and to review every three years or as appropriate with auto-enrolment staging dates.

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**DATE AND TIME OF NEXT MEETING**

**RESOLVED** the next meeting will be held on Wednesday 3<sup>rd</sup> October 2018, 6.30pm at **Coxhoe Village Hall**.

The meeting closed at 9.00pm.

**CERTIFIED AS A TRUE RECORD**

**CHAIR** .....

**DATE** .....