



*Delivering Quality Services to
Coxhoe and Quarrington Hill*

Coxhoe Parish Council

Meeting: Council Meeting
Date: Wednesday 3rd October 2018
Time: 6.30pm
Venue: Coxhoe Village Hall

Councillors Present: S Dunn (Chair), A Appleby, G Mills, J Smith and C Thirlaway.

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

Three members of the public were present for part of the meeting.

326 **TO RECEIVE APOLOGIES AND TO APPROVE REASONS FOR ABSENCE**

Apologies for absence were received from Councillors K Simpson (Vice Chair), B Hepplewhite, W Lavelle and K Pounder.

RESOLVED apologies were received and approved.

Cllr Dunn welcomed Cllr G Mills to the Parish Council and introductions were made.

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

No declarations of interest were received.

328 **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 5th SEPTEMBER 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 no amendments.

329 **PUBLIC PARTICIPATION**

Members of the public were invited to address the meeting.

A resident said the grass cutting at King's Wood has been excellent but that the grass from Quarrington Heights to the Churchyard is a disgrace. Cllr Blakey said this has been reported. He said that Cassop School are concerned about the speed of traffic through the Village and Cllr McKeon said this has been reported and traffic speeds requested from the County Council. Cllr Blakey said speed watching will take place this weekend. A resident said the change to composting at the tip would mean more heavy wagons. Discussion took place over which heavy wagons can use village roads. Cllr Dunn said he had it in writing that only DCC wagons would access the composting site and would use the bypass. Cllr Dunn suggested and the members **RESOLVED** the Council to write to Greaves and ask that they use Silent Bank and the A181 to access their site.

A resident said the blue bags are still being dumped by the dog bin at Quarrington Hill, Cllr Blakey noted this. A resident said quarry traffic remains an issue and Cllr McKeon said she has a meeting with the quarry where she will be raising this. A resident said bins are being left out all the time behind Steetley Terrace and rubbish is blowing down the back lane. A resident raised parking at Quarrington Hill and suggested there could be further laybys on Hawthorn Crescent; Cllr Blakey said it has been requested before but found to be very expensive.

A resident said The Green still has traffic problems; Cllr Dunn said speed surveys have been requested and then they would see what could be done.

330

REQUEST FOR EASEMENT OVER PARISH COUNCIL LAND ADJOINING LOWFIELD BUNGALOW

Cllr Smith joined the meeting.

A resident has requested a legal easement over one of two suggested routes. Cllr Dunn explained what land the Parish Council owned around this area. The resident had said he would give up any entitlement to other easements if he could be granted an easement over Parish Council land and had sent two options. The Clerk has taken legal advice and said the Council may grant rights if it wishes but should understand what it is granting as once granted it cannot be changed and would be in place for any future landowners. The Clerk recommended members consider visiting the area to understand the situation and therefore consider deferring discussion or decision to a future meeting. Discussion took place over what has been used in the past as footpaths or parking. Members **RESOLVED (A)** to hold a site visit. Members **RESOLVED (B)** Clerk to request clarification from the resident on their preferred option. **RESOLVED (C)** to defer further discussion to the next meeting. **RESOLVED (D)** Clerk to take any further advice from the solicitor once clarification received from the resident.

331

PARKING

Survey Results

Cllr Dunn said a parking survey has been done in Coxhoe and apologised that this has not yet been done in Quarrington Hill. He said this would be done at a busy time as requested. He explained the location schedule sent by County Council officers. He said it was clear that the Village Hall car park has a problem. Cllr Mills asked if it is known why people are staying longer than four hours. The Clerk advised that staff from businesses are able to use a permit to park in the Co-op staff car park. Cllr Appleby asked how it is known that vehicles are non-residential. Members **RESOLVED** to ask for clarification of how the status of vehicles is decided and how the survey was done.

Front Street Options

Cllr Dunn said parking restrictions have been proposed previously, but that traders said a two-hour limit was too short.

Cornforth Lane Options

A meeting had taken place with Highways officers and the school and re-enforcement of or changes to parking restrictions was to be looked at. A meeting has been held with Arriva about a possible diversion of services but Arriva said up to 100 people use Cornforth Lane stops each day. There was also strong representation from residents to keep the service in 2015. Cllrs Dunn and Simpson had a meeting with a landowner about off-road parking behind the lane. Members **RESOLVED**

further discussion to take place with the landowners arranged by Cllrs Dunn, Simpson and the Clerk. Cllr McKeon said she has a meeting with the organisers of the school buses and they are looking at a solution to avoid school buses stopping on Cornforth Lane and she hopes to have a solution in the next few months.

Commercial Road/Limes Options

No discussion took place about this area.

Village Hall Parking

No further discussion took place about Village Hall parking.

Date for meeting with residents and traders

Members **RESOLVED** a meeting to take place on 18th October at 7.00pm, residents and traders to be invited.

RESOLVED the information about parking be received and noted.

332

DURHAM COUNTY COUNCILLORS' UPDATE

Cllr McKeon said she met with Arriva and they have replaced the X12 with a 56 service later at night. They were also asked to look at buses stopping outside Sedgefield Hospital. She has asked Scarlet Band to encourage drivers to be more considerate as the number 58 switchover is having a knock-on effect in the village. Cllr Blakey said a PACT meeting took place at Quarrington Hill last week with 30 people present. she has contacted companies as HGVs and school buses are using Red Briar Bank and it is not suitable, gravel is being shed and she has asked for bigger weight restriction signs. A speed watch is taking place in Quarrington Hill due to problems. She has handed out personal alarms to some residents particularly those walking and running alone. There was a PACT walkabout in Coxhoe today and it is felt things are settling down but there remain shoplifting problems at the Co-op. Cllr Dunn said the Tommies for Quarrington Hill have been approved and thanked Clive Lawson who initiated it. Funding for Christmas lights is approved for Quarrington Hill and in Coxhoe St Joseph's Church has agreed the power supply to the village green. He said grit bin locations have been submitted and he hopes those sites or nearby will be available. He said Durham County Council are consulting on a Cycle Strategy which is mostly within five miles of the city centre so he has sent a response about 'stop/start' cycle paths and walks for example to Bowburn School; he has made representations to turn the Clarence Railway footpaths into a local cycleway. He also made representations on weed growth in villages including Coxhoe.

RESOLVED the information be received and noted.

333

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

No reports received.

Cllr Blakey left the meeting.

334

YOUTH PROVISION

Youth Worker Report

The Senior Youth Worker presented a written report and gave a verbal update. There remains a small core of young people disrupting sessions and he has taken advice on further ways to address this, which involve letters to parents and longer term

exclusions. The new Youth Worker has been to Cassop School assembly and since then there have been eight to ten young people at each session. The Girls' Group had seven members at the Suffragette march and two girls are involved with the History Group play. Autumn school holiday activities are planned and staff are working with the Clerk on health and safety and risk assessments for the activities. The Youth Council is in development with seven young people interested. Cllr Dunn asked if the staff team are going to Coxhoe Primary as numbers are low; the Senior Youth Worker advised he would ensure posters are placed around the village and a staff member to contact Coxhoe Primary.

Cllr Dunn requested that the Youth Strategy Group items for discussion under item 14 were moved to this stage of the meeting; this was **RESOLVED**.

Youth Strategy Group Minutes

Cllr Dunn drew attention to the Committee agreeing that the Clerk and Youth Workers can make decisions about hardship so that no one is disadvantaged if they are not able to pay for an activity. **RESOLVED** the draft minutes are received and noted.

Youth Strategy Group Terms of Reference

There were no questions and it was **RESOLVED** the terms of reference were approved.

Cllr Dunn thanked the Senior Youth Worker and asked that thanks be passed on to the team.

Activities for children birth to school age

Cllr McKeon has passed on a contact to K Williams.

RESOLVED the report and the information on Youth Provision are received and noted.

335

CLERK'S REPORT

The Clerk had distributed a report for consideration.

10b Cricket ground: the Clerk recommended that Cllrs make sure they are aware of the full picture before incurring further costs. She had arranged a site visit and Cllr Mills had attended. Cllr Dunn said the AAP funding bid went in to the AAP for up to £7,500, involving work with East Durham College. He continues to talk to the Cricket Club Trustees. The trustees have agreed to a ten-year lease if the solicitor takes on board their point of view. Cllr Mills asked what the main driver is for the cricket ground and why cricket had stopped in the village, and does the pitch warrant the ongoing costs involved. Cllr Dunn said the Council was keen that the field was not lost as green playing space potentially to housing. Resources were discussed.

The Clerk advised that an asbestos survey has been done. The report is not yet available but advice has been received from the surveyors to restrict access until the report is available. Cllr Dunn said it would be questionable if the Parish Council could bear the cost of asbestos removal and the potential risk and liability. Cllr Dunn proposed accepting the Clerk's recommendation to wait for the asbestos survey and continuing with the AAP grant bid, waiting for the survey before executing a lease and to hold a special meeting if needed. The Council **RESOLVED (A)** to proceed with the AAP grant. Members **RESOLVED (B)** to hold a special meeting if necessary.

Members **RESOLVED (C)** to not proceed with the lease until the asbestos report has been considered. The Clerk said she would be contacting the Trustees about the asbestos survey.

10j Churchyard path: The Clerk and Cllr Simpson met the Warden who reported to issues with untidiness. The Clerk is working to arrange cutting of hedges around the edge and has contacted the County Council about repairs to the path.

10n Parish Council land maintenance: The Clerk said that the Community Payback team have helped with Bower Court and the village greens, and she has asked them to do some work on the old railway line. The Councillors **RESOLVED (D)** Clerk to pass on thanks for excellent work.

18 Grit bins: a funding bid is being submitted.

24 The Clerk said Cllr Hepplewhite had raised lorries parking on Parish Council land; Cllr Dunn said this to be covered in a site visit and suggested talking about the mounds at Bower Court at the same time.

The Clerk reported that the railway gate in Coxhoe had been painted and thanked volunteers and local businesses.

Cllr Dunn wished to discuss further items on the report.

1a The Council has discussed a lead Councillor for allotments previously; Cllr Smith volunteered and it was **RESOLVED (E)** that Cllr Smith would take this role.

3a Cllr Dunn proposed seeking local Councillor training for a number of local Councils. Members **RESOLVED (F)** the Clerk to make enquiries.

23 Cllr Dunn proposed that the Clerk and Administration Assistant prioritise training even if necessary Parish Council work has to be delayed. The Clerk advised that protected time is to be implemented in the office to enable training and work to be completed. Members **RESOLVED (G)** that training is prioritised in order for it to be completed.

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

336

COUNCILLOR VACANCIES AND CO-OPTION

The Clerk said that an election had not been called following E Cutter's resignation in Coxhoe ward and so someone can be co-opted to the vacancy. Members **RESOLVED** the Clerk to advertise the vacancy for co-option and request people to come forward before the November meeting.

337

PARISH PLAN 3

The Clerk advised that there has not been time to develop this further but the intention is to work on this when possible.

It was **RESOLVED** that the information is received and noted.

338 **COMMITTEE MEMBERSHIP AND MEETING DATES**

A draft schedule of dates had been circulated with the agenda. Cllr Dunn suggested holding the Environment and Finance Committees on the 11th February. Members **RESOLVED (A)** to do this. The Clerk had discussed committee membership with Cllr Mills. **RESOLVED (B)** Cllr Mills will join the Finance Committee.

339 **COMMITTEE MINUTES AND TERMS OF REFERENCE**

The Youth Strategy Group items were discussed earlier in the meeting.

340 **GROUNDS MAINTENANCE CONTRACT**

The Clerk advised that the contract is to be renewed in April 2019 and it will be on the agenda for future meetings of the Environment Committee and the full Council.

It was **RESOLVED** that the information is received and noted.

341 **REVIEW OF ANNUAL ACTION PLAN**

Cllr Dunn read through the action plan and said he felt the Council was doing a lot of what had been planned. The Clerk asked members to consider what they see as priorities in order to see what could wait if necessary as there remains a lot to do, including getting the basic processes firmly in place and officers completing their training, in order to protect the Council, and explained the difficulties of getting work completed. Cllr Mills asked if the Council is under resourced and Cllr Dunn felt it is and that next year's budget would need to allow for sufficient resource for a reasonable work life balance for staff. The Clerk had identified priorities that she felt put the Council at greatest risk currently. Members **RESOLVED (A)** the priorities for Council officers are administration processes including IT infrastructure, budget, grounds maintenance contract, events currently planned, allotments. Cllr Mills suggested using Google drives; members **RESOLVED (B)** Clerk to meet with Cllr Mills to discuss. **RESOLVED (C)** Clerk to consider and report what realistic staff resource should be for the Council.

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.

342 **REPORT ON TRAINING ATTENDED**

The Clerk had circulated a brief report on the Regional Training Seminar and Clerks' Training that she had attended. Cllr Dunn said he had attended Chairs' Training.

It was **RESOLVED** that the information is received and noted.

343 **FINANCIAL MATTERS**

Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had prepared a report and said the bank reconciliation will be completed for the next meeting. A bank statement was available for members to view. She reported the bank balance on 30 September 2018 was £68,264.56. The Clerk reported employee costs.

The following payments were submitted for approval:

September Additions to Schedule:

No	Date of Invoice	Date Payment Due	Payee	Description	Amount	
1	29.08.18	Bank Payment	By 28.09.18	Altogether Greener	Grounds Maintenance Contract & 2 cricket pitch cuts	£1108.50

October Payments Due:

No	Date of Invoice	Method of Payment	Date Payment Due	Payee	Description	Amount
1	N/A	Bank Payment	30.09.18	Staff	Salaries	£3,694.27
2	N/A	Direct debit	By 10.10.18	NEST	Employer Pension Contributions	£53.96 (Total £118.72)
3	N/A	Bank Payment	N/A	HMRC	Employer's Liabilities	£661.26
4	12.09.18	Direct debit	On or after 26.09.18	Vodafone	3 x mobile phones	£71.49
5	24.09.18	Direct Debit	After 08.10.18	BT	Landline & internet	£34.98
6	28.10.18	Direct Debit	After 28.10.18	Mastercopy	Photocopier Usage	£47.13
7	24.09.18	Bank Payment	By 24.10.18	Altogether Greener	Monthly grounds maintenance contract & 2 cricket pitch cuts	£1108.50
8	07.09.18	Bank Payment	N/A	Thinford Nurseries	Hanging Basket watering	£1350.00
9	11.09.18	Bank Payment	N/A	Coxhoe Banner Group	Solicitor costs for transfer of lease	£90.00
10	24.09.18	Bank Payment	24.10.18	Altogether Greener	Grounds maintenance & mowing of Cricket Field	£1108.50
11	23.09.18	Bank Payment	N/A	Employee 7	Avast Internet security	£29.99
12	27.09.18	Bank Payment	N/A	Employee 7	Edited Electoral Register	£20.00
13	30.09.18	Direct Debit	15.10.18	ITC Service Ltd	Security for 2 laptops	£6.00
14	13.09.18	Bank Payment	N/A	Employee 7	Allotment Barrier Keys copied x2	£7.00
15	20.10.18	Bank Payment	31.11.18	RBS	Alpha software annual renewal	£142.80

Please note prices are gross, where VAT applies.

Payments made and brought to meeting for noting:

No	Date of Invoice	Method of Payment	Date Payment Due	Payee	Description	Amount
1	03.09.18	Bank Payment	N/A	Employee 15	Refreshments Merchant Navy Day	£7.62
2	14.09.18	Bank Payment	N/A	Employee 7	Paint for gate from B&Q	£38.00
3	14.09.18	Bank Payment	N/A	Employee 7	Refreshments for volunteers	£3.94
4	14.09.18	Bank Payment	N/A	Employee 7	Hire of generator from Lord Hire Centre	£30.00
5	13.09.18	Bank Payment	N/A	Coxhoe Timber services	Materials to restore Railway Crossing Gate	£82.95
6	17.09.18	Bank Payment	17.10.18	Phase Electricals	Re-terminate damaged lead on belt sander	£45.00
7	28.09.18	Bank Payment	Before release of report	Environtec Ltd	Asbestos Survey Cricket Pavilion & Garage	£270.00
8	19.09.18	Bank Payment	Same day	UK Wristbands Ltd	Wristbands for fireworks display	£128.99

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

Members **RESOLVED (B)** the Clerk is authorised to purchase Charles Arnold-Baker Local Council Administration Book (11th Edition) for £103.99.

Members **RESOLVED (C)** the Clerk to purchase for £147.00 + VAT on the wildflower seeds which the Contractor will spread, having already prepared the land with weed killer. The Clerk reported the grounds maintenance contractor advises that after the first year the wildflower meadow is likely to need cutting and reseeding and that Bower Court area may be difficult as the County Council sprays kerbs to kill off weeds. Cllr Smith asked about Quarrington Hill; Cllr Dunn advised that advice had been that the green was not suitable. Cllr Dunn said he and Cllr McKeon are in talks about trees for areas of Quarrington Hill and need to talk to residents. Cllr Mills said there is no street sign to Neil Crescent.

RESOLVED (D) the Finance report is received and noted.

Budget

The Clerk said she is still working on the budget using the Council's software and expressed concern about the potential for excess expenditure. Members **RESOLVED (E)** the budget to be brought to the Finance Committee meeting.

Review of Financial Regulations

The Clerk had prepared a report which advised that Unity Trust Bank is updating its systems so that signatories, banking access and changing personal details is all done online rather than on paper forms. Members **RESOLVED (F)** to note and minute the information and to amend Financial Regulations at the time of the next review. Members **RESOLVED (G)** for the Administration Assistant to become an administrator for bank payments and for the Financial Regulations to be amended at the time of their next review. The Clerk advised that Councillors should always understand the nature of any payments they are approving. Cllr Dunn said he should also be able to set up payments, to be authorised by other Councillors not himself, in the case of officers being unavailable; **RESOLVED (H)** Clerk to check this is still the situation.

344

PLANNING & CORRESPONDENCE REPORTS

Planning Requests

	Application Number	Applicant	Location	Proposal	Electoral Ward and Parish	Case Officer and Expected Decision Level
1	DM/18/02732/WAS	Durham County Council	Joint Stocks Waste Disposal Site Coxhoe Durham DH6 4HH	Change of use to green waste composting	Coxhoe Coxhoe	Chris Shields Committee

Cllr Dunn explained the above request and said he had asked many questions and not felt able to object as it seemed his concerns had been mitigated against. Members discussed vehicle movements and flies and rats. **RESOLVED (A)** the Parish Council has no comment to make on the planning matter.

Approved Decisions

None.

RESOLVED (B) the Parish Council notes the information.

Correspondence Received

	Date Received	Received From	Summary	Action
1	31.08.18	Cllr McKeon	PACT Meeting Dates	Forwarded to Cllrs 04.09.18
2	13.09.18	Breedon Northern	Raisby Quarry Liaison Committee Meeting	Forwarded to Cllrs 17.09.18
3	27.09.18	Breedon Northern	Raisby Quarry Liaison Committee Meeting Date	Forwarded to Cllrs 27.09.18

4	24.09.18	DCC	Consultation on proposed removal of street lights at Meadow Close South footpath	Forwarded to Cllrs 24 .09.18
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Members **RESOLVED (C)** the correspondence is received and noted.

Bulletins received

	Date Received	Received From	Summary	Action
1	03.09.18	CDALC	CEO Bulletin	Forwarded to Cllrs 06.09.18
2	05.09.18	CDALC	Newsletter	Forwarded to Cllrs 06.09.18
3	18.09.18	CDALC	Press Release & Film Bulletin	Forwarded to Cllrs 18.09.18
4	11.09.18	CDALC	Harvey v Ledbury Case	Forwarded to Cllrs 18.09.18
5	24.09.18	CDALC	Low cost PCs & Laptops to registered charities	Forwarded to Cllrs 24 .09.18
6	20.09.18	CDALC	AGM	Forwarded to Cllrs 24 .09.18
7	24.09.18	East Durham AAP	Durham World Heritage Centre	Forwarded to Cllrs 24 .09.18
8	29.08.18	CDALC	Training and Seminars	Forwarded to Cllrs 06.09.18
9	10.09.18	NALC	CEO Bulletin	Forwarded to Cllrs 18.09.18
10	13.09.18	NALC	Newsletter	Forwarded to Cllrs 17.09.18
11	19.09.18	NALC	Newsletter	Forwarded to Cllrs 24.09.18
12	25.09.18	NALC	Newsletter	Forwarded to Cllrs 27.09.18
13	25.09.18	AAP	AAP Board Partnership Meeting	Forwarded to Cllrs 27.09.18

RESOLVED (D) the information is received and noted.

345 AGREEMENT OF POLICIES AND RISK ASSESSMENTS

Volunteer Policy

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

346 EVENTS

WW1 Commemorations: Battle's Over

The Administration Assistant advised a speaker is needed for Quarrington Hill and Cllr McKeon offered to help; Safety Advisory Group work has been submitted and licences applied for. A meeting with the quarry is taking place. Covers for PA systems to be purchased. 100 crosses are to be purchased.

Suffragette Event

Cllr Dunn said the Suffragette Event been outstanding.

Fireworks

The Administration Assistant explained what will be at the event and said the owner of the rides has asked to pay by giving 10% of gross takings; this was **RESOLVED (A)** by members. Cllr Smith will help with Quarrington Hill Community Centre wristband sessions. Members **RESOLVED (B)** officers and the Chair are authorised to purchase an appropriate amount of merchandise for selling, approximately 144 each of wands and deelyboppers and up to 500 glow sticks. The Administration Assistant said Active Life said they had not got spare staff capacity or space and suggested extra toilets were

brought in. Members **RESOLVED (C)** that no extra toilets would be provided. A generator may be required and Cllr Thirlaway said he would be able to help with this. Cllr Dunn and the Clerk advised that there have been comments on social media and by email about the event being for residents only. Members **RESOLVED (D)** the Clerk to respond appropriately.

347

COMMUNITY REPORTS

Quarrington Hill Community Centre

Cllr Smith reported there is now a Facebook page and that numbers have doubled for coffee mornings and bingo and carpet bowls numbers have increased. They are looking into a Neighbourhood Watch type organisation.

Coxhoe Village Hall

The Administration Assistant said they are setting a meeting date for plans to seek appropriate funding and are undertaking consultation on what people want to have on in the afternoons. She advised two defibrillator training sessions are booked at the Village Hall and at Quarrington Hill Community Centre.

Active Life in Coxhoe

Cllr Dunn advised there is a 'Greatest Showcase' event on 6th October to show people round.

Coxhoe History Group

Cllr Dunn reminded the Council about a performance on 11th October which tells WW1 stories from the village.

RESOLVED the information above is noted and received by the Council.

348

DATE AND TIME OF NEXT MEETING

RESOLVED the next meeting will be held on Wednesday 7th November 2018, 6.30pm at **Coxhoe Village Hall**.

The meeting closed at 9.10pm.

CERTIFIED AS A TRUE RECORD

CHAIR

DATE