



*Delivering Quality Services to
Coxhoe and Quarrington Hill*

Coxhoe Parish Council

Meeting: Council Meeting
Date: Wednesday 5th December 2018
Time: 6.30pm
Venue: Coxhoe Village Hall

Councillors Present: S Dunn (Chair), K Simpson (Vice Chair), B Hepplewhite, G Mills, K Pounder, J Smith and W Lavelle.

Also present: County Councillor J Blakey; I Thompson, Senior Youth Worker; C Llewelyn (Parish Clerk).

One member of the public was present for the meeting.

373 **TO RECEIVE APOLOGIES AND TO APPROVE REASONS FOR ABSENCE**
Apologies for absence were received from Councillors A Appleby, A Hedley, D Brown, C Thirlaway; County Councillor M McKeon and K Williams. **RESOLVED** apologies were received and approved.

374 **DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
No declarations of interest were received.

375 **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 7TH NOVEMBER 2018 AND THE EXTRAORDINARY MEETING HELD ON 19TH NOVEMBER 2018**
A draft copy of the minutes for the above meetings had been issued with the agenda. **RESOLVED (A)** that the minutes of the meeting held on 7th November be approved, confirmed and signed as an accurate record.

Cllr Dunn requested that the draft minutes from 19th November be amended as the amount to be contributed by County Cllrs is £2,300. **RESOLVED (B)** that the amended minutes be approved, confirmed and signed as an accurate record. Cllr Hepplewhite proposed that the minutes be salient points and reflect the proposer and resolutions, this was seconded by Cllr Dunn who requested that all Cllrs be clear about proposals and resolutions. **RESOLVED (C)** the Clerk is asked to reflect on this.

376 **PUBLIC PARTICIPATION**
Cllr Dunn advised that copies of the Parish Council's Public Participation Policy were on the chairs. Members of the public were invited to address the meeting; nothing was raised.

377 **DURHAM COUNTY COUNCILLORS' UPDATE**
Cllr Blakey said she believes Quarrington Hill front street has been leafletted about rubbish bins and has been busy with Remembrance commemorations and house calls. The Tommies have been installed at Bowburn and Quarrington Hill. Cllr Dunn said significant improvements around the services have been approved as has the planning application for all green waste to go to Joint Stocks.

RESOLVED the information is noted.

378

YOUTH PROVISION

Youth Worker Report

The Senior Youth Worker presented a written report and gave a verbal update. He thanked the four young people who helped out at the fireworks display. He said all are welcome to attend the Youth Clubs' Talent Showcase on 7th December. A member of staff is leaving and staffing levels will be discussed at the Youth Strategy Group on 13th December.

Youth Service Action Plan

Cllr Dunn asked the Senior Youth Worker to send the updated plan to the Clerk for circulation in advance of the Youth Strategy Group meeting on 13th December.

Activities for children birth to school age

A new group is at the Village Hall on Fridays. Cllr Blakey asked about messy play sessions and the Administration Assistant to be asked for feedback in January.

RESOLVED the report and the information are received and noted.

379

REQUEST FOR EASEMENT OVER PARISH COUNCIL LAND ADJOINING LOWFIELD BUNGALOW

Cllr Dunn said several actions from last month had not been completed due to Cllr and staff availability. He had contacted the resident and said that advice is still to be sought from the solicitor. The resident has requested to buy some Parish Council land. Cllr Hepplewhite proposed that land not be sold in that area for business use, this was seconded by Cllr Dunn and was **RESOLVED (A)**. Cllr Dunn proposed talking to the resident about discussing housing with social landlords, with reference to Parish Plan mentioning bungalows for older people to rent; this was **RESOLVED (B)**.

380

PARKING

Coxhoe verbal update

Cllr Simpson said the school's Mini Police have been out with the PCSO and have put notes on cars. The PCSO reported they had not seen anything they could act on. Cllr Dunn proposed asking for information from the Officers to present to the January meeting which can be taken out for consultation; **RESOLVED (A)** Clerk to action.

Quarrington Hill verbal update

The Clerk has requested updates from DCC Officers who advised that some monitoring has been done.

RESOLVED (B) the information about parking is received and noted.

381

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

No reports received.

382

CLERK'S REPORT

The Clerk had distributed a report for consideration. She advised that the grit bin for St Mary's has been purchased. The trainer had unfortunately not come to the defibrillator training session in Quarrington Hill, the Administration Assistant has not been able to get in touch with the trainer but is working to re-arrange the session. Cllr Dunn said he has asked for a quote for filling salt bins and is awaiting a response on what DCC would provide. He will circulate the salt bin location plans to all Cllrs.

It was **RESOLVED** that the Clerk's Report is received and noted.

383

COMMITTEES' MEMBERSHIP, MINUTES & TERMS OF REFERENCE

Committee Membership

RESOLVED:

(A) Cllr Mills to join the HR Committee;

(B) Cllr Smith to join the Appeals Committee;

(C) Cllr Brown to be asked to join the HR and the Appeals Committees and the Clerk to update and circulate the membership list once Cllr Brown has responded.

Environment Committee Minutes

The minutes of the meeting had been circulated with the agenda. **RESOLVED (D)** the minutes are received and noted. Cllr Simpson raised St Mary's churchyard path. Cllr Dunn advised this is DCC responsibility and he is contacting the relevant Officer.

Environment Committee Terms of Reference

RESOLVED (E) the draft Terms of Reference were approved.

Finance Committee Minutes

The minutes of the meeting had been circulated with the agenda. **RESOLVED (F)** the minutes are received and noted.

Date for rescheduled HR Committee meeting

RESOLVED (G) the Committee will meet at the next scheduled date which is 16th January 2019 at 6.00pm.

384

COXHOE CRICKET FIELD

Cllr Dunn said he has a cost for the new roof and is waiting for the cost of labour; he and the Clerk need to talk to the college and asbestos contractor and take the actions already resolved. **RESOLVED** the information is noted.

385

LAND AT PROSPECT PLACE

The Environment Committee had requested the full Council discuss allowing parking on the land owned by the Parish Council, in the hope of alleviating parking problems in the area. Cllr Dunn proposed a discussion with DCC, Mr Fitts and Robinsons about land use, dropped kerbs, access and costs; this was **RESOLVED**.

386

PARISH PLAN 3

Cllr Dunn said the timescale should be summer 2019 to allow for priorities of the grounds maintenance contract, budget setting and staff training. The Web Admin Volunteer said Parish Plan 2 took 20 months to complete. Cllr Dunn said there is an understanding that the Plan will be done as resources allow. The Web Admin Volunteer questioned whether a Neighbourhood Plan was indefinitely parked and Cllr Dunn said this is what has been agreed. **RESOLVED** the information is noted.

387

GROUNDS MAINTENANCE CONTRACT

The Clerk had presented a tender process schedule to the Environment Committee. The quotes are to be requested as a menu or potential tasks or areas and not as a whole contract. The Clerk suggested she would send the list of tasks to Cllrs in December for comment and consideration before the January meeting. The Council **RESOLVED** the Clerk is to proceed with the presented schedule.

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FINANCIAL MATTERS

Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had prepared a report but no bank reconciliation was presented for November. The report included employee wages for November.

The following payments were submitted for approval.

December Payments Due:

No	Date of Invoice	Method of Payment	Date Payment Due	Payee	Description	Amount
1	N/A	Bank Payment	30.11.18	Staff	Salaries	£3641.29
2	N/A	Direct debit	On or after 15.11.18	NEST	Employer & Employees' Pension Contributions	£115.39
3	N/A	Bank Payment	N/A	HMRC	Employer's Liabilities	£619.74
4	14.11.18	Direct debit	On or after 28.11.18	Vodafone	3 x mobile phones	£71.64
5	26.11.18	Direct Debit	After 11.12.18	BT	Landline & internet	£34.98
6	20.11.18	Direct Debit	After 28.11.18	Mastercopy	Remote Billing	£82.99
7	01.11.18	Bank Payment	By 01.12.18	C Durham + Cleveland County Training Partnership	Cllr Training 6.9.18 at Shildon	£27.00
8	01.11.18	Bank Payment	By 01.12.18	C Durham + Cleveland County Training Partnership	Clerk training	£27.00
9	16.11.18	Bank Payment	By 15.12.18	Gritbins.net	Grit Bin	£74.39
10	21.11.18	Bank Payment	21.12.18	Viking	Copier Paper	£39.92
11	26.11.18	Bank Payment	By 15.12.18	PES	Stewards for Fireworks Display	£427.80
12	N/A	Bank Payment	N/A	DCC	Event Licence Quarrington Hill Beacons	£50.00
13	31.10.18	Bank Payment	By 15.11.18	ITC	Subscription 01.10.18-31.10.18	£6.00
14	04.11.18	Bank Payment	ASAP	Employee 7	Laminating Pouches	£15.98
15	09.11.18	Cheque	ASAP	Poppy Appeal	Crosses, Wreaths	£761.00
16	10.11.18	Bank Payment	ASAP	Cllr Simpson	Refreshments for WW1 event	£17.96
17	15.11.18	Bank Payment	ASAP	Q Hill Community Centre	YC Room Hire	£750.00
18	26.11.18	Bank Payment	26.12.18	Altogether Greener	Grounds Maintenance Contract and Cricket Pitch Mow	£887.70

Please note prices are gross, where VAT applies.

Payments already made and brought to Council for noting:

No	Date of Invoice	Method of Payment	Date Payment Due	Payee	Description	Amount
1		Bank Payment	By 22.11.18	NERAMS	First Aid Provision Fireworks Display	£192.00
2	21.11.18	Bank Payment	ASAP	Flowers by Michell	Flowers	£15.00
3	05.11.18	Bank Payment	ASAP	RWT Fabrication	Manufacture & install Tommies	£3680.00
4	09.11.18	Bank Payment	By 09.12.18	Reaction Fireworks	Musical Fireworks Display and 9 Beacons	£6888.00
5	07.11.18	Bank Payment	30 days	Simply Stripes	Manufacture & Install Interpretation Signs	£2,148.00
6	05.11.18	Bank Payment	ASAP	LSL	PA Hire	£400.00

Please note prices are gross, where VAT applies.

RESOLVED (A) the payments are approved. **RESOLVED (B)** the Finance report is received and noted.

Budget

The Clerk had circulated the budget which had been developed by the Finance Committee. Cllr Dunn asked Cllrs to consider the budget and send comments to the Clerk before the Finance Committee meeting on 10th December or to come to that meeting. **RESOLVED (C)** the budget is noted.

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PLANNING & CORRESPONDENCE REPORT

Planning Requests

Planning Requests

	Application Number	Applicant	Location	Proposal	Electoral Ward and Parish	Case Officer and Expected Decision Level
1	DM/18/03262/FPA	Mr Matthew Wigham	Land To The Rear Of 27 To 28 Neil Crescent Quarrington Hill DH6 4QX	Erection of 2no. semi detached dwellings	Coxhoe Coxhoe	Michelle Hurton Delegated
2	DM/18/03311/FPA	Mr Stephen Cook	45 Petterson Dale Coxhoe Durham DH6 4EZ	Single storey rear extension	Coxhoe Coxhoe	Michelle Hurton Delegated
3	DM/18/03522/FPA	Mr S Cornwell	61 Hawthorn Crescent Quarrington Hill Durham DH6 4QR	Erection of two storey pitched roof extension to rear of	Coxhoe Coxhoe	Stephen Potter Delegated

				existing dwelling		
4	DM/18/03523/FPA	Mrs J Ross	4 Church Street Quarrington Hill Durham DH6 4QF	Single storey rear flat roofed extension to rear	Coxhoe Coxhoe	Stephen Potter Delegated

Approved Decisions

None.

Withdrawn Applications

None.

RESOLVED (A) the planning information is noted with no comments made.

Correspondence Received

	Date Received	Received From	Summary
1	06.11.18	DCC	Focus Group Request for Durham World Heritage Site
2	12.11.18	NALC	Additional info on Chief Exec's Bulletin re: incorporating training into Standing Orders
3	14.11.18	CDALC	2019 Royal Garden Party Buckingham Palace
4	23.11.18	Cassop-cum-Quarrington Parish Council	Neighbourhood Plan

Cllr Dunn proposed Cllr Simpson be nominated to attend the Buckingham Palace Garden Party; this was **RESOLVED (B)**. Cassop-cum-Quarrington Parish Council had asked Coxhoe Parish Council for views on their policy to identify countryside between Parkhill and Coxhoe as Protected Rural Setting land. Members **RESOLVED (C)** they support this policy and a response to be sent accordingly. Cllr Dunn expressed thanks to the Web Admin Volunteer for all the work he does.

Members **RESOLVED (D)** the correspondence is received and noted.

Bulletins received

	Date Received	Received From	Summary
1	07.11.18	NALC	NALC Newsletter
2	08.11.18	ED AAP	Newsletter
3	16.11.18	NALC	Chief Executive Bulletin
4	21.11.18	NALC	Newsletter
5	22.11.18	NALC	LCR Winter 2018 Survey
6	23.11.18	NALC	CEO's Bulletin

RESOLVED (E) the bulletins are received and noted.

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TRAINING

Finance Training Report

The Clerk had circulated a report on Finance Training attended. Cllr Dunn mentioned again the importance of the office staff being allowed time for ILCA and CiLCA training. It was **RESOLVED (A)** the report is received and noted.

Members' Training

RESOLVED (B) Clerk to contact CDALC about arranging a session in Coxhoe for this and other Parish Councils.

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EVENTS

WW1 Commemorations including Battle's Over (debrief)

The events were felt to have been very good though there were issues with the PA in both villages. Cllr Simpson had received a comment thanking volunteers.

Fireworks (debrief)

The Clerk had circulated a report with feedback from residents.

RESOLVED the information is received and noted.

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COMMUNITY REPORTS

Quarrington Hill Community Centre

Cllr Pounder had submitted a written report.

Coxhoe Village Hall

Cllr Dunn said an appeal has gone out for volunteers.

Active Life in Coxhoe

Cllr Dunn advised the centre was awarded £7,500 for equipment from the AAP participatory budget.

Coxhoe History Group

Cllr Hepplewhite advised the group are making plans for next year. Cllr Dunn thanked the group for their Remembrance display.

RESOLVED the Quarrington Hill Community Centre report and the information above are received and noted by the Council.

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DATE AND TIME OF NEXT MEETING

RESOLVED the next meeting will be held on Monday 7th January 2019, 6.30pm at **Quarrington Hill Community Centre.**

The meeting closed at 8.00pm.

CERTIFIED AS A TRUE RECORD

CHAIR

DATE