



*Delivering Quality Services to  
Coxhoe and Quarrington Hill*

## Coxhoe Parish Council

**Meeting:** Council Meeting

**Date:** Monday 7<sup>th</sup> January 2019

**Time:** 6.30pm

**Venue:** Quarrington Hill Community  
Centre

Councillors Present: S Dunn (Chair), K Simpson (Vice Chair), D Brown, B Hepplewhite, K Pounder.

Also present: County Councillor M McKeon; K Williams (Admin Assistant); C Llewelyn (Parish Clerk).

John Hepplewhite of Coxhoe History Group was present for the meeting.

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

Apologies for absence were received from Councillors A Hedley, W Lavelle, G Mills, J Smith, C Thirlaway. **RESOLVED** apologies were received and approved.

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

Cllr Pounder declared an interest in Quarrington Hill Community Centre and Quarrington Hill Community Partnership. Cllr Hepplewhite declared an interest in Coxhoe History Group. Cllr Dunn declared an interest in Active Life Centre.

396 **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 5<sup>TH</sup> DECEMBER 2018**

A draft copy of the minutes for the above meetings had been issued with the agenda. Cllr Dunn requested that an amendment be made to the draft minutes the request for information on parking to be received by January, related to Coxhoe not Quarrington Hill. **RESOLVED** that the amended minutes of the meeting held on 5<sup>th</sup> December be approved, confirmed and signed as an accurate record.

397 **PUBLIC PARTICIPATION**

No issues were raised.

398 **DURHAM COUNTY COUNCILLORS' UPDATE**

Cllr Dunn said the four Christmas trees funded across the division, lighting and Christmas Party at Quarrington Hill have been well received. The power supply in Coxhoe was achieved in time, Cllr Dunn thanked the Clerk. The funding application for grit bins has not yet been approved, Cllr Dunn hopes there will be a quick turnaround. Cllr McKeon reported that the 3 local County Councillors had given funding for an early years' outdoor play area at Coxhoe Primary School. The quarries were thanked for their involvement. Cllr Simpson declared an interest in Coxhoe Primary School. **RESOLVED** the information is noted.

399 **YOUTH PROVISION**

**Youth Worker Report**

The Senior Youth Worker had tabled a written report.

Discussion took place over the behaviour policy and the challenges that the staff are

presented with. **RESOLVED (A)** the Cllrs asked the Clerk to request the youth staff to look again at the strikes and bans policy as it looks potentially over the top.

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

Activities for children birth to school age

K Williams had submitted a written report. **RESOLVED (C)** Cllrs asked K Williams to arrange for some information to be featured on the Parish website for the Jitterbugs group.

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

400

**LAND/OPEN SPACES**

Land adjacent Andemali, Quarrington Hill

Cllr Pounder had declared an interest in Quarrington Hill Community Centre and said the Community Centre had an interest in acquiring some land next to the centre. The Clerk had circulated with the agenda a report which shows an area which the County Council has been asked to sell for use as garden land.

**RESOLVED (A)** the Parish Council has no objections to the sale of the land stated.

**RESOLVED (B)** the Parish Council supports Quarrington Hill Community Centre in its wish to be donated the grassed area which adjoins the Community Centre, so it can be used for community benefit.

401

**PARKING**

Coxhoe report

A report had been received from DCC; Cllr Dunn advised that consultation has not yet taken place on the front street parking scheme as further amendments including loading bays and restrictions of three hours instead of two, as raised at in discussion with traders and the public had been put forward. Cornforth Lane issues were discussed. Cllr McKeon is still discussing school buses with DCC Officers.

Cllr Dunn had developed a draft questionnaire; **RESOLVED (A)** Cllrs Simpson and Brown to deliver surveys and K Williams to put it on Survey Monkey. Cllr Dunn said there is a meeting at Coxhoe Primary School on 9<sup>th</sup> January and that Parish Councillors were welcome and the Police and DCC have been asked to attend.

Cllr Dunn is still discussing with DCC enforcement of Coxhoe Village Hall car park; enforcement would require a Traffic Regulation Order. Cllr Simpson thanked Cllrs Dunn and McKeon.

Quarrington Hill parking update

Cllr Dunn apologised as he and the Clerk have been advised that Quarrington Hill is not currently part of DCC's planned programme but that the requested parking study will happen.

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

402

**FINANCIAL MATTERS**

Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated the Finance Report which included the bank reconciliation up to 19<sup>th</sup> December; employer costs for December 2018; pension increases from April 2019, and Section 137 spending limits for 2019/20.

The following payments were submitted for approval.

December Payments Due:

No	Payee	Description	Amount
1	Staff	Salaries	£3,523.29
2	NEST	Employer & Employees' Pension Contributions	£115.39
3	HMRC	Employer's Liabilities	£490.94
4	Vodafone	3 x mobile phones	£71.64
5	BT	Landline & internet	£37.61
6	Mastercopy	Remote Billing	£109.25
9	Viking	Copier Paper and Stamps	£74.80
10	ITC	Subscription for Laptop Security	£6.00
11	Thinford Nurseries	Planter refills	£534.00
12	Cllr Dunn	Map Images for interpretation boards (Tommy's Grant)	£30.00
13	Co Durham & Cleveland County Training Partnership	Parish Clerk Training 13.11.18	£27.00
14	Miner's Hall, Redhills	2 Miners Seat Inscriptions	£200.00
15	Coxhoe Village Hall	Room Hire Youth Club Talent Show	£60.00
16	Employee 7	Microsoft Subscription	£79.99
17	Altogether Greener	Grounds Maintenance Contract	£887.70
18	Coxhoe Village Hall Association	Office Hire Charges	£1,000.00
19	Coronation Press	December Chronicle	£386

Payments already made and brought to Council for noting:

No	Payee	Description	Amount
1	LITE	Christmas Lights	£572.40
2	G Smith Electrical Servs	Village Green Power Supply	£4326.00
3	G Smith Electrical Servs	Installation of Christmas Lights	£1140.00
4	RBL Poppy Appeal	Wreathes and crosses	£761.00
5	Mr JA Johnson, Beacon Hill Farm	Christmas tree and base	£615.00
6	Quarrington Hill Community Centre	Hedge trim and Lights (NB Grant)	£200

Please note prices are gross, where VAT applies.

Cllr Dunn advised the payments included £300 grant contribution from Cllrs Dunn and McKeon for Remembrance crosses and the cost of the Christmas tree installation, lights and base.

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

**TO AGREE COUNCIL BUDGET 2019-20**

The budget had been circulated with the agenda and included projected expenditure for 2019/20 as agreed to present to Council by the Finance Committee. **RESOLVED**

that the budget is noted.

404 **TO DETERMINE THE PARISH PRECEPT FOR 2019-20**

The Clerk had distributed a report with the agenda. The report and enclosed budget sheet included projected reserves. The Clerk had noted there is no Local Council Tax Reduction Scheme for 2019/20 for the Parish and that the government has not yet imposed a cap on local councils increasing their precept but that this threat remains.

The Clerk had requested that Cllrs consider a reserves policy; **RESOLVED (A)** the Council has set its reserves policy at above 25% of expenditure. The Finance Committee had decided put £3,000 in the budget for potential election expenses.

The Clerk had presented several figures to show potential precept increases and the effect on Band D council tax. Cllr Dunn explained increases in the staffing budget are to meet the requirements of the Council. The Youth Service is expected to bring in income for activities through subs and grant funding. **RESOLVED (B)** the Council supports the youth staff meeting each month and if there is extra cost to that in the budget it may need to come from reserves.

**RESOLVED (C)** unanimously to agree the budget proposed and set the precept for 2019/20 at £123,336 which equates to a 14.3% increase to Band D Council Tax.

405 **GROUND'S MAINTENANCE CONTRACT**

The Clerk had distributed a list of areas in December and with the agenda. Cllrs approved the schedule of areas with the addition of land next to the Tarka Centre and land in front of Quarrington Hill allotments.

**RESOLVED (A)** the schedule is approved and the Clerk to continue with the tender process as already agreed.

**RESOLVED (B)** the Council waives Standing Orders and the tender will not be advertised in a newspaper.

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

Cllr Dunn tabled a report about meetings and developments on the cricket field. The lease transfer is in progress. All Stars are happy to support development in Coxhoe. **RESOLVED (A)** Council to explore publicity to get people involved. **RESOLVED (B)** explore other alternatives for roof construction and funding and if not available members would be minded to authorise an additional spend outside the 2019/20 budget of approximately £790.

407 **CLERK'S REPORT**

The Clerk had distributed a report for consideration.

Cllr Simpson, Clerk and Admin Asst had agreed dates for publication and requesting content. **RESOLVED (A)** there can be up to three full pages of adverts in each issue.

**RESOLVED (B)** the Clerk to set up doodle poll and set a date for Councillor training.

**RESOLVED (C)** the Clerk to then invite other parishes (Kelloe, Cassop-cum-Quarrington, Croxdale and Hett and West Cornforth).

The Clerk reported details of an insurance claim currently ongoing for the Village Hall roof and lighting, due to an attempted break-in. **RESOLVED (D)** the information is noted. Cllrs raised CCTV at the Village Hall and asked the Clerk/Admin Asst to look into it.

Cllr Dunn queried approved contractors and it was **RESOLVED (E)** the Clerk to ask contractors and those supplying quotes if the Council can retain their details to seek quotes for future works.

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

408

### **COMMITTEES' MINUTES & MEMBERSHIP**

#### **Finance Committee Minutes**

The draft minutes of the meeting held on 10<sup>th</sup> December 2018 had been circulated with the agenda. **RESOLVED (A)** the minutes are received and noted.

#### **Youth Strategy Group Minutes**

The minutes of the meeting held on 13<sup>th</sup> December had been circulated with the agenda. **RESOLVED (B)** the Clerk to chase up minute refs Y19 B & E as information not received. **RESOLVED (C)** the minutes are received and noted.

#### **Committee Membership**

The Clerk had circulated the updated committee membership including confirmation that Cllr Brown is a member of the HR and the Appeals Committees. **RESOLVED (D)** the information is received and noted.

It was **RESOLVED (E)** to bring forward item 21.

#### **Calendar of Events**

**RESOLVED (F)** Vice Chair and Officers to ask for potential dates of events e.g. summer fetes and the Council to advertise.

#### **Events Working Group Meeting**

**RESOLVED (G)** this working group will become a Committee with some delegated powers. **RESOLVED (H)** the Clerk to arrange a date prior to 25<sup>th</sup> February 2019 and invite community groups e.g. Churches. **RESOLVED (I)** the Clerk to put forward a Terms of Reference for the Events Committee to the next full Council meeting.

409

### **INSURANCE REVIEW**

The Clerk had circulated a report with the agenda. **RESOLVED (A)** the report is received and approved and the Clerk is to continue the insurance review.

**RESOLVED (B)** the Clerk to purchase cyber-crime/hacking insurance when available. **RESOLVED (C)** the Clerk and Cllr Brown to discuss internet security.

410

### **DATE FOR COXHOE VILLAGE HALL PUBLIC MEETING**

The Village Hall Association has set a date for a meeting on Wednesday. Discussion took place over the nature of the Parish Council's relationship with the Village Hall Committee. **RESOLVED (A)** the information is noted.

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

411

### **PARISH PLAN 3**

The Clerk advised that unfortunately there is no update. **RESOLVED** the information is noted.

412

**REQUEST FOR FINANCIAL ASSISTANCE**

A request had been received and circulated from Quarrington Hill Runners. The Clerk said there is no statement of accounts as this is a newly constituted group. Other information had been provided. Members **RESOLVED** to provide the £300 funding to the group when the Clerk has evidence of their bank account.

413

**PLANNING & CORRESPONDENCE REPORT****Planning Requests**

None.

**Approved Decisions**

<b>Number &amp; Applicant</b>	<b>Location</b>	<b>Proposal</b>
DM/18/02795/FPA Mr Oscar Stanton	68 & 70 Welfare Terrace Coxhoe Durham DH6 4DS	Conversion of 1 no. dwelling into 2 no. dwellings
DM/18/03311/FPA Mr Stephen Cook	45 Petterson Dale Coxhoe Durham DH6 4EZ	Single storey rear extension

**Withdrawn Applications**

None.

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

**Correspondence Received**

	<b>Received From</b>	<b>Summary</b>
<b>1</b>	Web Admin Volunteer	November Website and Social Media Report
<b>2</b>	Spennymoor TC	Christmas Card

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

**Bulletins received**

	<b>Received From</b>	<b>Summary</b>
<b>1</b>	CDALC	Durham Year of Culture
<b>2</b>	CDALC	Charter Revision
<b>3</b>	CDALC	Chief Exec Bulletin including Parish Council Survey
<b>4</b>	NALC	NALC Newsletter
<b>5</b>	NALC	Chief Executive's Bulletin
<b>6</b>	CDALC	Funding Opportunity
<b>7</b>	CDALC	Funding Opportunity

**RESOLVED (C)** the bulletins are received and noted.

414

**EVENTS**

Discussed earlier in the meeting.

415

**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

Nothing to report.

Coxhoe History Group

The History Group had submitted a written report. They are looking at buying an interactive table with displays which would be situated in the Village Hall. They will be considering how to keep it secure.

**RESOLVED** the Quarrington Hill Community Centre and Coxhoe History Group reports and the information above are received and noted by the Council.

**DATE AND TIME OF NEXT MEETING**

**RESOLVED** the next meeting will be held on Wednesday 6<sup>th</sup> February 2019, 6.30pm at **Coxhoe Village Hall**.

The meeting closed at 8.45pm.

**CERTIFIED AS A TRUE RECORD**

**CHAIR** .....

**DATE** .....