



*Delivering Quality Services to
Coxhoe and Quarrington Hill*

Coxhoe Parish Council

Meeting: Council Meeting
Date: Wednesday 6th February 2019
Time: 6.30pm
Venue: Coxhoe Village Hall

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

Also present: County Councillors J Blakey and M McKeon; C Llewelyn (Parish Clerk).

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

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

Apologies for absence were received from Councillors D Brown and J Smith, and from K Williams. **RESOLVED** apologies were received and approved.

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

Cllr Simpson declared an interest in Coxhoe Primary School.

418 **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 6TH JANUARY 2019**

A draft copy of the minutes for the above meetings had been issued with the agenda. **RESOLVED** that the minutes of the meeting held on 6th January be approved, confirmed and signed as an accurate record.

The Chair advised that under Standing Order 1(a) he would bring forward items 8d and 7c for discussion after public participation, as interested people were present.

419 **PUBLIC PARTICIPATION**

A resident asked when salt bins would be in place. Cllr Dunn advised he hopes this will happen this week or early next week. No further issues were raised.

420 **PARKING ON PARISH COUNCIL LAND**

Plans drawn up by DCC had been circulated to Cllrs. Initial soundings had been taken from Highways Officers. The Clerk advised she had spoken to the business owner next to the Parish Council land behind the railway gate. Their comments included that developing the Council land for parking would make their land less secure and they were unsure where access would be, and that current access is dangerous, and that the café opposite had put tables and chairs on land which could be used for parking.

Cllr Dunn said the Council is not pressing ahead at this stage and said any further views can be sent to the Clerk. **RESOLVED** the information is noted.

421 **REQUEST FOR EASEMENT LOWFIELD BUNGALOW**

A report had been circulated with the agenda. This included advice from the solicitor which included that a right of way can be granted by the Council as proposed by the resident and that obligations could be imposed on the resident and limits placed on

use such as for the bungalow only. The resident has said he is willing to discuss development on his field and Cllr Dunn suggested this is subject to future discussion with the Council.

Two motions were proposed and seconded: one to grant an easement as Plan B submitted by the resident and asking him to relinquish other claimed easement and completing the birds mouth fencing along route B of his plan; the second to propose granting an easement as Plan C and to consider what the Council wants for that land and what has been said in the Parish Plan so that the opportunity is taken to improve access and appearance in the area, and impose conditions once considered.

Cllr Dunn suggested using Standing Order 10(a) (iii) to defer consideration of the motions until the next meeting; this was **RESOLVED**. The resident was asked to contact the Clerk once he has spoken to his solicitor.

422

DURHAM COUNTY COUNCILLORS' UPDATE

Cllr Blakey said there has been an increase in fly tipping in Quarrington Hill which is being acted on; Neighbourhood Watch is being set up in Quarrington Hill and she distributed door stickers about stopping doorstep callers. Cllr McKeon said emergency action is being taken on dangerous trees in Quarrington Hill; the broken stile on Crowtrees Nature Reserve is being dealt with and she is looking at issues with bin collections. Cllr Dunn said the County Durham Plan is in pre-submission consultation phase; DCC has agreed a new homelessness strategy; DCC is proceeding with a history centre at Mount Oswald to include the DLI collection; a Joint Adoption Agency has been formed and DCC had supported the acquisition of Durham Tees Valley Airport. Cllrs Dunn and McKeon have agreed to fund community speed watch cameras and are involved in a single use plastic reduction scheme at Sedgefield Community College. Cllr Dunn said there are £19m cuts to DCC public health funding but DCC are to use reserves rather than cutting services and that DCC is to use reserves to fund special needs education for a year, ahead of restructuring the service. Cllr Dunn said the AAP is to agree changes to its funding system. **RESOLVED** the information is noted.

423

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

None.

424

LAND/BUILDINGS/OPEN SPACES

Cricket Ground

A report had been circulated with the agenda. Cllr Dunn advised that the press release went out, an open meeting was held and Coxhoe United had attended, they are keen to use the field. Two volunteers have also come forward.

The following were **RESOLVED**:

(A) Members note the report and endorse the actions already taken.

(B) the Clerk had sought three quotes to deal with the moles; the Clerk to accept the quote for £250 and arrange for the work to be done in a reasonable timescale before further development takes place on the field.

(C) the Clerk to proceed with the tractor and flail mowing of the overgrown sections.

(D) the Council to explore funding opportunities for pitch improvements with CDCF, Windfarm, Football Foundation and the AAP.

(E) to approve a potential overspend of approximately £790 on the budget.

(F) the cricket square must be protected.

(G) the Clerk to investigate rent/hire charges at other grounds and facilities.

Limes Development Signage & second Railway Gate

RESOLVED (G) the Clerk to request Karbon Homes bring forward the s106 funding for the second railway gate in consideration of the Council agreeing the type of sign requested can be placed in the requested location on Parish Council land at the front street junction leading to the Limes, for the duration of their building works.

The Chair advised that under Standing Order 1(a) he would bring forward item 15 for discussion to discuss immediately after the next agenda item, as there were valuation costs in both items.

Valuation Land opposite Coxhoe Village Hall

The Clerk had circulated a report with the agenda.

Members **RESOLVED** the following:

(H) to note the report including the Clerk's advice that it will take time and research to purchase and develop land for parking.

(I) to accept the Clerk's advice to undertake a specialist survey and authorise the Clerk to obtain this at a cost up to £475 net.

(J) the Clerk to talk to the landowner to ascertain their position in as much detail as possible and report back to full Council.

(K) the Clerk to report to Council on what else needs to be considered, by getting advice and information from e.g. Public Works Loan Board and Highways Officers.

(L) the Clerk and Chair to discuss land use with the GP Surgery and with social landlords and report back to Council.

Village Hall CCTV, Insurance Claim and Valuation

The Clerk had circulated a report with the agenda. The Council discussed the lease that was signed by the Council and the Village Hall Association. Cllr Dunn advised that the lease had not been finalised as agreed and that at the time of drawing up the lease the Parish Council had agreed to pay all costs in relation to insurance.

It was **RESOLVED**:

(M) the Council notes the report.

(N) the Council notes that the CCTV is operational recording images in the Village Hall and only viewed if strictly necessary, by Committee members and the Police.

(O) Members note that the insurers have agreed to settle the claim; once the payments have been made to contractors and from insurers, the claim is settled.

(P) Members rejected the Clerk's advice to reclaim the insurance rent, the insurance claim excess or the costs of an insurance valuation from the Village Hall Association, as this was not what had been agreed while developing the lease.

(Q) Members instructed the Clerk to undertake and arrange payment for a specialist valuation of Coxhoe Village Hall for insurance purposes up to a cost of £250 net.

Clarence Railway creation of cycle path and walkway

The Clerk has written to the two neighbouring parishes to ascertain their interest in acquiring the former railway line to create a long pathway, replies are expected during February. Members **RESOLVED (R)** the Clerk and Chair to arrange initial exploration with Durham Ask if the other parishes agree to request the acquisition.

Kingswood Planting

RESOLVED (S) the Chair and Clerk to investigate planting of Kingswood for carbon replacement purposes.

St Mary's Churchyard Noticeboard

The Clerk reported that following a report that the noticeboard was no longer fit for

purpose, she asked Ray Lawson to meet with the Church Warden. Ray Lawson offered at no cost to drill holes in the bottom which should stop condensation and pools of water. **RESOLVED (T)** the Clerk to pass on thanks to Ray Lawson.

Bower Court Fencing

RESOLVED (U) the Clerk to arrange repair of Bower Court fencing at £125 net.

RESOLVED (V) the Clerk is authorised to seek appropriate quotes and carry out works required such as the above and report appropriately to Council.

425

PARKING

Quarrington Hill

The Clerk advised this is on the programme for DCC Officers but no response has been received as yet.

Cornforth Lane Survey Results

A parking report had been received from DCC Highways Officers. Members **RESOLVED (A)** to note this report. **RESOLVED (B)** Members note that the results of the Cornforth Lane survey have been sent to DCC Highways Officers for comments which are awaited, before consultation with residents takes place.

Coxhoe Primary School Parking

Green netting has been discussed to enable parking on grassed areas.

Coxhoe Village Hall parking restriction enforcement

Members discussed stickers on cars to enforce restrictions. **RESOLVED (C)** to defer decisions to the next meeting.

Co-op parking

RESOLVED (D) Clerk to approach the Co-op about a joint car park.

426

GROUNDS MAINTENANCE CONTRACT DECISION ON TENDERS RECEIVED

The Clerk had circulated a report which gave anonymised information on all three tenders received, including the prices for the annual costs for each area and frequency of work, anticipated inflation in years two and three and hourly rates for daywork. The Clerk confirmed the three tenders were received before the deadline and were opened later in the presence of Cllrs Dunn, Pounder and Simpson. All had submitted required documentation and confirmed they could meet the specifications, and the Clerk understands that each had visited the areas in the tender. The Clerk had fact checked with tenderers that they understood the areas and the nature of the work involved, as specified in the tender documents. The Clerk had taken up two references for each tender and all references were excellent, though one had said there may be a need for occasionally reminding the full specification for extra work, though they are extremely pleased with the standards and value of work completed.

Members had considered the tender submissions and **RESOLVED (A)** to award the contract to tenderer two. The Clerk advised the contractor is SE Landscaping.

Members resolved **(B)** to include all areas in the maintenance schedule except areas 4, 12 and 13 in the schedule.

RESOLVED (C) the Clerk to take the appropriate action to award the contract.

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

427

YOUTH PROVISION**Youth Worker Report**

The Senior Youth Worker had sent a written report. Members asked about football which can cause problems at clubs and the Clerk advised the staff are looking into coaching for football and other sports as directed by the Youth Strategy Group.

RESOLVED (A) the report is received and noted.

The Clerk advised that the Youth Strategy Group requested Council be informed about a date for Keyfund training for the Youth Worker; she has been advised this is likely to take place in April. **RESOLVED (B)** the information is noted.

428

CLERK'S REPORT

The Clerk had distributed a report for consideration. The Clerk showed the two seat tokens from the Pitman's Parliament, these will be displayed at Coxhoe Village Hall and Quarrington Hill Community Centre.

Ilc Chronicle Printing and Leaflets

RESOLVED (A) to send the next issue to a new printer at their quoted cost of £502.

RESOLVED (B) advertising prices to be slightly amended for the next issue as follows: full page £200, half page £80, quarter page £40.

RESOLVED (C) not to accept loose leaflets for distribution with the Chronicles.

Councillors' Training

The Clerk said Lesley Swinbank is providing this training and has asked for suggestions from Members for the content; Members are asked to contact the Clerk and to advise her if not already done whether or not they can attend. The Clerk has advised neighbouring parishes and the cost would be spread appropriately.

RESOLVED (D) the information is received and noted.

429

REVIEW OF INTERNAL AUDIT AND APPOINTMENT OF INTERNAL AUDITOR

The Clerk had circulated a report with the agenda.

RESOLVED (A) the Parish Council approves and notes the review of internal audit.

RESOLVED (B) the Parish Council approves the appointment of Gordon Fletcher as its Internal Auditor at a cost of £300.

430

FINANCIAL MATTERS**Finance Report, Bank Reconciliation and Payment Schedule**

The Clerk had circulated the Finance Report which included the bank reconciliation to 25th January; employer costs for January 2019; details of some unallocated HMRC payments which payroll is investigating, and the cost of NALC and CDALC subscription for 2019/20 which will be £576.13 according to current elector numbers.

The following payments were submitted for approval.

February Payments Due:

No	Payee	Description	Amount
1	Staff	Salaries	£3410.69
2	NEST	Employer & Employees' Pension Contributions	£120.83
3	HMRC	Employer's Liabilities	£630.69
4	Vodafone	3 x mobile phones	£71.49
5	BT	Landline & internet	£46.00
6	Mastercopy	Remote Billing	£36.00

7	ITC	Sophos Internet Security	£6.00
8	SLCC	SLCC Publication	£10.80
9	Viking	Stationery	£75.73
12	Altogether Greener	Grounds Maintenance Contract	£887.70

Payments already made and brought to Council for noting:

No	Payee	Description	Amount
1	PPPT Ltd	Deposit for First Aid course	£20.00
2	T&A Dixon	Payroll Service	£81.00
3	Beaumont Builders	Roof Repairs to CVH - Insurance	£460.00
4	Unity Bank	Bank Charges Manual Credit Charges	£9.50
5	Unity Bank	Service Charge	£33.00
6	PPPT Ltd	First Aid course balance	£35.00

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 up to 25th January. She advised the VAT return of £9,078.26 has been received into the bank. **RESOLVED (C)** the budget is noted.

Pre-paid debit/debit/credit card

The Clerk had circulated a report with the agenda. **RESOLVED (D)** the report is noted. **RESOLVED (E)** the Clerk is authorised to review the Council's banking arrangements and report to the next meeting. **RESOLVED (F)** the Clerk to begin the application process for a credit card for the Council and bring the procedure to the next meeting for agreement.

431 **REQUEST FOR FINANCIAL ASSISTANCE**

The Clerk had circulated details of the request from Coxhoe Runaways for £355.77. Members **RESOLVED** to give the group £300 funding.

432 **PARISH PLAN 3**

The Clerk advised that she is planning to meet this month with the volunteer who is qualified in planning and interested in helping. **RESOLVED** the information is noted.

433 **AGREEMENT OF POLICIES AND COUNCIL DOCUMENTS**

The Clerk had distributed draft policies developed with Cllr Simpson. Members had no questions and **RESOLVED** the following policies were approved:

- (A) Equal Opportunities Policy.
- (B) Dignity Policy.
- (C) Volunteer Policy.
- (D) Bereavement Policy.
- (E) Training Policy.

434 **COMMITTEES' TERMS OF REFERENCE, MEMBERSHIP & MEETINGS**

Events Committee Terms of Reference and Membership

RESOLVED (A) the draft Terms of Reference circulated by the Clerk are approved.

RESOLVED (B) membership of the Committee is Cllrs Lavelle, Dunn, Thirlaway, Hepplewhite and Simpson and approval to join is given to any Cllr who is not present.

Committees' Meeting Dates

The Clerk had circulated proposed Committee dates for 2019/20. **RESOLVED (C)** the dates are approved subject to the addition of a Youth Strategy Group meeting in

May or June and approval at the Annual Meeting.

435

DATE FOR ANNUAL ASSEMBLY OF ELECTORS AND ANNUAL MEETING

The Clerk had sent a report. Members **RESOLVED** the Annual Assembly of Electors is on Wednesday 1st May 2019 at 6.00pm at Coxhoe Village Hall and the Annual Meeting of the Parish Council is on Wednesday 1st May 2019 immediately following the Annual Assembly of Electors at Coxhoe Village Hall.

436

PLANNING & CORRESPONDENCE REPORT

Planning Requests

None.

Approved Decisions

None.

Withdrawn Applications

None.

RESOLVED (A) the information is noted.

Correspondence Received

	Received From	Summary
1	Ian Forster	CPC Website & Social Media Report December 2018
2	Coxhoe Scout Group	Thank You Letter and copy of calendar made with CPC funding
3	County Cllr M McKeon	Community Speed Watch

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

Bulletins received

	Received From	Summary
1	Citizens Advice	Impact Report 2017-18
2	NALC	CEO Bulletin
3	Via DCC	County Durham Vision
4	NALC	Bulletin
5	CDALC	Thornley Parish Council's Autumn Film Update
6	CDALC	NALC Points of Light 2019
7	CDALC	S106 Monies
8	NALC	Newsletter
9	NALC	Chief Executive's Bulletin & Letter from Chair
10	CPRE	Winter 18/19 Newsletter
11	DCC	County Durham Plan Consultation
12	NALC	Chief Executive's Bulletin
13	CDALC	Standards in Public Life Report
14	CDALC	Standards in Public Life - Local Government Ethical Standards

RESOLVED (C) the bulletins are received and noted.

437

COMMUNITY REPORTS

Quarrington Hill Community Centre

Cllr Pounder said activities have started again after Christmas.

Coxhoe Village Hall

Cllr Dunn said a meeting was held seeking potential volunteers.

Active Life in Coxhoe

Cllr Dunn said that the last year had been good financially.

Coxhoe History Group

Cllr Hepplewhite said the group is still recovering from the many WW1 remembrance activities.

RESOLVED the information is noted by the Council.

438

DATE AND TIME OF NEXT MEETING

RESOLVED the next meeting will be held on Wednesday 6th March 2019, 6.30pm at **Coxhoe Village Hall.**

The meeting closed at 8.55pm.

CERTIFIED AS A TRUE RECORD

CHAIR

DATE