



Coxhoe Parish Council

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

*Delivering Quality Services to
Coxhoe and Quarrington Hill*

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

Also present: County Councillor M McKeon; C Llewelyn (Parish Clerk).

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

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

Apologies for absence were received from Councillor J Smith, County Councillor J Blakey and from K Williams. **RESOLVED** apologies were received and approved.

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

Cllr Simpson declared an interest in Coxhoe Primary School.

441 **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 6TH FEBRUARY 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 February be approved, confirmed and signed as an accurate record.

442 **PUBLIC PARTICIPATION**

A resident said they had come from a meeting at the GP Surgery who said that the merger of ownership has been delayed for a month or more from 1st April and that Dr Bhati is to remain until that happens.

The Chair advised that under Standing Order 1(a) he would bring forward item 7c for discussion at this point as the resident was present.

443 **REQUEST FOR EASEMENT LOWFIELD BUNGALOW**

Cllr Dunn and the resident both expressed that the council and he wish to work together to find a solution and not to delay. The resident suggested either route for easement or giving up some land behind Talbot's Taxis in exchange for land by Basic Cottages. The resident had provided information earlier in the day and Councillors **RESOLVED** to read through and take any further advice from the Council's solicitor, ahead of decision at the next council meeting. Cllr Dunn asked the resident to send architect's plans and any other information to the Clerk as soon as possible in advance of the next meeting.

444 **DURHAM COUNTY COUNCILLORS' UPDATE**

Cllrs Dunn and McKeon had met Coxhoe Scouts at County Hall. They had held a Community Speedwatch at Quarrington Hill and would like to hold across the area and are seeking volunteers. The AAP had funded a lunch through Age UK held at Coxhoe Village Hall, and Age UK are interested in starting a regular over 50s lunch club. Parish Councils are asked to send details of events to DCC for extra publicity for the Year of Culture 2019. County Durham Housing Group is changing its name to

Believe. Cllr McKeon held a walkabout in Coxhoe. Cllr Dunn had complaints about a delivery driver going straight across the grass in Green Crescent and is arranging a meeting with the County Council's Clean and Green to install trees. The planning application for the new County Hall had been considered by the County Council Planning Committee; the Committee is minded to approve but has referred the decision to the Secretary of State for approval. **RESOLVED** the information is noted.

445

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

None.

446

LAND/BUILDINGS/OPEN SPACES

Cricket Ground

The Clerk had circulated a brief report with the agenda. Cllr Dunn and the Clerk updated that a trustee has been away but the lease should be signed this week; Ray Lawson has met with East Durham College. The field has been harrowed but the mole activity has had a severe impact on the field; Cllr Dunn and K Williams met two contractors who felt there was more substantial work required now and that this may mean no playing on the field this year. Cllr Dunn said that Coxhoe United are taking their weekend tournament in May to another area but are interested in using the field. The Clerk had looked at charges for pitches and found they were very variable.

The following were **RESOLVED**:

(A) Clerk to open an account with MKM so that materials can be ordered as required.

(B) the Clerk is authorised to make progress with Ray Lawson, the college and the asbestos contractor.

(C) the Clerk is to discuss access to the field for the college and contractors.

(D) the Clerk, Chair and Vice Chair are authorised to take advice on what needs to be done on the field and obtain further quotes and costs.

(E) the Clerk to ask Monk Hesleden Parish Council's Head Groundsman to meet at the field and offer advice.

(F) the Clerk, Chair and Vice Chair to explore replacement costs for resurfacing the field and for one synthetic wicket from at least Turf Care, Keep It Green and SE Landscaping.

(G) grant funding still to be sought and to be progressed before the next meeting, further suggestions are Health and Postcode lotteries; Cllr Lavelle and K Williams to be asked to work on this.

(H) the Council is minded to take a longer term view and ensure the ground is prepared for the longer term and the Clerk, Chair and Vice Chair are to ask the cricket club trustees about potentially extending the lease.

(I) the report and information were noted.

Quarrington Hill Environmental Improvement Scheme

Information from Cllr Pounder had been circulated with the agenda. He said that County Durham Housing Group has agreed a licence to place two sculptures in Quarrington Hill. Councillors considered figures presented by Cllr Pounder and figures from the Clerk from previous years' accounts. **RESOLVED (J)** Cllr Pounder and the Clerk to seek further information on the costs of the lease, licence, plinth and bases, and residents' permissions, so that Quarrington Hill Community Partnership can submit funding bids.

Clarence Railway creation of cycle path and walkway

The Clerk has received a response from Cassop-cum-Quarrington Parish Council which expressed an interest in acquiring the line within their boundary subject to

costs. Cornforth Parish Council are yet to reply. Members **RESOLVED (K)** the information is noted.

447

PARKING

Coxhoe front street

Councillors considered a County Council paper showing parking restriction proposals for the front street and next to the Primary School, which is going out to statutory consultation; it includes a proposal for cameras by the No Entry point by the school but not proposals along the length of Cornforth Lane which Councillors felt had been discussed with the County Highways Officers. **RESOLVED (A)** County Cllrs Dunn and McKeon to talk to Highways Officers about Cornforth Lane.

The Clerk said that she has received an update from County Council Highways Officers that they plan to begin a consultation exercise with properties which would be affected by any proposed parking restrictions in Quarrington Hill shortly after April. **RESOLVED (B)** the information is noted.

Cornforth Lane

Discussed under 'Coxhoe front street'.

Co-op parking

The Clerk and the Chair held a site meeting with the Co-op Estates Manager who said he will discuss joining the car parks with the store management and the landlord. They had suggested that the footpath could be closed to find out what effect this has on parking, it was **RESOLVED (C)** that the Council would not want to close the footpath.

Coxhoe Village Hall parking restriction enforcement

RESOLVED (D) to defer discussion to the next meeting.

448

YOUTH PROVISION

Youth Worker Report

The Senior Youth Worker had sent a written report. **RESOLVED** the report is received and noted.

449

CLERK'S REPORT

The Clerk had distributed a report for consideration.

XXd Grounds Maintenance Contract

The Clerk advised that the Grounds Maintenance Contract for 2019/22 has been signed with the new contractor. **RESOLVED (A)** the information is noted.

The following were resolved:

(B) The Clerk advised that Coxhoe Runaways wanted to use the logo 'kept running by Coxhoe Parish Council' on their kit which the Council had provided financial assistance for. The Clerk had requested approval from Councillors. The information is noted and the Council approves.

(C) Councillors expressed an interest in a further defibrillator training session, the Administration Assistant to arrange and publicise.

(D) The Clerk asked Councillors to note again that the Councillor Training session is on 7th March, all welcome to attend.

(E) The Clerk is asked to treat Parish Paths application for 2018/19 and 2019/20 as priorities.

(F) Cllr Dunn updated on salt bins. An SLA will be considered and a more cost effective way may be found in future.

(G) The Clerk to write to the Paving Factory to ask if the road to the side of the

factory could be opened, and asking that they remove the dumpy bags and paving display in the Parish Council car park, and that the Parish Council is grateful for anyone clearing up litter but asks that trees are not cut down without permission.
(H) The Clerk to arrange a sign for the Parish Council car park stating 'Parish Council land available for public parking' with the Council logo, of a similar size to the sign in the Village Hall car park.

(I) The Clerk to arrange a sign for the birds mouth fencing between the entrance to Basic Cottages and the car park stating 'Access must not be blocked. Vehicles may be removed' with the Council logo.

(J) the report and information are received and noted.

FINANCIAL MATTERS

Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated the Finance Report which included the bank reconciliation to 27th February; employer costs for February 2019, and an update on the unallocated HMRC payments.

The following payments were submitted for approval.

a) March Payments Due:

No	Payee	Description	Amount
1	Staff	Salaries	£3,585.55
2	NEST	Employer & Employees' Pension Contributions	£115.39
3	Vodafone	3 x mobile phones	£72.04
4	BT	Landline & internet	£50.65
5	Mastercopy	Remote Billing	£36.00
6	ITC	Sophos Internet Security	£6.00
7	Viking	Stamps and Stationery	£101.64
8	Blessed Edmund Duke	Electricity for Coxhoe Christmas Tree	£14.96
9	Altogether Greener	Grounds Maintenance Contract	£887.70
10	Joe Fraser Chartered Surveyors	Reinstatement Valuation	£300.00
11	DCC	Hosting and support of website 01.04.18-31.03.19	£707.92
12	Coxhoe Village Hall Association	Remainder of grant after contribution to Admin Assistant hours	£671.21
13	Employee 15	Postage costs	£13.13

Please note prices are gross, where VAT applies.

b) Payments already made and brought to Council for noting:

No	Payee	Description	Amount
1	W. Burdess Electrics	Call out and repairs to Coxhoe Village Hall for Insurance Claim work	£120.00
2	Coxhoe Runaways	Small Grant	£300.00
3	Quarrington Hill Runners	Small Grant	£300.00
4	Information Commissioner's Office	Annual Data Protection Fee	£55.00

Please note prices are gross, where VAT applies.

The Clerk asked the Council to note there were unallocated payments with HMRC of £871.19 which the Clerk and payroll have investigated. These can be offset against payments due. It was **RESOLVED (A)** the Council will not make a payment to HMRC after February's payroll and will make a partial payment on March payroll.

RESOLVED (B) payments are approved. **RESOLVED (C)** Council will not renew the

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

Budget

The Clerk had circulated the budget up to 27th February. It was **RESOLVED (E)** the budget is noted.

Pre-paid debit/debit/credit card and council banking arrangements

The Clerk had circulated a report with the agenda. She said she has applied for a Barclaycard Select Charge card for the Council, as previously resolved. The Clerk is seeking a bank account with necessary controls to be set up during March.

RESOLVED (F) the Clerk to open an account with the same signatories as Unity and arrange transfer of funds over £85,000 into the new account once it is open and the precept is received. **RESOLVED (G)** the report and information is noted. **RESOLVED (H)** the policy in the report for the use of the credit card is approved. **RESOLVED (I)** the Clerk to arrange a safe.

451

COUNCILLOR VACANCY

Cllr Dunn advised that Angela Appleby had resigned from the Council and expressed thanks. The Clerk has publicised the Notice of Vacancy which ends on 20th March. Members **RESOLVED (A)** that if an election is not called, the Clerk to publicise on noticeboards, the website and social media for potential co-option, and ask interested people to send information on why they think they would be a good Councillor. It was **RESOLVED (B)** to place co-option on the agenda for the next meeting.

452

ANNUAL ACTION PLAN

The Clerk had circulated a draft action plan. **RESOLVED (A)** the proposed action plan is approved. Members **RESOLVED (B)** to note that action plans will be presented as the budget is set.

453

RISK REGISTER

Members thanked the Clerk for her efforts in updating the risk register. The Council's full risk register was distributed with the agenda. It includes financial risks and controls which should be regularly reviewed. The Clerk said that Councillors carry the risks for the Council and asked for questions on the areas, controls and actions. **RESOLVED** the risk register is approved.

454

INSURANCE RENEWAL 2019/20, VILLAGE HALL VALUATION AND INSURANCE CLAIM

The Clerk had distributed a report with the agenda. Members **RESOLVED** the following:

(A) The Clerk to arrange insurance renewal with Came and Company's recommended provider, on the basis that all Council assets including defibrillators are covered, and to arrange a 5% discount by agreeing to a three-year renewal.

(B) The Clerk advised that the Coxhoe Village Hall insurance reinstatement valuation was done, the updated amount will be sent to insurers; insurance cost may increase.

(C) The Clerk said the insurance claim for the Village Hall is completed and closed.

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.

455

PARISH PLAN 3

The Clerk had distributed a report drawn up with S Bell, Volunteer. The following were **RESOLVED**:

(A) The Council will host two round table events on 11th May and 18th May at Coxhoe and Quarrington Hill (subject to venues being available), including young people

through youth clubs, Scouts and schools.

(B) A steering group will be developed after the public meetings and some targeted work will take place to work towards broad involvement.

(C) The Council will not ask any neighbouring parishes to work with it.

(D) The Clerk in conjunction with the Chair is authorised to make necessary expenditure towards parish planning.

(E) The Council notes the action plan in the report but expressed the view that dates may need to be put back.

456 **AGREEMENT OF POLICIES AND COUNCIL DOCUMENTS**

Grant Awarding Policy

The Clerk had distributed a draft policy. It was **RESOLVED (A)** to defer discussion to the next meeting.

Communications and Community Engagement Statement

The Clerk had distributed a draft policy. It was **RESOLVED (B)** to approve the policy.

457 **COMMITTEES' TERMS OF REFERENCE, MEMBERSHIP & MINUTES**

Youth Strategy Group Minutes 29th January 2019

RESOLVED (A) the draft minutes are noted.

Events Committee 25th February 2019

RESOLVED (B) the draft minutes are noted.

458 **PLANNING & CORRESPONDENCE REPORT**

Planning Requests, Approved Decisions and Withdrawn Applications

None.

Correspondence Received

	Received From	Summary
1	I Forster (Volunteer Web Admin)	January Website and Social Media Report
2	DCC	Temporary closure of Paradise Farm Footbridge, Coxhoe
3	DCC Regeneration Dept	Temporary closure of Paradise Farm Footbridge, Coxhoe – update

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

Bulletins received

	Received From	Summary
1	NEWMP	North East War Memorials Project
2	DCC	Durham Woodland Revival Project
3	CDALC	County Durham Plan Pre Submission Document Consultations
4	CDALC	Chief Executive's Bulletin
5	NALC	Chief Executive's Bulletin
6	CDALC	Parish Councils and Licencing Applications
7	NALC	Spring Conference
8	CDALC	Newquay Town Council National Parking Enforcement Survey
9	NALC	Chief Executive's Bulletin
10	DCC Regeneration Dept	Beautiful Durham competition 2019 - sponsorship
11	DCC Regeneration Dept	County Durham Strategic Cycling & Walking Delivery Plan 2019/29
12	CDALC	LGRC/NALC LOCAL COUNCIL EXPO 21st June 2019

13	CDALC	Funding opportunities for under 18s
14	CDALC	Unauthorised development and encampments
15	DCC Spatial Policy Team	County Durham Housing Strategy Consultation

RESOLVED (B) Coxhoe and Quarrington Hill to be entered into the Durham in Bloom competition.

RESOLVED (C) the bulletins are received and noted.

County Durham Plan

It was **RESOLVED (D)** the Clerk to submit a response drafted by the Council's Web Admin Volunteer. The Council's response includes objection in the strongest terms to protecting countryside particularly between Coxhoe and Parkhill and supports the draft in that no further allocations are made for housing in Coxhoe, and supports inclusion of Integra 61 as an employment site and Coxhoe as a 'local centre'.

459

COMMUNITY REPORTS

Quarrington Hill Community Centre

Cllr Pounder had sent a report stating regular activities have continued and t problems after Monday youth clubs have been sent to the Clerk, who said staff have responded.

Coxhoe Village Hall

No report.

Active Life in Coxhoe

Cllr Dunn said there has been a transition of staff.

Coxhoe History Group

The group had tabled a report. Cllr Hepplewhite said they are considering a biennial history event.

RESOLVED the information is noted by the Council.

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, county councillors and officers except the Clerk left the room.

460

PARISH COUNCIL LAND UPDATE

The Clerk had distributed a report with the agenda. The following were **RESOLVED**:

(A) The Clerk to obtain legal advice as discussed.

(B) The Chair, Vice Chair and Clerk to continue discussions exploring building and parking.

(C) The Clerk to obtain a valuation of parish land as discussed.

(D) The report is noted and the item to be placed on the next agenda.

461

STRATEGIC STAFFING UPDATE

The Clerk had distributed a report with the agenda. The following were **RESOLVED**:

(A) The Clerk to write a letter stating the Council thanks R Wadge for her service and would like to offer casual hours.

(B) The Clerk to offer four hours per week to current staff contracted fortnightly.

(C) The Clerk to issue recruitment advertising in the Chronicle and using the Council's website and social media.

(D) Council notes that the Village Hall wishes to increase the hours for the Administration Assistant and there were no objections to this.

(E) Council notes that the Clerk will seek to ensure any regular home working is assessed as the Council has a duty of care for health and safety.

DATE AND TIME OF NEXT MEETING

RESOLVED the next meeting will be held on Wednesday 3rd April 2019, 6.30pm at **Coxhoe Village Hall.**

The meeting closed at 9.30pm.

CERTIFIED AS A TRUE RECORD

CHAIR

DATE