



Coxhoe Parish Council

Meeting: Council Meeting
Date: Wednesday 3rd April 2019
Time: 6.30pm
Venue: Coxhoe Village Hall

*Delivering Quality Services to
Coxhoe and Quarrington Hill*

Councillors Present: S Dunn (Chair), D Brown, B Hepplewhite, W Lavelle, K Lowes (from Co-option item), K Pounder.

Also present: County Councillors J Blakey, M McKeon; K Williams (Administration Assistant), C Llewelyn (Parish Clerk).

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

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

Apologies for absence were received from Councillors K Simpson, J Smith, C Thirlaway. **RESOLVED** apologies were received and approved.

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

None.

465 **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 6TH MARCH 2019**

A draft copy of the minutes for the above meetings had been issued with the agenda. The Clerk advised she had removed Survey Monkey from the payment schedule as agreed. **RESOLVED** that the amended minutes of the meeting held on 6th March be approved, confirmed and signed as an accurate record.

466 **PUBLIC PARTICIPATION**

A resident raised the Classic Car night planned for June. He is arranging insurance and risk assessment and the Clerk had said she will place it on the agenda for the next meeting.

A resident raised noise from the motorway at Ashbourne Drive as they don't believe the plans have been followed for noise reduction. County Councillors said they would take this up.

Paving Factory representatives came after receiving a letter from the Parish Council. They had a verbal agreement with a previous Clerk to keep the area in front of the factory tidy and to use it. They said the trees had not been in good condition so they had taken some down and that they had improved parking. They leave their display board at the front of the car park due to a lamppost in a dangerous place. They are planning to open a pedestrian walkway along the side of the factory but cannot open a roadway at the moment as there is a lamppost in the way, they are discussing re-siting of this with the electricity board.

467 **DURHAM COUNTY COUNCILLORS' UPDATE**

Cllr Blakey held a walkabout and passed on queries about the footpath on Linden Grove. There has been an increase in fly tipping to be dealt with. She had attended the Quarry Liaison Committee and raised increases in spillage and debris and speed of vehicles. The quarries are considering a considerate operations charter. Cllr

McKeon is working with officers on the drainage near Active Life. She said the County Council have submitted a funding bid for using cultural methods to improve mental health in children and young people, and she has asked that a focus is made on young people in rural areas. She has sent details of a volunteer who may help with establishing a playgroup. Cllr Blakey asked about the Village Hall playgroup and Cllr Dunn said it is a matter for the Village Hall Association. Cllr Dunn said approval has been granted for the new County Hall development. Highways officers have arranged consultation for the proposed parking restrictions on Coxhoe front street. A new cycleway along the route of the old A1 has been announced, which Cllr Dunn felt could link with the former railway line in the parish. He had spoken with officers about and obtained changes to the roundabout proposals at junction 61 as they were out of balance. Cllr Hepplewhite asked about ensuring signposting to Sedgefield, Cllr Dunn said he will take this forward. **RESOLVED** the information is noted.

468

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

None.

469

CO-OPTION

No election had been called during the statutory notice period for the vacancy. The Council can therefore co-opt. The Clerk advised three people had expressed an interest and only one had sent a statement. As they were present they left the room for the discussion. Members **RESOLVED** to co-opt Kim Lowes to the Parish Council, signed the forms immediately therefore becoming a Councillor from this point.

470

LAND/BUILDINGS/OPEN SPACES

Cricket Ground

A report had been circulated with the agenda. Cllr Dunn, the Clerk and the Administration Assistant had met with various potential contractors, with the County Council's Recreation Maintenance Manager and the Head Groundsman from Monk Hesleden Parish Council. Two quotes had been received. Cllr Dunn said that a gate may urgently be required.

The following were **RESOLVED**:

(A) the Council will take a longer term view to improve the playing field over this year to be playable next year.

(B) to proceed with seeking funding for the outfield.

(C) to seek further advice including from Durham County Cricket Club on what is required for the square.

(D) to seek quotes for floodlighting.

(E) the Clerk, Administration Assistant, Chair and Vice Chair are to progress matters on behalf of the Council.

(F) the report and information were noted and activity to continue.

Quarrington Hill Environmental Improvement Scheme

Cllr Pounder said that locations for the sculptures have been decided with Believe Housing and he will be asking the next meeting to discuss transfer/lease of the sites. **RESOLVED (G)** progress is noted.

Request for Easement Lowfield Bungalow

A report which included an email and architect's plans had been circulated with the agenda. The resident had put forward two easement plans. It was **RESOLVED (H)** that officers undertake a short consultation including the diagram of Plan A, including Basic Cottages, businesses around Commercial Road East, Beechfield Rise

properties pictured on the plan and Browns Close, and SurveyMonkey publicised via Facebook, before the next meeting.

Clarence Railway creation of cycle path and walkway

The Clerk had circulated a report with the agenda noting she has received a response from Cornforth Parish Council which is not interested in taking on the railway line as a cycle path and walkway. Cllr Dunn spoke through potential routes of the Great North Road A1 cycleway, which may tie in with the route. Members **RESOLVED (I)** the Council will explore development further with Cassop-cum-Quarrington Parish Council and with Durham Ask.

Scouts request to use King's Wood

The Clerk had circulated information with the agenda. **RESOLVED (J)** the Scouts are able to use King's Wood for activities on confirmation that they have their own public liability insurance and risk assessments and have pre-assessed the area.

RESOLVED (K) to delegate such decisions to the Clerk as long as the conditions outlined above are met and activities are relatively straightforward.

471

PARKING

Cllr Dunn said that the County Council has said the proposed parking restrictions will not for the moment include Cornforth Lane or any restrictions on the bus entrance. **RESOLVED** the consultation on parking is noted.

472

YOUTH PROVISION

Youth Worker Report

The Senior Youth Worker had tabled a written report. **RESOLVED (A)** the Council requests the reports to be sent with the agenda each month. **RESOLVED (B)** the report is received and noted.

Under 5's provision

Councillors discussed that as the council does not provide for younger children, they want to look at establishing provision especially as this has been part of previous parish plans. **RESOLVED (C)** the Clerk to arrange a meeting with the volunteer suggested by Cllr McKeon, Active Life, and Village Hall Association. **RESOLVED (D)** the Clerk has authority to spend up to £400 of budget on preparing for any provision.

473

CLERK'S REPORT

The Clerk had distributed a report for consideration.

IXi St Mary's Churchyard

The Clerk advised that she is to check on whose land burials are taking place in the churchyard. **RESOLVED (A)** the information is noted.

IXm Trees back of Ashbourne Drive

The Clerk had received an email about trees being harshly cut back and had passed it to County Cllr Dunn who has raised it with officers. **RESOLVED (B)** the information is noted.

RESOLVED (C) the report is noted.

474

FINANCIAL MATTERS

Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated the Finance Report which included the bank reconciliation to 28th March and employer costs for March 2019 and agenda items 12b to 12g.

The payments below were submitted for approval.

a) April Payments Due:

No	Payee	Description	Amount
1	Staff	Salaries	£5324.63
2	NEST	Employer & Employees' Pension Contributions	£132.64
3	HMRC	Employer's Liabilities	£626.03
4	Vodafone	3 x mobile phones	£71.49
5	BT	Landline & internet	£46.00 est
6	Mastercopy	Remote Billing	£136.12
7	ITC	Sophos Internet Security	£6.00
8	County Durham and Cleveland Training Partnership	Councillors Training	£250.00
9	Ray Lawson Joinery & Building Services	Install safe	£70.00
10	Ray Lawson Joinery & Building Services	Fence repair Sanderson St	£330.00
11	Joe Fraser Chartered Surveyors	Valuation of Land	£570.00
12	Viking	Stationery + cash box	£54.56
13	Agri Pest	Mole control + harrowing at Coxhoe Cricket Field	£250.00
14	Altogether Greener	Fencing adjacent Bower Court Village Green 4	£150.00
15	Altogether Greener	Fencing adjacent Coxhoe Café Village Green 3	£120.00
16	Altogether Greener	Grounds Maintenance Contract	£887.70

Please note prices are gross, where VAT applies.

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

No	Payee	Description	Amount
1	Campus Graphics	Design and print Chronicle	£485.00

Please note prices are gross, where VAT applies.

RESOLVED (A) the payments are approved.

RESOLVED (B) the Council approves payment for the safe of £432.

Staff Pay Update

Cllr Brown declared an interest as he is related to a member of youth staff.

RESOLVED (C) the staff pay increases are noted.

Parish Paths Grant

RESOLVED (D) Council notes the grant of £587.00 has been received.

Laptop purchase.

RESOLVED (E) the Clerk to buy the lower price laptop quoted at a total cost of up to £800, plus Publisher for the Administration Assistant's laptop.

Banking Arrangements

RESOLVED (F) the Council notes that a savings account with Nationwide has been opened and an initial £5,000 transfer made, and that Councillors who authorise bank payments will be asked to authorise transfer of funds over £85,000 to this account once the precept has been received.

The Clerk advised that she is not to go any further with the Barclaycard application as they had requested credit checks above those mentioned when cards were

researched. **RESOLVED (G)** the Council notes the Clerk will apply for either Co-op or Unity credit card.

Insurance Renewal 2019/20

RESOLVED (H) Council notes the Clerk has agreed the insurance policy renewal on a three-year long term agreement with Ecclesiastical which costs £3,654.46 plus a £50 fee.

Cyber-crime insurance

RESOLVED (I) the Council will pay £319.20 for the cyber-crime policy, details of which had been sent to Councillors. **RESOLVED (J)** the Council will exceed budget expenditure for insurance by £123.66.

RESOLVED (K) the report containing all the above is received and noted.

Budget

The Clerk had circulated the budget up to 28th March and advised that she will circulate the end of year budget soon. **RESOLVED (L)** the budget is noted.

475

FINANCIAL RISK ASSESSMENT

The Clerk had sent the financial risk assessment with the agenda and said it will be updated with the credit card risks and controls. **RESOLVED** the financial risk assessment was approved with no questions.

476

DOG BIN CONTRACT

The Clerk has requested the county council incorporating emptying some parish dog bins into their usual rounds but has not had a response as yet. **RESOLVED** the information is noted.

477

TRAINING UPDATE

Some Councillors had attended the Councillors' training session on 7th March. The presentation had been emailed afterwards. Councillors asked about an induction pack and the Clerk advised this is in hand. **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.

478

OPERATION LONDON BRIDGE

The Clerk had sent a report with the agenda. Members **RESOLVED** the following:
(A) to note that in the ten-day state mourning period any parish council events would be cancelled.
(B) to note the Union Jack to be flown at half-mast for the prescribed periods.
(C) words for the website to be prepared for approval by council.
(D) to purchase one or two loose leaf condolence books for signing at Coxhoe Village Hall and possibly Quarrington Hill Community Centre.
(E) flowers can be left unwrapped and without cellophane in the Village Hall Memorial Garden and possibly Quarrington Hill Community Centre.
(F) the Clerk to liaise with local churches to find out plans and report back to council.
(G) the report is noted.

479

COXHOE PARISH COUNCIL/COXHOE VILLAGE HALL LEASE

A version of the lease had been circulated with the agenda. Discussion of the lease and insurance took place. The council wishes to discuss further how it can offer support to the Village Hall committee. Cllr Pounder discussed insurance recharge for Quarrington Hill Community Centre. **RESOLVED** the information is noted.

480

PARISH PLAN 3

The Clerk had distributed a report drawn up with S Bell, Volunteer. The council wants to ensure people of all ages are represented. Members **RESOLVED (A)** the events on 11th and 18th May will start at 10.30 and have a presentation and round-table discussions, at a later date two drop-in events will be arranged.

RESOLVED (B) the report is noted.

481

AGREEMENT OF POLICIES AND COUNCIL DOCUMENTSGrant Awarding Policy

The Clerk had distributed a draft policy. **RESOLVED (A)** the draft policy is approved.

Member Officer Protocol

The Clerk had distributed a draft protocol. **RESOLVED (B)** to approve the protocol.

Publication Scheme

The Clerk had distributed a draft. **RESOLVED (C)** the draft scheme is approved.

482

COMMITTEESYouth Strategy Group Minutes 14th March 2019

RESOLVED (A) the draft minutes are noted.

Committees' Structural Review, Membership and Proposed Dates 2019/20

RESOLVED (B) the new structure for committees will be as follows: the Finance, Environment and Events Committee to meet bi-monthly; the HR, Grievance, Disciplinary and Complaints Committee and the Youth Strategy Group will meet in the alternate months; the Appeals Committee will meet when required. **RESOLVED (C)** dates to be arranged.

483

PLANNING & CORRESPONDENCE REPORT**Planning Requests**

Application Number	Applicant and Location	Proposal	Electoral Ward and Parish	Case Officer and Expected Decision Level
DM/19/00407/ FPA	Mr Jonathan Cubello, Land Adjacent To 1 Tyneside Cottages, Commercial Road East, Coxhoe, Durham DH6 4JY	Change of use from public open space to enclosed private garden	Coxhoe Coxhoe	Allan Fenwick Delegated
DM/19/00780/ FPA	Mr Graham Bell, Malvern, Station Road East, Coxhoe, Durham DH6 4AT	Single-storey side extension	Coxhoe Coxhoe	Allan Fenwick Delegated
DM/19/00025/ MIN	Mr David Atkinson, Cornforth East Quarry, Stobb Cross Lane, Cornforth DL17 9DU	Environment Act 1995: Periodic Review of Mining Sites. Application for the determination of new planning conditions for working and restoration relating to Planning	Bishop Middleham and Cornforth Cornforth	Claire Teasdale Committee

		Permission No. MRA/7/2 at Cornforth East Quarry		
DM/19/00026/ MIN	Mr David Atkinson, Cornforth West Quarry, Stobb Cross Lane, Cornforth DL17 9JB	Environment Act 1995: Periodic Review of Mining Sites. Application for the determination of new planning conditions for working and restoration relating to Planning Permission No. IDO/7/5/1 at Cornforth West Quarry	Bishop Middleham and Cornforth Cornforth	Claire Teasdale Committee
DM/19/00039/ FPA	Tarmac, Cornforth West Quarry Stobb Cross Lane Cornforth DL17 9JB	Improvements to existing access to quarry including widening	Bishop Middleham and Cornforth Cornforth	Claire Teasdale Committee
DM/18/03884/ VOCMW	Tarmac	Variation of Conditions 1 (Approved documents), 12 (Working hours in Phase 1) of Planning Permission No. 7/2006/0179CM (DCC Reference: CMA/7/55) to allow a change to the working method and working hours for Phase 2 and variation to the associated S106 agreement in terms of the percentage of High Grade Dolomite removed from the site	Bishop Middleham and Cornforth Cornforth	Claire Teasdale Delegated

DM/19/00407/FPA the council has a neutral view on the application but **RESOLVED (A)** to request the area is fenced in sympathy with the railway gate.

DM/19/00780/FPA the council has no comment to make.

DM/19/00025/MIN, DM/19/00026/MIN, DM/19/00039/FPA, DM/18/03884/VOCMW the Clerk had tabled a report with information on the applications. **RESOLVED (B)** the applications to be placed on the agenda for the next meeting. **RESOLVED (C)** Councillors to consider the applications and the information presented by the Clerk and to ask any questions before the next meeting.

Approved Decisions

None.

Withdrawn Applications

None.

Correspondence Received

	Received From	Summary
1	Ian Forster	February Website and Social Media Performance Report
2	NALC	Weekly Bulletin – including Village Hall Funding

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

Bulletins received

	Received From	Summary
1	CDALC	NALC Chief Executive’s Weekly Bulletin
2	CDALC	Review of Polling Districts and Polling Places
3	NALC	Newsletter
4	NALC	Chief Executive Bulletin
5	NALC	Chief Executive Bulletin
6	NALC	Chief Executive Bulletin
7	NALC	Chief Executive Bulletin

Members **RESOLVED (E)** the bulletins are received and noted.

484

COMMUNITY REPORTS

Quarrington Hill Community Centre

A report had been received.

Coxhoe Village Hall

A report had been received.

Active Life in Coxhoe

No report.

Coxhoe History Group

No report.

RESOLVED all community reports to be deferred to the next meeting.

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.

485

PARISH COUNCIL LAND UPDATE

The Clerk had distributed a report with the agenda and said the valuation is not yet ready but will be presented to the next meeting. The following were **RESOLVED**:

(A) the report is noted.

(B) the Clerk to continue activity and act on legal advice as previously resolved and the item to be placed on the next agenda.

486

DATE AND TIME OF NEXT MEETING

RESOLVED the next meeting will be held on Wednesday 1st May 2019, at 6.30pm or immediately following the Annual Assembly of Electors which is due to commence at 6.00pm at **Coxhoe Village Hall**.

The meeting closed at 9.05pm.

CERTIFIED AS A TRUE RECORD

CHAIR

DATE