



Coxhoe Parish Council

Meeting: Council Meeting
Date: Wednesday 5th June 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 (part of the meeting); K Lowes; K Pounder; K Simpson.

Also present: County Cllrs J Blakey and McKeon (part of the meeting); K Williams, Administration Assistant; C Llewelyn, Parish Clerk.

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

511 **TO RECEIVE APOLOGIES AND TO APPROVE REASONS FOR ABSENCE**
Apologies for absence were received from Councillors Mills, Lavelle, Hedley and C Thirlaway. **RESOLVED** the apologies were received and approved.

512 **DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
None received.

513 **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 1st MAY 2019**
A draft copy of the minutes for the above meeting had been issued with the agenda. **RESOLVED** that the minutes of the annual meeting held on 1st May be approved, confirmed and signed as an accurate record.

514 **PUBLIC PARTICIPATION**
Some residents said they had come to discuss planning application Lowfield Bungalow. The Chair advised he will seek to bring forward this item on the agenda.
A resident requested an update on noise from the A1M and Cllr Dunn said the planning officers have confirmed the conditions on the developer and are waiting for feedback from the developer on what they have done. Cllr Dunn said that work on the Bogma Hall development will start soon and he has asked that the parish council is informed of any changes to the development.

Residents wished to comment on planning application DM/19/01369/FPA 21 Church Street and to discuss parking and the Lowfield bungalow easement request. It was **RESOLVED** to move forward agenda items 9, 8c and 17 (DM/19/01369/FPA) under Standing Order 10a(vi).

515 **FINANCIAL MATTERS INCLUDING THE ANNUAL RETURN**
Review effectiveness of internal control including banking facilities and mandates
A report had been circulated with the agenda. The clerk read through the measures for internal control:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We have an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its

business or manage its finances

4. We provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit Regulations

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems

7. We took appropriate action on all matters raised in reports from internal and external audit

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

It was **RESOLVED (A)** the internal control measures are approved and agreed.

It was **RESOLVED (B)** to confirm the Clerk is the Responsible Finance Officer for the financial year 2019/20.

It was **RESOLVED (C)** to approve and agree the banking facilities as follows:

1. The council holds bank accounts with both Unity Trust and Nationwide
2. A credit card has been applied for with Unity Trust (issued through Lloyds)
3. Current bank administrators are Claire Llewelyn, Parish Clerk and Responsible Finance Officer and Karen Williams, Administration Assistant
4. Current authorisers/cheque signatories are Cllrs Dunn, Simpson, Smith and Thirlaway.

Internal Audit Report

The clerk had circulated the report upon receipt and with the agenda. The internal auditor had found no issues or actions to be taken. Councillors thanked the Clerk and Administration Assistant for their diligence. **RESOLVED (D)** the report is noted.

Approve Section 1 (Annual Governance Statement 2018/19) of the Annual Return

All sections of the annual governance statement had been circulated with the agenda. **RESOLVED (E)** the annual governance statement is agreed.

Approve Section 2 (Accounting Statement 2018/19) of the Annual Return

RESOLVED (F) the accounting statement is agreed.

Dog bin contract

The clerk advised that the county council has agreed the cost of the dog bin contract to the parish council is £222.33 for this year. **RESOLVED (G)** the cost is noted.

Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated the Finance Report with the agenda.

RESOLVED (H) the bank balances and reconciliations to 29th May are noted.

Councillors asked about the budget for staff and whether there were enough hours.

Cllr Dunn and the Clerk said there is extra in the budget for required overtime.

RESOLVED (I) the employer costs are noted.

The payments below were submitted for approval.

1. a) **Payments for Approval**

a) June Payments Due:

No	Payee	Description	Amount
1	Staff	Salaries	£3844.07
2	NEST	Employer & Employees' Pension Contributions	£220.20
3	HMRC	Employer's Liabilities	£816.97
4	Vodafone	3 x mobile phones	£73.26 (est)
5	BT	Landline & internet	£50.64 (est)
6	Mastercopy	Remote Billing	£75.30

7	ITC	Sophos Internet Security up to	£9.00 (est)
8	SE Landscaping	Grounds Maintenance Contract	£884.90
9	NE Regional Employers Organisation	Youth Auxiliary Worker advert	£180.00
10	Viking	Stationery	£47.68
11	CloudBuy	Domain name renewal for 2 years	£60.00
12	Ray Lawson	Fence repair at Bower Court	£267.50
13	Viking	Stationery	£118.12
14	Gordon Fletcher	Professional Fees for Internal Audit	£300.00
15	DCC	Contract for Dog Bin at St Mary's	£222.33 (net)
16	DCC	Web support and hosting 01.04.19 – 31.03.20	£722.08
17	Durham FA	Cricket Pitch Report	£150

Please note prices are gross, where VAT applies.

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

No	Payee	Description	Amount
1	Hosting UK	Standard Mail	£23.99
2	SLCC	CILCA Training for Parish Clerk	£250.00

Please note prices are gross, where VAT applies.

Amendments to May 2019 Schedule:

No. on Schedule	Name	Amount on May Schedule	Actual Amount paid
4	Vodafone	£79.04 est	£73.26
5	BT	£50.64 est	£50.64
6	ITC	£9.00 est	£3.00
7	Mastercopy	tbc	£73.32

RESOLVED (I) the payments are noted and approved.

Budget

The Clerk had circulated the budget up to 29th May and asked if there were any questions. Cllr Dunn identified some savings and said that the budget for the cricket field will need to be increased as it did not represent all of the agreed commitments and further budget discussion will be required. Questions were raised over insurance costs, office and IT equipment. **RESOLVED (J)** the budget is noted.

PLANNING

DM/19/01369/FPA 21 Church Street

Residents and business owners were invited to comment. They said there are 11 food outlets in 1000 yards of the front street and said their concerns are anti-social behaviour, crime and disorder, litter, parking issues and highway safety, waste and disposal, their residential amenity including disturbance and smell. Cllr Dunn advised that people should always ring 101 and get a crime reference number. A resident advised she has done this 21 times in the last four years.

Councillors expressed support for the reasons given by residents and said the highway safety issues, traffic and buses, double and pavement parking, nuisance, effects on residential amenity, bin storage, litter, odours and risks of crime and disorder and anti-social behaviour made this application unsuitable. They said the variety of shops in the village is an attraction and there is already a responsibly run chip shop; they felt the application may be contrary to the pending County Durham Plan and the number of A5 takeaways that are acceptable in the village, and county

council health and wellbeing aims. Cllr Dunn declared an interest as a County Cllr and advised that he and County Cllrs McKeon and Blakey would not express a view on the application at this meeting so as not to pre-determine their ability to participate in the Planning Committee discussion. Without Cllr Dunn expressing an opinion the council **RESOLVED (A)** to object on the above grounds and **RESOLVED (B)** to bring the rise in anti-social behaviour to the attention of the police.

517

PARKING

Cllr Dunn advised the county council consultation on parking on the front street is open until 20th June and is on the parish website. It will go to the county council highways committee in September. It was **RESOLVED** the information is noted.

518

REQUEST FOR EASEMENT LOWFIELD BUNGALOW

Cllr Dunn and the Clerk had approached Groundwork Trust who agreed they can work with Basic Cottages residents to understand what they want in the area and would then talk to the Paving Factory and Lowfield Bungalow. **RESOLVED (A)** to delegate to Clerk, Chair and Vice Chair to continue exploration and approve work to begin if the cost is around a few hundred pounds as suggested.

The resident of Lowfield Bungalow had submitted a proposal. The council **RESOLVED (B)** to agree an easement for the bungalow over the south side 'windy' road only with the resident erecting birds mouth fencing along the sides of the green to the property and not allowing vehicles across other Council land, with the resident agreeing to give up all rights over any other land. **RESOLVED (C)** to accept the offer from the resident to make a payment to the Council of £20,000 (subject to retail price index inflation) to the council if any planning application was approved to build on the Paddock and upon commencement of building. The council noted that this does not commit the council to any particular view about any planning application that may be made in future.

The Clerk advised that as she lives in this area and there is now the potential for improvements she has declared an interest. **RESOLVED (D)** that the Clerk will not be involved in this work in future and work will be undertaken either by a Councillor with support from the Administration Assistant or by a paid locum Clerk if advice is required.

Cllr Blakey left the meeting at this point.

519

DURHAM COUNTY COUNCILLORS' UPDATE

The County Councillors gave an update to the meeting.

Cllr McKeon:

- overhanging trees on the road between Coxhoe and Quarrington Hill
- street lighting by Londis

Cllr Dunn:

- the Persimmon development
- Coxhoe traffic lights
- Motorway roundabout work
- Lorries through Coxhoe
- Senior school provision which Councillors requested to add to next agenda
- Planting at the bottom of the village.

RESOLVED the information is noted.

520

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

None.

521

LAND/BUILDINGS/OPEN SPACES

Cricket Ground

The Clerk had tabled a report. The following were **RESOLVED**:

(A) the Clerk to do more work on the report and the budget for the July or August meeting.

(B) Cllr Dunn said the container of bicycles at Active Life may be offered to Active Life or the parish council and it was resolved to explore this further.

(C) to explore developing the track along the side of the car park for potential additional parking.

(D) the council notes the report and continued activity including access to the field. Quarrington Hill Environmental Improvement Scheme

Cllr Pounder requested the item be deferred. **RESOLVED (E)** the item is deferred.

522

SEATING REQUEST

A report had been circulated with a resident's request for a seat by the bus stop to the front of the village green in Quarrington Hill. **RESOLVED** the seating request can be approved on the hardstanding by the Clerk subject to satisfactory responses of consultation with neighbouring properties, agreement with the county council on the type of bench and it is in the standard style of other benches the parish installed.

523

REQUEST FOR FINANCIAL ASSISTANCE

A request had been received from Quarrington Hill Banner Group for funding. The Clerk confirmed the documentation required had been submitted. **RESOLVED** the £200 donation is agreed.

524

YOUTH PROVISION

Youth Worker Report

The Senior Youth Worker had submitted a report. Councillors request this report is circulated with the agendas. **RESOLVED (A)** to discuss with Active Life that the youth clubs can use the astro-turf on Fridays if the main hall is not available.

RESOLVED (B) to request a report on Keyfund training and summer activities from the youth team. **RESOLVED (C)** the report is received and noted.

Under 5's provision

The Clerk had circulated a report with the agenda. **RESOLVED (D)** expenditure to be noted in the youth expenditure budget and if required to vire money from the financial assistance budget. **RESOLVED (E)** the report is noted.

Recruitment

Cllr Lowes declared an interest as a relative was recruited to the service, and did not take part in any discussion.

The Clerk advised that one permanent Auxiliary was recruited to four hours per week on Fridays and three further Auxiliaries were recruited on a casual basis.

RESOLVED (F) 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 (G)** that Standing Order 3(v) be invoked and the meeting continue.

525

CLERK'S REPORT

VI Classic Car Night

The Clerk advised that she has received information from the organiser and all arrangements are in progress.

IXI Beautiful Durham

Posters are being distributed to businesses in both villages. Inspections are 10th and 11th July. **RESOLVED (A)** to discuss further at next meeting.

IXm Bower Court Fencing

The Clerk advised she had to get four sections of the birds mouth fencing repaired.

Star Council Awards

The Clerk said she will begin the entry and circulate for comment before submitting.

RESOLVED (B) the information above and the Clerk's Report are received and noted.

526

TRAINING UPDATE

The Clerk had circulated a report and was formally congratulated on the achievement of gaining CiLCA. **RESOLVED** the report is noted and will be put in the Chronicle.

527

PARISH PLAN 3

A report had been circulated with the agenda. The Clerk said two events were held in May. The following were resolved:

(A) parish planning meetings will be held in each village.

(B) information from the events held to be widely circulated.

(C) to hold a stall at Quarrington Hill Community Centre summer fair to seek views and interest.

(D) the Clerk and Admin Assistant to manage the process including arranging further meetings by or in September.

528

AGREEMENT OF PARISH COUNCIL POLICIES

A draft Health and Safety Policy had been circulated with the agenda. **RESOLVED** the policy is agreed.

529

PLANNING & CORRESPONDENCE REPORT

Planning Requests

Application Number	Applicant	Location	Proposal	Electoral Ward and Parish	Case Officer and Expected Decision Level
DM/19/01133/ VOCMW	Tarmac Trading Limited	Tarmac The Quarry Old Quarrington Durham DH6 5NN	Variation of Conditions 1 (Approved plans), 4n (Working details), 4o (Planting and translocation), 4p (Restoration details), 4q (Final restoration and habitat management), 4s (Aftercare), 27 (Position of overburden and soil stockpiles), 29 (Development in accordance with mitigation details), 30 (Development in accordance with mitigation details), 32 (Checking surveys) & 44 (Buildings, plant and machinery) of Planning Permission No. MRA/4/1/(1) to amend	Coxhoe Cassop-cum-Quarrington	Claire Teasdale Delegated

			phasing and restoration and details of Phases 2 and 3.		
DM/19/01134/ VOCMW	Tarmac Trading Limited	Tarmac The Quarry Old Quarrington Durham DH6 5NN	Variation of Conditions 1 (Approved plans), 3n (Working details), 3o (Planting and translocation), 3p (Restoration details), 3q (Aftercare), 3s (Final restoration and habitat management), 28 (Position of overburden and soil stockpiles), 30 (Development in accordance with mitigation details), 31 (Development in accordance with mitigation details), 33 (Checking surveys) & 44 (Buildings, plant and machinery) of Planning Permission No. CMA/4/47 to amend phasing and restoration and details of Phases 2 and 3.	Coxhoe Cassop- cum- Quarrington	Claire Teasdale
DM/19/01135/ VOCMW	Tarmac Trading Limited	Tarmac The Quarry Old Quarrington Durham DH6 5NN	Variation of Conditions 1 (Approved plans), 3n (Working details), 3o (Planting and translocation), 3p (Restoration details), 3s (Final restoration and habitat management), 28 (Position of overburden and soil stockpiles), 30 (Development in accordance with mitigation details), 31 (Development in accordance with mitigation details), 33 (Checking surveys) & 45 (Buildings, plant and machinery) of Planning Permission No. CMA/4/48 to amend to amend phasing and restoration and details of Phases 2 and 3.	Coxhoe Cassop- cum- Quarrington	Claire Teasdale Delegated
DM/19/00025/ MIN	Mr David Atkinson	Cornforth East Quarry Stobb Cross Lane	Environment Act 1995: Periodic Review of Mining Sites. Application for the	Bishop Middleham and Cornforth	Claire Teasdale Committee

		Cornforth DL17 9DU	determination of new planning conditions for working and restoration relating to Planning Permission No. MRA/7/2 at Cornforth East Quarry	Cornforth	
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	Thrislington Quarry West Cornforth DL17 9EY	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/19/01235/ FPA	Mr Alan Mayhew	2 Roslyn Mews Coxhoe Durham DH6 4BP	Erection of single storey pitched roof extension to side of existing dwelling and alterations to existing porch to front	Coxhoe Coxhoe	Stephen Potter Delegated
DM/19/01391/ FPA	Mr Christian Hill	6 Prospect Place Coxhoe Durham DH6 4LA	Porch Extension	Coxhoe Coxhoe	Connor Willis Delegated
DM/19/01268/ FPA	Mr Allen Joseph Booth	45 Bogma Avenue Coxhoe Durham	Three detached bungalows (Outline)	Coxhoe Coxhoe	Jennifer Jennings Delegated

		DH6 4EW			
DM/19/01369/ FPA	Mr Paul Bell	21 Church Street Coxhoe Durham DH6 4DD	Change of use from clinic to hot food take- away at ground floor and office above.	Coxhoe Coxhoe	Lisa Morina Delegated

RESOLVED (A) to ask the planning officer to attend a parish council meeting to explain the seven applications relating to quarries and answer questions.

RESOLVED (B) to note applications DM/19/01235/FPA and DM/19/01391/FPA.

RESOLVED (C) to take a neutral stance on DM/19/01268/FPA but request that concerns about traffic and access are taken into account.

Approved Decisions

Application Number	Applicant	Location	Proposal
DM/19/00780/ FPA	Mr Graham Bell	Malvern Station Road East Coxhoe Durham DH6 4AT	Single-Storey Side Extension
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
DM/19/00228/ VOC	Keepmoat Homes Ltd	Land To The North East Of St Marys Terrace Coxhoe	Variation of Condition 2 of planning permission DM/15/01692/OUT to allow substitution of housetypes on Plots 106, 107 and 113 - 127

RESOLVED (D) the approved decisions are noted.

Withdrawn Applications

None.

Correspondence Received

	Received From	Summary
1	NALC	Purdah
2	CDALC	D Foster Celebration Service Invite
3	CDALC	Cllr Training
4	CPC Clerk	Article: Danger zones for Cllrs, Clerks, & Councils
5	CDALC	Free VAT Event
6	DCC	Tyne Tees Run
7	CDALC	Traffic sensitive streets review Consultation until 31 May 2019
8	CDALC	Councillor Training

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

Bulletins received

	Received From	Summary
1	NALC	Chief Executive's Bulletin
2	NALC	Chief Executive's Bulletin
3	CDALC	Chief Executive's Bulletin
4	NALC	Chief Executive's Bulletin

5	NALC	Newsletter
6	NALC	Chief Executive's Bulletin
7	NALC	Newsletter
8	People and Places	High Street Heritage Funds, smart parking and measuring wellbeing
9	NALC	Chief Executive's Bulletin

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

530

COMMUNITY REPORTS

Quarrington Hill Community Centre

No report submitted.

Coxhoe Village Hall

No report submitted.

Active Life in Coxhoe

Cllr Dunn said the centre is looking to extend the dance studio.

Coxhoe History Group

Cllr Hepplewhite said the AGM was held, an archive record has been printed for people to look through and she requests the next agenda includes discussion of a feature on the village green showing the quarrying heritage.

RESOLVED the community reports are noted.

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.

Everyone except parish councillors and the Clerk left the room.

531

PARISH COUNCIL LAND UPDATE

The Clerk circulated the draft minutes of an extraordinary meeting held to discuss land and the presentations were circulated. The following were **RESOLVED**:

(A) the draft minutes are noted.

(B) the Clerk is to contact a county council officer for professional advice.

532

COMPLAINT

The Clerk said a complaint had been received and there was no further action currently. **RESOLVED** the information is noted.

533

DATE AND TIME OF NEXT MEETING

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

The meeting closed at 9.05pm.

CERTIFIED AS A TRUE RECORD

CHAIR

DATE