



Coxhoe Parish Council

Meeting: Council Meeting
Date: Wednesday 4th September 2019
Time: 6.30pm
Venue: Coxhoe Village Hall

*Delivering Quality Services to
Coxhoe and Quarrington Hill*

Councillors Present: S Dunn (Chair); D Brown; A Hedley; B Hepplewhite; W Lavelle; K Lowes; K Pounder; K Simpson; J Smith; C Thirlaway.

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

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

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

Apologies for absence were received from Paul Dodsworth, Chair of Coxhoe Village Hall Association, and from County Councillor M McKeon. **RESOLVED** the apologies were received.

Cllr Dunn said that he has received the resignation of G Mills as Councillor. Thanks were passed on to G Mills for his service and assistance with IT.

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

Cllr Dunn said that the Clerk had reissued guidance on declaring interests prior to the meeting.

Cllr Dunn declared an interest in agenda item 15 as he is a Trustee of the Charter Trustees for the City of Durham and will not take part in that funding application. Cllr Pounder declared an interest in Quarrington Hill Village Partnership and Quarrington Hill Community Association. Cllr Smith declared an interest in Quarrington Hill Community Association. Cllr Hepplewhite declared an interest in Coxhoe History Group. The Administration Asst declared an interest in Coxhoe Village Hall.

553 **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 3RD JULY 2019**

A draft copy of the minutes for the above meetings had been issued with the agenda.

RESOLVED (A) that the minutes of the meeting held on 3rd July be approved, confirmed and signed as an accurate record.

Cllr Dunn said that the Clerk had emailed to all Councillors the latest draft minutes of all committee meetings for information.

Cllr Dunn said that in reference to minute 542e resolving a competition be held to name the cricket field, he proposed a Standing Order 7 revocation be brought to the next meeting. **RESOLVED (B)** the information is noted.

554 **PUBLIC PARTICIPATION**

Cllr Dunn asked if residents had come to discuss items which are on the agenda, these can be moved forward on the agenda. Item 12Vle was brought forward on the agenda. **RESOLVED (A)** this be approved.

Cllr Dunn proposed to move agenda items 7g, 9 and 12 to the end of the discussion following the community reports item. **RESOLVED (B)** this be approved.

A resident said that someone is seeking permission to cordon off only the areas affected by subsidence in Quarrington Hill Churchyard, so the whole Churchyard would not stay closed. Cllr Dunn said he would be happy to support this and explained the background. A resident said that vehicles are still driving irresponsibly across and around Green

Crescent. Three blocks of limestone had been put down on the grass but they do not feel this will make any difference and that fencing is required. Cllr Dunn said that County Councillors are dealing with this and will get back to the resident. Co Cllr Blakey said that Section 106 funding is a possibility.

A resident said that motorbikes are being driven dangerously on the Kelloe/Quarrington Hill playing fields and in King's Wood. Cllr Dunn advised to always report to the Police on 101. Cllr Pounder advised of the next PACT meeting in Quarrington Hill. Cllr Dunn said he and Co Cllr McKeon had met with the Police and discussed the increase in quad bikes and nuisance in that area and elsewhere and they had been told that the Police and PCSO would increase patrols.

It was **RESOLVED (C)** the discussion is noted.

555 **MACMILLAN COFFEE MORNING**

The parish council has previously resolved to support the coffee morning on 27th September. The organiser said they need volunteers, raffle prizes and cakes. It was **RESOLVED** the parish council will donate £50 which the organiser can choose to have donated to MacMillan or use for prizes.

556 **DURHAM COUNTY COUNCILLORS' UPDATE**

The County Councillors gave an update to the meeting.

Cllr Blakey:

- Planning Application at Linden Grove called in to planning committee
- Issues at the Limes development
- Integra 61

Cllr Dunn:

- Anti-social behaviour
- Coxhoe traffic lights
- Clean and Green issues
- Planning approval for new county hall
- Bollards

Cllr Dunn added that there had been an objection from the Highways Dept to parking restrictions in Coxhoe as the Village Hall car park is available. The county council had suggested they could monitor the car park. Cllr Dunn said that Quarrington Hill will be surveyed and a consultation will start with residents around the crossroads soon. Cllr Pounder asked that Red Briar Bank and the effects of traffic in Quarrington Hill are considered.

RESOLVED the information is noted.

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

Cllr Pounder had attended the meeting about Quarrington Hill Churchyard on behalf of the parish council and said he would report under that agenda item. **RESOLVED** the information is noted.

558 **LAND/BUILDINGS/OPEN SPACES**

The Clerk had circulated reports with the agenda.

Cricket Ground

Cllr Dunn said that discussions with DCC Assets Team about the fence are continuing. Cllr Dunn has had further discussions with DCC officers about potential funding sources and they had advised seeking funding from Sport England, CDCF and a small lottery grant. Cllr Dunn formally apologised for not following the advice of the Administration Asst.

It was **RESOLVED (A)** to note the report and endorse activity.

Quarrington Hill Environmental Improvement Scheme

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

(B) to note the report.

(C) The council agree to Believe's request to issue a licence for the sculpture sites for ten years with review every two years.

(D) The Clerk to speak to the planning department.

(E) The Clerk still to seek quotes for the plinth.

(F) Authority is delegated to the Clerk to proceed as necessary.

Request for easement Lowfield Bungalow

The Clerk declared an interest and withdrew from the meeting for this item.

Correspondence has been received from the resident's solicitor. The parish council is seeking advice from the county council. **RESOLVED (G)** the information is noted.

The Clerk returned to the meeting.

Land adjacent Quarrington Hill Community Centre

Cllr Dunn said that Quarrington Hill Community Centre has put gates into the land and that this land would enhance what they are able to offer. **RESOLVED (H)** the Clerk to enquire about the costs of acquisition and addition to the grounds maintenance budget and report to the council.

Quarrington Hill Churchyard

Cllr Pounder gave information about the meeting which was attended by over 80 people and said there were several possible causes of the subsidence and a survey is required. He said there was concern that there are still unanswered questions. It was **RESOLVED (I)** the Clerk is delegated to spend up to £2,000 if necessary to contribute to survey costs.

Old School Site

Cllr Dunn read through the results of consultations. The results showed support for the principle of proceeding with two preferred options as follows: first preferred option is a GP Surgery and apartments for rent to people over 55; second preferred option is apartments for rent to people over 55 and bungalows. There was support for including parish council land in the development. Cllr Dunn said that explorations have continued into community led housing, potential funding avenues, working with a registered social landlord and the possibility of a new GP surgery. The Clerk advised that a bid to Homes England for community led housing developments has been started but not submitted and is ready if needed. The following were **RESOLVED**:

(J) activity to date is endorsed.

(K) the preferred options above are agreed.

(L) the council will undertake ongoing information and consultation with the community.

(M) authority is delegated to the clerk, Chair and Vice Chair to continue explorations.

Bike Cabin at Active Life

Cllr Dunn said the cycle club, Active Life had not been interested in the container but Coxhoe United were. The county council is now considering recycling the bikes to another area and the container going to Coxhoe United.

RESOLVED (N) the information and reports are noted.

FINANCIAL MATTERS

Conclusion of Audit

The Clerk advised that the external auditor had returned the accounts for the financial year 2018/19 with no qualification. **RESOLVED (A)** the information is noted.

Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated the Finance Report with the agenda, and the bank statements and cashbooks were available to view.

RESOLVED (B) the bank balances and reconciliations to 23rd August are noted.

The Clerk advised that Cllr Lowes has seen and signed reconciliations, bank statements

and cashbook this evening prior to the meeting. **RESOLVED (C)** the information is noted. **RESOLVED (D)** the employee hours and employer costs are noted.

The payments below were submitted for approval.

a) September Payments Due:

No	Payee	Description	Amount
1	Staff	Salaries	£3809.93
2	NEST	Employer & Employees' Pension Contributions	£213.05
3	HMRC	Employer Liabilities	£818.80
4	Vodafone	3 x mobile phones	£73.26
5	BT	Landline & internet	£50.64
6	Mastercopy	Remote Billing	£47.94
7	SE Landscaping	Grounds Maintenance Contract	£884.90
8	ITC	Sophos internet Security for August	£6.00
9	NEREO	DBS checks x 2	£116.80
10	W Burdess Electrics	Annual Defibrillator cabinets checks	£40.00
11	Employee 7	Stamps	£13.50
12	SE Landscaping	Grounds Maintenance Contract	£884.90
13	Thinford Nurseries	Hanging basket watering and service	£1572.00
14	Ray Lawson	Cricket Pavilion roof labour	£2240.00

Please note prices are gross, where VAT applies.

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

No	Payee	Description	Amount
1	Cumbria Clock Company	Servicing Coxhoe Village Hall Clock	£174.00
2	Cumbria Clock Company	Servicing Quarrington Hill Clock	£174.00
3	CDALC	Cllr training	£27.00
4	ITC	Sophos Internet Security up to 30.6.19	£6.00
5	Ray Lawson	Materials and labour for Cricket Pavilion work	£1825.00
6	Safe Strip UK Ltd	Removal of asbestos from Cricket Pavilion	£5970.56
7	Quarrington Hill Banner Group	CPC Grant	£200.00
8	Unity Bank	Bank Charges	£31.05
9	Thinford Nurseries	Hanging Baskets	£1963.20
10	The Key	Youth fund membership renewal	£198.00
11	Scottish Power	Memorial lighting	£20.64
12	The Signs Man	Supply and fit 'Parking' sign to lamppost	£75.00
13	Mazars	External Audit fee	£480.00
14	Staff	Salaries	£3889.87
15	NEST	Employer & Employees' Pension Contributions	£225.19
16	HMRC	Employer Liabilities	£850.16
17	Vodafone	3 x mobile phones	£73.26
18	BT	Landline & internet	£50.64
19	Mastercopy	Remote Billing	£71.25
20	Unity Bank	Manual Credit Handling Charge	£5.50
21	ITC	Sophos internet Security for July	£6.00
22	Coop	Refreshments for Consultation Event	£7.99
23	Tesco	Kettle	£7.00
24	Timpson	Keys cut for Quarrington Hill Allotments	£33.50
25	Not on the High Street	2 x Books of Condolence	£57.75

Please note prices are gross, where VAT applies.

RESOLVED (E) the payments are noted and approved.

The Clerk requested approval to move funds from the Nationwide Savings Account to the Unity Current Account of the amount of £50,000, so the balance of the Unity Account increases to approximately, but not in excess of, £85,000. This was **RESOLVED (F)**.

Budget

Cllr Dunn said this will be considered in more detail by the Events, Environment and Finance Committee on 9th September. It was **RESOLVED (G)** the budget is noted.

VAT

The Clerk had circulated a report with the agenda.

The following were **RESOLVED**:

(H) Council notes the report and the need for the council to become VAT registered if necessary.

(I) The Clerk will bring the suggested figures for VAT rates to the council VAT if necessary.

(J) Council notes the information on reclaiming VAT on exempt activities.

(K) Delegate to the Clerk to undertake training, undertake the VAT registration if necessary, and to continue to manage the council's VAT issues, bringing items to the council for discussion where felt appropriate.

560 **COMMITTEE MEMBERSHIP, CO-OPTION POLICY & RECEIPT OF APOLOGIES**

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

(A) the report is noted.

(B) Cllr Pounder will be a member of only the EEF Committee.

(C) the council will not adopt a formal co-option policy but will continue with its requests to potential co-optees to send a statement to the council for consideration.

(D) the council will note apologies, these will not be accepted or approved by the council, therefore if a councillor does not attend any meeting for a six month period they will be automatically disqualified.

561 **AGREEMENT OF PARISH COUNCIL POLICIES**

Complaints Policy

The Clerk had sent a draft Complaints Policy with the agenda. It was **RESOLVED** the draft policy is approved.

562 **CLERK'S REPORT**

Xb) Star Council Awards

The Clerk advised she had submitted an entry for the council which had not been successful, however the council may be featured in the National Association of Local Council's Points of Light articles again. **RESOLVED** the Clerk's Report is noted.

563 **YOUTH PROVISION**

Youth Worker Report

The Senior Youth Worker had submitted a report which was sent with the agenda. The following were **RESOLVED**:

(A) the report is received and noted.

(B) the Clerk will pass on the council's thanks to the young people who had taken part in the Keyfund presentation and gained £250 funding for their inflatables event.

Playgroup

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

(C) the report is noted.

(D) the Council agrees that consultation should be done ahead of playgroup starting again.

(E) Baby massage runs for the five weeks from 16th September while the consultation takes place and enables a decision to be made on future direction of playgroup that playgroup continues as it has done on Mondays.

(F) officers and volunteers are delegated to carry out the activity.

PLANNING & CORRESPONDENCE REPORT

Planning Requests

Application Number	Applicant	Location	Proposal	Electoral Ward and Parish	Case Officer and Expected Decision Level
DM/19/01781/OUT	Mr David Head	Garage And Yard To The Rear Of 1 To 2 Linden Terrace Coxhoe DH6 4DT	Outline Planning Permission with all matters reserved for the demolition of existing buildings and the erection of 9 No. dwellings (Amended Description)	Coxhoe Coxhoe	Paul Hopper Delegated
DM/19/02265/FPA	Mrs Samantha Hutchinson	1 Andemali Front Street South Quarrington Hill Durham DH6 4QN	Change of use of open space to private garden area including erection of 2m high fence.	Coxhoe Coxhoe	Lisa Morina Delegated
DM/19/01293/RM	INTEGRA 61 (Durham) Ltd	Land South Of Bowburn Sewage Works And West Of A688 Bowburn DH6 5NP	Reserved Matters details of access, appearance, landscaping, layout and scale of drive-thru cafe unit and parking area (Phase 4a) pursuant to planning permission DM/18/01597/VOC	Coxhoe Cassop-cum-Quarrington	Henry Jones Delegated
DM/19/02499/FPA	Mr David Watson	33 Hadleigh Court Coxhoe Durham DH6 4SJ	First floor side extension	Coxhoe Coxhoe	Kelly Scott Delegated
DM/19/02592/VOC	Mrs Amy Ward	Barratt House The Watermark Gateshead NE11 9SZ	Vary condition 2 of DM/14/02041/FPA to amend housetypes and layout	Coxhoe Coxhoe	Henry Jones Delegated

DM/19/01781/OUT 1-2 Linden Terrace

The Clerk advised that a petition was delivered to the council stating approximately 100 people had signed against this development.

RESOLVED (A) the council objects to this application on the grounds that it is over development and an inappropriate development; it is out of character with the local area and the council believes there will be real problems with traffic and access.

DM/19/02265/FPA 1 Andemali

RESOLVED (B) the council supports this application.

DM/19/01293/RM Integra 61

RESOLVED (C) the council notes this application.

DM/19/02499/FPA 33 Hadleigh Court

RESOLVED (D) the council notes this application.

DM/19/02592/VOC Bogma Hall Farm

RESOLVED (E) the council takes a neutral stance on this application but requests that the county council sets conditions that emergency access is equi-distant between houses and that 2m high acoustic fencing is installed and is required to be maintained at the side of the houses along Station Road to mitigate the noise from the motorway and the A177.

RESOLVED (F) the Clerk to respond to the applications as appropriate.

Village Tavern Licensing Variation

RESOLVED (G) the council notes the application for the variation.

Approved Decisions

Application Number	Applicant	Location	Proposal
DM/19/01268/OUT	Mr Allen Joseph Booth	45 Bogma Avenue Coxhoe Durham DH6 4EW	Three detached bungalows (Outline)
DM/19/01391/FPA	Mr Christian Hill	6 Prospect Place Coxhoe Durham DH6 4LA	Porch Extension

RESOLVED (H) the approved decisions are noted.

Refused

Application Number	Applicant	Location	Proposal
DM/19/00653/FPA	Mr S Wilson	Land To The Rear Of 19 School Avenue Coxhoe Durham DH6 4EB	Detached dormer bungalow

RESOLVED (I) the refused decisions are noted.

Correspondence Received

	Received From	Summary
1	Technical Services, DCC	Emergency road closure Sharon Avenue, Kelloe
2	CDALC	Planning gain and Section 106 Agreements
3	EDRC AAP	Public Representative Vacancies
4	Coxhoe Scout Group	Thank you letter and booklet
5	CDALC	New guidance for Councillors on handling intimidation
6	Planning Portal	Guide aims to promote best practice in community led housing
7	Planning Portal	Consultation begins on electric vehicle charge points for new homes
8	DCC Licences Team	A688 Bowburn Services - Tursdale - Temporary Road Closure
9	CDALC	Long Term Empty Property Council Tax Premium consultation
10	CDALC	Film "A year in the Life Of Thornley Parish Council".
11	CDALC	Upcoming Event/ Performance on planning
12	CDALC	LGA Councillors Guide
13	CDALC	The Village Survival Guide
14	NALC	NALC Star Awards
15	CDALC	Durham Year of the Pilgrimage 2020

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

Bulletins received

	Received From	Summary
1	NALC	Chief Executive Bulletin
2	NALC	Chief Executive Bulletin
3	NALC	Chief Executive Bulletin
4	NALC	Newsletter
5	NALC	Chief Executive Bulletin
6	CPRE NE	CPRE NE Newsletter
7	NALC	Newsletter
8	NALC	Chief Executive Bulletin
9	NALC	Star Council Awards 2019
10	NALC	Chief Executive Bulletin
11	NALC	Chief Executive Bulletin
12	NALC	Chief Executive Bulletin
13	NALC	Newsletter
14	NALC	Chief Executive Bulletin
15	CDALC	Health Partners Newsletter
16	NALC	Chief Executive Bulletin

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

566 **REQUESTS FOR FINANCIAL ASSISTANCE**

Mayor's Charity

Cllr Dunn did not take part in this discussion.

RESOLVED (A) no financial assistance would be given.

Quarrington Hill Community Centre

Cllrs Smith and Pounder declared an interest and withdrew from the meeting for this item.

RESOLVED (B) financial assistance of £200 will be given with a caveat that in future all applications must be made in advance of the funding being required.

567 **PARISH PLAN 3**

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

(A) the council notes the report and the consultation responses sent by email.

(B) the Clerk to arrange a meeting in each village and invite Durham Community Action to attend one or both meetings.

(C) Councillors may have capacity to help with planning and delivering meetings.

(D) Officers, Councillors and Volunteers are delegated to carry out the actions.

568 **VE DAY 2020**

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

(A) the report is noted.

(B) the council will organise a street party in Coxhoe park or village green, or cricket field if available, on Friday 8th May potentially involving the History Group, vintage clothes, vintage vehicles, Territorial Army; the Clerk is to begin explorations and make bookings.

(C) a budget of £1,000 will be put aside in the next financial year for VE Day events in Coxhoe and Quarrington Hill.

(D) ideas will be sought in December's Chronicle.

569 **SUSTAINABLE COUNCIL: SINGLE USE PLASTICS PLEDGE**

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

- (A) the council notes the report and that the Clerk will bring further information on sustainability to council.
- (B) the Council will sign up to the pledge
- (C) officers to undertake an audit of plastics carried out by officers/councillors
- (D) awareness to be promoted with staff, volunteers and councillors
- (E) awareness to be promoted with contractors
- (F) the pledge to be promoted on the website and social media including for example promoting the Refill App.
- (G) the council will ask Coxhoe Village Hall and the Active Life Centre to join them in signing up to the pledge.
- (H) Officers/Councillors and Volunteers to carry out the activity.

570 **LONG TERM EMPTY PROPERTY COUNCIL TAX PREMIUM CONSULTATION**
 The Clerk had circulated a report with the agenda. The following were **RESOLVED**:

- (A) the council supports the increase in the premium.
- (B) the Clerk to respond to the consultation accordingly.

571 **COMMUNITY REPORTS**

Quarrington Hill Community Centre

A report had been circulated.

Coxhoe Village Hall

A report had been circulated.

Active Life in Coxhoe

No report.

Coxhoe History Group

Cllr Hepplewhite advised they are working on a 48 page brochure.

RESOLVED the community reports and the information are noted.

572 **ANNUAL ACTION PLAN REVIEW AND THREE YEAR BUDGET AND ACTIVITY PLANNING**

It was **RESOLVED** to defer this discussion to the next meeting.

573 **COXHOE VILLAGE HALL LIFT**

The Administration Asst declared an interest and withdrew from the meeting for this item.

The Clerk had circulated correspondence both with the agenda and by email in relation to Coxhoe Village Hall Association's request to install a lift from the reading room to the upstairs rooms. The Clerk had taken legal advice on the meaning of the lease clause which states that consent to requests from the Association should not be unreasonably withheld by the parish council, which means that without a good, real reason it would be unreasonable to withhold consent.

Correspondence had been received by the parish council in relation to the proposed lift from the Association, user groups and residents. Residents made representations at the meeting.

Prolonged discussion took place. There was general agreement among Councillors that there should be a lift in the Village Hall. Two locations had been mentioned by the Association. The location was discussed, and practicalities such as groups being interrupted. Other options for the Village Hall were discussed including consultation that has taken place previously, the possibility of an extension for which plans have been drawn up previously and options for funding. Equalities legislation and the need for accessibility was discussed. Consultation with the fire service was discussed.

Cllr Hepplewhite requested a note in the minutes of her disgust that the parish council has given away the lease for the Village Hall for 999 years.

Cllr Hedley requested that the meeting move to a vote.

Cllr Dunn requested that voting be recorded.

Cllr Dunn proposed agreement for the installation of the lift in the location chosen by the Association.

Cllr Hepplewhite counter proposed that the location of the lift should be further discussed with the Village Hall Association. This was seconded by Cllr Thirlaway.

Cllr Dunn's proposal was seconded by Cllr Hedley.

A vote was taken on the proposal to consent to the installation of the lift in the location chosen by the Association. Cllrs Dunn and Hedley voted for this proposal.

A vote was taken on the proposal that the location of the lift should be further discussed with the Village Hall Association. Cllrs Brown, Simpson, Lowes, Smith, Thirlaway, Lavelle, Hepplewhite and Pounder voted for this proposal.

It was **RESOLVED (A)** that the Clerk is to seek further discussion with the Village Hall Association about the location of the lift.

The Administration Asst returned to the meeting.

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.

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, the Administration Asst and the Clerk left the room.

574

QUARRINGTON HILL ALLOTMENT COMPLAINTS

The Clerk had circulated a report with the agenda, which included advice on the council's duty of care to tenants. The following were **RESOLVED**:

(A) the council notes the report.

(B) the Clerk to send letters as per the report.

(C) the Clerk to undertake usual inspections of plots.

(D) the Clerk will bring the tenancy agreement to the council in October for review.

(E) tenancy agreements are to be re-signed each year by each tenant when the fee is due (1st January).

(F) An allotments policy including eviction procedure to be brought to council as soon as possible, followed by consultation with tenants and implementation.

(G) the Clerk to continue to monitor information and complaints arising on the allotments.

(H) the Clerk to take steps towards eviction of tenants where there is proof that a tenant is contravening the tenancy agreement.

575

PARISH COUNCIL LAND

Cllr Brown declared an interest as a relative owns neighbouring land and withdrew from the room for this item.

The Clerk and Cllr Dunn gave a verbal update. The following were **RESOLVED**:

(A) the update was noted.

(B) the Clerk, Chair and Vice Chair to continue explorations for the horses including on nearby land.

(C) a letter sent by the tenants was accepted by the council.

Cllr Brown returned to the meeting.

576 **REVIEW OF OFFICE ACCOMMODATION AND OPENING HOURS**

The Administration Assistant declared an interest and withdrew from the room for this item.

The Clerk gave a verbal update. The following were **RESOLVED**:

(A) the update was noted.

(B) the council will review accommodation with the Village Hall Association in November.

The Administration Asst returned to the meeting.

577 **OPERATION LONDON BRIDGE**

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

(A) the council notes the contents of the report.

(B) the council approves all four recommendations in the report.

578 **DATE AND TIME OF NEXT MEETING**

RESOLVED the next meeting will be held on Wednesday 2nd October 2019, at 6.30pm at **Coxhoe Village Hall**.

The meeting closed at 9.15pm.

CERTIFIED AS A TRUE RECORD

CHAIR

DATE