



Coxhoe Parish Council

Meeting: Council Meeting
Date: Wednesday 2nd October 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; W Lavelle; K Pounder; K Simpson; J Smith; C Thirlaway.

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

Two members of the public were present.

579 **TO NOTE APOLOGIES**

Apologies for absence were received from Cllrs B Hepplewhite and K Lowes, and from K Williams, Administration Assistant. **RESOLVED** the apologies were received.

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

Cllr Pounder declared an interest in Quarrington Hill Community Association. Cllr Smith declared an interest in Quarrington Hill Community Association. Cllr Simpson declared an interest in Coxhoe front street parking. The Clerk declared an interest in Lowfield Bungalow and Basic Cottages.

581 **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 4TH SEPTEMBER 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 4th September be approved, confirmed and signed as an accurate record.

582 **PUBLIC PARTICIPATION**

There were no comments or questions.

583 **DURHAM COUNTY COUNCILLORS' UPDATE**

The County Councillors gave an update to the meeting.
Cllr Dunn:

- Parking on Coxhoe front street
- Site meeting on the Avenue and Sanderson Street
- Green Crescent
- Action on weeds and footpaths in Coxhoe
- Bollards
- Anti-social behaviour and increasing Police patrols

Cllr Blakey:

- Road from Quarrington Hill to Coxhoe
- Estate walk at Hawthorn Crescent and Malcolm Crescent
- Walkabout at Linden and the Grove
- Red Briar Bank
- MacMillan coffee mornings
- Basic Cottages

Cllr McKeon:

- Quarrington Hill to Coxhoe road
- Bus shelter survey and improvements

- Bus services

Cllr Hedley said that cycle lanes need repainting and that there are problems with speeding on the road from the front street to the Limes.

RESOLVED the information is noted.

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

None.

585 **LAND/BUILDINGS/OPEN SPACES**

The Clerk had circulated reports with the agenda.

Cricket Ground

Cllr Lavelle is developing bids for the Area Action Partnership and the County Durham Community Foundation. The Administration Assistant is developing a bid to Durham Football Association and the Clerk is developing a bid to Ballinger Trust. Bids are for the outfield.

The Chair presented a Standing Order 7a resolution to reverse the Council's previous decision to hold a competition to name the ground, following the sad death of the Chair of the cricket trustees. It was **RESOLVED (A)** to name the cricket field after Shaun Henderson.

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

Quarrington Hill Environmental Improvement Scheme

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

(C) to note the report and continued activity.

(D) The Parish Council prefers a licence linked to a term; Cllr Pounder and the Clerk to discuss.

(E) The Sculptor has discussed with the Clerk an increase to the costs as there has been a delay; this to be discussed with him by Cllr Pounder and the Clerk.

Request for easement Lowfield Bungalow

Cllr Dunn said that following receipt of the letter from the resident's Solicitor, the Parish Council is still seeking advice from the county council, as the Clerk has declared an interest. **RESOLVED (F)** the information is noted.

Land adjacent Quarrington Hill Community Centre

The Clerk had sent a report; not all the land is registered. **RESOLVED (G)** The Clerk to continue activity in relation to proceeding with the purchase.

Quarrington Hill Churchyard

Cllr Dunn said he had visited the site with interested parties including a geologist who is mapping old mineworking onto current topography. By agreement with the Parochial Church Council there may be digging to establish whether or not movement is taking place. It is hoped that within six months information will be available. Cllr Pounder asked for information for residents, Cllr Dunn said he could write an update for the website. It was **RESOLVED (H)** the information is noted.

Old School Site

The Clerk and Chair had met with the County Council's Housing Manager and Believe's Lead Officer. A meeting is to be arranged with them and the developer. Cllr Dunn advised that further advice is to be sought through the County Council to protect Parish Council interests and assess value for money. Discussion took place about placing covenants on land to ensure for example local people have first access to housing provision. The following were **RESOLVED:**

(I) activity to date is endorsed.

(J) the Clerk to talk to the developer about the Village Hall and Co-op car parks and the GP surgery.

- (K) the Council will put aside a budget for advice if necessary up to £1,000.
 (L) authority is delegated to the Clerk, Chair and Vice Chair to continue explorations.

Basic Cottages

The Clerk had declared an interest and withdrew from the meeting. The Vice Chair took over minute taking for this item.

Groundwork is continuing consultation with residents. The Parish Council discussed working with the Paving Factory who will benefit from work done and parking. There is no benefit in selling land to the Paving Factory. Discussion took place over dumpy bags and pallets on the Parish Council land. The following were **RESOLVED**:

(M) the update is noted.

(N) the Clerk to request removal from the Parish Council land of any signs and pallets and is authorised to fund removal of dumpy bags containing rubbish from the land.

(O) recent flooding in the area is noted.

It was further **RESOLVED (P)** the information and reports are noted.

The Clerk returned to the meeting.

586

PARKING AND TRAFFIC

Quarrington Hill parking proposals

The Clerk had circulated the County Council's parking proposals. Residents and Councillors gave information on the issues. Cllr Dunn said this is the first stage of looking at the issues in the village and that issues are likely to arise as part of parish planning. It was **RESOLVED (A)** the Clerk to advise the County Council that the Parish Council supports the proposals.

Quarrington Hill traffic

Cllr Pounder had sent a report including issues with tractors and that at Red Briar Bank the Police have said they cannot enforce a ban on heavy goods vehicles. Cllr Dunn said these issues are best raised through parish planning. Discussion took place on the issues.

RESOLVED (B) the report is noted.

Coxhoe parking

Cllr Dunn said that parking restrictions have been approved by the County Council and are to be enacted soon. **RESOLVED (C)** the information is noted.

587

FINANCIAL MATTERS

Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated the Finance Report with the agenda, and the bank statements, reconciliations and cashbooks were passed round.

RESOLVED (A) the bank balances and reconciliations to 23rd September are noted.

RESOLVED (B) the employee hours and employer costs are noted.

The payments below were submitted for approval.

a) October 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	£75.00 est
5	BT	Landline & internet	£50.64
6	Mastercopy	Remote Billing	£141.39
7	SE Landscaping	Grounds Maintenance Contract	£884.90
8	ITC	Sophos internet Security for September	£6.00est
9	Viking	Stationery and stamps	£87.20
10	Auckland Castles	Inflatables	£500.00

11	Coxhoe Village Hall	Venue Hire 11.07.19	£60.00
12	Coxhoe Village Hall	Venue Hire June – Sept playgroup	£375.00

Please note prices are gross, where VAT applies.

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

No	Payee	Description	Amount
1	UK Wristbands	Fireworks wristbands	£128.99
2	Amazon	BT Telephone	£46.93
3	Post Office	Stamps	£7.00
4	Health & Safety Executive	Health & Safety Poster for Youth Club	£10. 20
5	Lloyds	Monthly account charge	£3.00
6	ITC	Scan issues	£48.00

Please note prices are gross, where VAT applies.

RESOLVED (C) the payments are noted and approved.

The Clerk had included in the report that the Parish Council has received a VAT return of £2,628.69. **RESOLVED (D)** the information is noted.

Budget

The budget document had been circulated with the agenda. The Clerk advised she will present more detailed information on the budget position and the staffing budget position to both the Human Resources and the Events, Environment and Finance Committees. The Clerk advised of potential budget overspends on bank charges, membership and subscriptions, and to rearrange the youth expenditure as presented in the budget document. It was **RESOLVED (E)** the budget is noted.

VAT Registration

The Clerk had circulated a report with the agenda. The following were **RESOLVED:**
(F) Council notes the report and that the Clerk will register the Council for VAT if the threshold is reached and take the action appropriate for the Council in respect of VAT.
(G) The Clerk is delegated to pay for advice if she deems it necessary.

Avast licences

The Clerk had sent a report about the ten Avast licences which came with the cyber-crime insurance policy.

RESOLVED (H) the Clerk to issue Avast licences to Councillors.

Salt bin SLA

Cllr Dunn declared an interest as County Councillor. The Vice Chair chaired the meeting for this item.

The Clerk had circulated a report with the agenda. The proposed Service Level Agreement from the County Council is to replenish ten salt bins through the parish this winter at a total cost of £290. It was **RESOLVED (I)** the Parish Council approves the Clerk to sign the SLA at £290.

Cllr Dunn resumed the Chair.

It was **RESOLVED (J)** that the reports on financial matters are noted.

588

ANNUAL ACTION PLAN REVIEW AND THREE YEAR BUDGET AND ACTIVITY PLANNING

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

(A) the report is noted.

(B) item four to be removed from 2019/20 action plan.

(C) the Council wants to look at reasonable capital allocation in its forward planning for

Coxhoe Churchyard, village greens, King's Wood and the green next to Bower Court.
(D) the Council will consider 'future proofing' IT and the potential for paper free operation.
(E) Councillors to advise the Clerk of anything else they would like to suggest for forward planning.

589 **RECEIPT OF COMMITTEE MINUTES**

The Clerk had circulated the minutes of the following meetings:

- a) Draft HR Committee minutes 17th July 2019
- b) Draft Youth Strategy Group minutes 20th June 2019
- c) Draft Events, Environment and Finance Committee minutes 9th September 2019.

It was **RESOLVED** all the committee minutes are noted.

590 **COXHOE VILLAGE HALL LEASE**

It was **RESOLVED** that correspondence in relation to the lease was noted.

591 **PARISH PLAN 3**

The Clerk advised that meetings are still to be arranged. **RESOLVED** the Clerk to arrange the first meeting with all welcome in Coxhoe Village Hall with Durham Community Action and arrange a further meeting at Quarrington Hill.

592 **AGREEMENT OF PARISH COUNCIL POLICIES**

Quarrington Hill Allotments Tenancy Agreement

The Clerk had sent a draft tenancy agreement with the agenda, based on the National Association of Local Councils template. It was **RESOLVED**:

(A) the draft tenancy agreement is approved.

(B) the approved tenancy agreement to be sent to all tenants this month for information ahead of renewal and rent payments due on 1st January 2020.

593 **FIREWORKS DISPLAY**

A report and updated budget was sent with the agenda. The Clerk advised that the Safety Advisory Group process was completed. It was **RESOLVED**:

(A) the report was noted.

(B) the updated budget was noted.

(C) delegation is given to Officers and Volunteers to carry out the activity required.

(D) the Clerk (in conjunction with the Chair and Vice Chair where deemed necessary) is delegated to make decisions about the delivery of the event.

594 **DURHAM COUNTY COUNCIL CLIMATE EMERGENCY CONSULTATION**

A report was circulated with the agenda. Discussion took place about public transport, school buses including a minimum engine standard, IT solutions, paperless operation and mixed recycling bins in public places. The public can respond to this consultation until 31st October 2019 at 5.00pm. It was **RESOLVED (A)** the report 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.

595 **CLERK'S REPORT**

The Clerk highlighted updates to be noted in relation to the following:

- Coxhoe Allotments asbestos removal
- Councillors' training register
- Councillors' handbooks
- MacMillan coffee morning
- Health and safety update
- Coxhoe Churchyard
- Staff handbooks.

RESOLVED (A) the Clerk to send a letter of thanks to the organiser of Coxhoe Village Hall's MacMillan coffee morning.

Cllr Simpson said Remembrance wreaths will be ready soon and that the trees in the Churchyard are overgrown and that the County Council is to cut them back.

Cllr Pounder asked about the proposed seat at Quarrington Hill and the Clerk said she needs to make further investigations.

The Clerk had identified the priorities of Officers for the next month in this report.

RESOLVED (B) the Clerk's Report is noted.

596 **YOUTH PROVISION**

Youth Worker Report

The Senior Youth Worker had submitted a report which was sent with the agenda. It was

RESOLVED (A) the report is received and noted.

Playgroup

The Clerk advised that the baby massage course is running; the volunteers running it are working hard together to deliver the sessions and that the playgroup consultation on the Parish Council's website closes on 9th October. The following were **RESOLVED**:

(B) the update is noted.

(C) playgroup will run as normal once baby massage is complete.

(D) the Council to review the consultation results and provision at its November meeting.

597 **PLANNING & CORRESPONDENCE REPORT**

Planning Requests

Application Number	Applicant	Location	Proposal	Electoral Ward and Parish	Case Officer and Expected Decision Level
DRC/19/00359 16.09.19	Keepmoat Homes Ltd	Land To The North East Of St Marys Terrace Coxhoe	Re-discharge of Condition 11 (Construction Management Plan) pursuant to planning permission DM/15/01692/OUT to take account of amended Construction Management Plan.	Coxhoe Cassop-cum-Quarrington	Colin Harding Delegated
DM/19/02248/FPA 23.09.19 – Strategic Team DM/19/01781/OUT	Keepmoat Homes Ltd	Land To The North East Of St Marys Terrace Coxhoe	Replan of part of permission DM/15/01692/OUT (and reserved matters approval DM/17/01166/RM) comprising an addition of 21 units. (Total of 211 dwellings)	Coxhoe Cassop-cum-Quarrington	Colin Harding Committee
DM/19/01781/ OUT	Mr David Head	Garage And Yard To The Rear Of 1 To 2	Outline Planning Permission with all matters reserved for the demolition of existing buildings and the erection of	Coxhoe Coxhoe	Paul Hopper Delegated

		Linden Terrace Coxhoe DH6 4DT	9 No. dwellings (Amended Description)		
--	--	-------------------------------------	---	--	--

DRC/19/00359 Land To The North East Of St Marys Terrace Coxhoe

RESOLVED (A) the Council has no comment to make.

DM/19/02248/FPA Land To The North East Of St Marys Terrace Coxhoe

RESOLVED (B) the Council takes a neutral stance on this application but comments that the increase in housing density will increase the amount of cars and reduce the available parking, and will impact on the estate and the surrounding areas.

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

A revised application had been submitted to the County Council. It was **RESOLVED (C)** the Parish Council, further to its previous objection, objects to this revised application on the grounds that the town houses are too close to Linden Terrace and will affect the amenity of the houses and bungalows they look out onto. The Parish Council would prefer, if this development were to be approved by the County Council, that there were four bungalows instead of the proposed townhouses and that these were on the same alignment as the four houses in the original application's site proposal.

Approved Decisions

Application Number	Applicant	Location	Proposal
DM/19/00575/FPA	RN Foord and Son	Hill Top Farm Front Street Quarrington Hill Durham DH6 4RB	Agricultural Building

RESOLVED (D) the approved decision is noted.

Integra 61 Warehouse Plans

Images of proposed warehouse plans were circulated with the agenda. **RESOLVED (E)** the council notes the plans.

Correspondence Received

	Received From	Summary
1	DCC	Beautiful Durham Awards Evening 03.10.19
2	Coxhoe Athletic FC	Dog Waste Commercial Road
3	CDALC	Durham Savers and Switchaid
4	DCC	King's Wood
5	CDALC	CDALC AGM
6	CDALC	DCC Climate Emergency Consultation
7	CDALC	Chairmanship Training Course

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

Bulletins received

	Received From	Summary
1	NALC	Chief Executive Bulletin
2	NALC	Chief Executive Bulletin
3	CDALC	Chief Executive Bulletin
4	NALC	NALC Newsletter
5	NALC	Chief Executive Bulletin
6	NALC	NALC Newsletter

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

598

COMMUNITY REPORTS

Quarrington Hill Community Centre

No report.

Coxhoe Village Hall

No report.

Active Life in Coxhoe

No report.

Coxhoe History Group

It was **RESOLVED** the Clerk is to write to the History Group to thank them for producing the Coxhoe Commemoration World War 1 Legacy booklet.

599

DATE AND TIME OF NEXT MEETING

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

The meeting closed at 9.00pm.

CERTIFIED AS A TRUE RECORD

CHAIR

DATE