



Coxhoe Parish Council

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

*Delivering Quality Services to
Coxhoe and Quarrington Hill*

Councillors Present: S Dunn (Chair); D Brown (part of the meeting); W Lavelle; K Lowes; K Pounder; K Simpson.

Also present: C Varty (Volunteer Playgroup Leader); I Forster (Volunteer Web Administrator); C Llewelyn, Parish Clerk; K Williams (Administration Assistant).

No members of the public were present.

600 **To note apologies**

Apologies for absence were received from Cllrs A Hedley, J Smith and C Thirlaway, and from County Councillors J Blakey and M McKeon. **RESOLVED** the apologies were received.

601 **Declarations of interest on items on the agenda**

Cllr Pounder declared an interest in Quarrington Hill Community Partnership.

602 **To confirm the minutes of the meeting held on 2nd October 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 2nd October be approved, confirmed and signed as an accurate record.

603 **Public participation**

There were no comments or questions.

604 **Durham County Councillors' update**

Cllr Dunn gave an update to the meeting:

- Warehouse building at Integra 61
- Mud on road at A688/junction 61

RESOLVED the information is noted.

605 **Councillors' reports of their attendance at meetings/events on behalf of the Parish Council**

None.

606 **Land/Buildings/Open spaces**

The Clerk had circulated reports with the agenda.

a) Cricket Ground

A bid has been submitted to the Area Action Partnership. Three further bids are in development, to be submitted as soon as possible. The Clerk advised that there is agreement with Shaun Henderson's family to name the cricket ground the 'Shaun Henderson Community Sports Ground'.

RESOLVED (A) the information is noted.

b) Quarrington Hill Environmental Improvement Scheme

Cllr Pounder had advised that the Village Partnership wish to alter the location of the sculpture by Belle Vue. Potential planning permissions were discussed.

RESOLVED (B) the Village Partnership to take up the issues, make investigations and advise the Parish Council of the costs needed.

c) Request for easement Lowfield Bungalow

The Clerk declared an interest in this item.

Cllr Dunn is still seeking advice from the County Council.

RESOLVED (C) the information is noted.

Cllr Brown joined the meeting at this point.

d) Land adjacent Quarrington Hill Community Centre

The report circulated included the costs given by the County Council.

The following were **RESOLVED**:

(D) the Parish Council would not take an interest in this land at the costs given.

(E) the Clerk to explore with the County Council disposal of this land to the Parish Council on asset transfer values potentially with overage provisions.

e) Quarrington Hill Churchyard

Minutes of a public meeting and letters between the MP and the Parochial Church Council were circulated. Cllr Dunn said that an independent survey is to be conducted.

It was **RESOLVED (F)** the Clerk to request an update on the current situation and ongoing updates from the Parochial Church Council.

f) Old School Site

A meeting had been held between representatives of the developer, Believe Housing and an adviser from Durham County Council. The developer and Believe Housing are to hold a further meeting to discuss options. Advice to ensure the Parish Council's interests are protected is still being sought.

The following were **RESOLVED**:

(G) activity to date is endorsed.

(H) the Clerk, Chair and Vice Chair to continue efforts to get advice for the Parish Council.

(I) authority is delegated to the Clerk, Chair and Vice Chair to continue explorations.

g) Basic Cottages

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

The report from Groundwork had been sent with the agenda. After many residents turning up for the initial meeting in June, only three residents were involved in the further consultations. The results showed that Option 1 was the preferred option; i.e. parking for residents of Basic Cottages

It was acknowledged by the Council that the Groundwork consultation had only considered one part of the area in question. A proposal was made to work and cooperate with Gem Café and the Paving Factory to find positive outcomes for everyone. It was resolved that the Council would explore the opportunity to work in partnership with the Paving Factory and perhaps look at interim measures to resolve current drainage issues. It was agreed that the Council would await the Paving Factory's response and reconsider from there.

The following were **RESOLVED**:

(J) The report and results of the consultation were noted.

(K) The Council will consult with the Paving Factory before making any decisions.

(L) Delegation was given to the Chair and Vice Chair with the Administration Assistant to carry out tasks.

The Clerk returned to the meeting.

Under Standing Order 10a(vi) it was **RESOLVED (M)** to move forward agenda item 17b (Playgroup) to this point in the agenda.

607

Playgroup

Staff and volunteers were thanked for their efforts. A report had been circulated with the agenda. A meeting had been held to discuss the outcome of the consultation held and

ideas for the future of the playgroup. The following were **RESOLVED**:

(A) the report was noted.

(B) the recommendations of the report from the meeting were accepted.

(C) the playgroup will carry on, moving to Wednesdays from 10.00 to 11.30, with a charge of £1.50 per child.

(D) refreshments will be offered at 50p each; officers to buy lidded cups and refreshments.

(E) Officers, Councillors and Volunteers to carry out publicity as detailed in the report including a separate Facebook page for the playgroup if possible.

(F) a Christmas party will be held and authority is delegated to the Clerk to fund a small gift for children.

608 **Parking and traffic**

Quarrington Hill

Cllr Dunn said that the County Council's review of parking in the village has been delayed due to Purdah until after the election. It was **RESOLVED (A)** the information is noted.

Cllr Pounder had sent a report. It was **RESOLVED (B)** Cllr Dunn to investigate weight limits on highways in Coxhoe and Quarrington Hill.

609 **FINANCIAL MATTERS**

Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated the Finance Report with the agenda. Bank statements were passed round.

RESOLVED (A) the bank balances to 25th October are noted.

Cllr Lowes declared an interest and did not take part in the following resolution on employee hours and costs.

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

The payments below were submitted for approval.

a) November Payments Due:

No	Payee	Description	Amount
1	Staff	Salaries	£3764.85
2	NEST	Employer & Employees' Pension Contributions	£212.03
3	HMRC	Employer Liabilities	£638.26
4	Vodafone	3 x mobile phones	£74.00 est
5	BT	Landline & internet	£50.64
6	Mastercopy	Remote Billing	£48.86
7	SE Landscaping	Grounds Maintenance Contract	£884.90
8	ITC	Sophos internet Security for October	£6.00 est
9	Viking	Stamps and copier paper	£69.66
10	Cooper Stott Solicitors	Legal Services	£406.00
11	T&A Dixon Accountancy Services	Wages preparation for April – Oct 2019	£160.00
12	Thinford Nurseries	Hanging basket watering Sept 19	£1170.00
13	Thinford Nurseries	Refill street planters in Parish	£534.00

Please note prices are gross, where VAT applies.

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

No	Payee	Description	Amount
1	Post Office	Stamps	£12.20
2	Glowsticks	Merchandise for fireworks event	£313.99
3	Premier Traffic Management Ltd	Road closure on 5.11.19	£500.40
4	DCC	Licence for Fireworks	£50.00

5	Campus Graphics	September Chronicle print	£485.00
6	Macmillan	Charity Donation	£50.00
7	Wave	Quarrington Hill Allotments Water	£11.68
8	Mastercopy	Scan function set up for Admin Asst	£30.00
9	ITC	Sophos internet Security for September, Laptop screen issue, one drive sync issue resolution	£199.20
10	TESS	Toilet Hire for Fireworks Event	£249.60

Please note prices are gross, where VAT applies.

c) Amendments to October 2019 Schedule: -

No. on Schedule	Name	Amount on last Schedule	Actual Amount paid
1	Staff salaries	£3809.93	£3933.10
2	NEST	£213.05	£228.18
3	HMRC	£818.80	£911.37
4	Vodafone	£75.00est	£73.26
12	Coxhoe Village Hall	£375.00	£300.00

It was **RESOLVED (C)** the payments are noted and approved.

It was **RESOLVED (D)** to pay up to £300 for crosses for Remembrance Sunday for both villages.

610 **Receipt of committee minutes**

The Clerk had circulated the minutes of the following meetings:

- a) Draft HR Committee minutes 16th October 2019
- b) Draft Youth Strategy Group minutes 19th September 2019.

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

611 **Website and social media**

a) Website and social media report

The Web Admin Volunteer was thanked for all the time and effort towards the website and social media. A report had been circulated with the agenda. A great deal of progress has been made.

It was **RESOLVED (A)** the report was noted.

Cllr Brown left the meeting at this point.

b) Website accessibility

A report had been circulated with the agenda. The Web Admin Volunteer explained the work done and still to do towards meeting the requirements of the Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations 2018. The following were **RESOLVED**:

(B) the report was noted.

(C) the draft Accessibility Statement drawn up by the Web Admin Volunteer was approved.

(D) Officers and Volunteers will continue to work to meet the requirements, with the Clerk bringing to Council any decisions which may be contentious.

612 **Parish Plan 3**

The Clerk is to send information by email. She has met with Durham Community Action to discuss their support at the first meeting which will be held in the new year, not during Purdah. It was **RESOLVED** the information is noted.

613 **Vacancies and co-option**

Quarrington Hill Ward Vacancy

There had been no approaches about co-option to this vacancy and the advertising has been updated. It was **RESOLVED (A)** to continue to advertise the vacancy.

Coxhoe Ward Vacancy

The Clerk advised that following B Hepplewhite's resignation the Notice of Vacancy from the County Council runs until 8th November. It was **RESOLVED (B)** if no election is called the Clerk will advertise the vacancy for co-option.

614 **Purdah**

The Clerk advised she will be distributing information about Purdah due to the planned election. Councils must not promote any political views. **RESOLVED** the information is noted.

615 **Requests for financial assistance**

Details had been circulated with the agenda.

Coxhoe United

It was **RESOLVED (A)** the request for £200 is approved.

Quarrington Hill Runners

It was **RESOLVED (B)** the request for £200 is approved.

616 **Clerk's Report**

V(a) Fireworks Display

Discussion took place about the display on 5th November. The Clerk thanked staff members and their families, Councillors and friends and family, Village Hall staff and the youth club team. The park and field were discussed.

RESOLVED (A) the Clerk to arrange a full review of the event for Councillors to consider.

IXs) Telegraph Pole Quarrington Hill

It was **RESOLVED (B)** the Clerk to request removal of the telegraph pole on the green at Quarrington Hill.

IXt) Cornforth Lane lampposts

The Clerk advised that the County Council will allow the Parish Council to continue to place hanging baskets on three lampposts on Cornforth Lane without testing for three years after they are replaced. It was **RESOLVED (C)** to note the information.

IXw) Christmas Tree

A resident has offered a tree from their garden which may be suitable as a Christmas tree for the green. This may result in a small saving for the Parish Council. It was **RESOLVED (D)** to delegate authority to the Clerk to decide with the contractor whether this tree is suitable or not, and to make the appropriate arrangements for a tree.

RESOLVED (E) the Clerk's 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 (F)** that Standing Order 3(v) be invoked and the meeting continue.

617 **Youth Provision**

Youth Worker Report

The Senior Youth Worker had submitted a report which was sent with the agenda. It was **RESOLVED** the report is received and noted.

Planning & correspondence report

Planning Requests

Application Number	Applicant	Location	Proposal	Electoral Ward and Parish	Case Officer and Expected Decision Level
DM/19/03083/ FPA	Mr & Mrs Kinson	5 Prospect Place Coxhoe Durham DH6 4LA	Erection of two- storey extension at rear of dwelling and conversion of garage to habitable accommodation/store area.	Coxhoe Coxhoe	Lisa Morina Delegated
DM/19/03204/ FPA	Mr Sean Johnston	12 Applegarth Coxhoe Durham DH6 4SL	Erection of part single-storey/part two-storey extension at front, side and rear of dwelling.	Coxhoe Coxhoe	Lisa Morina Delegated
DM/19/03258/ AD	Barratt David Wilson Homes North East	Corner Of Station Road/ A177 Coxhoe Durham	Display of temporary sales 'v' advertisement board to advertise housing development.	Coxhoe Coxhoe	Lisa Morina Delegated

a) DM/19/03083/FPA 5 Prospect Place DH6 4LA

RESOLVED (A) to note the application.

b) DM/19/03204/FPA 12 Applegarth DH6 4SL

RESOLVED (B) to note the application.

c) DM/19/03258/AD Corner Of Station Road/ A177 Coxhoe

RESOLVED (C) to note the application.

d) Approved/Withheld/Refused decisions

There were no decisions under this item.

Cllr Dunn said that planning application DM/19/01781/OUT for Garage And Yard To The Rear Of 1 To 2 Linden Terrace has been called into the County Council's Planning Committee. It was **RESOLVED (D)** that a representative should attend to speak if possible, to be arranged by the Chair or Clerk.

Correspondence Received

	Received From	Summary
1	Ian Forster	CPC Website and Social Media Report September 2019
2	CDALC	Public consultation public events - Stroke Rehabilitation and Ward 6
3	Cllr Jan Blakey	Old Quarrington Enforcement Complaint - Outcome
4	CDALC	ATM provision in rural areas
5	CDALC	Planning Training Session
6	Came and Company	Intra-group reorganisation affecting Came & Company
7	CDALC	NHS Roadshows October 2019
8	Cllr Jan Blakey	Demolition Notice - Linden Grove Garages, Coxhoe

9	NHS North of England Commissioning Support Unit	County Durham and Tees Valley Clinical Commissioning Groups confirm merger plans
10	CDALC	Heritage Preservation
11	CDALC	Royal Garden Parties 2020

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

Bulletins received

	Received From	Summary
1	NALC	NALC Chief executive's bulletin
2	NALC	Chief executive's bulletin
3	NALC	Deadline for elections survey extended!
4	NALC	Chief executive's bulletin
5	NALC	Chief executive's bulletin
6	CPRE	NE Newsletter, Autumn 2019
7	NALC	Chief Executive Bulletin

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

619

Community reports

Quarrington Hill Community Centre

Cllr Pounder had sent a report. **RESOLVED (A)** the report is noted.

Coxhoe Village Hall

No report.

Active Life in Coxhoe

No report.

Coxhoe History Group

Cllr Dunn said the group has its touch screen display ready. It was **RESOLVED (B)** Cllr Dunn to contact the Village Hall Association and the History Group about agreeing the location.

Under Standing Order 10a(vi) it was **RESOLVED (C)** to move forward agenda item 21 (Human Resources) to this point in the agenda.

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 the Councillors and the Clerk left the room.

620

Human Resources

The Clerk had circulated a report with the agenda. Cllr Dunn advised that the Administration Assistant has resigned from her post with the Parish Council and will be leaving at the end of November.

The following were **RESOLVED**:

(A) the report is noted.

(B) the Clerk to bring recommendations to the Council in December for a structure for the Council, job descriptions and requirements of posts to meet the Council's needs and ensuring the workload is reviewed.

(C) authority is delegated to the Clerk, Chair and Vice Chair to engage temporary staff if required to assist with administrative tasks.

(D) the Clerk is to apply for a credit card with the current supplier; purchase orders to be completed by the Clerk and authorised by the Chair, as per a discussion the Clerk held with the Internal Auditor, until a new Assistant is set up with a card.

- (E) the Parish Council is mindful of the workload and provides support where necessary.
- (F) the Clerk and Cllr Hedley are seeking benefits and costs of other file storage providers.

621 **Review of office accommodation and opening hours**

A report had been circulated with the agenda.

The following were **RESOLVED**:

- (A) the report is noted.
- (B) the Clerk, Chair and Vice Chair to discuss arrangements with the Village Hall Association.
- (C) the Clerk's report on information security is noted.

622 **Date and time of next meeting**

RESOLVED the next meeting will be held on Wednesday 4th December 2019, at 6.30pm at **Coxhoe Village Hall**.

The meeting closed at 9.15pm.

CERTIFIED AS A TRUE RECORD

CHAIR

DATE