



*Delivering Quality Services to
Coxhoe and Quarrington Hill*

Coxhoe Parish Council

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

Councillors present: S Dunn (Chair); N Brown (part of the meeting); K Lowes; K Pounder; K Simpson, C Thirlaway.

Also present: C Llewelyn, Parish Clerk.

One members of the public was present.

623 **To note apologies**

Apologies for absence were received from Cllrs A Hedley, J Smith, W Lavelle and, and D Brown and from County Councillors J Blakey and M McKeon. **RESOLVED** the apologies were noted.

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

Cllr Pounder declared an interest in Quarrington Hill Community Centre.

625 **To confirm the minutes of the meeting held on 6th November 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 6th November be approved, confirmed and signed as an accurate record.

626 **Public participation**

There were no comments or questions.

It was **RESOLVED** to move forward agenda item 12 9 under Standing Order 10a(vi).

627 **Vacancies and co-option**

Quarrington Hill ward vacancy

It was **RESOLVED (A)** to note the vacancy remains and to continue advertising it.

Coxhoe ward vacancy

A submission had been received in respect of the vacancy. It was **RESOLVED (B)** to co-opt N Brown to the Council. N Brown signed the acceptance of office and joined the Council.

628 **Durham County Councillors' update**

Cllr Dunn gave an update to the meeting:

- Coxhoe parking restrictions are to be implemented soon.

Cllr Simpson declared an interest in respect of Cornforth Lane and said that traffic and parking issues are becoming worse and asked about a derelict building.

- Report of a drug house to be taken up with Police.
- School places

Cllr Lowes asked about A1 roundabout and warehouse lights. Cllr Dunn said he has asked for acoustic monitoring to be carried out of surrounding areas so this can be monitored.

RESOLVED the information is noted.

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

None.

630 **Land/Buildings/Open spaces**

The Clerk had circulated reports with the agenda.

a) Old School Site Cricket Ground

The Clerk advised that she is to send the outcome of the community consultation to Believe and the developer. Advice is still being sought to protect the Parish Council's interests. It was **RESOLVED (A)** the information is noted.

b) Quarrington Hill Environmental Improvement Scheme

Cllr Pounder said that work is ongoing and he is to meet the Clerk to establish the current situation. It was **RESOLVED (B)** the information is noted.

c) Land adjacent Quarrington Hill Community Centre

The Clerk's report included costs suggested by the County Council. **RESOLVED (C)** Cllr Dunn is to talk to County Council Officers about potential options.

d) Quarrington Hill Churchyard

The Clerk had received updates from the Parochial Church Council and had advised them that the Parish Council would contribute the £1,000 they needed to contribute to the full costs of a survey. **RESOLVED (D)** the information is noted.

e) Cricket Ground

Discussion took place about what remains to be done with the pavilion. The report updated the Council on bids for grant funding. It was **RESOLVED (E)** to note the progress.

f) Scouts' request Cricket Ground

Coxhoe Scouts suggested they could apply for some funding to plant trees around the cricket field. The Clerk had spoken to a Contractor about the best location for trees. It was **RESOLVED (F)** the Clerk to thank the Scouts and advise the Council agrees to them applying for the funding for that purpose.

g) Request for easement Lowfield Bungalow

The Clerk declared an interest in this item. Cllr Dunn advised there is no update.

h) Basic Cottages

The Clerk had declared an interest and withdrew from the meeting. Cllr Simpson took over taking the minutes. Groundwork had suggested putting an application in to Pocket Parks for funding for this area. It was **RESOLVED (G)** to delegate to the Chair and Vice Chair to submit an application in liaison with Groundwork.

The Clerk returned to the meeting.

631 **Parking and traffic**

Quarrington Hill

Cllr Pounder had submitted a report. It was **RESOLVED** that the Clerk will submit freedom of information requests to the Police to ask about numbers of vehicle drivers cautioned or prosecuted throughout the county for ignoring weight restrictions and the number of cautions and prosecutions for not observing the speed limit in Quarrington Hill.

632 **FINANCIAL MATTERS**

Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated the Finance Report with the agenda.

RESOLVED (A) the bank balances and reconciliations to 27th November 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.

Cllr Dunn declared an interest and did not take part in the decision to approve payments.

a) December Payments Due:

No	Payee	Description	Amount
1	Staff	Salaries	£4,511.96
2	NEST	Employer & Employees' Pension Contributions	£272.80
3	HMRC	Employer Liabilities	£1,192.88
4	Durham County Council	Salt bin Service Level Agreement	£290.00
5	BT	Landline & internet	£50.64
6	Mastercopy	Photocopier Usage	£183.02
7	SE Landscaping	Grounds Maintenance Contract	£884.90
8	Employee 7	Cups for Playgroup	£44.85
9	Viking	Stationery	£119.04
10	Cllr Dunn	Microphones	£19.99
11	Reaction	Musical Firework Display	£5,400.00

Please note prices are gross, where VAT applies.

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

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

No	Payee	Description	Amount
1	LSL	PA Hire for Fireworks	£600.00
2	PES Security	Stewards at Fireworks Display	£602.88
3	NERAMS	First Aid responder – Christmas Lighting Event	£216.00
4	Co-operative	Milk for Playgroup and Stamps	£64.74
5	Michell's	Flowers for Admin Asst	£20.00
6	Vodafone	Mobile Phones x 3	£73.26

Please note prices are gross, where VAT applies

It was **RESOLVED (D)** the payments made are noted.

The Clerk advised that she has applied for and received a Parish Paths grant of £574. It was **RESOLVED (E)** the above information is noted.

Budget

The budget document had been sent with the agenda. The following were **RESOLVED:** **(F)** to note the budget.

(G) to note budget overspends on postage, IT, telephone & website and Administration.

(H) to note that the 2020/21 budget will be further considered by the Events, Environment and Finance Committee in December and will be decided by the full Council in January.

(I) that the Council has provided information about its expenditure and will not undertake consultation about the precept.

(J) Clerk to discuss wildflower planting with the County Council and/or the Grounds Maintenance Contractor and agree planting on Coxhoe village greens when appropriate.

VAT

The Clerk advised that the Council does not need to register for VAT at the moment and so will continue to make VAT claims as it has been. It was **RESOLVED (K)** to note the information and to delegate to the Clerk to take any necessary action on VAT.

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Committees' change of date, membership and receipt of minutes

Committee meeting date

It was **RESOLVED (A)** to note the change of date for the Youth Strategy Group from 12th December 2019 to 23rd January 2020, at 6.00pm at Coxhoe Village Hall.

Committee membership

The following were **RESOLVED:**

(B) Cllr Lowes to leave the Youth Strategy Group.

(C) Cllr N Brown to join Youth Strategy Group and Appeals Committee.

It was **RESOLVED (D)** the committee minutes above are noted.

634 **Parish Plan 3**

The Clerk had circulated information from Durham Community Action with the agenda. The following were **RESOLVED:**

(A) the information was noted.

(B) the Clerk will arrange the meeting dates and advertise them.

635 **Seating requests**

A report was sent with the agenda. There are currently three seating requests in the villages. It was **RESOLVED** the information is noted.

636 **Clerk's Report**

VIa) Christmas tree Light up & Carols

A brief review took place about the event on 1st December. Thanks were given to everyone who helped out. It was felt the event had gone well and had been well attended. The Clerk said that £61.30 had been raised through cake sales.

RESOLVED (A) businesses to be invited to the next Events, Environment and Finance Committee to discuss events throughout the year.

VIc) National Lottery funding

RESOLVED (B) the Clerk to apply for National Lottery 25 funding towards the VE Day event.

XVIId) Website Accessibility

The Web Admin Volunteer had sent a report. The following were **RESOLVED:**

(C) to note the information.

(D) the Clerk to thank the Web Admin Volunteer for his work.

Discussion took place about the village green next to Bower Court. Councillors are to look at the area and consider what they would like to see done and the Clerk is to place the item on the agenda for the next Events, Environment and Finance Committee meeting.

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

637 **Youth Provision**

Youth Worker Report

The Senior Youth Worker's report was sent with the agenda. Councillors asked questions about discipline, publicity and numbers. The following were **RESOLVED:**

(A) the report is received and noted.

(B) Officers to ensure information about publicity is provided to the next meeting.

(C) the provision to be discussed at the Youth Strategy Group in January.

Playgroup

The Clerk had sent a report and gave an update. The following were **RESOLVED:**

(D) the information is noted.

(E) the provision will be discussed at the Youth Strategy Group in January.

638 **Planning & correspondence report**

Planning Requests

None received this period.

Approved Decisions

Application Number	Applicant	Location	Proposal
DM/19/02616/ AD	Barratt David Wilson Homes North East	Bogma Hall Farm Coxhoe Durham DH6 4EN	Bogma Hall Farm Coxhoe Durham DH6 4EN
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/gate
DM/19/02499/ FPA	Mr David Watson	33 Hadleigh Court Coxhoe Durham DH6 4SJ	First floor side extension

DM/19/01781/OUT Garage And Yard To The Rear Of 1 To 2 Linden Terrace, Coxhoe, DH6 4DT

The Clerk had attended the Planning Committee on 12th November to speak on behalf of the Parish Council on this application and said that no further communication has been received from the County Council but the outline planning application was approved.

RESOLVED (A) the approved decisions are noted.

Withdrawn Applications

None.

Refused Applications

None.

Correspondence Received

	Received From	Summary
1	NHS NORTH DURHAM CCG	Two public consultations paused due to General Election
2	CDALC	Unauthorised encampment further consultation
3	CDALC	Royal Garden Parties 2020
4	NALC	NALC and LGA launch new guide to tackle loneliness
5	Office of Roberta Blackman-Woods	Invitation to Drinks Reception
6	Durham Constabulary	2020 PACT dates
7	CDALC	Celebrate National Lottery25
8	CDALC	Armed Forces Covenant and Outreach Service
9	CDALC	RCEF summary
10	CDALC	NALC Smaller Councils Committee - voting open

Members **RESOLVED (B)** the Clerk to nominate Cllr Simpson for tickets to the Royal Garden Party when nominations open.

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

Bulletins received

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

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

Parish Council Policies

Draft Delegation Scheme

The Clerk had sent a draft Scheme with the agenda. She suggested four amendments and Cllr Dunn requested bullet points not be used if Website Accessibility is not compromised.

RESOLVED with those amendments the Delegation Scheme is approved.

Community reports

Quarrington Hill Community Centre

Cllr Pounder said that the Remembrance commemoration had gone well and was well

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supported by the school.

Coxhoe Village Hall

No report.

Active Life in Coxhoe

Cllr Dunn said reserves are healthy and they are looking at potentially extending the dance studio and glazing the gym balcony.

Coxhoe History Group

The Clerk circulated a report.

It was **RESOLVED** the information and report were 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 the Councillors and the Clerk left the room.

641 **Review of office accommodation**

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

(A) the report is noted.

(B) the Clerk, Chair and Vice Chair to talk to the Village Hall Association.

(C) the Clerk is to arrange shelving for the Secretary’s cupboard at a cost of up to £150.

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.

642 **Human Resources and Recruitment**

A report had been circulated with the agenda including a workload review and recruitment documents. The following were **RESOLVED**:

(A) the report including the Clerk’s comments and recommendations is noted.

(B) the Council to agree the job description and person specification for the Administration Assistant post in January, with recruitment to begin shortly after then.

(C) the Clerk’s recommended administrative staff structure is agreed, with ongoing review.

(D) the Chair and Vice Chair to undertake consultation with the Clerk to increase contractual hours.

(E) the Clerk to investigate options for the Council as appropriate and as identified in the report.

(F) the Clerk to write to Quarrington Hill allotment tenants to suggest they work with the Council to form an Association for self-management.

(G) the Council will review its annual action plan prior to its annual meeting.

643 **Date and time of next meeting**

RESOLVED the next meeting will be held on Monday 6th January 2020 at 6.30pm at **Quarrington Hill Community Centre.**

The meeting closed at 9.15pm.

CERTIFIED AS A TRUE RECORD

CHAIR

DATE