



Coxhoe Parish Council Monthly Meeting Minutes

Date & Time: Monday 6 January 2020 at 6.30pm

Venue: Quarrington Hill Community Centre

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

Also present: County Councillors J Blakey and M McKeon; C Llewelyn, Parish Clerk.

Five members of the public were present.

644 To note apologies

Apologies for absence were received from Councillors C Thirlaway, W Lavelle and D Brown.

Resolved the apologies were noted.

645 Declarations of interest on items on the agenda

Councillor Lowes declared an interest in item 8a (approval of employee hours and payments) and in item 17 (the Youth Service). Councillor Pounder declared an interest in Quarrington Hill Community Centre.

It was **Resolved** to bring forward item 7a to this point in the agenda under Standing Order 10a(vi).

646 Quarrington Hill Churchyard

The Clerk had issued a report providing information about the powers of Parish Councils in respect of Churchyards. It was **Resolved (A)** to note the report and further **Resolved (B)** that the Clerk will give further advice to Councillors when it is available so any further decisions required can be made.

647 To confirm the minutes of the meeting held on 4 December 2019

A draft copy of the minutes for the above meetings had been issued with the agenda. Councillor Pounder asked that the words 'throughout the county' be added to minute 631 regarding vehicle drivers ignoring weight restrictions. **Resolved** that with that amendment the minutes of the meeting held on 4th December be approved, confirmed and signed as an accurate record.

648 Public participation

A resident brought in three large bags of discarded bottles with holes in and said there are still more in woodland and on paths around King's Wood. County Councillors thanked the resident for bringing them and said they will take this up with relevant authorities.

A resident raised issues with a kissing gate which is causing problems including sheep being let out of a field. County Councillors said they will discuss what can be done and will contact the resident.

649 Durham County Councillors' update

Councillor Blakey said that a joint Age UK lunch had been held for Bowburn and Coxhoe residents in December and the future of the lunches will be confirmed.

Coxhoe parking restrictions are to be implemented soon.

Councillor Lowes asked about any assurances regarding permanent jobs and minimum hourly wages at the factory unit being built next at Integra 61. County Councillors said they are seeking assurances.

Resolved the information is noted.

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

None.

651 Land, Buildings and Open spaces

The Clerk had circulated reports with the agenda.

a) Cricket Ground

The bid to Ballinger Trust has not been successful. The outcome of the bid to County Durham Community Foundation is awaited. Further funding will be sought if needed. It was **Resolved (A)** the information is noted and further **Resolved (B)** the Clerk, Chair and Vice Chair will continue to press forward with activity.

b) Land adjacent Quarrington Hill Community Centre

Councillor Dunn advised that the County Council's Head of Corporate Property and Land is assisting with this and the Clerk has provided information. It is hoped to have an update for the next meeting.

Resolved (C) the information is noted.

c) Basic Cottages

The Clerk had declared an interest.

Councillor Dunn advised that an application in to Pocket Parks for funding for this area has been submitted for £14,990 with assistance from Groundwork. A further residents' meeting is to be arranged. Councillor Dunn said he has contacted the Paving Factory about improvements and will write to traders about the rest of the area as contributions in kind will be needed. It was **Resolved (D)** to note the report and information and endorse activity.

652 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 23 December are noted.

Councillor Lowes had 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) January Payments Due:

No	Payee	Description	Amount
1	Staff	Salaries	£2,824.35
2	NEST	Employer & Employees' Pension Contributions	£142.72
3	HMRC	Employer Liabilities	£701.72
4	Royal British Legion	Remembrance Crosses	£100.00
5	BT	Landline & internet	£50.64

6	Mastercopy	Remote Billing	£183.02
7	SE Landscaping	Grounds Maintenance Contract	£884.90
8	County Durham Association of Local Councils	Planning Applications Training x2 places	£60.00
9	G Smith Electrical Services	Installation, testing and removal of Christmas lights	£1176.00
10	ITC	Internet Security	£6.00
	St John Ambulance	First Aid for Fireworks Display	£230.40
11	Coronation Press	Card for Calendars	£16.00

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	NEREO	DBS Checks	£54.40
2	Rialtas Business Software	Alpha Accounts Software	£145.20
3	Vodafone	3 x Mobile Phones	£73.26
4	Northern Counties Allotment Association	Membership Fee	£55.00
5	Councillor Pounder	Noticeboard Keys	£10.00
6	Michael Watson	Christmas Tree erection, decoration & removal	£20.00
7	Wave Water	Quarrington Hill Allotments Water Supply	£11.55

Please note prices are gross, where VAT applies

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

It was **Resolved (E)** that Councillor Lowes would become a signatory on the bank.

Budget

The budget document had been sent with the agenda. It was **Resolved (F)** to note the budget.

Section 137 sum 2020 to 21

The Clerk had advised that the S137 sum for the next financial year is £28,213.12. It was **Resolved (G)** to note the information.

653 Annual Action Plan

The Clerk had circulated the action plan including updates the Council made in September for noting while budget setting. Discussion took place over parking issues in Coxhoe, and parking and traffic issues in Quarrington Hill which Councillor Dunn is chasing with the County Council. Councillor Dunn noted that activity is progressing on the old school site and that the developer and Believe are seeking pre-planning discussions with the County Council. A resident raised VE Day. Councillor Dunn advised it will be discussed at the February Events, Environment and Finance Committee. **Resolved** to note the annual action plan ahead of review at the next Annual Meeting.

654 To agree the budget for the financial year 2020 to 21

The Clerk had circulated the budget document with the agenda. The Events, Environment and Finance Committee had set a proposed budget by going through the document thoroughly. It was **Resolved** to agree this budget for the next financial year.

655 To determine the Parish precept for 2020 to 21

The Clerk had circulated a report with the agenda. Councillor Pounder thanked the Clerk for the work

on the budget and precept. The following were **Resolved**:

(A) the report was noted.

(B) the Council seeks to increase reserves to above 25% of expenditure by careful monitoring of the budget by the Clerk and Council over the next three months and to seek to save money where possible, bearing in mind staffing costs and cricket field as the largest expenditure items.

(C) The Council determines the precept for the next financial year at £135,654 which is an increase of 9.98% to Band D properties.

(D) the Clerk to make the precept request to the County Council.

656 Committees' receipt of minutes

Draft Events, Environment and Finance Committee minutes 9 December 2019

The draft minutes had been circulated. It was **Resolved** to note the draft minutes of the Events, Environment and Finance Committee minutes from 9 December 2019.

657 Allocation of funds between villages

It was **Resolved** that Councillor Pounder and the Clerk will discuss the allocation of funds between villages and bring to Council.

658 Parish Plan 3

The Clerk advised that meetings are still to be arranged. Councillor Dunn said he is working to get the final report from the work done by Newcastle University on areas in Coxhoe. **Resolved** the information is noted.

659 Vacancies

Quarrington Hill Ward Vacancies

The Clerk advised that one vacancy is still with the Returning Officer at the County Council and that the vacancy is being advertised. Councillor Dunn spoke to those present about the vacancies.

Resolved the information is noted.

660 Clerk's Report

The Clerk had circulated a report with the agenda.

IXr) Dog waste bin request

The Clerk had received a request for a dog bin on the tip road near to Coxhoe Athletic and Councillor Thirlaway had advised of complaints about overflowing bins in Coxhoe over Christmas. The Clerk had approached the County Council. Councillor Dunn said the overflowing dog bins have been dealt with. A resident said there are issues around Cassop Primary School. **Resolved (A)** the Clerk to liaise with Councillor McKeon about dog bins.

IXs) Cornforth Lane

The Clerk had received information about another incident of a car being hit on Cornforth Lane.

Councillor Simpson said minibuses and coaches have been using the road.

Councillor Lowes left the meeting at this point.

Councillor Dunn said he will write a letter to County Council Officers and the Police with ideas and will send the draft to Councillors for comment before sending. He said a big plan is needed and acknowledged residents' frustrations.

Resolved (B) the information is noted.

Resolved (C) the Clerk's Report is noted.

661 Youth Provision

Youth Worker Report

The Senior Youth Worker's report was tabled at the meeting. The Clerk said the team are working on

ideas to improve numbers and will give information to the Youth Strategy Group meeting in January. It was **Resolved (A)** the report is received and noted.

Playgroup

The Clerk had sent a report with the agenda including the numbers attending. The following were **Resolved:**

(B) the report is noted.

(C) with regret the Playgroup provision is to stop by the end of January.

(D) the Clerk is to thank the Volunteer Playgroup Leader on behalf of the Council.

(E) the Clerk to ensure that information on pre-school provision in the village is available for those who come to the sessions.

662 Planning & correspondence report

Planning Requests

Application Number	Applicant	Location	Proposal	Electoral Ward and Parish	Case Officer and Expected Decision Level
DM/19/03775/TPO	Tennant	Haslewood Vicarage Terrace	Crown raise 4.2m above driveway, crown thin 15% and remove deadwood to 1no. Horse Chestnut tree (T2) and 2no. Sycamore trees (T3 and T4).	Coxhoe	Kelly Scott
		Coxhoe Durham DH6 4AN	Maximum severance restricted to 1.5m in length, 50mm diameter pruning wounds	Coxhoe	Delegated

Resolved (A) the Council has no comment to make on DM/19/03775/TPO.

Approved Decisions

None.

Withdrawn Applications

None.

Refused Applications

None.

Correspondence Received

Received From	Summary
DALC	resentation from CDALC Planning Training Session
Durham County Council	losure of road from The Avenue, Coxhoe
pennymoor Town Council, Coxhoe Village Hall and Mayor of Durham	hristmas Cards

Members **Resolved (B)** the correspondence is received and noted.

Bulletins received

Received From	Summary
ALC	hief Executive's Bulletin
ALC	ewsletter
ALC	hief Executive's Bulletin
ALC	hief Executive's Bulletin
ALC	hairman's Open Letter to all Councillors

ALC	Chief Executive's Bulletin
Herburn Neighbourhood Policing Team	December Newsletter

Members **Resolved (C)** the bulletins are received and noted.

663 Parish Council Policies

Document Retention & Disposal Policy Appendix

The Clerk had sent a draft policy with the agenda, based on Society of Local Council Clerks template. The Clerk was asked to ensure the document states that copies of each Chronicle will be kept and to change higher authority to principal authority. It was **Resolved** with those amendments the Document Retention & Disposal Policy Appendix is approved.

664 Community reports

Quarrington Hill Community Centre

A report had been circulated with the agenda.

Coxhoe Village Hall

Councillor Dunn said that a meeting will be held with the Committee and the Chair, Vice Chair and Clerk to look at the accommodation and working relationship.

Active Life in Coxhoe

No report.

Coxhoe History Group

No 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.

665 Human Resources and Recruitment

A report had been circulated with the agenda. The Clerk's hours have increased to 35 hours per week from the beginning of January. The following were **Resolved**:

(A) the report is noted.

(B) the Council agrees the job description and person specification presented by the Clerk for the post of Administration Officer.

(C) Delegate to Clerk to undertake the process of recruitment for the post at 20 hours and to arrange dates with Councillors for shortlisting and interviews.

666 Date and time of next meeting

Resolved the next meeting will be held on Wednesday 5 February 2020 at 6.30pm at Coxhoe Village Hall.

The meeting closed at 8.30pm.

Certified as a True Record:

Chair (Sign)

Date