



## Coxhoe Parish Council

Meeting: Monthly Meeting

Date & Time: Wednesday 7 October 2020 6.30pm

Venue: via Zoom

Councillors present:

S Dunn (Chair); J Barber; D Brown; N Brown; A Hedley; W Lavelle; K Simpson (Vice Chair) J Slater; C Thirlaway.

Also present:

C Llewelyn, Parish Clerk; A Searle, Administrative Officer.

Two members of the public attended the meeting.

### **758 Zoom meeting information and Parish Council Public Participation Policy**

Zoom meeting guidelines and the Parish Council's Public Participation Policy have been previously circulated to Councillors. Councillor Dunn gave some guidance for Zoom meetings. Councillor Dunn welcomed new Councillor Jessica Barber.

### **759 To note apologies**

Apologies were given from Councillors I Armstrong and K Lowes and County Councillors J Blakey and M McKeon. It was **Resolved** the apologies were noted.

### **760 Declarations of interest in items on the agenda**

Councillor N Brown declared an interest in item 18e Coxhoe Community Watch. Councillor Dunn declared an interest as Director of Active Life, Governor of Coxhoe Primary School and as a County Councillor. Councillor Simpson declared an interest as a Governor of Coxhoe Primary School. Councillor Lavelle declared an interest as a Director of Active Life. It was **Resolved** the declarations of interest are noted.

### **761 To confirm the minutes of the meeting of the Council held on 9 September 2020.**

Draft copies of the minutes for the above meetings have been issued with the agenda. Councillor Dunn asked Councillors to note their receipt on 2 October of the draft minutes of the extraordinary meeting held on 22 September 2020; this was **Resolved (1)**. **Resolved (2)** that the minutes of the meetings held on 9 September be approved, confirmed and signed as an accurate record.

### **762 Public participation**

The two members of the public attending had nothing to raise.

### **763 Durham County Councillors' Update**

Councillor Dunn spoke about the following:

- History Centre at Mount Oswald

- Walk about with Clean and Green Team and Believe Housing at the Grove estate, also discussion about planters to be located in Coxhoe which will be added to next month's Parish Council meeting agenda.

**Resolved** the information is noted.

## **764 Councillors' reports of attendance at meetings and events on behalf of the Parish Council**

No updates.

## **765 Receipt of Committee minutes**

- Draft Youth Strategy Group Minutes 3 September 2020
- Approved Youth Strategy Group Minutes 30 January 2020
- Approved Events, Environment and Finance Committee Minutes 27 July 2020

The Clerk advised the draft Events, Environment and Finance Committee Minutes 14 September 2020 are not yet available. It was **Resolved** that all the Committee minutes above were received and noted.

## **766 Financial matters**

- Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated the Finance Report, the bank reconciliations and cashbook to 30 September 2020 with the agenda.

**Resolved (1)** the bank balances and reconciliations to 30 September are noted.

The Clerk had sent details of employee payments for the month September.

**Resolved (2)** the employee payments were noted and approved.

The payments below were submitted for approval.

October

<b>No</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
1	Staff	Salaries (including backdated pay award)	£4,425.30
2	NEST	Employer & Employees' Pension Contributions	£250.56
3	HMRC	Employer Liabilities	£1,046.22
4	SE Landscaping	Grounds Maintenance Contract	£884.90
5	Total Business	Photocopier Usage	£102.52 & £12.00
6	BT	Landline & internet	£50.64
7	ITC	Sophos Internet Security & One drive storage; one drive issue	£46.80
8	Vodafone	3 x Mobile Phones	£51.01
9	Wave Water	Quarrington Hill Allotments Water Supply	£11.55
10	Scottish Power	Memorial Garden Lighting	£36.00
11	MKM Building Supplies	Skip	£228.00
12	MKM Building Supplies	Wood & Expanding foam for Pavilion	£130.26
13	Thinford Nurseries	Hanging basket watering	£924.00
14	Rialtas	Rialtas Accounts Software & Support	£148.80

15	MKM Building Supplies	Plaster for Pavilion	£12.00
16	Amazon	Coin sorter for youth clubs	£23.50
17	Zoom	Zoom Subscription	£14.39
18	Tesco	Items for Summer kids packs	£13.60
19	Home Bargains	Cleaning items and coin jar	£8.96
20	Spar	Mobile Phone Top up	£15.00
21	Timpsons	Noticeboard key copy	£7.00
22	Post Office	Postage for staff letters	£7.04
23	Amazon	Face shields, first aid and resuscitation shields	£54.14
24	Lloyds	Monthly Fee	£6.00

Please note prices are gross, where VAT applies.

It was **Resolved (3)** the payments are approved.

### **Monies received (over £100 only)**

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
25.09.20	Scottish Power	Refund of overpayment	£179.01
28.09.20	Durham County Council	Payment of grants for Tommies (from 2018)	£5,784.00

It was **Resolved (4)** monies received were noted.

#### b) Budget

The Clerk had circulated the budget and advised the budget for 2021 to 2022 would be brought to the next Events, Environment and Finance Committee. It was **Resolved** the information is noted.

#### c) Conclusion of Audit 2019 to 2020

The Clerk said she was pleased to advise that for the third year running the Council has clear audited accounts with no major or minor errors. The Clerk thanked the Administration Officer for her support. It was **Resolved** the completed Annual Governance and Accountability Statement and completion letter from the External Auditor were agreed and noted.

### **767 To review and appoint Members to serve on the Parish Council's Committees or Working Groups**

It was **Resolved** that Councillor Barber will join the Youth Strategy Group Committee.

### **768 Clerk's Report**

The Clerk had circulated the Clerk's Report with the agenda.

#### a) Coxhoe and Quarrington Hill Care and Community Support (III)

The Clerk has begun exploration of foodbank, school uniform bank and baby equipment working with Councillor McKeon, a volunteer and the Village Hall. Also looking into potential funding streams. It was **Resolved** that the Council noted the update.

#### b) Matters raised by residents (XVIII)

The Clerk had circulated details of matters raised by residents.

- Off road bikes causing a nuisance
- Advertising trailers
- Councillor from Haswell impressed with both villages flower displays

It was **Resolved (1)** the concerns of residents are noted. It was **Resolved (2)** to note the Clerk's report.

### 769 Youth Provision

The Clerk had sent a report with the agenda.

The opening of face to face Youth Clubs had to be postponed due to two years at Coxhoe Primary School self isolating.

The Clerk also advised a funding bid to County Councillors' Neighbourhood Budget had been successful.

Councillor Dunn had declared an interest as a County Councillor.

Councillors passed on their thanks to the team.

It was **Resolved** to note the report and funding bid.

### 770 Planning and Correspondence Report

A report had been circulated with the agenda.

a) DM/20/02423/FPA Bogma Hall Farm, Coxhoe, DH6 4EN

It was **Resolved** the Council noted the application.

Councillors discussed a very recently published planning application at Grange Farm, Coxhoe, which will be discussed by the Council.

b) To note approved, withdrawn and refused applications

There were no withdrawn or refused applications this period.

Approved decisions:

No & Applicant	Location
DM/17/03523/V0 C Mr Simon Williams	Cloud House Blackgate East Coxhoe Durham DH6 4AA
DM/20/01635/PA J D Seymour	Land To The Rear Of Bogma Avenue Coxhoe DH6 4EW
DM/20/01364/FPA Mr & Mrs Mawson	36 Browning Hill Coxhoe Durham DH6 4SA
DM/20/01585/FPA Mr & Mrs Southeran	6 Applegarth Coxhoe Durham DH6 4S
DM/20/01704/FPA Mr Philip Ian Mackenzie	Norbreck Lynn Park Crescent Coxhoe Durham DH6 4ES

It was **Resolved** the approved decisions were noted.

## c) Correspondence

### Correspondence Received

	Date Received	Received From	Summary
1	24.08.20	Haswell Mencap	Request for help to Parish Councils and Corporate Support
2	01.09.20	Durham County Council (DCC) Environment & Design/Business Support	Environment Awards 2020
3	07.09.20	DCC Environment & Design/Business Support	Heritage Open Days 2020
4	11.09.20	DCC Cllr Simon Henig	Update on Council Services Stakeholder Briefing
5	11.09.20	DCC Press Team	Taxi Consultation
6	14.09.20	East Durham Rural Corridor AAP	Funding Available
7	15.09.20	S Ragg CDALC	Cancellation of CDALC 2020 AGM
8	17.09.20	DCC Chief Executive	Urgent announcement on new Covid 19 restrictions
9	21.09.20	Durham County Council	Inspector's Response to County Durham Plan

It was **Resolved (1)** the correspondence was noted.

### Bulletins

	Date Received	Received From	Summary
1	07.09.20	NALC	Chief Executive's Bulletin
2	11.09.20	NALC	Chief Executive's Bulletin

It was **Resolved (2)** the bulletins were noted.

d) To consider a response to the Government's 'Planning for the Future' White Paper Consultation. The Government has issued 'Planning for the Future' White Paper Consultation on planning. The principal planning decisions may be taken when a local plan is produced which has just been done in County Durham, therefore the Parish may well want to input carefully when the next one is developed. The Clerk is attending County Durham Association of Local Councils training about this next week and then a response to be done. It was **Resolved** to agree the Clerk to respond to consultation including ensuring local councils and communities are engaged and listened to when it comes to planning, and stating opposition to moves which centralise planning decisions.

### 771 Neighbourhood Planning

The Clerk had circulated a report. Information regarding attending a working group online meeting will be issued in the forthcoming Chronicle. Discussion regarding a questionnaire to be issued also with the Chronicle. It was **Resolved** to note the report.

### 772 Chronicle and Community Consultation

The Clerk had circulated a report. The next issue of the Chronicle should include consultation with the community on the following:

- a) Traffic problems in Cornforth Lane
- b) Neighbourhood Planning in Coxhoe
- c) Neighbourhood Planning and Planting at Quarrington Hill
- d) Quarrington Hill Churchyard
- e) Parking in Coxhoe
- f) Old School Site and GP Surgery

Draft questions were circulated, and it was discussed how to link these to the website and Facebook with the use of Microsoft forms and also the use of a QR Code being set up. The Clerk said the Parish Council needs to be realistic as to what the Parish is in control of, and to manage expectations of the public. It was **Resolved (1)** that suggestions would be circulated before the Chronicle is sent to print and would be included in the next Chronicle edition. It was **Resolved (2)** the Clerk delegated to approve payment for a larger Chronicle of up to 20 pages if needed.

### **773 Remembrance Commemoration**

The Clerk circulated a report, advising some ideas and guidance. Remembrance ceremonies are being scaled back and the Council has the duty to prevent mass gatherings. The Royal British Legion have acknowledged new ways of Remembrance may be considered. It was **Resolved** to note the report and the Clerk would consider the options and continue arranging an event which the public are not encouraged to attend. This would be under constant review until the time of the event.

### **774 Land, Buildings and Open Spaces**

The Clerk had circulated reports.

- a) Quarrington Hill Churchyard

There was an Extraordinary Meeting on 22 September regarding the Churchyard where a number of resolutions were passed. The Parochial Church Council (PCC) had also responded to say that they intend to press ahead with closure of the Churchyard.

The following were **Resolved**:

- (1) The reports and the resolutions of the Extraordinary meeting were noted.
- (2) To make a response to the PCC which thanks them and states the Parish Council understands their point of view but stands by its resolutions already made.
- (3) To note the Council will receive advice from The Clerk.
- (4) The Parish Council to communicate developments with residents.

- b) Old School Site

The MP Mary Foy had met with the Clinical Commissioning Group and an update is awaited.

It was **Resolved** the report was noted.

- c) Shaun Henderson Memorial Sports Ground

There has been an interest in subletting the field, from a team who would involve the local community. The Clerk said there are also implications for the Council about how exactly payment is made and that needs to be considered. Councillors were concerned about the potential for overuse, particularly as the sports ground will also be used for football and needs to be available for community use and provide value for money for the community, and it is a brand new pitch.

The following were **Resolved**:

- (1) the report was noted.

(2) the Council would be interested in a team which would involve the local community being able to book out the facility, and would consider committing to this for a five year period.

(3) the Clerk to advise the interested party of the Council's views and make further explorations.

(4) a very small socially distanced launch can be arranged when possible to confirm the change of name and refurbishment of the pavilion, and a larger public event to be arranged in the future when possible.

d) Quarrington Hill Village Green

A request has been made to plant two cherry trees on the Village Green as two others have died. It was **Resolved** to approve the Clerk to arrange this with Councillor Armstrong.

### **775 Community Reports**

a) Quarrington Hill Community Centre

No report

b) Coxhoe Village Hall

No report

c) Active Life at Coxhoe

No Report was received. Councillor Lavelle said the centre is open and going well with membership numbers still increasing.

d) Coxhoe History Group

No Report

e) Coxhoe Community Report

Report was circulated and discussed

It was **Resolved** to note reports and to continue requesting reports from the five organisations.

The following items were classified as being of a confidential nature in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. At this point of the agenda it was **Resolved (5)** that all members of the press and public were asked to leave the meeting.

### **776 Land Acquisition**

The Clerk circulated reports with the agenda.

a) Update on actions from June Meeting

The Clerk advised that there has been no progress on potential land acquisition since the June meeting.

It was **Resolved** the report was 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 (5)** that Standing Order 3(v) be invoked and the meeting continue.

b) Land adjacent to Quarrington Hill Community Centre

The Clerk's report said that Durham County Council are still investigating transfer of this asset to the Parish Council.

The following were **Resolved**:

(1) The report was noted.

(2) Approve the Clerk to discuss with the Association regarding stand-alone events.

(3) Approve the Clerk to discuss with Durham County Council that Coxhoe Parish Council is still interested in obtaining the licence.

**777 Date and time of next meeting**

**Resolved** the next meeting will be held on Wednesday 4 November 2020 at 6.30pm.

The meeting closed at 8.40pm.

**Certified as a True Record:**

**Chair (Sign)**

**Date**