



Coxhoe Parish Council Meeting Minutes: Ordinary Meeting

Date & Time: Wednesday 6 January 2021 6.30pm

Venue: via Zoom

Councillors present:

S Dunn (Chair); N Brown; W Lavelle; K Lowes; K Simpson (Vice Chair); J Slater.

Also present:

County Councillor J Blakey; M McKeon; C Llewelyn, Parish Clerk.

No members of the public attended the meeting.

822 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.

823 To note apologies

Apologies were given from Councillors I Armstrong; J Barber; A Hedley, C Thirlaway and from Angela Searle, Admin Officer. It was **Resolved** the apologies were noted.

824 Declarations of interest in items on the agenda

Councillor Dunn declared an interest as a County Councillor, as Director of Active Life and Governor of Coxhoe Primary School and also in item 19b as a member of staff of the Land Registry. Councillor Lavelle declared an interest as a Director of Active Life. Councillor Lowes declared an interest in respect of Youth Provision as a close relative is employed. Councillor Simpson declared an interest as Chair of Governors at Coxhoe Primary School. It was **Resolved** the declarations of interest were noted.

825 To confirm the minutes of the meeting of the Council held on 2 December 2020 and the minutes of the extraordinary meeting held on 19 November 2020.

Draft copies of the minutes for the above meetings have been issued with the agenda. **Resolved (1)** the minutes of the meeting held on 2 December be approved, confirmed and signed as an accurate record. **Resolved (2)** that the minutes of the Extraordinary meeting held on 19 November be approved, confirmed and signed as an accurate record.

826 Public participation

No members of the public were present.

827 Durham County Councillors' Update

Councillor Blakey spoke about delivery of Christmas presents in Quarrington Hill from her Neighbourhood budget.

Councillor Dunn advised his updates are covered in the agenda but also added that all survey information and comments have been sent on to various County Council Officers. Councillor Lowes passed on thanks to Councillor Dunn regarding the refunds that have now been issued to parents in respect of the school trips that had been cancelled.

Resolved the information is noted.

828 Councillors' reports of attendance at meetings and events on behalf of the Parish Council

No updates.

829 Receipt of Committee minutes

a) Approved Events, Environment and Finance Committee Minutes 16 November 2020

b) Draft Events, Environment and Finance Committee Minutes 7 December 2020

It was **Resolved** that the Committee minutes above were received and noted.

830 Financial matters

a) Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated the Finance Report, Bank Reconciliation to 18 December 2020 with the agenda.

Resolved (1) the Clerk will be arranging a bank transfer and the bank balances and reconciliation to 18 December are noted.

The Clerk had sent details of employee costs for the month of December.

Resolved (2) the employee costs were noted and approved.

The payments below were submitted for approval.

January

No	Payee	Description	Amount
1	Staff	Salaries	£3,761.02
2	NEST	Employer & Employees' Pension Contributions	£219.09
3	HMRC	Employer Liabilities	£876.65
4	SE Landscaping	Grounds Maintenance Contract	£884.90
5	BT	Landline & internet	£50.64
6	ITC	Sophos Internet Security & One drive storage	£10.80
7	Vodafone	3 x Mobile Phones	£51.66
8	Wave Water	Quarrington Hill Allotments Water Supply	£188.37
9	Scottish Power	Memorial Garden Lighting	£11.00
10	G Smith Electrical Services	Installation and dismantle of Christmas lights	£1,416.00
11	Thinford Nurseries	Winter planting Coxhoe and Quarrington Hill	£894.00
12	Mazars Auditors	External Audit of 2019 to 20 Accounts (gross amount re-stated)	£480.00
13	Royal British Legion Poppy Appeal	Remembrance Wreaths Section 137 payment	£344.00
14	JDM Doors Ltd	Roller Shutter Doors for Pavilion	£1,680.00
15	MKM Building Supplies	Slabs and carcassing for Pavilion	£172.74
16	Spar	Mobile Phone Top-up	£15.00
17	Post Office	Postage Stamps	£10.40
18	Spar	Postage Stamps	£7.80
19	Microsoft	365 Subscription	£5.99
20	Zoom	Zoom Subscription	£14.39
21	Lloyds	Monthly Fee	£6.00

Please note prices are gross, where VAT applies.

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

b) Savings account

The Clerk is looking at a further savings account for the Council but has struggled to find a suitable account and will bring a report to the February meeting. It was **Resolved** the update is noted.

c) Financial Regulations

The Clerk had circulated with the agenda the updated the Parish Council's Financial Regulations which have been amended at point 6.22. Councillors discussed increasing the amounts which can be delegated to the Clerk at points 4.1 and 4.5 from £500 to £1,000. It was **Resolved** to note the updated point 6.22 and agreed to increase the delegated amount to £1,000 at points 4.1 and 4.5 if agreed as appropriate by the Internal Auditor.

d) Budget for 2020 to 21

The budget document showing the current financial year's budget was circulated with the agenda. It was **Resolved** the budget including projections for 2020 to 21 were noted.

831 Annual Action Plan

The draft action plan for 2021 to 22 was presented to the Council for discussion. It was **Resolved** to agree the Parish Council's action plan for 2021 to 22 with the following additions:

- 2: add 'Foundry Row and Commercial Road'.
- 6: amend to 'Cassop cum Quarrington Parish Council and Durham County Council'.
- 12: amend to 'deliver in partnership a bungalow development on the Old School site and adjoining land ideally with a GP Surgery'.
- 13: amend to 'proceed with acquisition of land'.
- Add 15: make necessary preparations to take on administration and maintenance of Quarrington Hill Churchyard as soon as possible.
- Add 16: consider acquisition of land behind Cornforth Lane to improve parking and provide community recreation facilities.
- Add 17: consider implications of introducing CCTV on Coxhoe front street and consult with residents on the issue prior to deciding to proceed.
- Add food bank to Community Pantry.

832 To agree the budget for the financial year 2021 to 2022

The draft budget had been agreed at the Events, Environment and Finance Committee meeting on 7 December 2020. The Clerk had recommended some earmarked reserves and increasing the amount put aside for elections but this was not resolved by the Committee. The Clerk had circulated a budget document and report. The following were **Resolved**:

(1) to note the report and the information on reserves and the Reserves Policy; the information on Local Council Tax Reduction Scheme, tax base and government caps, and the budget considerations presented by the Clerk, and to note the budget document.

(2) to agree the Parish Council's budget for the financial year 2021 to 2022 as that agreed at the EEF Committee meeting in December 2020 with no amendments.

833 To determine the Parish precept for 2021 to 2022

The following were **Resolved**:

(1) to note the precept report.

(2) the Parish Council determines the precept for the next financial year at £137,651 which is a decrease of 0.1% to Band D properties.

(3) the Clerk to make the precept request to Durham County Council.

834 Clerk's Report

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

a) Matters raised by residents

The Clerk had circulated details of matters raised by residents.

- Parking issues at Coxhoe Primary School
- Requirement of addition speed restrictions in the Village
- Issue with heavy Aggregate Industries wagons through Village
- Road outside Bogma Hall Farm

All matters had been passed on to County Councillor Dunn. It was **Resolved** the concerns of residents are noted.

b) Chronicle

The Clerk, the Chair and Vice Chair suggested the December issue of the Chronicle is delayed until the end of January 2021 then editions would be published in March or April, June, September and December 2021. It was **Resolved (1)** that the Council endorsed these dates, bearing in mind that the Chronicle may need to be moved due to Purdah when elections are held.

It was **Resolved (2)** to note the Clerk's Report.

835 Youth Provision

The Clerk had sent a report and had circulated the Youth Worker's report. She advised since the report had been produced the Officers had now had to revert back to online clubs and they are working on new ideas and will be updating the website and social media. Councillor Lowes commented on the work they had done around mental health was good and this was to be fed back to the Youth Team. It was **Resolved** to the note the report.

836 Planning and Correspondence Report

A report had been circulated with the agenda.

a) To consider planning applications

1. DM/20/03213/FPA 15 The Avenue, Coxhoe, DH6 4AD

It was Resolved to object to the application due to traffic and highway safety issues; overlooking other properties; development of land at the back of houses in this area and overdevelopment in this area of the village.

b) To note approved, withdrawn and refused applications

There were no approved, withdrawn or refused applications this period.

c) To consider correspondence

Durham County Council 20mph Zone Order Burdon Way, Kennet Grove and Blackiston Close. It was **Resolved** the correspondence was noted.

d) Bulletins

	Date Received	Received From	Summary
1	27.11.20	National Association of Local Councils (NALC)	Chief Executive's Bulletin
2	04.12.20	NALC	Chief Executive's Bulletin
3	08.12.20	NALC	Newsletter – Breaking News 'Launches a new guide on community business'
4	11.12.20	Ruth Dickinson PCSO Durham Police	November Newsletter
5	11.12.20	NALC	Chief Executive's Bulletin
6	15.12.20	CDALC	Commemorative Plaques

It was **Resolved** the bulletins were noted.

837 Coxhoe and Area Community Pantry and Community Response activity

The Clerk had circulated a report with the agenda.

a) Community Pantry

Work continues to prepare and set up the Community Pantry.

It was **Resolved (1)** to note the report. It was **Resolved (2)** to approve the Clerk and Administration Officer taking food hygiene training at a cost of no more than £20 each.

b) Community Response Update

The Community Response activity continues with a number of volunteers and service users which the Administration Officer regularly contacts both volunteers and service users to review provision and make sure there are no issues. The 'Secret Santa' hampers were delivered on the 23 December to 30 children and young people. It was **Resolved (1)** to note the report.

It was **Resolved (2)** the Parish Councillors passed on their thanks to the volunteers and a letter would be issued. It was **Resolved (3)** to approve the continuation of this community support. It was **Resolved (4)** to approve the Neighbourhood Budget Small grant application and the activity for Secret Santa hampers.

838 To consider a response to consultations

a) Double taxation consultation (County Durham Association of Local Councils)

It was **Resolved (1)** the Parish Council response will be that County Durham Association of Local Councils and Durham County Council should take no further action.

b) Centralised Custody Suite consultation (Durham Constabulary)

It was **Resolved (2)** the Parish Council objects to this proposal; the Council does not believe the consultation is meaningful as costs of upgrading other sites were not provided, and the Parish Council has concerns in relation to the amount of traffic which may come through Coxhoe and Quarrington Hill, and concerns about the escalating number of vehicles using sirens in residential areas.

c) North East Transport Plan consultation (North East Joint Transport Committee)

It was **Resolved (3)** the Parish Council support the plan and consultation and want to be consulted and involved in local developments in the North East Transport Plan.

Councillor Slater left the meeting at this point.

834 To consider the Council's tender for hanging baskets and planters

The Clerk had circulated the Tender Schedule Introduction and Tender Service Agreement with the agenda. The tender is due for renewal from May 2021. The Clerk recommends that the Council approaches a three-year tender, and asked if the Councillors wish to amend anything in the tender.

It was **Resolved (1)** the tender documents were noted. It was **Resolved (2)** in addition to the planters already in place, planting in front of the Miners' Memorial on Quarrington Hill village green would be added. It was **Resolved (3)** to agree the delegation to the Clerk of the tendering process in accordance with Council policies.

835 Land, Buildings and Open Spaces

a) Neighbourhood Planning

An open meeting with the public has been proposed for Monday 18 January 2021 at 6pm and invitations will be sent to all who had completed the surveys. Funding can be obtained for the process.

It was **Resolved (1)** the note the report. It was **Resolved (2)** to approve the Clerk, in consultation with the County Council's Officer offering assistance and the Chair or Vice Chair as necessary to begin the process for applying for funding. It was **Resolved (3)** to proceed with the proposed meeting on the 18 January 2021.

b) Foundry Row

The Clerk had declared an interest in this item. A report was circulated which detailed advice received from the Solicitor and Councillor Dunn's summarised response. County Councillor Blakey offered to contact County Council Officers about drainage. The following were **Resolved:**

(1) to note the report and the Council's commitment to improve this corner of the village green and provide parking for businesses.

(2) to approve Meikles Solicitors to proceed with the deed of easement and to ensure the Parish Council's legal title is correct.

(3) to erect the fence as in the report provided, requesting this at the expense of the resident.

(4) to contact contractors to start work on the site to spread chippings and erect fencing once drainage is addressed.

836 Community Reports

a) Quarrington Hill Community Centre

No report.

b) Coxhoe Village Hall

No report.

c) Active Life at Coxhoe

No Report. Councillors Dunn and Lavelle said the centre had reopened but now had to close again. The roof had been repaired and the grant had been approved for the CCTV in the park area.

d) Coxhoe History Group

The History Group had sent in a report that they are hopeful things will improve soon and they have prepared a programme for 2021 starting April, subject to the situation at the time.

e) Coxhoe Community Watch

No Report. Councillor N Brown said the Community Watch patrol had suffered intimidation from a large group of younger people and that elections for Co-ordinators will be held when possible.

It was **Resolved** to note the above, and the History Group programme for 2021 would go into the Chronicle.

837 Date and time of next meeting

Resolved the next meeting will be held on Wednesday 3 February 2021 at 6.30pm.

The meeting closed at 8.25pm.

Certified as a True Record:

Chair (Sign)

Date