



Coxhoe Parish Council Meeting Minutes: Ordinary Meeting

Date & Time: Wednesday 3 February 2021 6.30pm

Venue: via Zoom

Councillors present:

S Dunn (Chair); D Brown; A Hedley; W Lavelle; K Lowes; K Simpson (Vice Chair); C Thirlaway.

Also present:

County Councillor J Blakey; M McKeon; C Llewelyn, Parish Clerk; A Searle, Administrative Officer.

No members of the public attended the meeting.

838 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.

839 To note apologies

Apologies were given from Councillors I Armstrong; N Brown. It was **Resolved** the apologies were noted.

840 Declarations of interest in items on the agenda

Councillor Dunn declared a pecuniary interest as a County Councillor, as Director of Active Life and Governor of Coxhoe Primary School and also in item 16b as a member of staff of the Land Registry. Councillor Lavelle declared a registerable 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 a registerable interest as Chair of Governors at Coxhoe Primary School. The Clerk read through the definitions of pecuniary, other registerable and non-registerable interests at the meeting. It was **Resolved** the declarations of interest were noted.

841 To confirm the minutes of the meeting of the Council held on 6 January 2021.

Draft copies of the minutes for the above meetings have been issued with the agenda. **Resolved** the minutes of the meeting held on 6 January 2021 be approved, confirmed and signed as an accurate record.

842 Public participation

No members of the public were present.

843 Durham County Councillors' Update

Councillor McKeon spoke about

- COVID-19 vaccines for over 80's nearly complete and now doing over 75's and 70's.
- Durham County Council are vaccinating all frontline staff which will be 10,000 members of staff by end of February 2021.
- Work to commence this month on the new bus station in Durham with completion expected by late summer 2022.

- County Durham Together Community Hub available to the vulnerable and lonely through the ongoing pandemic. Further details to be forwarded to the Clerk.
- Financial assistance provided from Durham County Council to local businesses.

Councillor Blakey spoke about

- Number of vaccines administered at Bowburn.
- One off discretionary payment of £500 paid by Durham County Council to Taxi Drivers.
- Parking at The Grove, Coxhoe.
- Basic Cottages drainage.
- Amazon buses have stopped running.

Councillor Dunn spoke about

- CCTV at Coxhoe park approved and ordered.
- Coxhoe and Quarrington Hill trees pending approval.
- Cornforth Lane bus gate consultation response due by 4 February.
- Speed survey at Park Hill Coxhoe to the traffic lights and the crossing points at The Limes.
- Alterations to the mini roundabout in Coxhoe.
- Parking on The Avenue.

Parish Councillor Simpson mentioned at this point the lights were off at the zebra crossing at the end of Cornforth Lane. County Councillor Blakey to raise this with Durham County Council.

Resolved the information is noted.

844 Councillors' reports of attendance at meetings and events on behalf of the Parish Council
Councillor Dunn said the update is covered in the agenda items 16b and 16c.

845 Proposed dates for Annual Assembly of Electors and Annual Meeting and Council meetings 2021 to 2022.

The Clerk had circulated with the agenda a report with the proposed dates.

Date and Time	Venue
Wednesday 7 April 2021 6.30pm	Coxhoe Village Hall
Wednesday 12 May 2021 6.30pm (later than usual due to elections which may take place)	Coxhoe Village Hall
Wednesday 2 June 2021 6.30pm	Coxhoe Village Hall
Monday 5 July 2021 6.30pm	Quarrington Hill Community Centre
Wednesday 1 September 2021 6.30pm	Coxhoe Village Hall
Wednesday 6 October 2021 6.30pm	Coxhoe Village Hall
Monday 1 November 2021 6.30pm	Quarrington Hill Community Centre
Wednesday 1 December 2021 6.30pm	Coxhoe Village Hall
Monday 10 January 2022 6.30pm	Coxhoe Village Hall
Wednesday 2 February 2022 6.30pm	Coxhoe Village Hall
Wednesday 2 March 2022 6.30pm	Coxhoe Village Hall

Annual Assembly of Electors: Wednesday 12 May 2021 at 6.00pm at Coxhoe Village Hall

Committee	Date and Time
Events, Environment and Finance Committee	<ul style="list-style-type: none"> • Monday 10 May 2021 • Monday 12 July 2021 • Monday 6 September 2021 • Monday 15 November 2021 • Monday 6 December 2021 (focus on Finance) • Monday 7 February 2022
Human Resources, Grievance, Disciplinary and Complaints Committee	<ul style="list-style-type: none"> • Wednesday 21 April 2021 • Wednesday 21 July 2021 • Wednesday 13 October 2021 • Wednesday 12 January 2022
Youth Strategy Group	<ul style="list-style-type: none"> • Thursday 17 June 2021 • Thursday 16 September 2021 • Thursday 20 January 2021 • Thursday 17 March 2022

a) To set a date for Annual Assembly of Electors and Annual Meeting of Coxhoe Parish Council 2021

b) To confirm dates of Council Ordinary meetings and Committee meetings for the municipal year 2021 to 2022

It was **Resolved (1)** to approve the above dates for the meeting of Annual Assembly of Electors and Parish Council Annual Meeting 2021 to 2022. **Resolved (2)** to approve the above dates for full Council meetings for the year 2021 to 2022. **Resolved (3)** to approve the above dates for Committee Meetings for the year 2021 to 2022.

846 Financial matters

a) Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated the Finance Report, Bank Reconciliation to 25 January 2021 with the agenda.

Resolved (1) to note the Clerk will be arranging a bank transfer; and the bank balances to 25 January, and the bank reconciliations will be circulated.

The payments below were submitted for approval.

February

No	Payee	Description	Amount
1	Staff	Salaries	£3,632.26
2	NEST	Employer & Employees' Pension Contributions	£219.09
3	HMRC	Employer Liabilities	£814.21
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
9	Scottish Power	Memorial Garden Lighting	£11.00
10	Total Business	Photocopier Usage	£14.14

11	Kara-Jane Senior	Dance sessions for youth clubs	£50.00 (grant funded)
13	Durham County Council	Maintenance of dog bin in St Mary's Churchyard	£270.79
14	Affordable Landscapes	Supply, erection and dismantle of Christmas tree	£528.00
15	Affordable Landscapes	Spreading chippings at sports field and track	£900.00
16	Thinford Nurseries	Watering at Quarrington Hill (invoice not previously received)	£336.00
17	Spar	Mobile Phone Top-up	£15.00
18	Tesco	Items for Secret Santa Hampers	£164.40 (grant funded)
19	Baker Ross	Arts and Crafts items for youth clubs	£219.60 (grant funded)
20	Spar	Postage Stamps	£15.84
21	Spar	Mobile Phone Top-up	£15.00
22	Microsoft	365 Subscription	£5.99
23	Zoom	Zoom Subscription	£14.39
24	Lloyds	Monthly Fee	£6.00

Please note prices are gross, where VAT applies.

It was **Resolved (2)** the payments are approved.

Monies received (over £100 only)

Date	Payee	Description	Amount
15.01.21	Durham County Council	Small Grant for Secret Santa	£200.00

It was **Resolved (3)** monies received were noted.

b) To note and approve Employer costs

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

Resolved the employee costs were noted and approved.

c) To consider a Savings account and receipt of precept.

The Clerk has not been able to find a savings account which can be opened now, but there is the option of the Parish Council receiving the precept in two slices, in April and September with which the Internal Auditor is in agreement. It was **Resolved** to approve the precept for 2021 to 2022 to be received in two instalments.

d) Budget for 2020 to 2021

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

847 Review of Internal Audit and Appointment of Internal Auditor

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

(1) the report is noted.

(2) the Council considered and approved the review of internal audit presented.

(3) the Council appoints Gordon Fletcher as its Internal Auditor for the accounts for the financial year

2021 to 22 at the quoted cost.

848 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:

- Icy conditions in Linden Grove, Coxhoe Village Hall car park and footpaths around the GP Surgery.
- Grit bins in Lansdowne Road and suggestion from resident the Parish Council plough or grit areas.

All matters had been passed on to County Councillor Dunn and further discussion took place as regards the Parish Council supplying a grit bin in the Village Hall car park. It was **Resolved (1)** the concerns of residents are noted. It was **Resolved (2)** the Clerk to look into working with the Village Hall for the Caretakers to clear paths.

b) Coxhoe and Area Community Pantry

The Clerk confirmed funding is secured and the planned start date for the Coxhoe and Area Community Pantry is 1 March. Training has been arranged for all involved. It was **Resolved (1)** to note the information. It was **Resolved (2)** the Parish Councillors passed on their thanks to all involved.

It was **Resolved (3)** to note the Clerk's Report.

849 Youth Provision

The Clerk had sent a report and had circulated the Youth Worker's report. It was **Resolved** to the note the report.

850 Approval of Quarrington Hill Allotments Tenancy Agreement

The Clerk had circulated a report and draft tenancy agreement with the agenda. This was based on NALC (National Association of Local Councils) template and responses from allotment tenants to the consultation that was issued during November and December 2020. It was **Resolved** to note the report and approve the draft Tenancy agreement, with the amendment that the perimeter fence and security of the site is not to be tampered with and only the official entry points can be used unless by pre-agreement with the parish council.

851 To approve Parish Council Policies

a) To approve the Equal Opportunities Policy

It was **Resolved** to approve the draft Policy and rename as Equality, Diversity and Inclusion Policy.

b) To approve the Training Policy

It was **Resolved** to approve the draft Training Policy.

852 Planning and Correspondence Report

A report had been circulated with the agenda.

a) To consider planning applications

1. DM/20/03748/FPA The Bridge House, Station Road East
2. DM/21/00114/CEU Hill Top Farm, Quarrington Hill

It was **Resolved** to note the above applications.

b) To note approved, withdrawn and refused applications

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

c) To consider correspondence

Cassop-cum-Quarrington Neighbourhood Plan Proposal – Regulation 16 of the Neighbourhood Planning (General) Regulations 2012 and the Localism Act 2011. It was **Resolved (1)** the correspondence was noted. It was **Resolved (2)** to respond that the Parish Council strongly endorses the Neighbourhood Plan proposals and is looking to do similar in its own Parish; and that the parish council supports proposals for the Cassop-cum-Quarrington Neighbourhood Plan.

d) To consider a response to consultations

1. Durham County Council Minerals and Waste Development Plan Document consultation
2. Durham County Council Parking and Accessibility Supplementary Planning Document consultation
3. Durham County Council consultation on C67 Cornforth Lane, Coxhoe, Bus Gate and No Entry Order 2021
4. Durham County Council consultation on making County Durham a safer space
5. County Durham Health and Wellbeing Board consultation on health and wellbeing strategic objectives

It was **Resolved (1)** to note all the consultations. It was **Resolved (2)** the Clerk to respond to item 3 stating the proposals have the full, strong support of the Parish Council.

e) Bulletins

	Date Received	Received From	Summary
1	21.12.20	National Association of Local Councils (NALC)	Chief Executive's Bulletin
2	04.12.20	Durham County Council	A689 West Road Railway Bridge Bradbury – Temporary road closure
3	04.01.21	County Durham Association of Local Councils (CDALC)	Police Crime and Victim Commissioners Precept Consultation (see Appendix 2)
4	11.01.21	Croxdale & Hett Parish Council	Increase in Litter – Thinford and surrounding areas
5	11.01.21	County Durham Association of Local Councils (CDALC)	Bulletin and message from Steve Ragg
6	12.01.21	CDALC	NALC Chair's Open Letter to all Councillors
7	12.01.21	East Durham Rural Corridor Area Action Partnership (AAP)	Wellbeing for Life Training Calendar
8	15.01.21	CDALC	New Covid grant, Elections and Finance for Councillors training
9	19.01.21	NALC	Chief Executive's Bulletin including notes from Steve Ragg from CDALC
10	22.01.21	NALC	Chief Executive's Bulletin
11	25.01.21	CDALC	Election information and request to encourage postal votes
12	26.01.21	CDALC	Severe cold weather alert – level 2

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

853 Land, Buildings and Open Spaces

a) Neighbourhood Planning

The Clerk circulated a report including the Neighbourhood Planning Meeting notes of the 18 January 2021 with the agenda.

It was **Resolved (1)** the note the report and notes of the meeting. It was **Resolved (2)** to approve the working group to carry out the next suggested steps. It was **Resolved (3)** to approve the Clerk to develop a communication plan. It was **Resolved (4)** to approve the Clerk to develop a term of reference for the working group on which members of the public who responded to survey will be invited to comment and will be approved by the Council and working group.

b) Foundry Row easement

The Clerk had declared an interest in this item. The Chair and Vice Chair had met with the owner who has agreed to the erection of the fence and activity continues with the deed of easement. A statutory declaration is being finalised by the Council's Solicitor. It was **Resolved** to note the report.

c) Foundry Row land and drainage

County Councillor Blakey is awaiting a response from County Council Officers regarding the drainage on the land. It was **Resolved** to note the report.

d) Shaun Henderson Memorial Sports Ground

The Clerk is working with the Contractor to complete the pavilion and approve payments in this financial year. Councillor Dunn has contacted a company in relation to linking the Sports field CCTV with the Active Life system. It was **Resolved** to note the report.

854 To consider the costs, risks and ongoing implications of the Parish Council taking on maintenance of Quarrington Hill Churchyard

The Clerk circulated a report with the agenda. The Clerk had recommended that the Parish Council did not make a decision on the Churchyard without further advice about the condition of the Churchyard and confirmation that everything which needs to be addressed will be addressed before the ongoing maintenance responsibility were handed over. Councillors raised staff hours and said the Council should address where the hours will come from and the costs for these.

It was **Resolved (1)** to note the report and information on costs, risks and implications provided by the Clerk. It was **Resolved (2)** that the Parish Council reaffirms its request to take on the administration and maintenance of the open Churchyard unless further technical information and advice about the condition of headstones, uneven ground and the fissures that have opened up recommends strongly that the Churchyard should be closed.. It was **Resolved (3)** to approve the Clerk to continue to seek discussion with Cassop cum Quarrington Parochial Church Council.

855 To consider the provision of CCTV in Coxhoe

The Clerk circulated a confidential report with the agenda. She gave suggestions for other crime prevention methods which should be considered first and Councillors discussed the potential burden on staff time and raised a concern over responsibilities as data controller which would be likely to mean additional costs and responsibilities for staff.

The following were **Resolved:**

(1) to note the report and information on legal requirements, risks and implications provided by the Clerk.

(2) to note and consider the security options other than CCTV and ask the Clerk to investigate and report back on those the Council wishes to consider.

(3) if the Council is minded to continue seeking CCTV provision the Clerk is to undertake consultation with the community on provision of CCTV on Coxhoe Front Street, including letter drop to all properties that would be in the vicinity.

(4) to approve expenditure of £400 plus extra costs as required to be spent on investigating the NGA line.

(5) to note that if the Council is minded to continue investigations the Clerk would seek to obtain further quotes for CCTV provision and the lead-in time for potential Contractors, and to begin to draw up policies.

(6) the Clerk to ask the County Council about the amount of Subject Access Requests received for CCTV.

856 To receive Community Reports

a) Quarrington Hill Community Centre

No report.

b) Coxhoe Village Hall

No report.

c) Active Life at Coxhoe

No Report.

d) Coxhoe History Group

No Report.

e) Coxhoe Community Watch

No Report.

It was **Resolved** to note the above.

857 To consider items for the agenda of a future meeting

It was **Resolved** that if there were no Community Reports received the item would not be on the agenda.

858 Date and time of next meeting

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

The meeting closed at 8.55pm.

Certified as a True Record:

Chair (Sign)

Date