

## **Coxhoe Parish Council Minutes**

Meeting: Ordinary Meeting

Date & Time: 6 October 2021 6.30pm

Venue: Coxhoe Village Hall

Councillors present: S Dunn (Chair); K Simpson (Vice Chair); I Armstrong; J Ashworth; D Brown; K Lowes; C Thirlaway.

Also present: County Councillor M McKeon; C Llewelyn, Parish Clerk.

One member of the public was present.

### **950 To receive meeting safety information, to agree the willingness to hold the meeting and to note the Parish Council Public Participation Policy**

The Clerk had sent a report stating that the meeting had been convened using advice and guidance from the Government and National Association of Local Councils (NALC), and following the relevant risk assessments drawn up by the Clerk, and enclosed a risk assessment. It was **Resolved (1)** to note the safety measures and risk assessment and further **Resolved (2)** the agreement of Councillors present to hold this meeting while upholding the safety measures and controls implemented by the Clerk. It was further **Resolved (3)** to note the Public Participation Policy.

### **951 To note apologies**

Apologies were received from Councillor A Harden.

Apologies were also received from County Councillors J Blakey and G Hutchinson, and from A Hedley.

It was **Resolved (1)** the apologies were noted.

The Chair told Members that he had regrettably received the resignations of Councillor Slater and Councillor Hedley.

It was **Resolved (2)** the resignations were noted. It was **Resolved (3)** the Clerk is to write to both former Councillors to say they had played great individual positive roles on the Council and to thank them for their time as Councillors.

### **952 To receive declarations of interest in items on the agenda**

Councillor Dunn declared an interest as and as a Trustee of Coxhoe Village Hall, Governor of Coxhoe Primary School, Member of the Area Action Partnership Board, a Director of the Active Life Centre.

Councillor Simpson declared an interest as a Trustee of Coxhoe Village Hall and as Chair of Governors at Coxhoe Primary School.

Councillor Lowes declared an interest as a Trustee of Coxhoe Village Hall and in Youth Provision as a close relative is employed.

Councillor Thirlaway declared an interest as a Trustee of Coxhoe Village Hall.

It was **Resolved** the declarations of interest were noted.

### **953 To consider the granting of dispensations to Councillors**

The Clerk had circulated a report including advice from the County Durham Association of Local Councils. Dispensation requests had been sent to the Clerk by Councillor Dunn, Councillor Lowes and Councillor Simpson in respect of their positions as trustees of Coxhoe Village Hall Association.

It was **Resolved** that in accordance with Section 33 of the Localism Act, Councillor Dunn, Councillor Lowes and Councillor Simpson are granted a dispensation to discuss and vote on matters relating to Coxhoe Village Hall for which they have an Other Registerable Interest, from 6 October 2021 to May 2025, in order to help the Parish Council to be quorate to discuss and agree resolutions relating to Coxhoe Village Hall, and to authorise bank payments relating to Coxhoe Village Hall.

### **954 To confirm the minutes of the Ordinary Meeting held on 1 September 2021 and the minutes of the Extraordinary Meeting held on 22 September 2021**

It was **Resolved (1)** the minutes of the Ordinary Meeting of the Council held on 1 September 2021 be approved, confirmed and signed as an accurate record.

It was **Resolved (2)** the minutes of the Extraordinary Meeting of the Council held on 22 September 2021 be approved, confirmed and signed as an accurate record.

### **955 Public participation**

The resident present raised a number of issues. Gutters in Quarrington Hill need addressing. Debris is currently being dumped in an area of the village. The path from Belle Vue to the football field needs attention; Councillor Armstrong said he has raised this with the County Council. King's Wood needs cutting back; the Clerk advised this is to be done.

County Councillor McKeon said she would raise the gutters issue and the dumping of debris with the County Council.

Councillor Armstrong raised the path on the road between Quarrington Hill and the tip being difficult to pass forcing people into the road and had referred this urgently to the County Council.

The Chair thanked the member of the public for raising the issues.

### **956 To receive the County Councillors' Update**

The update from County Councillor McKeon, and a written report from County Councillor Hutchinson, included:

- Weed problems and grass cutting issues around Linden Grove
- Arranged clearance of litter
- Report of damaged fence
- Traffic on Cornforth Lane
- Towns and Villages funding
- Donation to Coxhoe Village Hall to purchase a PA
- Levelling up funding

Councillors raised issues as follows:

- A1M accidents; County Councillor McKeon to request statistics
- Elvet Bridge
- County Hall
- Durham Light Infantry Museum; County Councillor McKeon to give a more detailed report to a future meeting

- Goalposts at Quarrington Hill playing fields; Councillor Armstrong to contact County Councillor McKeon

It was **Resolved** the County Councillors' update was noted.

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

Councillor Dunn said he had met with the Clerk and the Grounds Maintenance Contractor about the sports field. It was **Resolved** the update was noted.

### **958 To review Parish Council Committees**

The Clerk had sent reports.

- a) To review and agree Human Resources Committee Terms of Reference

The Clerk had updated the Terms of Reference for the Committee, amending the sections on conflict of interest having taken advice. It was **Resolved** the Council adopted the updated Terms of Reference for the Human Resources Committee.

- b) To review and appoint Members to serve on the Parish Council's Committees or Working Groups

It was **Resolved (1)** that Councillor Lowes will join the Human Resources Committee.

It was **Resolved (2)** that Councillor Ashworth will join the Events, Environment and Finance Committee and the Appeals Committee.

### **959 To consider financial matters**

- a) Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated a report with the agenda. The bank balances at 30 September 2021 were £30,713.38 in Unity Trust Bank, £61,524.33 in Nationwide and £0.00 on the credit card. The Clerk advised that the second half of this year's precept was expected.

October

No	Payee	Description	Amount
1.	Staff	Salaries	£2,833.08
2.	NEST	Employer & Employees' Pension Contributions	£144.63
3.	HMRC	Employer Liabilities	£651.91
4.	SE Landscaping	Grounds Maintenance Contract	£884.90
5.	BT	Landline & internet	£52.92
6.	ITC	Sophos Internet Security & One drive storage	£10.80
7.	Vodafone	3 x Mobile Phones	£51.69
8.	Scottish Power	Memorial Garden Lighting	£11.00
9.	Coxhoe Village Hall	Meeting Room Hire May & June [re-presented as no quorum]	£100.00
10.	Coxhoe Timber	White emulsion for Pavilion	£18.90
11.	Coxhoe Timber	Emulsion for Pavilion	£33.95
12.	Coxhoe Timber	Floor Paint for Pavilion	£97.68
13.	Parkinson Partnership LLP	VAT Advice on Sports Facilities	£600.00
14.	Wave Water	Quarrington Hill Allotments Water	£254.79

15.	Mazars LLP	External Audit for Accounts 2020 to 2021	£480.00
16.	Thinford Nurseries	Hanging basket watering in August Coxhoe and Quarrington Hill	£1,350.00
17.	B & M	Metal Paint for Pavilion	£9.99
18.	Direct Hygiene	Defibrillator Pad	£53.10
19.	Specsavers	Employee Eye Test	£25.00
20.	Post Office	Postage	£11.01
21.	Microsoft	365 Subscription	£5.99
22.	Zoom	Zoom Subscription	£14.39
23.	Lloyds	Credit Card Monthly Fee	£3.00
24.	SE Landscaping	King's Wood strimming 2 x cuts Sports Field	£150.00

Payments are gross (after VAT) unless indicated otherwise.  
Section 137 payments are marked as such.

Payments requiring further information, presented for approval

Ref	Payee	Description	Amount
A.	Coxhoe Village Hall	Annual Grant	£4,000.00
B.	Quarrington Hill Community Centre	Annual Grant	£2,000.00

Monies received

No	Date	Payer	Description	Amount
1.	17.09.21	HMRC	VAT Refund April to July 2021	£3,627.15

It was **Resolved (1)** to note the report.

It was **Resolved (2)** the bank balances were noted.

It was **Resolved (3)** to approve the payments.

It was **Resolved (4)** to approve the payments requiring further information, which the Clerk will arrange payment of once one final piece of due diligence is satisfactorily received.

It was further **Resolved (5)** to note a direct debit payment had been incorrectly taken and was returned under the direct debit guarantee.

It was further **Resolved (6)** to note the monies received.

b) Employer costs for August

The Clerk had circulated the Employer Costs for September.

It was **Resolved** the employer costs for September were noted.

c) Budget

The Clerk had sent the budget and accompanying notes. She asked Councillors to note that on 5 October she had sent an email with projections for reserves, the targets and the Council's Policy on Reserves, and intends to discuss this with the Council and with the Events, Environment and Finance Committee. It was **Resolved** the documents and the update were noted.

d) To note conclusion of audit for the year 2020 to 21

The Clerk had circulated documents and said she was pleased to advise that the Annual Governance and Accountability Return for 2020 to 21 had been externally audited with no significant issues raised. There were minor issues mentioned in the letter which the Clerk will be addressing.

It was **Resolved (1)** to note the Completion Letter.

It was **Resolved (2)** to note the externally audited Annual Governance and Accountability Return.

It was **Resolved (3)** to note the Completion Notice which has been displayed by the Clerk.

It was **Resolved (4)** to note that the Clerk will address the minor issues raised.

### **960 Clerk's Report**

The Clerk had circulated a report.

a) To consider Matters raised by residents

The Clerk spoke through the matters raised and action taken. It was **Resolved** to note the matters raised by residents.

b) Training

It was **Resolved** to note the training reported.

c) To note activity undertaken and the Clerk's priorities

It was **Resolved (1)** to note the Clerk's priorities in the report.

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

### **961 To agree Parish Council policies**

The Clerk had sent draft policies for approval.

a) Complaints Policy and Procedure

It was **Resolved** to approve the draft Complaints Policy and Procedure.

b) Health and Safety Policy

It was **Resolved** to approve the draft Health and Safety Policy with the addition of near misses to point 3.2F.

c) Training Policy

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

### **962 To note Parish Council Youth Provision Report**

The Youth Team Leader had sent a report. Councillors were pleased to see increasing numbers at the Quarrington Hill Youth Club session. It was **Resolved** to note the report.

### **963 Planning, Correspondence and Consultations Report**

The Clerk had sent a report.

a) To consider planning applications

1. [DM/21/02451/FPA](#) 5 Meadow Court, Coxhoe DH6 4ED

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

2. [DM/21/02740/FPA](#) 2 Roslyn Mews, Coxhoe DH6 4BP

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

3. [DM/21/02991/VOC](#) Stray Aid Dogs & Cats Home, East Pasture Farm, Coxhoe DH6 4EL

It was **Resolved** that the Clerk and Vice Chair will consider past Parish Council responses to planning applications and any bearing they may have on this application and if appropriate respond by objecting to the application in planning terms, and advise that the Parish Council supports screening to reduce the noise which reaches the village.

4. [DM/21/03128/FPA](#) 60 Ashbourne Drive, Coxhoe, DH6 4SW

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

5. To consider any planning applications received after the agenda was issued to be dealt with by the Clerk using delegated authority

No applications were received.

b) To note approved, withdrawn and refused decisions

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

c) To consider correspondence and a response to consultations

It was **Resolved** that the Minerals and Waste Policies and Allocations Development Plan Document was noted.

d) To note bulletins

It was **Resolved (1)** the bulletins were noted.

It was **Resolved (2)** the Clerk to ask for details of the Towns and Villages Work and how the Parish Council could be involved.

It was further **Resolved (3)** to note the Planning, Correspondence and Consultations Report.

#### **964 To review the Parish Council action plan**

Councillor Dunn asked about Bower Court village green and the Clerk said it is to be addressed. The action plan for 2022 to 2023 will be discussed as part of budget preparations. It was **Resolved** to note the current action plan with updates, sent by the Clerk.

#### **965 To consider Land, Buildings and Open Spaces**

The Clerk had tabled a report.

a) To consider the Council's position regarding the Old School Site

The Clerk gave a brief update about the site. It was **Resolved** to note the update.

b) To note activity relating to Shaun Henderson Community Sports Ground

The Clerk said that there are issues with the field though the weed and feed appeared to have been successful. Regrettably the field is unlikely to be playable by sports teams in the current season and the launch is recommended to be delayed. Scouts and Youth Clubs are able to use the field and pavilion in agreement with the Clerk.

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

c) To note information and consider resolutions in relation to Quarrington Hill Churchyard

It was **Resolved** to defer this item to an in private session as the Council has received legal advice.

d) To consider action on parking problems in Coxhoe Village Hall car park

There are problems with the car park being busy or full which must impact on users of the hall.

The following were **Resolved**:

**(1)** the Clerk to check with the Co-op that the use of their car park is working well, and if so, to write to businesses on the front street to remind them it is available.

**(2)** the Clerk to check wording of signage that could be displayed.

**(3)** the Clerk to investigate what actions the Council could potentially take to enforce car park regulations.

**(4)** the Clerk to undertake public engagement.

e) To agree the provision of a Christmas tree in Coxhoe

It was **Resolved** the Clerk is to make expenditure within her remit on a Christmas tree.

f) To consider seeking valuations on land

Councillors discussed the tabled report, involving land not owned by the Parish Council which has been the subject of consultation by the Council. It was **Resolved** the Clerk is to seek valuations on two areas of land not owned by the Parish Council.

g) To agree land and tree inspections

The following were **Resolved**:

(1) the Clerk to send details to County Councillor McKeon of potentially diseased trees, dying canopies and overhanging trees to the front of Quarrington Hill allotments.

(2) the Clerk to contact Quarrington Hill Community Centre to enquire about the hedge and offer Councillor Armstrong's help if a hedge trimmer is available.

(3) Councillor Armstrong to send to the Clerk details of the problems and potential solutions for the trees to the back of Quarrington Hill allotments which the Clerk will discuss with the Grounds Maintenance Contractor.

(4) the Clerk is authorised to spend up to £2,000.00 on tree inspections, taking advice from the successful Contractor as to which areas should be inspected first.

(5) the report on Land, Buildings and Open Spaces is noted.

#### **966 To consider Parish Council events**

a) To consider the Fireworks Display November 2021

The Clerk had tabled a report including information on Covid cases in the county and the resolutions from the Events, Environment and Finance Committee meeting on 16 September. It was **Resolved** that unless circumstances change, the fireworks display planned for 6 November 2021 will go ahead.

b) To note activity in relation to the Remembrance Ceremony at Coxhoe Village Hall on 14 November 2021

The Clerk had tabled a report. It was **Resolved (1)** to note that the Clerk with the Chair and Vice Chair are making arrangements for the Ceremony.

At 8.30pm the Chair requested members' agreement, as per Standing Order 3(x), to extend the meeting beyond the standard 2-hour period. It was **Resolved (2)** that Standing Order 3(x) be invoked and the meeting continue.

The Clerk also raised issues with other items which were not on this agenda but the Clerk asks the Councillors to note the report. Advice had been received from Durham County Council Officers about the plans for a Christmas event. The Clerk had provided an update about beacons for the Queen's Platinum Jubilee in June 2022.

It was **Resolved** that Councillors asked the Clerk under her delegated authority to undertake the following:

(3) to find out from some other villages what they do for their Christmas events.

(4) to request a meeting between the Parish Council Clerk and Chair and Vice Chair and County Councillor McKeon with the County Council Officers who have so far provided advice.

(5) the Clerk to keep Councillors informed.

(6) the Clerk to seek potential costs of a road closure.

(7) the Council confirmed its preference to book six foot beacons for the Queens Platinum Jubilee beacon lighting.

It was further **Resolved (8)** that the report on events was noted.

**967 To consider items for the agenda of a future meeting**

Activities for Pride in 2022 were raised. It was **Resolved** the Clerk to add this to the agenda for the Events, Environment and Finance Committee.

**968 Date and time of next meeting and future meetings**

a) Date and time of next meeting

It was **Resolved** the next meeting will take place on Monday 1 November 2021 at 6.30pm at Quarrington Hill Community Centre

b) To discuss and agree the location, date and time of future meetings

It was **Resolved** to defer discussion to the next meeting.

**969 To consider a resolution that 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, if agreed, all members of the press and public were asked to leave the meeting**

At this point of the agenda, it was **Resolved** that all members of the press and public were asked to leave the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. County Councillor McKeon and the member of the public left the meeting at this point.

**970 To note updates and consider resolutions about Parish Council staffing and recruitment**

The Clerk had sent a report to Councillors. An Administration Officer has been appointed and will start later in the month. The post of Youth Worker has been recruited to internally, and recruitment has begun to fill the post vacated. The following were **Resolved**:

- (1) the staffing and recruitment report was noted.
- (2) the Clerk to undertake recruitment if required to ensure there is a pool of three casual Auxiliary staff.

**971 To note, and consider resolutions, relating to correspondence and legal advice received by the Parish Council**

The Clerk had sent documents and a report. The following were Resolved:

- (1) correspondence and the reports supplied were noted.
- (2) all recommendations in the report were agreed.
- (3) the Council will follow advice it receives.

The meeting closed at 8.55 pm.

**Certified as a True Record:**

**Chair (Sign)**

**Date**