

Coxhoe Parish Council Minutes

Meeting: Ordinary Meeting

Date & Time: 1 November 2021 6.30pm

Venue: Quarrington Hill Community Centre

Councillors present: S Dunn (Chair); K Simpson (Vice Chair); J Ashworth; J Barber (part of the meeting)
D Brown (part of the meeting); A Harden; K Lowes.

Also present: County Councillors Blakey, Hutchinson and McKeon (part of the meeting); C Llewelyn,
Parish Clerk; H Shingleton, Administration Officer.

Three members of the public were present for part of the meeting.

972 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.

973 To note apologies

Apologies were received from Councillors C Thirlaway and I Armstrong.

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

974 To receive declarations of interest in items on the agenda

Councillor Dunn declared other registerable interests in Coxhoe Village Hall, East Durham Rural Corridor Area Action Partnership and the Active Life Centre.

Councillor Simpson declared interests as a Trustee of Coxhoe Village Hall and as a School Governor at Coxhoe Primary School.

Councillor Lowes declared a non-registerable interest as a close relative is employed in the Parish Council's Youth service staff team, and an other registerable interest in Coxhoe Village Hall.

Councillor Harden declared an other registerable interest in Coxhoe Village Hall and the Active Life Centre.

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

975 To confirm the [minutes of the Ordinary Meeting held on 6 October 2021](#)

With an amendment to correct the name of the Sports Ground, it was **Resolved** that the minutes of the Ordinary Meeting of the Council held on 6 October 2021 be approved, confirmed and signed as an accurate record.

976 Public participation

Queries were raised about keys to the allotments track gate for allotment tenants; the allotments waiting list, and Quarrington Hill Churchyard.

Councillor Brown joined the meeting at this point.

It was **Resolved (1)** the matters raised during public participation were noted.

It was further **Resolved (2)** under Standing Order 10a (iii) to defer the County Councillors' Update to a later point in the meeting.

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

None.

978 To receive Committee minutes

a) to receive the draft minutes of the Youth Strategy Group Committee on 16 September 2021

It was **Resolved** that the draft minutes of the Youth Strategy Group Committee on 16 September 2021 were received.

b) to receive the draft minutes of the Events, Environment and Finance Committee meeting held on 16 September 2021

It was **Resolved** that the draft minutes of the Events, Environment and Finance Committee on 16 September 2021 were received.

979 To consider activity in relation to Councillor Vacancies

a) To agree that co-option will be undertaken for the vacancy in Quarrington Hill Ward

It was **Resolved** that co-option will be advertised for the vacancy in Quarrington Hill Ward, with a date set ahead of the December meeting for statements to be received by prospective candidates, and the Clerk to continue advertising ahead of each subsequent meeting if required, until vacancies are filled.

b) to agree activity in relation to the Notice of Vacancy in Coxhoe Ward

The following were **Resolved**:

(1) to note that the Parish Clerk will be advised on 2 November whether or not an election has been called.

(2) to agree that if an election has not been called, the Parish Clerk should advertise co-option for the vacancy in Coxhoe Ward, with a date set ahead of the December meeting for statements to be received by prospective candidates and the Clerk to continue advertising ahead of each subsequent meeting if required, until vacancies are filled.

(3) to note the Co-option Policy.

980 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 26 October 2021 were £78,747.67 in Unity Trust Bank, £75,524.33 in Nationwide and the reconciliation showed £0.00 on the credit card.

November Payments

No	Payee	Description	Amount
1.	Staff	Salaries	£3,065.00

2.	NEST	Employer & Employees' Pension Contributions	£144.63
3.	HMRC	Employer Liabilities	£681.71
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	£12.00
9.	Total Business	Photocopier Usage	£23.04
10	Viking	Keyboard & Mouse, Stationery, Postage Stamps	£75.08
11	SE Landscaping	Weed and Feed at Sports Field	£336.00
12	Rialtas Business Solutions (RBS) Ltd	Accounts Software	£148.80
13	Viking	Stationery [payment of amount previously incorrectly invoiced]	£20.43
14	Plantscape	Hanging basket brackets (of which £74.85 recharged to Durham County Council)	£214.58
15	Total Business	Photocopier Usage	£29.48
16	Society of Local Council Clerks	Training Course Youth Team Leader	£84.00
17	Society of Local Council Clerks	Training Course Administration Officer	£42.00
18	Viking	Stationery & Postage Stamps	£76.27
19	ITC	New user set up and one drive access	£60.00
20	Mackenzies Ltd	Repairs to paving in Memorial Garden	£348.00
21	Royal British Legion	Remembrance Wreaths Section 137 payment	£92.00
22	Viking	Laptop Riser	£14.99
23	Viking	Storage Cupboard	£187.51
24	Coxhoe Village Hall Association	Half year Office Rent	£500.00
25	UK Wristbands	Wristbands for Fireworks Display	£123.99
26	Glowsticks.co.uk	Merchandise for stall Fireworks Display	£195.46
27	Amazon	Cool packs for first aid	£17.99
28	Amazon	First aid kit and plasters	£30.42
29	Amazon	Magnets for notice boards	£9.88
30	Microsoft	365 Subscription	£5.99
31	Zoom	Zoom Subscription	£14.39
32	Lloyds	Monthly Fee	£3.00

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

Monies received

Ref	Description	Further information	Amount
A.	Precept 2021 to 2022	Second and final part	£68,825.50
B.	Insurance Claim for damage to Coxhoe Village Hall	Minus policy excess	£830.00
C.	VAT Reclaim	July to September 2021	£1,759.17

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 note the monies received.

It was further **Resolved (5)** to cancel the Zoom subscription, noting that it can be restarted if required.

b) Employer costs for October 2021

Councillor Lowes had declared an interest in the employee payments and did not take part in the discussion or vote.

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

c) Budget 2021 to 2022

The Clerk had sent the budget document and budget notes. The budget will be considered by the Events, Environment and Finance Committee and all Members were invited to attend.

It was **Resolved** the budget notes and budget were noted.

d) Reserves Policy and process for setting budget and precept for 2022 to 23

The Clerk had updated the Reserves Policy with recommendations for targets and had sent a report detailing the budget setting process.

The following were **Resolved**:

(1) the report on the budget setting process was noted.

(2) to adopt the Reserves Policy as amended, with targets linked to planned budget expenditure.

981 County Councillors' Update

The update from County Councillors included:

- Hedges in Quarrington Hill and Ashbourne Drive
- Clean and Green team
- Walkabout held with Glebe Housing
- Quarry traffic
- Smells and noise from the tip
- Red Briar Bank
- Top soil dumped in an area of Quarrington Hill
- Coxhoe Primary School outdoor learning
- Path behind Quarrington Hill football field

Parish Councillors asked about a traffic survey on Coxhoe front street. County Councillor McKeon said she has raised this with the Police and Crime Commissioner.

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

982 Clerk's Report

The Clerk had sent a report.

a) To consider Matters raised by residents

It was **Resolved** the matters raised by residents were noted.

b) Training

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

c) Insurance

It was **Resolved (1)** to note that the insurer has settled the claim for the damage done with water ingress.

It was **Resolved (2)** to note the Clerk will recover the insurance excess from Coxhoe Village Hall Association as per the lease.

d) Coxhoe Cares

It was **Resolved** to note the continuing activity.

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

It was **Resolved** to note the activity undertaken and the Clerk's priorities.

983 To agree Parish Council policies: to consider the adoption of a Memorial Tree Planting Policy

The Clerk had sent a draft Memorial Tree Planting Policy.

It was **Resolved** to adopt the Memorial Tree Planting Policy.

984 To note Parish Council Youth Provision Report

Councillors requested details of the numbers of young people attending sessions in the monthly reports.

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

985 Planning, Correspondence and Consultations Report

a) To consider planning applications

1. DM/21/03270/AD Land To The Rear Of Delamere And Lamorna Station Road West Coxhoe DH6 4AS

Councillor Dunn declared an interest as a Governor of Coxhoe Primary School and did not take part in the vote.

Section 106 monies were discussed.

It was **Resolved (1)** to object to this sign board on highway safety grounds.

It was **Resolved (2)** to ask the County Council's Planning Officer to attend a meeting to update Councillors on this development.

Councillor Barber left the meeting during the above discussion.

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

None were received.

b) To note approved, withdrawn and refused decisions

None.

The Chair left the meeting temporarily and the Vice Chair Councillor Simpson took over the chair.

c) To consider correspondence

1. Durham County Council Physical Activity Strategy

County Councillor McKeon gave some information about the correspondence. It was **Resolved** to note the correspondence about the Physical Activity Strategy.

2. Durham County Council Leisure Transformation Consultation

County Councillor McKeon gave some information about the correspondence. It was **Resolved** to note the correspondence about the Leisure Transformation Consultation.

Councillor Dunn resumed the Chair.

d) To note bulletins

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

e) To consider a response to consultations including licensing applications

1. To consider a response to a Department of Transport Draft Order to stop up a section of road by 23 Coronation Terrace, Coxhoe

It was **Resolved (1)** to object to the stopping up order at Coronation Terrace.

It was **Resolved (2)** to ask the Planning Officer to also provide an update about this development to a Council meeting.

2. To consider a response to Durham County Council regarding a licensing application for Bear and Bottle, 22 Church Street, Coxhoe

It was **Resolved** to support the licensing application for the Bear and Bottle.

986 To consider Land, Buildings and Open Spaces

The Clerk had sent a report.

a) to consider a potential electric vehicle charging point in Coxhoe Village Hall car park

It was **Resolved** the Council approves installation of two electric vehicle charging points in the Village Hall car park, as the landlord within the Village Hall, and if Coxhoe Village Hall Association also agree and with any major amendments to be brought back to Council prior to installation.

b) to consider permission for a lift and fire escape at Coxhoe Village Hall

It was **Resolved** the Council gives landlord's permission for a lift and fire escape at Coxhoe Village Hall, with the Clerk to make the insurers aware of the works and to advise the Village Hall Association that if there are any requirements from the insurer these would need to be met.

c) CCTV Sports field

The Clerk recommended that Councillors note the County Council's CCTV Policy in relation to the CCTV at the Shaun Henderson Community Sports Ground. It was **Resolved** the County Council's CCTV Policy was noted.

d) to note and agree activity in relation to the Old School Site

It was **Resolved** that the Clerk is to ask the developer to draw up an agreement for the Parish Council to seek advice on.

e) to discuss potential development of land adjoining Foundry Row and Prospect Place

Councillor Dunn had requested this be added to the agenda.

It was **Resolved (1)** that the Clerk is to contact the three County Councillors asking them to ensure that the County Council does not dispense of a strip of land between the paddock by Lowfield Bungalow off Foundry Row and Beechfield Rise.

It was **Resolved (2)** to defer the next agenda item to later in the agenda.

It was **Resolved (3)** to note the report on Land, Buildings and Open Spaces.

987 To consider Parish Council events

The Clerk had sent a report.

a) To consider the Fireworks Display November 2021

Plans are in place and the Clerk had provided an update on Covid figures in the region. It was **Resolved** to note the update in the report.

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

Plans for Coxhoe Remembrance are almost finalised. It was **Resolved (1)** that the Parish Council will pay for wreaths and crosses for Quarrington Hill Remembrance.

It was **Resolved (2)** to note the update in the report.

c) to agree activity in relation to a Christmas Tree light up event

The following were **Resolved**:

(1) to note that this event will be considered further at the Events, Environment and Finance Committee meeting on 15 November.

(2) to approve the Clerk to make expenditure on this event up to her delegated levels.

(3) the Clerk to investigate the costs of barriers events on the village green.

(4) to note the report on Events.

988 To note Community Reports

Coxhoe History Group

It was Resolved to note the posters and programme sent by Coxhoe History Group.

989 To consider items for the agenda of a future meeting

None raised.

990 Date and time of next meeting

To be confirmed at the meeting

It was **Resolved** the Clerk will arrange the December meeting to be held on a Monday or Thursday at Quarrington Hill Community Centre.

It was further **Resolved** to note that the Council will consider the locations of future meetings in January.

991 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 remaining members of the public left the meeting at this point.

992 To note updates and consider resolutions about Parish Council staffing and recruitment

The following were **Resolved**:

(1) to note the report, budget forecast explanation and current staffing arrangements.

(2) that further recruitment will take place and decisions on this are delegated to Councillors who wish to take part, the Parish Clerk and the Youth Team Leader.

993 To note advice and consider resolutions in relation to Quarrington Hill Churchyard

The following were **Resolved**:

(1) to note the report and the inclusion of the report from February 2021.

(2) to note that the Clerk will continue to seek advice which will be provided to Councillors, and advice is expected from the Institute of Cemetery and Crematorium Management.

(3) to note the advice from the National Association of Local Councils.

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

The following were **Resolved**:

(1) to note the correspondence.

(2) to note the report and its recommendations.

995 To discuss King's Wood and other areas of Quarrington Hill

It was **Resolved** that the Council approves the information for the Clerk to distribute.

The meeting closed at 8.30 pm.

Certified as a True Record:

Chair (Sign)

Date