

Coxhoe Parish Council Minutes

Meeting: Ordinary Meeting

Date & Time: 29 November 2021 6.30pm (December Meeting)

Venue: Quarrington Hill Community Centre

Councillors present: S Dunn (Chair); K Simpson (Vice Chair); I Armstrong; J Ashworth; J Barber; A Harden; K Lowes.

Also present: County Councillor Blakey; H Shingleton, Administration Officer.

Two members of the public were present.

996 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.

997 To note apologies

Apologies were received from Councillor C Thirlaway.

Apologies were also received from County Councillors Hutchinson and McKeon; C Llewelyn, Parish Clerk.

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

998 To receive declarations of interest in items on the agenda

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 Dunn declared other registerable interests in Coxhoe Village Hall and the Active Life Centre.

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

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

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

999 To confirm the [minutes of the Ordinary Meeting held on 1 November 2021](#)

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

1000 Public participation

No matters were raised.

1001 To receive the County Councillors' Update

County Councillor Blakey gave an update which included:

- Walkabouts held
- Callouts for fallen trees

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

1002 To receive Councillors' reports of attendance at meetings and events on behalf of the Parish Council

No reports.

1003 To note that the Parish Council no longer has the General Power of Competence

It was **Resolved** to defer this to the next meeting and ask the Clerk for advice.

1004 To receive Committee minutes

To receive the draft minutes of the Events, Environment and Finance Committee meeting held on 15 November 2021

It was **Resolved** that the draft minutes of the Events, Environment and Finance Committee meeting held on 15 November 2021 were received.

1005 To agree co-option to Councillor Vacancies

The Clerk had sent a report.

a) to consider candidate statements and agree co-option to the vacancy in Quarrington Hill Ward
There were two candidates for the vacancy. It was **Resolved** that Julie Slater be co-opted to the vacancy in Quarrington Hill Ward.

b) to consider candidate statements and agree co-option to the vacancy in Coxhoe Ward
There was one candidate for the vacancy. It was **Resolved (1)** that Wendy Lavelle be co-opted to the vacancy in Quarrington Hill Ward.

It was **Resolved (2)** to note the report on co-option.

1006 To agree Committee membership and appoint a Lead Councillor for Allotments

It was **Resolved (1)** that Councillor Harden will join the Human Resources and the Grievance, Disciplinary and Complaints Committees.

It was **Resolved (2)** to defer a decision on the lead Councillor for Allotments to the next meeting.

1007 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 22 November 2021 were £72,123.16 in Unity Trust Bank, £75,524.33 in Nationwide and the reconciliation showed £0.00 on the credit card.

December Payments

No	Payee	Description	Amount
1.	Staff	Salaries	£4,122.01

2.	NEST	Employer & Employees' Pension Contributions	£105.79
3.	HMRC	Employer Liabilities	£947.68
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.	Coxhoe Timber Services	Supplies for Coxhoe Pavilion decorating (updated invoice from Schedules July 12 & October 10, 11, 12)	£372.08
10	Durham County Council	HR Advice	£42.00
11	Coxhoe Timber Services	Supplies to erect Christmas Tree (2020)	£15.00
12	Total Business Group	Photocopier Usage	£15.81
13	SE Landscaping	Sports field cuts	£192.00
14	Royal British Legion	Wreaths and Crosses Quarrington Hill Section 137 Payment	£116.50
15	T & A Dixon	Payroll Services April to October 2021	£132.00
16	Thinford Nurseries	Hanging Basket Watering September	£1,350.00
17	County Durham Association of Local Councils County Training Partnership	Training Courses Officers and Councillors	£60.00
18	Reaction Fireworks	Fireworks Display (fireworks only)	£5,400.00
19	Total Business	Photocopier Usage	£44.79
20	Coxhoe Village Hall	Youth Club Room Hire Halloween Party	£50.00
21	Total Business	Staples for Photocopier	£70.14
22	Premier Traffic Management	Signs for Christmas Event	£435.60
23	Active Life Centre	Youth Club Hire Charges	£2,000.00
24	Quarrington Hill Community Centre	Youth Club Hire Charges	£750.00
25	Amazon Mellbree	Landline Extension Cable	£10.49
26	Amazon Yo-To-Eu	Laptop Bag	£28.48
27	Amazon PRODHKS	Heavy Duty LED Torches x2	£21.98
28	Amazon	Keyboard & Mouse	£13.81
29	Amazon	Laptop Riser & Mouse	£25.69
30	Timpsons	Key Copies Allotment Track Gate	£90.00
31	Post Office	Postage	£3.23
32	Amazon Magic Global Gadgets	Batteries Megaphone	£13.39
33	Durham County Council	Temporary Event Notice Payment (Christmas Event)	£21.00
34	Amazon Eroofing	Hazard Tape for Events	£17.96
35	Microsoft	365 Subscription	£5.99

36	Lloyds	Monthly Fee	£3.00
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Payments are gross (after VAT) unless indicated otherwise.
Section 137 payments are marked as such.

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 further **Resolved (4)** to approve payments for a salt bin of £75.47 and £167.83 for rock salt for Coxhoe Village Hall car park and Memorial Garden.

b) Employer costs for November 2021

It was **Resolved** to note the employer costs for November 2021.

c) Budget 2021 to 2022

Councillor Dunn invited all Councillors to attend the Events, Environment and Finance Meeting in December when the proposed budget for the next financial year would be discussed before it comes to full Council for approval in January, and to contact the Clerk with any queries about the budget. It was **Resolved** to note the budget.

1008 Clerk's Report

a) To consider Matters raised by residents

County Councillor Blakey agreed to look into a request for a salt bin at Majolica Mews in Coxhoe. It was **Resolved** to note the matters raised by residents.

b) Coxhoe and Area Community Pantry

It was **Resolved** to approve Officers giving more hours to the Community Pantry in December.

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

It was **Resolved (1)** to note the activity undertaken and the Clerk's priorities.

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

1009 To agree Parish Council policies

To agree the Delegation Scheme

It was **Resolved** to approve the Delegation Scheme.

1010 To note Parish Council Youth Provision Report

It was **Resolved** to note the Youth Report.

1011 Planning, Correspondence and Consultations Report

a) To consider planning applications

1. [DM/21/03489/FPA](#) Scissorhands, Church Street, Coxhoe, DH6 4DD

It was **Resolved** to note the planning application [DM/21/03489/FPA](#).

2. [DM/21/03695/FPA](#) 98 Browning Hill, Coxhoe, DH6 4SA

It was **Resolved** to note the planning application [DM/21/03695/FPA](#).

3. [DM/21/03716/FPA](#) 52 Ashbourne Drive, Coxhoe, DH6 4SW

It was **Resolved** to note the planning application [DM/21/03716/FPA](#).

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

None.

b) To note approved, withdrawn and refused decisions
None.

c) To consider correspondence and a response to consultations

1. Tarmac Thrislington Quarry Invitation to Public Exhibition
2. County Durham Association of Local Councils Invitation to Meet with Police & Crime Commissioner
3. National Association of Local Councils Chief Executive's Bulletin including vote for Smaller Councils Committee
4. Durham County Council Tenancy Strategy Consultation
5. Durham County Council Welcome Back Fund Survey

It was **Resolved (1)** the Clerk to respond to the Welcome Back Survey.

It was **Resolved (2)** to note the correspondence and consultations.

d) To note bulletins

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

It was **Resolved (2)** to note the Planning and Correspondence Report.

1012 To consider Land, Buildings and Open Spaces

The Clerk had sent a report.

a) to consider and agree resolutions in relation to Quarrington Hill Churchyard

Discussion took place and due to the need to receive legal advice, it was **Resolved** under Standing Order 10a (iii) to defer considering and agreeing resolutions in relation to Quarrington Hill Churchyard to a later point in the meeting.

b) to agree the Parish Council's Tender for Grounds Maintenance due for renewal in April 2022

Councillors wanted to ensure that maintenance of the path and grass edging on Coxhoe village green with pit wheel were included in the tender.

It was **Resolved (1)** to approve the tender schedule for the Clerk to release to potential contractors.

It was further **Resolved (2)** that tenders can be received by email as well as post.

c) to note information about CCTV at Shaun Henderson Community Sports Ground

The Clerk had sent an update about the Data Controller, and said that further information will be provided to Council. It was **Resolved** to note the update.

d) to agree action in relation to damage at the Shaun Henderson Community Sports Ground

Regrettably there has been some damage to the cricket carpet. It was **Resolved** to approve the Clerk to contact the insurer in relation to this damage.

e) to note an update about the transfer of land adjacent to Quarrington Hill Community Centre

The transfer is continuing and the Parish Council's Solicitor will complete the registration once the lease is received from Durham County Council. Discussion took place over rights of way and fencing.

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

f) to consider expenditure on the Parish Room, Coxhoe Village Hall

Councillor Dunn and other trustees declared an interest and did not take part in this discussion or vote. Discussion took place on making improvements to the Parish Room.

It was **Resolved** the Parish Council will contribute £1,000 to the expenditure on the Parish Room in Coxhoe Village Hall.

g) to receive advice from the insurer about the lift and fire escape, Coxhoe Village Hall
Councillor Dunn declared an interest and did not take part in this discussion or vote.

It was **Resolved** the advice from the insurer about the lift and fire escape at Coxhoe Village Hall was noted.

1013 To consider items for the agenda of a future meeting

Councillor Armstrong requested Kings Wood be added to future agendas. It was **Resolved** the request was noted.

1014 To confirm the date and time of next meeting

It was **Resolved** the next Ordinary Meeting will be on Monday 10 January 2022, 6.30pm at Quarrington Hill Community Centre

1015 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 Blakey and the members of the public left the meeting at this point.

1016 To consider and agree resolutions in relation to Quarrington Hill Churchyard

It was **Resolved:**

(1) to note the reports and all documents received above.

(2) to note the advice from the National Association of Local Councils (NALC) which was given by Councillor Dunn.

(3) to note the advice from Durham County Council.

(4) to note the Clerk's recommendation to follow the advice from NALC.

(5) to agree the Chair and Clerk will draft a response from the Council to the Ministry of Justice.

(6) to agree that the key points of the response to the Ministry of Justice include that a survey should be completed, that the community and the Parish Council support keeping the Churchyard open and that the process with Cassop cum Quarrington with Bowburn Parochial Church Council has not yet been exhausted.

(7) to note that social media posts were made and another will be made shortly, and letters have been distributed in Quarrington Hill.

(8) If the Churchyard is closed, for the Parish Council not to take on the maintenance responsibility, the cost of which is currently unknown, and for this to be communicated.

The meeting closed at 8.30 pm.

Certified as a True Record:

Chair (Sign)

Date