

Coxhoe Parish Council Minutes

Meeting: Ordinary Meeting

Date & Time: 7 February 2022 6.30pm

Venue: Quarrington Hill Community Centre

Councillors present: S Dunn (Chair); K Simpson (Vice Chair); J Ashworth; A Harden; W Lavelle; K Lowes, C Thirlaway.

Also present: County Councillors J Blakey, G Hutchinson and M McKeon; H Shingleton, Administration Officer.

Two members of the public were present.

1039 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.

1040 To note apologies

Apologies were received from Councillors I Armstrong, J Barber, J Slater; and Claire Llewelyn Parish Clerk.

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

1041 To receive declarations of interest in items on the agenda

Councillor Dunn declared interests as a Director of the Active Life Centre and as a Trustee of Coxhoe Village Hall.

Councillor Simpson declared interests in Coxhoe Village Hall and as Chair of Governors at Coxhoe Primary School.

Councillor Harden declared an interest as a Director of the Active Life Centre.

Councillor Lavelle declared an interest as a Director of the Active Life Centre.

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

Councillor Thirlaway declared an interest in Coxhoe Village Hall.

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

1042 To confirm the minutes of the Ordinary Meeting held on 10 January 2022

It was **Resolved** that the minutes of the Ordinary Meeting of the Council held on 10 January 2022 be approved, confirmed and signed as an accurate record.

1043 Public Participation

No matters were raised.

1044 To receive the County Councillors' Update

The County Councillors gave updates which included:

- Quarrington Hill Walkabout
- Blocked drainage Coxhoe
- Fly tipping
- Issues with quad bikes at Coxhoe and Quarrington Hill
- Storm damage clean up
- Quarrington Hill Churchyard
- Coxhoe & Area Community Pantry
- Tree planting to shield noise from motorway
- Road safety issues at Junction 61 roundabout and exit from the Services

Parish Councillors asked about the land behind Coxhoe village green near Petterson Dale. County Councillor Blakey said she was still waiting for an update from the Assets Team.

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

1045 To receive Councillors' reports of attendance at meetings and events on behalf of the Parish Council

No reports.

1046 To receive Committee minutes

a) To receive the draft minutes of the Human Resources Committee meeting held on 12 January 2022

It was **Resolved** that the draft minutes of the Human Resources Committee meeting held on 12 January 2022 were received.

b) To receive the draft minutes of the Youth Strategy Group Committee meeting held on 20 January 2022

It was **Resolved** that the draft minutes of the Youth Strategy Group Committee meeting held on 20 January 2022 were received.

1047 To approve Parish Council meeting dates for the year 2022 to 23

Councillors discussed reducing the number of meetings scheduled for the year and to agree with the Clerk how this can be achieved. Terms of Reference for each meeting may need to be amended if approved.

It was **Resolved** that this matter be added to the agenda for the March meeting.

1048 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 31 January 2022 were £36,498.05 in Unity Trust Bank, £75,524.33 in Nationwide and £0.00 on the credit card.

February

No	Payee	Description	Amount
1.	Staff	Salaries	£3807.35
2.	NEST	Employer & Employees' Pension Contributions	£94.61
3.	HMRC	Employer Liabilities	£793.78
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.	Wave Water	Quarrington Hill Allotments Water	£92.24
10	Society of Local Council Clerks	Practitioners' Conference for Clerk	£90.00
11	Mackenzie Building Contractors Ltd	Erection and Removal of Christmas Tree	£348.00
12	Blessed Edmund Duke	Electricity Supply for Christmas Tree	£38.85
13	Quarrington Hill Community Centre	Youth Club Room Hire 2021 to 2022	£750.00
14	Total Business	Photocopier Usage	£25.05
15	ITC	Two height adjustable Desk Monitors	£452.20
16	Mackenzie Building Contractors Ltd	Refurbishment and soundproofing of ceiling, Parish Office	£4,032
17	Amazon	Disposable Face Masks	£33.72
18	Seema News	Mobile Phone Top-up	£10.00
19	Home Bargains	Cleaning Items and Hand Sanitisers	£38.79
20	HSQE Vital Skills Training	Food Hygiene Training Course	£14.40
21	Microsoft	365 Subscription	£5.99
22	Lloyds	Monthly Fee	£3.00

Payments requiring further information, presented for approval

Ref	Description	Further information	Amount
A	Annual Grant	To be supplied to Councillors	£4,000.00

Payments are gross (after VAT) unless indicated otherwise.

Section 137 payments are marked as such.

Ref	Description	Further information	Amount
A	Fireworks Display	Pitch Charge	£200.00

The following were **Resolved**:

- (1) to note the report.
- (2) the bank balances were noted.
- (3) to approve the payments.
- (4) to approve the payment to Active Life Centre if the Clerk has the required information.
- (5) to note the monies received.

b) Employer costs for January 2022

It was **Resolved** to note the employer costs for January 2022.

c) Budget 2021 to 2022

It was **Resolved** to note the budget for 2021 to 22.

1049 Review of Internal Audit and Appointment of Internal Auditor

a) Review of Internal Audit Requirements

It was **Resolved** the Review of Internal Audit Requirements were noted.

b) Appointment of Internal Auditor

It was **Resolved** to appoint Gordon Fletcher as Internal Auditor for the financial year 2022 to 23.

1050 Review and Agreement of Human Resources Advice Provider

It was **Resolved** the Council should remain with Durham County Council as the Human Resources Advice Provider.

1051 To consider Tender documents and agree a provider for the Council's Grounds Maintenance Contract 2022 to 25

Only one Tender had been submitted for this contract. Costs have increased substantially.

It was **Resolved to accept the tender with the following amendmnets:**

1. that the Clerk review Area 4 Village Green adjacent Bower Court, Coxhoe Front Street with the Contractor to undertake flail cuts only where necessary, keeping footpaths cut back and where possible allowing species already present to remain
2. that Quarrington Hill Churchyard would not be included.
3. that the land adjacent to Quarrington Hill Community Centre will be included once it is transferred to the Parish Council..

1052 To Consider and approve Parish Council Policies

a) Subject Access Request Policy

It was **Resolved (1)** that the Subject Access Policy is approved.

It was **Resolved (2)** to ask the Clerk to produce a report on previous Subject Access Requests going back a reasonable period.

b) Safeguarding Children and Vulnerable Adults Policy

It was **Resolved** the Safeguarding Children and Vulnerable Adults Policy was agreed and noted.

c) Flag Policy

It was **Resolved** to approve the policy with amendments to 6.2 that the Officers have discretion to agree a flag can be flown if agreement is needed urgently.

d) Code of Conduct

It was **Resolved** to defer this item to the next meeting for the Clerk to be able to make comment on issues raised.

1053 Clerk's Report

a) To consider matters raised by residents

There were no issues raised other than those outside of the Parish boundary.

b) To note training undertaken

It was **Resolved** the training undertaken was noted.

c) to note the Resolutions log, activity undertaken and the Clerk's priorities

The Clerk had reported on activity undertaken and the Clerk's priorities for the next month.

The following were **Resolved**:

(1) to note the activity undertaken.

(2) to note the Officer priorities.

(3) to note the Clerk's Report.

1054 To note Parish Council Youth Provision Report

A brief report had been provided, which included plans and aims for 2022. It was **Resolved** the report was noted.

1055 Planning, Correspondence and Consultations Report

a) To consider planning applications

1. [DM/21/04121/FPA](#) 14 Belgrave Court, Coxhoe, DH6 4BH.

It was **Resolved** that planning application [DM/21/04121/FPA](#) was noted.

2. [DM/21/02991/VOC](#) pursuant to [DM/17/03568/FPA](#) Stray Aid, East Pasture Farm, Coxhoe, DH6 4EL.

It was **Resolved** that planning application [DM/21/02991/VOC](#) pursuant to [DM/17/03568/FPA](#) was noted.

4. [DM/22/00098/FPA](#) 48 Green Crescent, Coxhoe, DH6 4BE.

It was **Resolved** that planning application [DM/22/00098/FPA](#) was noted.

5. [DM/22/00224/FPA](#) Coxhoe Village Hall, Coxhoe, DH6 4DB.

It was **Resolved** that planning application [DM/22/00224/FPA](#) was noted.

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

None received.

b) To note approved, withdrawn and refused decisions

None.

c) To consider correspondence and a response to consultations

1. County Durham Association of Local Councils (CDALC) update on double taxation

It was **Resolved** the correspondence was noted.

d) To note bulletins

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

1056 To consider Land, Buildings and Open Spaces

The Clerk had sent a report.

a) to agree actions in relation to Quarrington Hill Churchyard

It was **Resolved**:

(1) to note the letter from the Ministry of Justice.

(2) to note that the Clerk has responded.

b) to agree actions on land behind the former Gatenby's store

It was **Resolved (1)** that enquiries be made with the administrators of Gatenby's Estate to propose sale or lease of the land to Parish Council to provide long stay parking. It was further **Resolved (2)** to note that planning permission for change of use may be required.

c) to agree expenditure on Coxhoe Village Green maintenance and improvements

The Clerk believes this work to be urgent and necessary for safety on the village green. This work has not been included in the planned budget or in the projections. Only one quote has been received which Councillors felt was expensive.

It was **Resolved** the Clerk to continue to obtain further quotes for this work to be carried out, but that it should be undertaken as soon as possible.

d) to agree expenditure on and note the CCTV Policy for Shaun Henderson Community Sports Ground

The Clerk provided advice and costs in relation to the required wicket repair from two contractors. The Clerk had also circulated the CCTV Policy from the Active Life Centre under which the CCTV at the sports field operates.

The following were **Resolved**:

(1) it was agreed for the repair to the carpet to be approved at no more than the cost supplied in the report.

(2) the clerk to seek further quotes in relation to the drainage repair.

(3) to note the CCTV policy from the Active Life Centre which governs the sports field CCTV.

e) to agree actions and consider a request to purchase land at Prospect Place, Coxhoe

It was **Resolved** under Standing Order 10(a)vi to defer this item to later in the meeting.

f) to receive a report and agree actions on land around Cornforth Lane

It was **Resolved** to note that the report had been received but had not been considered.

(2) to bring back to next Council meeting to enable the Council to consider whether and which further enquiries should take place.

g) to agree activity, expenditure and grant funding at King's Wood, Quarrington Hill

A report from Councillor Armstrong and the Clerk was considered. It was **Resolved**:

(1) to approve Councillor Armstrong to work with the Clerk on an application to be submitted to the Countryside Stewardship Fund, based on the contents of the report supplied.

(2) to ask the Public Rights of Way team at the County Council or other bodies about accessibility in the woodland and report to Council on possibilities.

1057 Community Reports

A brief report had been provided from Coxhoe History Group. It was **Resolved (1)** that the report from Coxhoe History Group was noted.

Councillor Dunn, as Chair of Coxhoe Village Hall Association, gave a verbal update on improvements at Coxhoe Village Hall. It was **Resolved (2)** that the update was noted.

1058 To consider items for the agenda of a future meeting

None raised.

1059 To confirm the date and time of next meeting

It was **Resolved** that the next Ordinary Meeting will be on Monday 7 March 2022 at 6.30pm.

1060 To consider a resolution that the following item is classified as being of a confidential nature in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 which applies whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution; at this point of the agenda, if agreed, all members of the press and public would be 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 and in accordance with Standing Order 10(a)xi.

The County Councillors and the members of the public left the meeting at this point.

1061 to agree actions and consider a request to purchase land at Prospect Place, Coxhoe

It was **Resolved**:

- (1)** the Clerk to seek further information about the request to purchase land and the intentions in relation to this request.
- (2)** the Clerk to undertake the three recommendations in the report.

The meeting closed at 8.25 pm.

Certified as a True Record:

Chair (Sign)

Date