

## Coxhoe Parish Council Minutes

Meeting: Ordinary Meeting

Date & Time: 7 March 2022 6.30pm

Venue: Quarrington Hill Community Centre

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

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

There were no members of the public present.

### **1062 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. It was **Resolved (1)** to note the safety measures 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.

### **1063 To note apologies**

Apologies were received from Councillors K Simpson (Vice Chair), I Armstrong, J Barber, J Slater; and County Councillor M McKeon.

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

### **1064 To receive declarations of interest in items on the agenda**

Councillor Dunn declared interests as a Trustee of Coxhoe Village Hall and an other registerable interest in the Active Life Centre.

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

Councillor Lavelle declared an other registerable 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 other registerable interest as a Trustee of Coxhoe Village Hall.

Councillor Thirlaway declared an other registerable interest in Coxhoe Village Hall.

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

### **1065 To confirm the minutes of the Ordinary Meeting held on 7 February 2022**

It was **Resolved** that the minutes of the Ordinary Meeting of the Council held on 7 February 2022 be approved, confirmed and signed as an accurate record.

## 1066 Public Participation

No matters were raised.

## 1067 To receive the County Councillors' Update

The County Councillors gave updates which included:

- Quarrington Hill Churchyard
- Concerns raised for junction for new estate at Station Road, Coxhoe
- Complaints about mud on road at new estate at Bogma Hall Farm
- Issues raised about pot holes at Quarrington Hill
- New single person Children's Care Home in Coxhoe
- Believe Housing to carry out tidy up for trees affected by storm damage
- Drains have been cleaned
- Quarrington Hill Park issues with some items broken and to be fixed as soon as possible
- Browns Close, Coxhoe

Parish Councillors asked about the land behind Coxhoe village green near Petterson Dale. County Councillor Blakey said the Assets Team have confirmed that there has been no planning application received for this area and no application for disposal of this land.

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

## 1068 To receive Councillors' reports of attendance at meetings and events on behalf of the Parish Council

No reports.

## 1069 To review the structure of Committees and their Terms of Reference

a) To agree Committee's structure and meetings, and dates until March 2023

The Clerk had recommended a new structure for Committees and proposed dates for Ordinary and Committee meetings. It was **Resolved (1)** that the Ordinary Meeting of the Council for April would be held on Monday 28 March 2022 at Quarrington Hill Community Centre. It was further **Resolved (2)** that the structures of the Committees and the dates and times of the meetings as recommended were approved.

b) To agree Terms of Reference for all Parish Council Committees

The Clerk had sent draft Terms of Reference for all Committees. It was **Resolved** that the Terms of Reference for all Parish Council Committees were approved.

## 1070 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 28 February 2022 were £32,675.44 in Unity Trust Bank, £75,524.33 in Nationwide and £0.00 on the credit card.

March

No	Payee	Description	Amount
1.	Staff	Salaries	£4016.87
2.	NEST	Employer & Employees' Pension Contributions	£220.77
3.	HMRC	Employer Liabilities	£585.38

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.	Information Commissioner's Office	Data Protection Renewal Fee	£35.00
10.	ITC	Two Desk Monitors and sundries	£452.20
11.	Durham Police	Logo Development for Flag	£54.00
12.	Harrisons	Two Coxhoe Parish Council Flags	£136.16
13.	Youth Inspired Training NE	First Aid Training Course Youth Staff Member	£50.00
14.	County Durham Association of Local Councils	Allotments Training Course (Two places)	£60.00
15.	Sapphire Print Solutions	Touchscreen with brackets and installation	£3,430.92
16.	North East Regional Employers' Organisation (NEREO)	Advertising Youth Auxiliary Worker Post	£150.00
17.	Olivers Tree Services	Health & Safety Tree Surveys Various Areas	£2,016.00
18.	Total Business	Photocopier Usage	£19.63
19.	Align Property Partners	Valuation Report on Land at Cornforth Lane	£1,800.00
20.	Mackenzie Building Contractors Ltd	Refurbishment and soundproofing of ceiling, Parish Office	£4,032
21.	Imperative Training (Defibshop)	Replacement Defibrillator Pad	£63.00
22.	Seema News	Mobile Phone Top-up	£10.00
23.	Microsoft	365 Subscription	£5.99
24.	Lloyds	Monthly Fee	£3.00

The following urgent payments were presented:

Ref	Payee	Description	Amount
A	Safe and Sure Fire Safety	Fire safety equipment for the sports pavilion	Up to £200
B	Harrisons flags	Ukraine flag for flagpole	No more than £65.00
C	British Red Cross	Ukraine Appeal	£500.00

**b) Monies received (over £100 only)**

Ref	Payer	Description	Amount
A	HMRC	VAT Claim	£2,687.83
B	Durham County Council	Parish Paths Grant Payment	£480.00

C	Coxhoe Village Hall Association	Repayment of Annual Grant	£5,000.00
---	---------------------------------	---------------------------	-----------

The Clerk advised that Unity Trust are now VAT registered.

The Clerk provided details of potential costs for the new mobile phone contract.

The following were **Resolved**:

- (1) to note the report.
- (2) to note the bank balances.
- (3) to approve the payments and the urgent payments.
- (4) to note the monies received.
- (5) the Clerk to arrange and agree a suitable contract for four staff mobile phones.
- (6) The information about Unity Trust Bank's VAT registration was noted.

b) Employer costs for February 2022

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

c) Budget 2021 to 2022 and 2022 to 2023

The Clerk advised that the Staff Pay Award for 2021 to 2022 has just been finalised and she has not amended any of the forecasts in the budget. She said that some items will be spent in the next financial year. It was **Resolved** to note the update and the budget document.

d) Five year forward budget

The Clerk had sent a five year forward budget which will be helpful to the Council for forward planning. It was **Resolved** to note the five year forward budget.

**1071 To agree the Parish Council's main Risk Assessment including financial risk assessment**

It was **Resolved** that this agenda item be deferred until the next meeting.

**1072 To approve Parish Council Insurance provision for 2022 to 2023 or 2022 to 2025**

It was **Resolved** that this agenda item be deferred until the next meeting.

**1073 To approve the Asset Register restated at March 2022**

The External Auditor had raised a minor point when auditing last year's accounts. The Clerk had discussed this with both the External and Internal Auditors and amended the Register. The amount on the Register for 2020 to 2021 will need to be re-stated in the current year's accounts.

It was **Resolved** to approve the amended Asset Register.

**1074 To Consider and approve Parish Council Policies**

The Clerk had sent draft policies for consideration.

a) Subject Access Request Policy

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

b) Attending and Reporting Meetings Policy

It was **Resolved** the Attending and Reporting Meetings Policy is approved.

c) Public Participation Policy

It was **Resolved** the Public Participation Policy is approved.

d) To Consider approval of a Policy on use of Parish Council Land

It was **Resolved** to defer this item to the next meeting.

e) Code of Conduct

It was **Resolved** to approve the policy with amendment to reflect that Councillors are not required to leave the meeting if they have an interest which is not a disclosable Pecuniary Interest in relation to any Agenda item.

### **1075 To consider the Local Council Award Scheme**

It was **Resolved** to defer this item to the next meeting.

### **1076 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) To note training undertaken

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

c) to note and approve Chronicle advertising and information charges

It was **Resolved (1)** to remove the fee for County Councillors' photo and contact details. It was **Resolved (2)** the Chronicle advertising and information charges were noted

d) to note use of Parish Council noticeboards by other organisations

It was **Resolved** that the recommendations be approved.

e) Subject Access Requests since March 2020

It was **Resolved** to note that there have been no Subject Access Requests in the last two years and two requests in the last four years made to the Clerk, which were reported to Council.

f) 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.

### **1077 To note Parish Council Youth Provision Report**

A brief report had been provided, which included positive feedback about the group's activities. It was **Resolved** the report was noted.

### **1078 Planning, Correspondence and Consultations Report**

a) To consider planning applications

1. [DM/22/00222/TPO](#) Lamorna, Station Road West, Coxhoe, DH6 4BH.

It was **Resolved** that planning application [DM/22/00222/TPO](#) was noted.

2. 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

a) Boundary Commission for England Review of Parliamentary Constituencies

Parish Councillors discussed their views that Coxhoe Parish has historic links to the City of Durham and that the villages here have never been linked to Sedgefield or Newton Aycliffe; the way the boundary is set out does not make sense; the villages do not have good transport links with these areas, and that this would be a significant change to the character of the area.

It was **Resolved (1)** that the Clerk will send to Councillors for comment and then submit the Parish Council's objection to the boundary review, using the discussion as the basis. It was **Resolved (2)** that the Clerk should publicise this review on social media.

b) Area Action Partnerships (AAP) Survey

It was **Resolved** that the Council raise awareness of this survey to the residents and encourage them to complete as it sets out the priorities for how the money is spent.

c) Section 106 Application Cassop Play Area

The Clerk advised this correspondence was sent in error to Coxhoe Parish Council. It was **Resolved (1)** to not discuss this matter.

It was **Resolved (2)** the correspondence was noted.

d) To note bulletins

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

### **1079 To agree plans and events for the Queen's Platinum Jubilee**

The Clerk had reported that each village is expected to have a beacon lighting event and a family picnic event over the Jubilee weekend of 2 to 5 June 2022 and that she will work with Quarrington Hill Community Centre and the ward's Parish Councillors and others to arrange events there.

The Clerk advised that new information had been received. It was **Resolved (1)** to hire the Contractor to light, to hire beacons for each village at a cost of £1,050 net.

It was **Resolved (2)** to note the plans for the Queen's Platinum Jubilee weekend.

### **1080 To consider Land, Buildings and Open Spaces**

The Clerk had sent a report.

a) to agree actions in relation to Quarrington Hill Churchyard

The meeting discussed that further consultation papers may have been released by Cassop cum Quarrington with Bowburn Parochial Church Council.

The following were **Resolved**:

(1) the Clerk to request a copy of this from the Ministry of Justice,

(2) the Clerk to re-send her email to the Ministry of Justice to request they respond as to why the views of those responding to the consultation were regarded as unfounded and to explain the reasons for closure.

(3) the Council to post any information received on social media.

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

It was **Resolved (1)** that enquiries be made stating the Parish Council's interest in the land. It was further **Resolved (2)** to note that Believe Housing should be approached if a positive response is received.

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

The Council had provided information and potential costs and said the work should be completed as soon as possible. It was **Resolved** the Clerk is authorised to agree the work to be undertaken as soon as possible using the quotes and costs provided.

d) to agree expenditure on Shaun Henderson Community Sports Ground

The Clerk advised that she, and on occasion also the Chair, have met with contractors to seek to get the work completed as soon as possible. The following were **Resolved**:

(1) to confirm approval for the Clerk to make expenditure within the overall budget for the pavilion.

(2) to approve the Clerk to agree activity on the field to support the correct growth, within agreed budget.

e) to agree the Council's membership of an Allotments organisation

It was **Resolved** to approve membership of the National Allotments Society.

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

At this point of the agenda, it was **Resolved (1)** 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 and due to the nature and content of the discussion.

It was **Resolved (2)** to note the valuation report received. It was further **Resolved (3)** the Clerk is to restate to the landowner the Council's interest in land around Cornforth Lane.

At this point of the agenda, it was **Resolved (4)** that the meeting was no longer in private session and that members of the press and public were welcome to be in attendance.

g) to receive a tree inspection report and agree actions and expenditure on trees on Parish Council Land  
A report from Oliver's Tree Services was considered. The following were **Resolved**:

(1) the Clerk to arrange the required work on the trees in Categories A and B soon as possible.

(2) to note that the Council has responsibility for the care of a large number of trees within the Parish and that there are still two other locations to inspect.

(3) to recommend that the budget has a tree inspection allocation each year to spread the cost of repeating a tree inspection report every 2 years.

(4) to note the tree inspection report.

h) to note an update about the Old School Site and Sanderson Street Paddock

The Clerk advised that the work is currently on hold. It was **Resolved (1)** to note the update. It was further **Resolved (2)** to ask the Clerk to obtain a drawing from Durham County Council regarding potential rear access to properties on Front Street.

i) to agree renewal of the dog bin contract in the Parish, currently for St. Mary's Churchyard

It was **Resolved** that the contract for the dog bin be renewed for 2022 to 23 at the quoted cost.

j) Coxhoe Village Hall Association request for permission to make improvements to upstairs doors and toilet

The Village Hall Association had sent a request further to the work to install a lift, including replacing some doors with fire doors and upgrading the upstairs toilet to be accessible. It was **Resolved** that permission be granted for the requested improvements.

**1081 To consider items for the agenda of a future meeting**

None.

**1082 To confirm the date and time of next meeting**

It was **Resolved** that the next Ordinary Meeting will be on Monday 28 March 2022 at 6.30pm.

**1083 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.

**1084 to consider resolutions regarding legal advice provided to the Council**

The Clerk updated Councillors. It was **Resolved** to agree that insurance advice should be followed and authorise the Clerk to act on it unless it seems extraordinary.

**1085 To approve Staff Pay Award**

It was **Resolved** to approve the pay award with backdated pay to be made in March 2022.

**1086 Recruitment of Casual Youth Auxiliary Workers**

The following were **Resolved**:

(1) to approve a programme of rolling recruitment until the Council has three casual Youth Auxiliary Workers.

(2) to approve staff to undertake shortlisting and, if necessary, interviewing the candidates if Councillors are busy.

The meeting closed at 8.10 pm.

**Certified as a True Record:**

**Chair (Sign)**

**Date**