

## Coxhoe Parish Council Minutes

Meeting: Ordinary Meeting

Date & Time: 28 March 2022 6.30pm

Venue: Quarrington Hill Community Centre

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

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

There were no members of the public present.

### **1087 To receive [meeting safety information](#), to agree the willingness to hold the meeting and to note the [Parish Council Public Participation Policy](#)**

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.

### **1088 To note apologies**

Apologies were received from Councillors I Armstrong, J Slater, J Barber and C Thirlaway; and from H Shingleton, Administration Officer.

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

### **1089 To receive declarations of interest in items on the agenda**

Councillor Dunn declared an other registerable interest as a Trust off Coxhoe Village Hall, a director of the Active Life Centre, a Governor of Coxhoe Primary School and an employee of the Land Registry.

Councillor Lavelle declared an other registerable interest in the Active Life Centre.

Councillor Harden declared an other registerable interest in the Active Life Centre.

Councillor Lowes declared an other registerable interest in Coxhoe Village Hall, and a non registerable interest in the Parish Council's Youth Service.

Councillor Simpson declared an other registerable interest in Coxhoe Primary School and in Coxhoe Village Hall.

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

### **1090 To confirm the minutes of the Ordinary Meeting held on 7 March 2022**

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

### 1091 Public participation

No members of the public were present.

### 1092 To receive the County Councillors' Update

The County Councillors gave updates which included:

- Quarrington Hill and Coxhoe parks
- Road sweeping
- Paving at Grange Crescent
- Salt bin request at Majolica Mews
- Pot holes at Neil Crescent
- Fly tipping on Quarrington Hill bank
- Lansdowne Crescent fencing
- Quarrington Hill club seeking committee members
- Quarrington Hill front street drain
- Quarrington Hill litter pick
- Station Road junction
- Coxhoe pedestrian traffic survey
- Signage at Coxhoe mini roundabout and traffic lights
- Cats' eyes on the road to Turisdale
- Coxhoe Primary School expansion
- Community Pantry request for donations
- Dog bins
- County Councillors thanked residents of Quarrington Hill for their support for Ukraine.

Parish Councillors asked about flooding at Coxhoe Park.

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

### 1093 To receive Councillors' reports of attendance at meetings and events on behalf of the Parish Council

Councillors Dunn and Ashworth had met representatives of Coxhoe United. Councillor Ashworth and the Clerk had met at Prospect Place. It was **Resolved** the information was noted.

### 1094 To receive Committee minutes

To receive the minutes of the Events, Environment and Finance Committee Meeting held on 14 February 2022

It was **Resolved** this item was deferred.

### 1095 To consider and agree financial matters

a) Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated a report with the agenda. The bank balances at 24 March 2022 were £52,480.82 in Unity Trust Bank, £45,524.33 in Nationwide and £0.00 on the credit card.

March

No	Payee	Description	Amount
1.	Staff	Salaries	£5,205.91
2.	NEST	Employer & Employees' Pension Contributions	£259.44

3.	HMRC	Employer Liabilities	£1145.78
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.	Mini First Aid Durham and Hartlepool	Mini First Aid for Youth Clubs	£175.00
10	Harrison Flagpoles	Ukraine Flag	£43.48
11	British Red Cross	Ukraine Appeal	£500.00
12	Safe and Sure Fire	Fire Safety Equipment for Sports Pavilion	£200.00
13	Agripest	Pest Treatment sports field and pavilion	£350.00
14	Youth Inspired Training NE	Two staff places on Emergency First Aid Training Course	£100.00
15	Hampshire Flag Company	Pride Flag for flagpole	£55.13
16	Ebay	Four Phone cases and screen protectors	£11.90
17	Microsoft	365 Subscription	£5.99
18	Lloyds	Monthly Fee	£3.00

The following were **Resolved**:

- (1) to note the report.
- (2) to note the bank balances.
- (3) to approve the payments.

#### b) Employer costs for March 2022

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

#### c) Budget 2021 to 2022 and 2022 to 2023

The budget document with projections was presented to 24 March 2022. Some planned expenditure will be taking place in the next financial year. The Clerk advised she will add the projections for expenditure in 2022 to 23 once the current year end processes are finished. It was **Resolved** to note the budget document.

#### d) Five year forward budget

The Clerk had sent a five year forward budget and advised she will send to Councillors a document to gather information for future planning, to assist with the forward budget development. It was **Resolved** to note the five year forward budget.

#### e) To note and approve the staff mobile phone contract

It was **Resolved** the Clerk is authorised to arrange a two year contract with four mobile phones at a cost of £912 net for the year plus £11.50 for four phone cases and screen protectors, which is above the set budget

#### 1096 To agree the Parish Council's main Risk Assessment including financial risk assessment

The Clerk had circulated Council's main risk assessment including the financial risk assessment, and summary documents. It was **Resolved** to note and approve the Council's main risk assessment including financial risk assessment for 2022 to 2023.

### 1097 To approve Parish Council Insurance provision for 2022 to 2023 or 2022 to 2025

#### a) to approve main Council insurance

The Clerk had circulated a report and documents with quotes and details of insurance proposals and policies. It was **Resolved (1)** to approve the Parish Council's insurance cover for 2022 to 2025 by a long term agreement with Zurich. It was **Resolved (2)** the Clerk will make the payment of £3,587.56 for the cover for 2022 to 2023.

#### b) to approve Cyber-crime insurance

The Clerk had circulated a report and documents with policy details. It was **Resolved** to approve the Clerk to make payment of £319.20 for the Cyber-crime insurance cover for 2022 to 2023.

### 1098 To consider and approve Parish Council Policies

To consider approval of a Policy on use of Parish Council land

It was **Resolved** this item was deferred.

### 1099 Clerk's Report

The Clerk had sent a report.

#### a) To consider matters raised by residents

It was **Resolved (1)** the Council will publish information about how the precept and the three percent rise will be used. It was **Resolved (2)** the matters raised by residents were noted.

#### b) To note updated Youth Strategy Group Committee meeting dates

It was **Resolved** to note the updated Youth Strategy Group Committee meeting dates.

#### c) To consider knitted Remembrance Poppies Displays

Some groups are interested in knitting poppies for a Remembrance display on the pit wheel in Coxhoe and if possible at Quarrington Hill. It was **Resolved** the Clerk is to manage the project as detailed in the report and as felt appropriate, incurring expenditure if needed from the events budget.

#### d) To note information on use of defibrillators

It was **Resolved** the report on the use of defibrillators was noted.

#### e) To note 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.

### 1099 To note Parish Council Youth Provision Report

A brief report had been provided, which included positive feedback about the group's activities.

Councillors asked the Clerk to pass on their thanks to Youth staff. It was **Resolved** the report was noted.

### 1100 Planning, Correspondence and Consultations Report

#### a) To consider any response to the County Council regarding planning applications

1. [DM/22/00669/FPA](#) Land South West Of 20A Steetley Terrace, Quarrington Hill DH6 4QJ

It was **Resolved** that planning application [DM/22/00669/FPA](#) was noted.

2. [DM/22/00766/FPA](#) 43 Petterson Dale, Coxhoe DH6 4EZ

It was **Resolved** that planning application [DM/22/00766/FPA](#) was noted.

3. [DM/22/00727/FPA](#) 19 School Avenue, Coxhoe DH6 4EB  
It was **Resolved** that planning application [DM/22/00727/FPA](#) was noted.

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) County Durham Association of Local Councils update on Double taxation  
It was **Resolved** to note the correspondence.

2) County Durham Association of Local Councils Ukraine assistance advice including considering a response to the Council of European Municipalities and Regions letter: In support and solidarity with Ukraine and its people  
It was **Resolved** the Clerk is to sign the Council of European Municipalities and Regions letter in support and solidarity with Ukraine and its people, on behalf of the Parish Council.

d) To note bulletins  
It was **Resolved** the bulletins were noted.

### **1101 To receive the outcome of a Code of Conduct Complaint**

A Code of Conduct Complaint had been investigated by Durham County Council and the decision notice sent to the Parish Council. It was **Resolved** the decision notice for the complaint reference COM377 was received.

### **1102 To consider Land, Buildings and Open Spaces**

The Clerk had sent a report.

a) to consider matters relating to Quarrington Hill Churchyard

The following were **Resolved**:

- (1) the Clerk to ask the Ministry of Justice for responses to the Parish Council's questions.
- (2) the Clerk to request an update from Cassop cum Quarrington with Bowburn Parochial Church Council.
- (3) to submit a Freedom of Information Request to the Ministry of Justice

b) to agree resolutions and approve actions at King's Wood

The Clerk and Councillor Armstrong have been working on the Countryside Stewardship application for the wood. The Clerk gave a brief update. The following were **Resolved**:

- (1) to approve the activity to date.
- (2) the Clerk to submit the application on behalf of the Parish Council.

c) to receive an update on Coxhoe Village Green maintenance and improvements

It was **Resolved** to note that the improvement work on Coxhoe Village Green will be completed by Mackenzies and is expected to be completed within the next two to three weeks.

#### d) to note and approve activity at Shaun Henderson Community Sports Ground

The Clerk and Chair have been working to ensure contractors complete the work required as soon as possible, in relation to the pavilion (both building and electrical) and the field. Councillors Dunn and Ashworth met with representatives of Coxhoe United. The Clerk tabled an updated budget document which increased budget expenditure by approximately £1,340, and detailed the work still outstanding.

The following were **Resolved**:

(1) to approve the activity.

(2) to approve delegation to the Clerk to ensure work as needed is completed on the field including as appropriate rolling, aeration, weed and feed treatment, soil infill and seeding.

(3) to confirm approval for the Clerk to make expenditure on all the work required for the field and pavilion within the budget, increasing expenditure by approximately £1,340.

#### e) to consider a request to buy Parish Council land, or to work with a developer, at Prospect Place, Coxhoe

A request had been received to buy Parish Council land, or for the developer to work with the Parish Council to develop land, at Prospect Place.

The following were **Resolved**:

(1) the Parish Council rejects the plan submitted.

(2) the Parish Council is prepared to consider a plan for the whole area and if felt it might be acceptable would consult with people in that area of the village.

(3) the Clerk to seek information about the proposals for the back of the area and evidence about proposed access to the land.

(4) the Parish Council does not authorise any use of the land until and unless this is agreed in advance.

#### f) to consider the solar panels at Coxhoe Village Hall

The Clerk had sent a report about insurance cover on the solar panels, and that the Village Hall Association had confirmed a regular inspection and maintenance programme. It was **Resolved** to note the information on insurance cover and the maintenance and inspection programme with regard to Coxhoe Village Hall solar panels.

### 1103 To receive Community Reports

#### Coxhoe History Group

Coxhoe History Group had sent information about their Touchscreen and latest activities, and a poster.

Councillor Dunn said that Coxhoe Village Hall are working on the lift installation and upgrading of the Parish Room among other developments, and that Active Life are seeking funding to glaze across the balcony.

It was **Resolved** the community reports were noted.

### 1104 To consider items for the agenda of a future meeting

None.

### 1105 To confirm the date and time of next meeting

It was **Resolved** that the next Meeting will be on Monday 9 May 2022 at 6.30pm.

**1106 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; 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.

**1107 To consider resolutions regarding legal advice provided to the Council**

The Clerk had sent a report. The following were **Resolved**:

- (1)** to note the report.
- (2)** to approve communication of the defence of the Council's position.
- (3)** to approve recommendations 3, 4 and 5 of the report.

The meeting closed at 8.20 pm.

**Certified as a True Record:**

**Chair (Sign)**

**Date**