

## Coxhoe Parish Council Minutes

Meeting: **Ordinary Meeting**

Date & Time: 6 July 2022 6.30pm

Venue: Coxhoe Village Hall

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

Also present: County Councillors J Blakey, G Hutchinson and M McKeon; C Llewelyn, Parish Clerk.

There were no members of the public present.

### **1151 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.

### **1152 To note apologies**

Apologies were received from Councillors J Slater; I Armstrong; J Barber; J Gaffney; K Simpson (Vice Chair); C Thirlaway, and from H Shingleton, Administration Officer.

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

### **1153 To receive declarations of interest in items on the agenda**

Councillor Dunn declared an other registerable interest as a Trustee of Coxhoe Village Hall, as a Director of the Active Life Centre, as a Governor of Coxhoe Primary School and in East Durham Rural Corridor Area Action Partnership.

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

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

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

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

### **1154 To confirm the minutes of the Ordinary Meeting held on 8 June 2022**

It was **Resolved** that the minutes of the Ordinary Meeting held on 8 June 2022 be approved, confirmed and signed as an accurate record.

### **1155 Public participation**

No members of the public were present.

### **1156 To receive the County Councillors' Update**

The County Councillors gave updates including the following:

- The Grove, Coxhoe
- Liaison with businesses
- Jubilee Celebration Days
- Dealing with Parish Council queries
- Bread and Butter Thing based in Bowburn
- Quarrington Hill Churchyard
- Anti-social behaviour, fly tipping and graffiti
- Area Action Partnership funding applications
- Coxhoe entrance and crossing at the Limes

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

### 1157 To receive Councillors' reports of attendance at meetings and events on behalf of the Parish Council

None.

### 1158 To consider and agree financial matters

The Clerk had sent reports.

#### a) Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated a report with the agenda. The bank balances at 27 June 2022 were £74,477.97 in Unity Trust Bank, £65,557.11 in Nationwide and £0.00 on the credit card.

#### July

No	Payee	Description	Amount
1.	Staff	Salaries	£4,199.03
2.	NEST	Employer & Employees' Pension Contributions	£224.58
3.	HMRC	Employer Liabilities	£828.49
4.	SE Landscaping	Grounds Maintenance Contract	£1,562.50
5.	BT	Landline & Broadband	£52.92
6.	ITC	Sophos Internet Security & One drive storage	£10.80
7.	Vodafone	4 x Mobile Phones	£71.18
8.	Scottish Power	Memorial Garden Lighting	£12.00
9.	Society of Local Council Clerks	Annual Membership	£234.00
10.	Durham County Council	Completion Statement for land adjacent to Quarrington Hill Community Centre	£1,177.64
11.	Albany Contract Furniture	6 tables for Sports Pavilion (grant funded)	£662.40
12.	Albany Contract Furniture	26 chairs for Sports Pavilion (grant funded)	£2,028.00
13.	ITC	Hardware Backup Device and IT Support (updated from June schedule)	£129.60
14.	Coxhoe History Group	Printing Items for Jubilee Events	£69.54
15.	Amazon	2x Laptop Chargers	£35.32

16.	Cloudnext	Website Hosting annual fee	£59.98
17.	Post Office	Guaranteed Postage for signed leases	£3.45
18.	Ebay The Wool Junction	Wool for Remembrance Poppies	£14.07
19.	Cloudnext	Website Hosting annual fee	£59.98
20.	Microsoft	365 Subscription	£5.99
21.	Lloyds	Monthly Fee	£3.00
22.	Unity Trust	Bank Charges	£30.90
23.	Unity Trust	Cash & Cheque Charges	£2.40

Payments are gross except where specified.

### Monies received (over £100 only)

Ref	Payer	Description	Amount
A	Coxhoe Village Hall	Drinks supplied	£138.65

The following were **Resolved**:

- (1) to note the report.
- (2) to note the bank balances.
- (3) to approve the payments in the payments schedule.
- (4) to note that there will be expenditure over the summer for the Youth Clubs on holiday activities which is grant funded. Details will be brought to Council in September.
- (5) to approve the Clerk to arrange Bollard Installation, Coxhoe Village Hall car park at £258.00.
- (6) to approve the Clerk to purchase eight hi vis jackets at the cost of less than £100.00.
- (7) to approve the Clerk to arrange clock maintenance, removing the covers and taking off the light at Quarrington Hill, at no more than £650.00.
- (8) to note that last month Councillor Lowes had signed the bank reconciliations and bank statements.
- (9) to note that the Clerk has sent Councillors a link to an online folder containing bank statements, bank reconciliations and the cashbook to 27 June 2022.
- (10) to note the monies received.

#### b) Employer costs for June 2022

The Clerk had sent a report. It was **Resolved** to note the employer costs for June 2022.

#### c) Budget 2022 to 2023

The Clerk had sent a report detailing potential budget overspends but said that projections may change. She had calculated the potential reserves and advised that the Council may wish to consider making saving in order to meet its reserves target if the current forecasts remain. The following were **Resolved**:

- (1) to note the budget document and the budget notes.
- (2) to note the potential overspends identified by the Clerk.
- (3) to note the projected reserves.
- (4) to note that the Council should consider making savings in order to meet its reserves target set, which will be further discussed by Council.

#### d) Five year forward budget and action planning

The Clerk had sent suggestions for the Council's forward expenditure. The following were **Resolved**:

- (1) to note the five year forward planning document.

(2) the Clerk to populate the document with some draft figures for the suggested activities and to consider a programme of painting and maintenance to be included, to bring back to Council.

e) Parish Council credit card

The Clerk had sent a report, having spoken with the Internal Auditor to seek a way to provide flexibility on expenditure over the summer for Youth Service expenditure in particular.

It was **Resolved** to allow the increase of the credit card limit up to £5,000 (or £10,000 if needed) for the duration of the summer while extra flexibility for grant funding is required, and to be decreased to £1,000 as soon as possible.

### 1159 To consider and approve Parish Council Policies

The Clerk had sent draft policies and reports.

a) Provision of Seating and Memorials Policy

It was **Resolved** the draft Seating and Memorials Policy was approved, with amendments to remove reference to Memorial Trees and to add in that plaques on seats should be of a standard size.

b) Social Media Policy

It was **Resolved** the draft Social Media Policy was approved.

c) Lone Working Policy

It was **Resolved** the draft Lone Working Policy was approved.

d) Data Protection Policy

It was **Resolved** the draft Data Protection Policy was approved.

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

The Clerk had sent a report. It was **Resolved**:

(1) to note the report.

(2) to ask the Clerk to bring a policy to the Council on the use of land for events or other matters which does not include businesses placing signs.

(3) the Clerk to arrange Exclusion of Liability Notices for land and premises for which this would be appropriate, notably Coxhoe Village Hall car park and the sports field.

### 1160 Clerk's Report

The Clerk had sent a report.

a) To consider matters raised by residents

Various matters had been raised by residents. Discussion took place about an outdoor gym. It was **Resolved** to note the matters raised by residents.

b) To consider the Working Group for Neighbourhood Planning

Councillor Ashworth has agreed to start off the next stage of work. It was **Resolved** to note the update.

c) To agree Chronicle editions and printing costs

It was **Resolved**:

(1) to approve the Clerk to arrange the next 20 page edition at £1,000.00.

(2) the Clerk to report to Council with costs for editions of different sizes for future editions.

d) To receive a training report  
It was **Resolved** to note the training report.

e) To note activity undertaken and the Clerk's priorities  
The Clerk had reported on activity undertaken and the priorities for the next month. It was **Resolved**:  
(1) to note the activity undertaken.  
(2) to note the Officer priorities.  
(3) to note the Clerk's Report.

### **1161 To note Parish Council Youth Provision Report**

A report had been sent. The Youth staff team were thanked for arranging the breakfast clubs at Quarrington Hill during the holidays. The Clerk advised that E Morton had been recruited to a casual Auxiliary Youth Worker post. It was **Resolved** the report and update were noted.

### **1162 Planning, Correspondence and Consultations Report**

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

1. None received.

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

c) To consider correspondence and a response to consultations

1. Durham County Council Ageing Well Survey

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

2. County Durham Association of Local Councils Nominations for President, Vice President, Honorary Treasurer and Honorary Auditor

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

3. Durham County Council New Mayor of Durham Appeal Fund

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

d) To note bulletins

It was Resolved to note the bulletins.

### **1163 To consider activity and expenditure on Land, Buildings and Open Spaces**

The Clerk had sent a report.

a) To consider matters and any correspondence relating to Quarrington Hill Churchyard

It was **Resolved** to:

(1) note that emails to be sent and any response from Ministry of Justice and one for Cassop cum Quarrington with Bowburn Parochial Church Council will be circulated and brought to full Council.

(2) note that if the Parochial Church Council agrees to meet the Clerk and Chair to meet with them (as previously resolved).

b) To note and approve activity at Shaun Henderson Community Sports Ground

The Clerk read through the report.

The following were **Resolved**:

(1) to note the update on the field.

(2) note the update on the pavilion.

(3) to approve the Clerk to arrange signage as above, with overspend on budget; cost to be under that provided in the report.

(4) to ask other cricket clubs how they may cover their wickets.

(5) to approve the purchase of a sprinkler and connecting hoses.

(6) to approve the purchase of a basic sports first aid kit.

(7) to approve the Clerk arranging cutting of the vegetation along the fence line at the lowest price.

(8) to approve the Clerk arranging a launch event at a cost of up to £200.00.

(9) to note that the Clerk will circulate to Councillors the paperwork related to the sports field.

c) To consider an update on and request for use of Parish Council land at Prospect Place

The Clerk had received a response from the landowner, following the Parish Council's message agreed at the June Ordinary Meeting. It was **Resolved**:

(1) to note the report including the response.

(2) to note that plans for a potential scheme are expected to be received.

(3) to note that the Clerk will continue with previously agreed resolutions.

d) To consider a request for use of Coxhoe Village green for a classic car event

A resident had sent details of plans for a proposed event. It was **Resolved** to approve the Clerk to authorise the classic car event to go ahead on the village green area in Coxhoe, when she has completed due diligence as outlined in the report.

e) To consider actions at Coxhoe Churchyard

The Clerk had sent a report from September 2020 which contained resolutions to investigate costs and methods of improvements including the boundary wall, tidying up the Churchyard, cutting back growth, potential funding streams, memorial wall and paths. It was **Resolved** to:

(1) ask the Clerk to work on the Churchyard as a matter of priority, making investigations in accordance with the resolutions from the September 2020 report.

(2) Approve the Clerk to use Coxhoe Open Spaces budget to improve signage in the Churchyard, at a cost of £36.00 net each plus installation.

f) To approve the lease and associated costs for land adjacent to Quarrington Hill Community Centre

The Clerk reported that the Council resolved for the lease to go ahead without further advice taken, and that the lease for the land has been signed and sent back to the County Council for signature, which will be after the completion charges have been paid. The Solicitor will need to register the lease. The following were **Resolved**:

(1) to note that the lease has been signed and returned to the County Council.

(2) to approve the Clerk to pay the charges for the completion with Durham County Council which are £1,177.64.

(3) to note that the Solicitor is to register the lease and the cost was quoted as approximately £300.00 plus disbursements.

(4) to note that the land will be added to the grounds maintenance programme.

g) To consider issues, activity and improvements on Coxhoe Village Greens

The following were **Resolved**:

(1) to note the update about the improvements.

- (2) to approve the Clerk seeking advice and quotes as set out in the report.
- (3) to delegate to the Clerk to make or begin arrangements to implement any available measures, with any significant expenditure to be brought back to Council before any implementation.
- (4) the Clerk to find out more about chippings under shrubs.
- (5) the Clerk to ask the Grounds Maintenance Contractor to tidy up the shrubs under trees on the second village green.

h) To receive a revised tree inspection report

A revised tree inspection report was received. It was **Resolved** to note the revised tree inspection report and its recommendations.

i) To update on Kings Wood Countryside Stewardship Application

The Clerk advised that the land at King's Wood has been added to the Parish Council's land list by the Government's agency but that there is some overlap from another application. The Clerk will continue to work on this matter with Councillor Armstrong. It was **Resolved** to note the update.

j) To consider potential expenditure at Quarrington Hill Allotments on the fence, removing vegetation and rubbish

It was **Resolved** to:

- (1) approve the Clerk to arrange and pay for the removal of vegetation and potentially some overhanging tree branches if this is not done urgently by Durham County Council.
- (2) approve the Clerk to arrange a skip if a majority of allotment tenants want this.
- (3) if the skip is not approved, approve the Clerk to arrange removal of the rubbish left on the vacated plot and seek to re-charge tenants who left it when they vacated the plot.

k) To approve activity and receive any update on land adjacent to Cornforth Lane

A letter is to be sent to the landowners as previously resolved by Council. It was **Resolved** to note the update.

l) To consider the Parish Council's broadband provision at Coxhoe Village Hall

The following were **Resolved**:

- (1) to approve the payment for £480.00 net for the mesh system and improvements to broadband, half of which to be part of the annual rent payment in the financial year.
- (2) to approve the Village Hall Association request for costs to form part of the annual rent payment including the hall phone line and up to half the cost of the broadband.

m) To consider plans in relation to the Parish Council's land, buildings and open spaces

It was **Resolved** to note that the Clerk will circulate information as soon as possible.

## 1164 To receive Community Reports

Coxhoe History Group

It was **Resolved** to note the information received from Coxhoe History Group.

## 1165 To consider items for the agenda of a future meeting

None

## 1166 To confirm the date and time of next meeting

It was **Resolved** to confirm the date of the next Ordinary Meeting as Wednesday 7 September at 6.30pm

## 1167 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**

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 with Standing Order 10(a)xi.

The members of the public left the meeting at this point.

At 8.30pm the Chair requested members' agreement, as per Standing Order 3(x), to extend the meeting beyond the standard 2-hour period. It was **Resolved (2)** that Standing Order 3(x) be invoked and the meeting continue.

**1168 To consider resolutions regarding land and legal advice provided to the Council**

The Clerk had sent a report. It was **Resolved** to note the report and previous resolutions.

**1169 To consider resolutions regarding the Clerk's, advisory bodies' and legal advice provided to the Council**

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

- (1) the report was noted.
- (2) the recommendations in the report were agreed.
- (3) the Clerk is to bring the matter to the Council's Ordinary Meeting in September.

The meeting closed at 8.40pm.

**Certified as a True Record:**

**Chair (Sign)**

**Date**