

## Coxhoe Parish Council Minutes

Meeting: **Ordinary Meeting**

Date & Time: 7 December 2022 6.30pm

Venue: Coxhoe Village Hall

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

Also present: County Councillor M McKeon; C Llewelyn, outgoing Parish Clerk, S Taylor, incoming Parish Clerk.

There was one member of the public present.

### **1237 To receive meeting safety information, to agree the willingness to hold the meeting, to note Councillors' receipt of reports and to note the Parish Council Public Participation Policy**

It was **Resolved**:

- (1) to note the meeting safety information.
- (2) to note the Public Participation Policy.

### **1238 To note apologies**

Apologies were received from Councillors C Thirlaway, and I Armstrong. Apologies J Blakey and G Hutchinson It was **Resolved** the apologies were noted.

### **1239 To receive declarations of interest in items on the agenda (state whether the interest is a disclosable pecuniary, other registerable or other non-registerable interest, & the nature of the interest)**

Councillor Dunn declared other registerable interests as a Director of the Active Life Centre, as a Trustee of Coxhoe Village Hall and as a Governor of Coxhoe Primary School.

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

Councillor Simpson declared a non registerable interest in Coxhoe Primary School and as a Trustee of Coxhoe Village Hall.

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

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

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

### **1240 To confirm the minutes of the Ordinary Meeting held on 7 November 2022**

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

### **1241 Public participation**

None.

## 1242 To receive the County Councillors' Update

### a) County Councillors' Update

County Councillor McKeon gave an update included the following:

- Volunteering at Coxhoe Fireworks, Quarrington Hill events
- Use of Neighbourhood Budget funding
- Meeting held with MP Mary Foy, Environment Agency and County Council Councillors and Officers about Joint Stocks tip odour plan
- Road crossing at Commercial Road East
- Repairs to cats' eyes between Coxhoe and Metal Bridge

Parish Councillors raised the state of the A177 and waste dumping at Joint Stocks and issues with flies.

It was **Resolved**:

(1) to note the County Councillors' update.

(2) the Clerk is to write to County Councillor McKeon about the issues with flies.

### b) To discuss activity at Coxhoe Park

County Councillor McKeon said that the Durham County Council Officer wishes to meet with Parish Councillors. It was **Resolved** to ask County Councillor McKeon to note that the Parish Councillors request a meeting with the County Council Officer before they consult with young people.

## 1243 To receive Councillors' reports of attendance at meetings and events on behalf of the Parish Council

Councillors Dunn and Ashworth had laid a wreath at Quarrington Hill Remembrance Ceremony. Councillor Dunn said he is representing Coxhoe Parish Council at the National Association of Local Councils' conference on youth services. It was **Resolved** to note the reports.

## 1244 To consider Co-option to the Parish Council

### a) Quarrington Hill Ward

The Clerk advised that no applications had been received. It was **Resolved** to advertise the opportunity again before the January meeting.

### b) Coxhoe Ward

The Clerk advised that no applications had been received. It was **Resolved** to advertise the opportunity again before the January meeting.

## 1245 To consider, note and agree financial matters

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

The Clerk had sent a report. The bank balances at 30 November 2022 were £58,448.64 in Unity Trust Bank, £80,557.11 in Nationwide and £0.00 on the credit card.

December

No	Payee	Description	Amount
1.	Staff	Salaries	£5,771.47
2.	NEST	Employer & Employees' Pension Contributions	£274.51
3.	HMRC	Employer Liabilities	£1,197.55
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.	Royal British Legion	Remembrance Wreaths	£410.00
10.	PES Security	Stewarding for Fireworks Display	£1,078.50
11.	Reaction Fireworks	Provision of Fireworks Display and Safety Officer on 06.11.22	£5,700.00
12.	Quarrington Hill Community Centre	Christmas Contribution (agreed 07.11.22)	£400.00
13.	Croft Christmas Trees	Christmas Tree and Delivery	£612.00
14.	Blachere Illumination	2x Christmas Garland Braided Lights	£273.60
15.	Barrier Traffic Management	Road closure and signage for Fireworks Display	£516.00
16.	Ray Lawson	Repair of Fence at Wesley Place	£145.00
17.	Durham County Council	Licence for use of land for Fireworks Display	£50.00
18.	Thinford Nurseries	Winter Planting	£930.00
19.	NERAMS	First Aiders for Christmas Event	£324.00
20.	RYAL Media Group Ltd	Special Advertising Run for Clerk Recruitment	£164.16
21.	PES Security	Stewarding for Christmas Event	£432.00
22.	NEREO	Advertising Clerk Recruitment	£180.00
23.	SE Landscaping	Christmas Tree Installation	£216.00
24.	K Mangles	Santa Claus Christmas Event	£10.00
25.	Microsoft	365 Subscription	£5.99
26.	Lloyds	Monthly Fee	£3.00

Payments are gross (after VAT) unless indicated otherwise.

Councillor Dunn had requested replacement of decorating items used at the sports pavilion.

The Clerk requested consideration of payment to R Lawson for provision and installation of the pedestrian gate at the sports field.

Ref	Payer	Description	Further information	Amount
A	Carnival Funfairs	Fireworks Pitch Fee		£330.00
B	Active Life Centre	Fireworks Wristbands Income		£2,434.00
C	Durham County Council	Grant Funding	Christmas Gift Packs for Community Pantry & Foodbank	£750.00
D	HMRC	VAT Claim	July to September	£4,425.07

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 approve payment for replacement of decorating items for Councillor Dunn.

(5) to approve payment of £520 to Ray Lawson for provision and installation of the pedestrian gate at the sports field.

(6) to note the monies received.

#### b) Employer costs for November 2022

The Clerk had sent a report. It was **Resolved (1)** to note the employer costs for November 2022. It was further **Resolved (2)** to note that the pay award for 2022 to 23 has been applied.

#### c) Budget 2022 to 2023

It was Resolved to note the budget for 2022 to 23.

#### d) Budget 2023 to 2024

The outgoing Clerk recommended that it would be good practice to include an amount for contingencies in the budget. The following were **Resolved**:

(1) the Council would prefer to keep any precept increase to as close to zero as possible.

(2) the Council wants to be clearer with the public about what is funded by the Parish Council and publicise the value of the Council in a new year Chronicle.

(3) the Events, Environment and Finance Committee will meet on Monday 12 December to agree a recommendation to Council for the budget and precept for 2023 to 24.

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

It was **Resolved** to defer this item to a future meeting.

#### f) Amendment to banking mandate

It was **Resolved** to add the incoming Clerk S Taylor to the administration of the bank accounts and the credit card.

### 1246 To consider matters in the Clerk's Report

The Clerk had sent a report.

#### a) Matters raised by residents

The following were **Resolved**:

(1) the Clerk is to explore options for the fireworks display with the fireworks Contractor, with the possibility of a development at Grange Farm, and to discuss the potential for quieter fireworks, particularly at the top level of noise.

(2) the Council should develop more publicity about reasons for its decisions, including where it is not possible to meet residents' requests.

(3) to note the matters raised by residents.

#### b) To note thanks to those who assisted with the Remembrance poppy display

The Councillors discussed the knitted poppy display on the pit wheel. It was **Resolved** to minute thanks to all those involved, including Coxhoe Craft Group, Coxhoe Scouts, H Shingleton and Parish Council Officers, residents of Coxhoe and other villages and Councillors and their families who put the poppies on the wheel.

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

It was **Resolved (1)** to note the activity undertaken and the Officer priorities.

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

### 1247 To note Parish Council Youth Provision Report

The Clerk and Councillors gave an update. Discussion took place about plans for the Christmas Grotto and Quarrington Hill Skills Club. Councillor Lavelle said that Fun and Food funding has been launched for February half term. Councillors passed on thanks to youth staff for all their help at Parish Council events. It was **Resolved** the update was noted.

### 1248 Planning, Correspondence and Consultations Report

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

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

No planning applications had been received.

b) To note approved, withdrawn and refused decisions

None.

c) To consider correspondence and a response to consultations

#### 1. Boundary Commission Parliamentary Constituencies' Review

The Clerk had responded to the latest consultation in line with the Council's stated opposition to the boundary review proposals and had posted regarding this on social media. It was **Resolved** to note the report.

#### 2. Boundary Review for Durham County Councillors

It was **Resolved** to place this on a future agenda for discussion and potential response.

#### 3. Police Partnership Meeting 9 November 2022

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

d) To note bulletins

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

### 1249 To consider activity and expenditure on Land, Buildings and Open Spaces

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

Councillor Dunn gave an update on correspondence involving the Parish Council, Cassop cum Quarrington with Bowburn Parochial Church Council and the Ministry of Justice. This item will be discussed again at the January meeting. It was **Resolved** to note the report.

b) To note and approve activity, expenditure, paperwork, launch, team and community use and charges at Shaun Henderson Community Sports Ground

The meeting was updated that Coxhoe United may be able to assist with some of the works that need doing. The following were **Resolved**:

(1) note the report and documents provided.

(2) to delegate to the Clerk, Chair and Vice Chair to develop the documents above related to the premises and its hire, and to bring these to Council for approval in January.

(3) to note that Coxhoe United may be able to assist.

(4) to contact County Councillor McKeon about chippings.

c) Northern Powergrid- Feasibility Review ref possible redirection of underground electricity cable at Coxhoe Village Hall car park

Discussion took place about the electricity substation at Petterson Dale being dark and people can feel unsafe.

The following were **Resolved**:

(1) Councillor Lowes to draft information and the Clerk to send on to Northern Powergrid and the Co-op about the possibility of the electricity substation at Petterson Dale being lit up and fencing being installed around it, as it is dark and can feel unsafe.

(2) the Council agrees in principle to the request but would appreciate a response to resolution XXc(1) before reaching a decision.

d) Netomnia Access Agreement Request for Parish Council land at Sanderson Street

The access request was discussed. It was **Resolved** that the Clerk will contact Netomnia to advise that the Parish Council is not minded to agree this request and to ask for further information about any community benefits.

e) To consider activity at land around Basic Cottages, Foundry Row and Commercial Road East

The above area of land was discussed. The following were **Resolved**:

(1) the Clerk to seek costs of birds mouth fencing along the side of the village green which is directly on the approach to Basic Cottages.

(2) the Clerk to write to the Paving Factory to ask them to re-open the piece of private road currently fenced off to allow parking to be improved in the area and to ask them to remove any materials from the Parish Council's parking area; Councillors will talk to the owners if they would like that.

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

No update was provided.

g) To note receipt of Countryside Stewardship funding at and to approve actions and purchasing of equipment for Kings Wood

Thanks were given to the Clerk and Councillor Armstrong as the Council has been awarded Countryside Stewardship funding of £23,361.15 starting 1 Jan 2023 and ending on 31 Dec 2027. The following were **Resolved**:

(1) the Clerk to look further into the training and insurance requirements for potential volunteer work at Kings Wood, and how this can help to ensure the Council can meet the requirements of the Countryside Stewardship funding.

(2) to approve the Clerk to sign and return the Countryside Stewardship funding documents to accept the funding.

**1250 To consider items for the agenda of a future meeting**

None.

**1251 To confirm the date and time of next meeting**

To confirm the date of the next Ordinary Meeting as Monday 9 January at Quarrington Hill Community Centre

It was Resolved that the next Ordinary Meeting will be on Monday 9 January at 6.30pm at Coxhoe Village Hall.

**1252 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.

All others left the meeting by 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.

**1253 To agree recruitment matters**

a) to note Clerk recruitment

It was **Resolved (1)** to note the recruitment of the new Clerk and the anticipated start date.

It was further **Resolved (2)** to welcome S Taylor as new Clerk and thank the former Clerk C Llewelyn.

b) to review and agree procedures for filling staff vacancies

Councillors discussed recruitment. It was **Resolved** that the Clerk is to circulate the Administration Officer job description so this can be considered before the next meeting.

c) to agree working and pay arrangements for the Clerk

It was **Resolved** to agree the recommendations in the report.

The meeting closed at 8.45pm.

**Certified as a True Record:**

**Chair (Sign)**

**Date**