



Coxhoe Parish Council

Meeting: **Extraordinary Meeting**

Date & Time: Monday 22 March 2021 6.30pm

Venue: via Zoom

Councillors present:

S Dunn (Chair); I Armstrong; A Hedley; W Lavelle; K Lowes; K Simpson (Vice Chair); C Thirlaway.

Also present:

C Llewelyn, Parish Clerk and A Searle Admin Officer.

No members of the public attended the meeting.

Councillor Dunn started the meeting by sharing sad news that Maxine Robinson, former Parish Clerk, had sadly passed away, and expressed condolences to her family. A minute's silence was held in her memory.

877 Zoom meeting information and Parish Council Public Participation Policy

Zoom meeting guidelines and the Parish Council's Public Participation Policy have been previously circulated to Councillors. It was **Resolved** the information was noted.

878 To note apologies

Apologies were given from Councillors J Barber; N Brown and J Slater, and from County Councillor J Blakey. It was **Resolved** the apologies were noted.

879 Declarations of interest in items on the agenda

Councillor Dunn declared an interest as a County Councillor, as Director of Active Life, employee of HMRC Land Registry and Governor of Coxhoe Primary School.

Councillor Lavelle declared a registerable interest as a Director of Active Live.

Councillor Lowes declared a non-registerable personal interest in respect of Youth Provision as a close relative is employed.

Councillor Simpson declared a registerable interest as Chair of Governors at Coxhoe Primary School. It was **Resolved** the declarations of interest were noted.

880 Public Participation

No members of the public were present.

881 To agree a provider for the Parish Council's hanging baskets and planters contract following the tender process

The Clerk had circulated a confidential report.

The following were **Resolved**:

(1) To note the report provided.

(2) To accept the tender submitted and confirm the baskets at 18 inches.

(3) To agree delegation to the Clerk to carry out the agreed actions.

The Clerk advised the Council that Thinford Nurseries were the successful tenderer. It was **Resolved (4)** the information was noted.

882 To amend the Meeting dates

The Clerk had sent a report advising that unfortunately she recommends that some dates be rearranged. The report said it remains unclear whether the Government will change legislation to allow remote or hybrid meetings to take place between 7 May and 21 June when the Government is suggesting restrictions could be lifted altogether. If meetings are to be held face to face the Clerk will use the Council's risk assessments and take appropriate measures which may include limiting numbers.

The following were **Resolved**:

(1) To move the Annual General Meeting date to Monday 17 May at 6.30pm.

(2) To move the Annual Assembly of Electors date to Tuesday 1 June at 6.00pm and to move the Monthly Meeting of Coxhoe Parish Council to Tuesday 1 June at 6.30pm or directly after the Annual Assembly of Electors meeting which starts at 6.00pm.

(3) To move the May meeting of the Events, Environment and Finance Committee to Monday 7 June at 6.00pm if the meeting is required.

(4) To move the May meeting of the Human Resources, Disciplinary, Grievance and Complaints Committee to Wednesday 26 May at 6.00pm if the meeting is required.

(5) to note the information on

A member of the public attempted to attend the meeting at this point, however it appeared they had connection issues. Attempts were made to assist the person to join and introduce themselves but they removed themselves. The Clerk advised Councillors that people must be able to join the meeting whether or not they can be seen or heard.

883 To consider and make decisions on Parish Council land

The Clerk had sent a report regarding Parish Council land.

a) future plans for land at the Old School Site

The Clerk had sent a report stating that there have been a number of reports and consultation has taken place with the residents. The developer is preparing documents and costs. The Clerk recommended to Council that it only makes a decision once it is satisfied it has all the information required and the new Council feels confident to do so.

The following were **Resolved**:

(1) to note the report.

(2) to authorise the Clerk to engage and make payments to Solicitors and the land agent/financial advisers which may be above the Clerk's usual delegated authority, and to seek agreement for repayment of Coxhoe Parish Council's legal costs by the developer.

(3) to approve the Clerk to obtain a new land valuation and seek advice from the land agent/financial adviser identified who can provide advice on best value considerations and powers of local councils.

(4) the Clerk to seek further suggestions about the horses including from the developer.

(5) the Clerk to explore 'in kind' contributions to the Council in addition to any recommended capital receipts.

b) funding and investigations for King's Wood

It was **Resolved** to approve the Clerk to work with Councillors N Brown and Armstrong and Durham County Council Officers to apply for a Countryside Stewardship grant.

c) easement at Foundry Row

The Clerk is awaiting further information and updated the meeting. The following were **Resolved**:
(1) to note the update.

(2) that if the Clerk, in consultation with the Chair and Vice Chair, agrees that the document from the Solicitor is achieving the Council's stated aim, the Clerk has delegated authority to agree and sign the agreement with the Solicitor's input to finalise the agreement and close the easement.

(3) to authorise the Clerk to make the payments for this matter which are estimated at approximately £350 plus disbursements and registrations.

d) Shaun Henderson Memorial Sports Ground: use of and charges for the ground, and first cuts
The Clerk circulated a report. It was **Resolved (1)** to note the report.

VAT

The Clerk advised the Council that there are complications with the VAT situation with the sports field. The Clerk has asked for a quote for advice from Steve Parkinson who is a VAT adviser who works with both SLCC and NALC. It was **Resolved (2)** to authorise the Clerk to engage with Steve Parkinson to give specific tailored advice.

Grounds Maintenance

The grass at the field needs to be cut. It was **Resolved (3)** to authorise the Clerk to undertake the first cuts with the contractor who laid the grass and the grounds maintenance contractor to be asked to add these cuts to their programme once done.

Bookings

The Chair declared an interest in this item and did not take part in the resolution. Councillor Simpson took the Chair for this item.

The Clerk had sent some information on charges for hiring various facilities around the country and had recommended some figures to aim for.

It was **Resolved (4)** to approve and delegate to Officers to manage the bookings and the costs of hire for the facilities and to discuss with Active Life.

Councillor Dunn resumed the Chair.

CCTV

Costs have been sought for placing CCTV to cover the pavilion which would be recorded within the Active Life Centre. It was **Resolved (5)** to approve the installation of CCTV at the quoted cost.

e) taking on land adjacent to Quarrington Hill Community Centre

The County Council has given updated costs for the potential lease of this land to the Parish Council and sent a Heads of Terms for consideration by the Council, there has been a delay while they finalised a Wayleave agreement. The Clerk has asked for updated information about costs and expects to receive this soon, and said the Parish Council should engage a Solicitor, and ensure grounds maintenance of the area. The following were **Resolved**:

(1) to note the report.

(2) to note the Heads of Terms had been received and to ask the County Council to delete from those Heads of Terms that there is a definitive right of way.

(3) To note maintenance costs given at the meeting of approximately £560.

(4) to authorise the Clerk, with the Chair and Vice Chair if no major issues to go ahead with the lease of this land with Solicitor involvement only to register the land.

(5) to note the Clerk will be arranging maintenance of the land and discussing its use with Quarrington Hill Community Centre.

(6) the Clerk to get costs for fencing off the area.

f) Bower Court Village Green

The Clerk is still seeking costs for the activity on the green and intends to undertake the planned work to cut the area and plant seeds in the amounts already committed. It was **Resolved** to note the update.

g) Lamppost testing

The Clerk is awaiting quotes for the testing which must be done before the hanging baskets are erected. The amount will be above the Clerk's delegated authority level. It was **Resolved (1)** to authorise the Clerk to undertake the lamppost testing to be paid for from the nominated budget and if required extra from savings.

It was further **Resolved (2)** to note the report from the Clerk on Parish Council land.

884 To approve Parish Council Policies

a) To approve the Vexatious Complaints Policy (following new advice)

It was **Resolved** to approve the updated draft Vexatious Complaints Policy.

885 Financial matters

a) to approve payments

The Clerk had circulated the Finance Report, and the Bank Reconciliation to 1 March 2021 today. Unity Trust balance is £79,536.58 and Nationwide balance is £8,482.24.

Resolved (1) to note the bank balances to 1 March, and to note the bank reconciliations had been circulated.

The payments below were submitted for approval and the document shared with the meeting.
March

No	Payee	Description	Amount
1	Amazon	Disposable Gloves	£23.98
2	Amazon	Disposable Gloves	£13.99
3	Unity Trust	Cheque fee (recovered)	£6.00
4	SE Landscaping	Grounds Maintenance Contract	£884.90
5	BT	Landline & internet	£50.64
6	ITC	Sophos Internet Security & One drive storage	£10.80
7	Vodafone	3 x Mobile Phones	£51.66
8	Scottish Power	Memorial Garden Lighting	£11.00
9	Thinford Nurseries	Cherry Trees	£71.78
10	Total Business	Photocopier Usage	£11.82
11	Northumbrian Water	Investigations for noticeboard outside St Andrews	£30.90
12	Ray Lawson Joinery	Installation of Noticeboard outside St Andrew's	£240.00
13	Mackenzie Building Contractors	Village Hall Floor repair (£2,616.56 from Parish, the remainder grant funded)	£9,840.00
14	Came & Company	Cyber Crime Insurance Policy 2021 to 22	£319.20
15	Quarrington Hill Community Centre	Rent for youth clubs	£750.00

16	Active Life Centre	Rent for youth clubs	£2,000.00
17	Thinford Nurseries	Cherry Trees, stakes and ties	£71.78
18	Ray Lawson Joinery	Sports Pavilion plastic cladding to front	£250.00
19	Ray Lawson Joinery	Sports Pavilion French door and windows	£2,400.00
20	Ray Lawson Joinery	Sports Pavilion Internal and external doors	£283.00
21	Ray Lawson Joinery	Sports Pavilion Plaster work	£1,200.00
22	Ray Lawson Joinery	Sports Pavilion guttering supplied and fitted	£460.00
23	Ray Lawson Joinery	Sports Pavilion cladding supply and fit	£2,700.00
24	MKM	Sports Pavilion Plaster and cement	£69.50
25	MKM	Sports Pavilion carcassing	£67.99
26	MKM	Sports Pavilion Plaster and supplies	£75.72
27	MKM	Sports Pavilion Plaster slabs and supplies	£56.18
28	MKM	Sports Pavilion wood and supplies	£73.54
29	Amazon	Youth Club Activity Pack items (grant funded)	£19.50
30	Amazon	Youth Club Activity Pack items (grant funded)	£15.98
31	Amazon	Youth Club Activity Pack items (grant funded)	£36.23
32	Amazon	Printer Ink	£13.49
33	Printing Saver	Printing Ink	£12.66
34	Timpsons	Key Cutting	£17.50
35	Tesco	Youth Club Activity Pack items (Grant funded)	£11.70
36	Baker Ross	Youth Club Easter Egg Hunt items (grant funded)	£51.87 (grant funded)
37	Microsoft	365 Subscription	£5.99
38	Zoom	Zoom Subscription	£14.39
39	Lloyds	Monthly Fee	£3.00

Please note prices are gross, where VAT applies.

It was **Resolved (2)** the payments are approved.

It was **Resolved (3)** to authorise the Clerk payment of £40 maximum urgent payment to refit column top at Coxhoe Village Hall and check the others.

It was **Resolved (4)** to authorise the Clerk payment of maximum £300 to spread chippings at Foundry Row.

Monies received (over £100 only)

Date	Payee	Description	Amount
22.01.21	Northern Electric	Wayleave Payment	£113.03
01.03.21	Durham County Council	Neighbourhood Budget grant Village Hall Floor	£5,583.44
02.02.21	Cochrane's	Chronicle Advertising	£200.00

It was **Resolved (5)** monies received were noted.

b) to note the budget for the current and next financial years

The Clerk had tabled the budget and shared the document and spoke through it. The Clerk had not amended the current year's projections apart from staffing. Not all payments due are likely to be made in this financial year and the Council's stated reserves policy should still be met for March 2022, whether payments are made in the current or next financial year. It was **Resolved** to note the budget and the update for the current and next financial years.

Councillor Armstrong left the meeting during the above item.

c) to note and agree delegation to the Clerk

The Clerk has delegation to undertake activity to keep the Council functioning. The Clerk said she will do this during the pre-election period and will call an Extraordinary Meeting if felt necessary. It was **Resolved** to note and agree the delegation to the Clerk and an Extraordinary Meeting will be called if judged necessary.

886 To consider a resolution that the following items are classified as being of a confidential nature in accordance with Section 1(2) of the Public Bodies (Admission of 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.

Councillor Dunn thanked all Councillors for their service over the last four years.

The Administration Officer left the meeting at this point.

Councillor Lowes had declared an interest in staffing and left the meeting at this point.

887 To consider Parish Council staffing

The Clerk had sent a report.

Councillor Armstrong rejoined the meeting during this item.

The following were **Resolved**:

(1) to note the report.

(2) the Clerk is to undertake explorations, make recommendations to Council and begin preparation of documents as detailed and recommended in the report.

The meeting ended at 8.15 pm.

Certified as a True Record:

Chair (Sign)

Date