



*Delivering Quality Services to
Coxhoe and Quarrington Hill*

Coxhoe Parish Council

Meeting: Council Meeting
Date: Wednesday 7th November 2018
Time: 6.30pm
Venue: Coxhoe Village Hall

Councillors Present: S Dunn (Chair), K Simpson (Vice Chair), A Appleby, D Brown (from co-option item), A Hedley, B Hepplewhite, G Mills, K Pounder, J Smith and C Thirlaway.

Also present: County Councillors J Blakey and M McKeon; I Thompson, Senior Youth Worker; S Ragg (CDALC in place of the Clerk).

Five members of the public were present for part of the meeting.

349

TO RECEIVE APOLOGIES AND TO APPROVE REASONS FOR ABSENCE

Apologies for absence were received from Councillor W Lavelle and C Llewelyn.

RESOLVED apologies were received and approved.

350

DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA

Cllr Dunn declared an interest as a director of Active Life Centre.

351

TO CONFIRM THE MINUTES OF THE MEETING HELD ON 3RD OCTOBER 2018

A draft copy of the minutes for the above meeting had been issued with the agenda. Cllr Dunn requested that letters to be added to the resolutions under agenda items 335 and 343.

It was **RESOLVED** that the amended minutes be approved, confirmed and signed as an accurate record.

352

COUNCILLOR VACANCIES AND CO-OPTION

Statements had been circulated with the agenda from two people who were interested in being co-opted to the vacancy for Coxhoe ward. One person was present at the meeting and was asked to leave the room for the discussion.

Cllr Simpson declared an interest as she knows one of the applicants and she did not take part in the voting.

Cllr Dunn proposed that Darren Brown be co-opted as Councillor which was seconded by Cllr Hedley and members **RESOLVED** Darren Brown is co-opted as a Councillor. He signed the relevant papers with S Ragg and therefore was immediately co-opted to the Council.

PUBLIC PARTICIPATION

Members of the public were invited to address the meeting.

A resident said that seven months ago the state of the footpath by Ronnie Carr's butchers was raised. Cllr Dunn said it is frustrating that some things take time and that Cllr McKeon has a local further education college who may be able to tarmac the area and this hopefully means something is being done.

A resident asked if there was anything to report back about bins in Quarrington Hill and wanted to raise this again as bins are not being taken back in at the back of Steetley Terrace. Cllr Dunn said that the Parish Council has no powers on this however it is for householders to take out their bins and they are required to take them back in. Cllr Mills asked if notes can be put on the bins and Cllr Dunn said the Council may do this or remove bins. Cllr Blakey said she can ask the County Council to send a letter to remind residents.

A resident congratulated the Council on the fireworks display and asked if the Council would put on a display at Quarrington Hill as well. Cllr Dunn said various sites had been considered including the park, quarry and former fireworks site at Quarrington Hill and had been ruled out by the fireworks contractor. Cllr Dunn thanked the Clerk and Administration Assistant for the massive amounts of work and the volunteers on the evening. Cllr Smith asked if the Parish Council insurance would cover a fireworks event at Quarrington Hill and Cllr Dunn said it may if the Parish was involved. The resident suggested Cassop School as a potential site for a display.

Cllr Dunn requested that members agree to bring forward the items on Youth Provision and Durham County Councillors' Update; this was **RESOLVED**.

YOUTH PROVISION

Youth Worker Report

The Senior Youth Worker presented a written report and gave a verbal update. Attendance is 25 Juniors and 32 Seniors on Fridays. Access to the hall has been restricted. Cllr Dunn asked if numbers have been restricted and I Thompson said no. Quarrington Hill has seen up to 14 young people attending on Mondays. In October half term they had planned a junior and a senior activity but time constraints meant only the senior activity took place. 15 young people went to Flamingo Land; some had been under remote supervision so went in groups by themselves and the trip was very good. There had been an issue with three young people leaving a Coxhoe session, and an incident with young people blocking the stairwell and following several requests they had been asked to leave by the centre manager. I Thompson reported they are on a final warning. Cllrs Simpson and Mills asked questions. Cllr Dunn thanked I Thompson for his update.

RESOLVED the report and the information on Youth Provision are received and noted.

DURHAM COUNTY COUNCILLORS' UPDATE

Cllr Dunn said he and the Clerk had reviewed which items took most time at Parish Council meetings and proposed the County Councillors' update be put in writing for future meetings. The three County Cllrs attended the meeting about parking at Coxhoe Primary School and had spoken to hauliers about not shedding loads and taking care of speed, she felt everything had been taken on board and that the majority of wagons are being over-sheeted. She said the quarries' officers are getting

road sweepers out quickly. Cllr Dunn said quarries have taken responsibility for certain areas each and are to ensure these are clean. Cllr Blakey said there is discussion about dropping the speed limit at the A177 junction. Cllr Simpson asked if the County Council would be monitoring traffic where building works are happening near the A1 roundabout. Cllr Pounder asked about a speed restriction that had been suggested some time ago on the A177 which had been rejected and asked about re-visiting that. Cllrs Blakey and Dunn said they had requested speed restrictions and these had been rejected, Cllr Dunn said this will be raised again. Cllr Hepplewhite said that quarry operators should be contacted. Cllr Blakey said there have been two further fly tipping incidents on Red Briar Bank. She had attended a Halloween party at Quarrington Hill Community Centre and said the person who runs messy play has a space and is to contact the Clerk and Coxhoe Village Hall. Cllr Blakey said Durham City Homes are to demolish the electricity building at Lansdowne Terrace but that a plan had been put forward for parking bays which residents had not wanted and that there is a lot of activity going on at Active Life Centre in the early hours of the morning and residents had asked whether a gate could be put on the centre.

A written report was distributed by Cllr McKeon and Cllr Dunn. Cllr Pounder said South Durham Hunt had been reported some years ago as they caused parking difficulties by Quarrington Hill churchyard and had scared dogs but that they have moved on by the time people report this. Cllr Dunn suggested that information be provided for Quarrington Hill residents so they know who to report to and can do it quickly. Cllr Pounder said that with Speed Watch the Police have to put a notice up which he said warns drivers. Cllr Blakey confirmed this is the case.

RESOLVED the report and the information are received and noted.

REQUEST FOR EASEMENT OVER PARISH COUNCIL LAND ADJOINING LOWFIELD BUNGALOW

Cllr Dunn said the request had changed from the original request by the resident. Advice has been sought from the solicitor which had been circulated. Further advice was sought as to whether the Council could be obliged to allow them to build a road on the land but unfortunately no response is yet received. Cllr Hepplewhite said the Council has a responsibility to allow access to Basic Cottages which she feels is a disgrace at the moment and said also an industrial unit is being built near the site and questioned whether permission had been granted for what is being built. Cllr Dunn said the planning permission has been granted. He explained which land the resident is claiming has been used and said the parking area and trees are quite unsightly. Cllr Dunn suggested the copse could be thinned out and trees planted along the route to make it more attractive for residents and the view from the village green. Cllr Dunn proposed the Council ask the resident if he would be prepared to give up his claim for other access over other areas and the Parish could grant him access over its land. Cllr Hepplewhite wanted to ensure the Parish Council retained control of the area and would like to see a footpath from Basic Cottages. Cllr Dunn said if agreement cannot be reached the Council could end up in a land tribunal. Cllr Simpson felt the request was different to what had been discussed with the resident. She felt with a new beautician opening up there would be more parking difficulties than there are now. Cllr Dunn confirmed his proposal is to ask the resident to accept their proposed option B and give up other options but to take further legal advice. Cllr Mills proposed taking legal advice and then suggesting that proposal to the resident. Cllr Hedley felt the claims of access should be refuted and await legal advice in order to make a considered decision. Cllr Dunn restated the proposal to refute the claims of access and offer option B if the resident gives up his other potential claims, and take

further legal advice. This was **RESOLVED**.

357

PARKING

Notes of public meeting held 18th October 2018

Cllr Dunn said a report had been circulated with the comments from the meeting which had been well attended. Traders had supported parking time restrictions. He said the comments had been passed on to highways officers and they will arrange consultation before Christmas with the results ready after Christmas. Cllr Simpson said Cornforth Lane is really bad with nose to nose parking blocking drives and this is also happening in the back lane and emphasised people take their lives in their hands driving along the street, and this issue is going round in circles. Cllr Dunn said the parking lines are only advisory and Cllr Simpson said double yellow lines are required; Cllr Hedley agreed with this and felt permit parking should be introduced. Cllr Hepplewhite felt the county Council had not taken into account parking when they developed the school. Cllr Smith asked where residents would park if parking restrictions were introduced and Cllr Simpson said people would need to find places for suitable parking. Cllr Hedley said the meeting had many people saying the same as Cllr Simpson. Cllr Dunn said there had been a suggestion at the meeting about opening up the mini roundabout at the A177 to exiting traffic. Cllr Simpson said this had been chaos during the roadworks. One-way traffic and traffic calming measures were discussed.

RESOLVED:

- (A) the notes of the meeting were received and accepted.
- (B) parking restrictions on the front street to be pursued as a matter of urgency.
- (C) Cllr Simpson's proposal of enhanced restrictions on Cornforth Lane is moved towards consultation.
- (D) Cllr Simpson's proposal of enhanced observation by the Police at school times is accepted.
- (E) Cllr Hedley's proposal of consideration and consultation on resident only parking on Cornforth Lane.
- (F) Cllr Hepplewhite's proposal of asking about another entrance to the school and potentially parking on the grass verge on the A177.
- (G) parking at the Village Hall to be looked at.

Cllr Dunn said that Mr Gatenby has said he would be prepared to lease or sell the freehold of the derelict site across from the Village Hall and advised of proposed costs at £20,000 or purchase at £250,000. Cllr Dunn proposed asking the District Valuer to ascertain what would be a reasonable use of public funds. Charging was discussed; Cllr Dunn said this also requires paying to collect the charges and enforce them. Cllr Simpson felt more information was required. S Ragg advised there would be an option to borrow the money and repay over a number of years but that a valuation would be advisable. Cllr Simpson felt the Council should address the Village Hall car park before taking on anything else.

RESOLVED:

- (H) the District Valuer to be asked to value the land.
- (I) to explore charging and if DCC can monitor.
- (J) to look at other parking areas in front of the paving factory and the other side of the road to the Limes.
- (K) to refresh talks with the Co-op about joining the car parks and to ask about the land next to the store.
- (L) to work towards monitoring the Village Hall car park.

Cllr Dunn said as the Clerk had reminded the Chair and Vice Chair about workload, these actions to be carried out by the Chair and Vice Chair in liaison with the Clerk.

RESOLVED (M) the meeting notes are received and noted.

Quarrington Hill parking verbal update
Not discussed.

RESOLVED the information about parking be received and noted.

358

COUNCILLORS' REPORTS OF THEIR ATTENDANCE AT MEETINGS/EVENTS ON BEHALF OF THE PARISH COUNCIL

No reports received.

359

YOUTH PROVISION

Youth Service Action Plan

A plan was not available.

Activities for children birth to school age

No update provided.

360

CLERK'S REPORT

The Clerk had distributed a report for consideration.

II RESOLVED (A) the December Chronicle to be two double sided A3 sheets (8 pages in all).

Cllr Dunn also raised further items on the report.

XM Cllr Dunn passed on thanks to the Clerk for arranging for the railway line to be cut back; two emails have been received thanking the Council for this.

XX The Council's Volunteer Web Administrator may need a laptop; Cllr Dunn said the volunteer puts in many hours of voluntary work each month. Cllr Mills said his organisation may be able to donate one and he could help with specifications. Cllr Pounder said there is a scheme where old computers are sold cheaply. **RESOLVED (B)** the Clerk to progress and if necessary the Clerk is authorised to purchase necessary equipment as she deems appropriate.

It was further **RESOLVED (C)** that the Clerk's Report is received and noted.

361

COMMITTEE MINUTES

Environment Committee Minutes

The minutes of the meeting had been circulated with the agenda.

Cllr Dunn pointed out minute E7 where members said they would provide feedback to the Clerk about the grounds maintenance contract and reminded members to do so.

Finance Committee Minutes

The minutes of the meeting had been circulated with the agenda.

RESOLVED the minutes are received and noted.

362 **LONG TERM FUTURE OF COXHOE VILLAGE HALL**

Cllr Hepplewhite said she had requested this be added to the agenda as she is being asked what is happening with the Village Hall. Cllr Dunn said that the Village Hall is an autonomous body and not answerable to the Parish Council, but the Council supports community groups from a professional distance. Cllr Dunn proposed the Parish Council publicises the call for volunteers. Cllr Hepplewhite proposed speaking to the committee members about calling a public meeting which they would also attend, Cllr Pounder supported. **RESOLVED (A)** this is agreed.

Cllr Dunn proposed dealing with the Cricket Field following discussion on the budget; this was **RESOLVED (B)**.

363 **PARISH PLAN 3**

No update was provided.

364 **GROUNDS MAINTENANCE CONTRACT**

Cllr Dunn reminded what had been said at the Environment Committee that the contract may not need a great amount of updating and urged all Councillors to look at the document.

365 **REQUEST FOR FINANCIAL ASSISTANCE**

The Clerk had circulated a request from Quarrington Hill Banner Group for £80 of Section 137 funding which would help to provide a display box in the Community Centre for a Remembrance book. Cllr Simpson proposed agreeing this request and this was **RESOLVED**.

367 **FINANCIAL MATTERS**

Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had prepared a report. Members **RESOLVED (A)** the bank reconciliation is noted. **RESOLVED (B)** the employee wages are noted.

Cllr Dunn asked that the payments for the Tommies be added to the schedule for November. He said the money is already in the bank and is earmarked for other villages as per the Neighbourhood Budget application. Members **RESOLVED (C)** these payments to be made.

The following payments were submitted for approval:

November Payments Due:

No	Date of Invoice	Method of Payment	Date Payment Due	Payee	Description	Amount
1	N/A	Bank Payment	30.09.18	Staff	Salaries	£3,824.81
2	N/A	Direct debit	On or after 11.10.18	NEST	Employer Pension Contributions	£54.51 (Total payment £119.93)
3	N/A	Bank Payment	N/A	HMRC	Employer's Liabilities	£687.07
4	11.10.18	Direct debit	On or after 25.10.18	Vodafone	3 x mobile phones	£71.79
5		Direct	After	BT	Landline & internet	£36.24

		Debit	07.11.18			
6	19.10.18	Direct Debit	After 28.11.18	Mastercopy	Remote Billing	£69.85
7	29.10.18	Bank Payment	By 28.11.18	Altogether Greener	Monthly grounds maintenance + 2 cricket pitch cuts	£965.70
8	12.10.18	Bank Payment	ASAP	Thinford Nurseries	Sept watering Coxhoe & Q Hill	£810.00
9	04.10.18	Bank Payment	ASAP	The Coronation Press	Chronicle	£692.00
10	22.10.18	Bank Payment	ASAP	DCC	Event Licence Fireworks	£50.00
11	31.10.18	Direct Debit	15.11.18	ITC Service Ltd	Security for 2 laptops	£12.00
12	29.10.18	Bank Payment	28.11.18	Altogether Greener	Wildflower Planting	£816.00
13	31.10.18	Bank Payment	30.11.18	Pitchcare	Wildflower seeds	£129.60
14	21.10.18	Bank Payment	Asap	Eden Dene Tree Services	Emergency Tree Works	£50.00

Please note prices are gross, where VAT applies.

Payments already made and brought to Council for noting:

No	Date of Payment	Method of Payment	Payee	Description	Amount
1	01.11.18	Bank Payment	SLCC	11 th Edition Local Councils Administration	£103.99
2	30.10.18	Bank Payment	Flowers by Michel	Flowers	£15.00
3	30.10.18	Bank Payment	ITC Service Ltd	Remote support fee	£54.00
4	30.10.18	Bank Payment	Employee 15	HDMI Lead	£9.99
5	08.10.18	Bank Payment	Flamingo Land	Group Admission	£435.00
6	17.10.18	Bank Payment	Overlander Ltd	24 seater coach	£300.00
7	02.11.18	Bank Payment	T&A Dixon	Payroll Fees	£81.00
8	02.11.18	Bank Payment	Cllr Dunn	2 x slip-on cover for speaker from Amazon	£17.90
9	02.11.18	Bank Payment	Cllr Dunn	Order from Glowsticks.co.uk	£521.63

RESOLVED (D) the Finance report is received and noted.

Budget

Cllr Dunn said the budget had been considered in some detail at the Finance Committee meeting. He explained there is £1000 excess in the office hire projections. He felt the insurance would need to be paid in this financial year and

Coxhoe and Quarrington Hill open spaces the projected is not committed. The budget for the noticeboard is not committed and the youth hire charges for the next financial year have already been spent. He explained that some reserves would be used under the current projection. Cllr Dunn explained the proposed electricity supply.

RESOLVED (E) the budget is noted with thanks to the Clerk.

368

COXHOE CRICKET FIELD

Cllr Dunn advised that quotes have been received for asbestos removal ranging from £5,000 to £13,000. He said that the Council was successful in receiving £7,022 funding from the AAP for the work to be carried out in conjunction with East Durham College; the Parish Council would need to contribute £8,275. The Cricket Club have agreed the terms of the proposed lease. Further work would still be required to get the surface up to speed but there are other grants which can be tapped into. Cllr Dunn has had interest in using the field. Cllr Dunn felt using the uncommitted budget items identified above under Budget, the contribution is achievable. Cllr Pounder asked for the bottom line figure of what the Parish Council would need to contribute. Cllr Dunn said the promise is only the AAP funding and the offer of college support. Cllr Mills asked about demand and the pitch surface, and the long term budget implications. Cllr Hedley felt much would be gained and that housing development would not be able to take place. Cllr Hepplewhite thought different sports federations could use and develop the field. Cllr Pounder also asked about demand.

At 8.30pm the Chair requested members' agreement, as per Standing Order 3(v), to extend the meeting beyond the standard 2-hour period.

RESOLVED (A) that Standing Order 3(v) be invoked and the meeting continue.

RESOLVED (B) the report is noted. **RESOLVED (C)** the asbestos removal quotes reported are noted. Cllrs Mills and Pounder questioned the differences between the quotes. Cllr Mills expressed concerns over vandalism; Cllr Dunn said it would be covered under Council insurance. Cllr Mills asked if the lease terms could be renegotiated. **RESOLVED (D)** the AAP funding to be accepted. **RESOLVED (E)** one additional quote to be requested; quotes to be considered and the cheapest quote which removes all asbestos from the site is to be accepted and progressed.

RESOLVED (F) any additional asbestos support to be explored with Durham County Council. **RESOLVED (G)** the ten-year cricket field lease and easement over access to be progressed with the solicitor and the trustees. **RESOLVED (H)** liaise with pest control, asbestos contractors and the college to make progress. **RESOLVED (I)** explore all potential uses of cricket ground and pavilion. **RESOLVED (J)** explore setting up of Coxhoe cricket club for children. **RESOLVED (K)** all actions delegated to Chair and Vice Chair in liaison with the Clerk.

369

PLANNING & CORRESPONDENCE REPORTS

Planning Requests

	Application Number	Applicant	Location	Proposal	Electoral Ward and Parish	Case Officer and Expected Decision Level
1	DM/18/02795/FPA	Mr Oscar	68 & 70	Conversion of 1	Coxhoe	Allan

	Stanton	Welfare Terrace Coxhoe Durham DH6 4DS	no. dwelling into 2 no. dwellings	Coxhoe	Fenwick Delegated
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Approved Decisions

None.

Withdrawn Applications

Number & Applicant	Location	Proposal
DM/18/01991/FPA Mr William Foord	Hill Top Farm Front Street Quarrington Hill Durham DH6 4RB	Demolition of existing farmhouse and construction of replacement dwelling.

RESOLVED (A) the planning information is noted with no comments made.

Correspondence Received

	Date Received	Received From	Summary	Action
1	3.10.18	DCC Regen Dept	Hedge Trimming/Access King's Wood	Forwarded to Cllrs 4.10.18
2	22.10.18	Durham Cathedral	Nativity Invitation	Forwarded to Cllrs 28.10.18
4	18.10.18	DCC Highways	Road Closure Metal Bridge	Forwarded to Cllrs 28.10.18

Members **RESOLVED (B)** the correspondence is received and noted.

Bulletins received

	Date Received	Received From	Summary	Action
1	19.10.18	NALC	NALC Spring Conference 2019	Forwarded to Cllrs 28.10.18
2	24.10.18	DCC	National Tree Week	Forwarded to Cllrs 28.10.18

RESOLVED (C) the bulletins are received and noted.

EVENTS

WW1 Commemorations including Battle's Over

Cllr Simpson has taken on organisation of Coxhoe's Beacons event and it is almost all organised. Cllr Mills said he is to escort the Deputy Lieutenant at Quarrington Hill.

Fireworks (debrief)

Cllrs said it was a brilliant event and felt there had been excellent feedback. Cllr Hepplewhite felt it has increased community cohesion and there had been a great atmosphere and would like to see joint village events. Cllr Pounder said it had become too big to handle the fireworks display at Quarrington Hill and asked about cost. Cllr Simpson said £384.63 was collected and that over £500 has been raised from the sales of glow sticks etc. The Kids Disco is to buy the remaining stock. Cllr Simpson felt the Clerk would say the event went over budget and that some aspects of the event should

not be managed by volunteers. Cllr Simpson acknowledged the great support of volunteers. She said there had been some issues with the road. She praised the stewards and suggested road closure for any future event. Letters to residents should also go to more residents and she felt Stray Aid had not been happy. Stallholders had reported a good night. There are adjustments to be made after this first fireworks display. Cllr Appleby proposed staging another event next year. Cllr Brown thought people were prepared to pay. Cllr Dunn felt there had been criticism from residents of other villages and that other parishes may contribute if their residents could come. Cllr Simpson suggested hiring buses for a small charge for Quarrington Hill residents to get to an event.

RESOLVED there will be a fireworks display on 5th November 2019 and the Chair to make a provisional booking with Reaction Fireworks and discuss arrangements at future meetings.

Cllr Dunn said there may need to be a Christmas lights switch on event organised at short notice.

371

COMMUNITY REPORTS

Quarrington Hill Community Centre

Cllr Pounder advised the Remembrance Service is on Friday 9th November at 11.00 and agreed to lay a wreath on behalf of the Parish Council. **RESOLVED** that two birch trees should be purchased and placed on the land by the Tommies.

Coxhoe Village Hall

Cllr Dunn said this was discussed earlier in the meeting. Cllr Pounder mentioned a Remembrance Concert this Friday.

Active Life in Coxhoe

Cllr Dunn advised the Christmas party is sold out for food and New Year's Eve and pantomime tickets are on sale.

Coxhoe History Group

the clerk had circulated a report from the group. Cllr Dunn gave massive thanks to the History Group for the Suffragette Event and the play and said the MP had come to watch the play because she had enjoyed the Suffragette Event.

RESOLVED the Coxhoe History Group report and the information above are noted and received by the Council.

372

DATE AND TIME OF NEXT MEETING

Discussion took place on the date of the January meeting and it was **RESOLVED (A)** to keep the date as 7th January 2019 at Quarrington Hill Community Centre.

RESOLVED (B) the next meeting will be held on Wednesday 5th December 2018, 6.30pm at **Coxhoe Village Hall**.

The meeting closed at 9.05pm.

CERTIFIED AS A TRUE RECORD

CHAIR

DATE