

## **Coxhoe Parish Council Meeting Minutes: Ordinary Meeting**

Date & Time: Wednesday 3 March 2021 6.30pm

Venue: via Zoom

Councillors present:

S Dunn (Chair); J Barber (part of the meeting); D Brown (part of the meeting); N Brown; W Lavelle; K Lowes; K Simpson (Vice Chair); J Slater (part of the meeting).

Also present:

County Councillor M McKeon; C Llewelyn, Parish Clerk; A Searle, Administrative Officer.  
No members of the public attended the meeting.

### **859 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.

### **860 To note apologies**

Apologies were given from Councillors A Hedley, C Thirlaway and County Councillor Blakey. It was **Resolved** the apologies were noted.

### **861 Declarations of interest in items on the agenda**

Councillor Dunn declared an interest as a County Councillor, as Director of Active Life and Governor of Coxhoe Primary School. Councillor Lavelle declared a registerable interest as a Director of Active Life. Councillor Lowes declared a non-registerable 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. Councillor Slater declared an interest in respect of Quarrington Allotments and Quarrington Hill Community Centre. Councillor Barber declared an interest in respect of Quarrington Hill Allotments. Councillor N Brown declared an interest in respect of the Community Watch. It was **Resolved** the declarations of interest were noted.

### **862 To confirm the minutes of the meeting of the Council held on 3 February 2021.**

Draft copies of the minutes for the above meeting had been issued with the agenda. **Resolved** the minutes of the meeting held on 3 February 2021 be approved, confirmed and signed as an accurate record.

### **863 Public participation**

No members of the public were present.

### **864 Durham County Councillors' Update**

Councillor Dunn spoke about

- Cornforth Lane bus gate approved and ordered.
- Camera for Coxhoe Park to be ordered in March.
- CCTV at Coxhoe park work had started.

- Council Tax has been set at a 2.99% increase which includes 1% increase for adult social care.

Councillor McKeon spoke about

- COVID-19 vaccine centre had opened at Northumbrian Water Site which would speed up the vaccine process for Durham.
- 95% of over 70's have now been vaccinated and 87.6% of clinically vulnerable.
- Care homes have rapid tests in place for visitors.
- Support for businesses grant was ending this week for support over the Christmas period.
- A housing budget had been approved.

**Resolved** the information is noted.

### **865 Councillors' reports of attendance at meetings and events on behalf of the Parish Council**

No updates.

### **866 To receive Committee minutes**

- Approved Youth Strategy Group Committee Minutes 3 September 2020
- Approved Human Resources, Disciplinary, Grievance and Complaints Committee Minutes 27 February 2020 and 14 October 2020
- Draft Youth Strategy Group Committee Minutes 21 January 2021
- Draft Human Resources, Disciplinary, Grievance and Complaints Committee Minutes 27 January 2021

It was **Resolved** that the Committee minutes above were received and noted.

### **867 To amend and agree meeting dates for the year 2021 to 2022.**

The Clerk had circulated with the agenda an amendment to the programme of meetings for the next municipal year.

<b>Meeting</b>	<b>Previous Date and Time</b>	<b>New Date and Time</b>
Ordinary Meeting	Wednesday 7 April 2021 6.30pm	Cancelled
Events, Environment and Finance Committee	Monday 10 May 2021 6.00pm	Monday 24 May 2021 6.00pm
Human Resources, Grievance, Disciplinary & Complaints Committee	Wednesday 21 April 2021 6.00pm	Wednesday 19 May 2021 6.00pm

It was **Resolved** to approve the above amended dates for Committee Meetings for the year 2021 to 2022.

Councillor D Brown joined the meeting at this point.

### **868 Financial matters**

- Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated the Finance Report with the agenda, and the Bank Reconciliation to 22 February 2021 today.

**Resolved (1)** to note the bank balances to 22 February, and to note the bank reconciliations had been circulated.

The payments below were submitted for approval.

March

No	Payee	Description	Amount
1	Staff	Salaries	£4,097.16
2	NEST	Employer & Employees' Pension Contributions	£219.09
3	HMRC	Employer Liabilities	£947.98
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	MKM	Sports pavilion slabs and plasterboard	£480.65
10	Blessed Edmund Duke	Electricity for Village Christmas Tree	£28.88
11	Ray Lawson	Repair to Quarrington Hill Allotments fence	£40.00
12	Coxhoe Village Hall	Recharge for Training Health and Safety qualifications including food hygiene	£72.00
13	MKM	Sports pavilion cavity slabs	£144.00
14	Environmental Inspection Ltd	Asbestos Testing Coxhoe Allotments	£72.00
15	Team Doctor	Library and Resources for staff	£24.00
16	County Durham Association of Local Councils (CDALC)	Budgeting Training (03.12.20)	£30.00
17	CDALC	Elections Training x 2 (09.02.21)	£20.00
18	MKM	Sports pavilion foam and compounds	£52.01
19	Thom Marley Boxing and Fitness	Youth Club coaching sessions	£192.50 (grant funded)
20	Coronation Press	Chronicle Printing	£660.00
21	Unity Trust Bank	Cash and Cheque handling	£2.80
22	Viking	Stationery	£45.52
23	Affordable Landscapes	Re-lay of St Mary's Churchyard path	£2,820.00
24	Ray Lawson	Repair to Quarrington Hill Allotments Fence (different repair to that above)	£40.00
25	Information Commissioner	Information Commissioner's Office Registration Certificate	£35.00
26	Amazon	Printer Ink	£9.69
27	Amazon	Printer Ink	£30.00
28	Spar	Mobile Phone Top-up (February)	£15.00
29	Spar	Mobile Phone Top-up (March)	£15.00
30	Baker Ross	Arts and Crafts items for youth clubs	£27.45 (grant funded)
31	Microsoft	365 Subscription	£5.99
32	Zoom	Zoom Subscription	£14.39
33	Lloyds	Monthly Fee	£6.00

Please note prices are gross, where VAT applies.

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

## Monies received (over £100 only)

Date	Payee	Description	Amount
22.01.21	Northern Electric	Wayleave Payment	£113.03

It was **Resolved (3)** monies received were noted.

b) To note and approve Employer costs

The Clerk had sent details of employee costs for the month of February.

**Resolved** the employee costs were noted and approved.

c) Budget

The updated budget document showing the current financial year's budget was circulated just before the meeting. It was **Resolved** to note the budget document had been circulated.

d) Section 137 allowance for the year 2021 to 2022

It was **Resolved** to note the Section 137 allowance for 2021 to 2022 is £28,871.53.

e) Bank mandates during and following the election period

It was **Resolved** to approve that Councillors who are current signatories can remain so until new Council signatories are set up with the bank, if they agree, following the elections.

## 869 To agree the Parish Council's Risk Assessment and Insurance provision

The Clerk had circulated a report with the agenda.

a) Parish Council main Risk Assessment for 2021 to 2022

The Council's main risk assessment was circulated. It was **Resolved** to note and approve the Council's main risk assessment for 2021 to 2022.

b) Insurance cover for 2021 to 2022

The Clerk advised of the renewal premium for the final year of the three-year Long Term Agreement with Ecclesiastical and that additional costs for any further assets taken on by the Council and there may be an increase in premium in relation to the sports field and pavilion. The Statement of demands and needs was circulated for information. It was **Resolved** to approve the Council's insurance cover for 2021 to 2022 and that the Clerk make the payment of £4,034.12.

## 870 Clerk's Report

The Clerk had circulated the Clerk's Report with the agenda.

a) Matters raised by residents

The Clerk had circulated details of matters raised by residents:

- Land with rubbish and fallen fence
- Concern for the safety of pedestrian and motor vehicles on Cornforth Lane
- Resident had contacted Police about aggressive door to door selling.
- Old railway line
- Enquiry of how to request the installation of speed humps
- Grit bins at the Limes needing refilling
- Small car park at Lansdowne Road which had been resurfaced but the footpath left muddy and messy
- Enquiry regarding a piece of land at Meadow View
- Contact about land off the front street by Hippitots

As an area close to areas above was later on the agenda it was Resolved under Standing Order 10a(vi) to move agenda item 15c3 to this point on the agenda.

Further extended period of closure to current temporary footbridge, Paradise Farm, Coxhoe

Correspondence had been received from the County Council about extending the closure of this footpath. Councillors discussed that it has been closed for some time and particularly as people are walking more now, footpaths should be being opened and not closed. It was **Resolved (1)** the Clerk to respond that the Parish Council objects to the extended period of closure by the County Council for the reasons above.

All matters in the Clerk's Report had been passed on to relevant parties. It was **Resolved (2)** the concerns of residents are noted.

b) Coxhoe and Area Community Pantry

The Clerk advised the Pantry launched on 1 March. The exact working methods are being agreed and some training has taken place with a number of volunteers. Parish Council staff will need to ensure they give the right amount of time to the Pantry as agreed. It was **Resolved** to note the information.

c) Chronicle

The Chronicle is almost ready for printing. It was **Resolved** to note the information.

d) Update on proposals for meetings from 7 May 2021

The Government has not advised whether remote meetings can continue after 6 May 2021. Currently it is lawful for local council meetings to be held online but for it to continue the Government would need to change legislation. The Society of Local Council Clerks and National Association of Local Councils are lobbying for this change to be made. Councillors discussed remote meetings and that they have promoted safety and equality, for example Councillors and members of the public can take part in meetings when they have childcare needs or caring responsibilities, or may be working away. It was **Resolved (1)** to note the information. It was **Resolved (2)** the Clerk to contact MP Mary Foy to support a further change in legislation to continue remote meetings.

e) NHS and Frontline Workers Day 5 July 2021

The Clerk advised that local councils are encouraged to participate in NHS Frontline Workers Day on 5 July. It was **Resolved (1)** to approve the Clerk the purchase of flags or bunting for each village. It was **Resolved (2)** to approve the Clerk to encourage village participation as detailed in the report.

It was **Resolved (3)** to note the Clerk's Report.

### 871 Youth Provision

The Clerk had circulated the Youth Worker's report. It was **Resolved (1)** to the note the report and thank the Youth Worker for the report. It was **Resolved (2)** to note the resignation of Ian Thompson, Senior Youth Worker and ask the Clerk to send a letter on behalf of the Parish Council to thank him for his service.

### 872 To approve Parish Council Policies

a) To approve the Communication and Community Engagement Statement

It was **Resolved** to approve the draft Communication and Community Engagement Statement.

b) To approve the Grant Awarding Policy and Form

It was **Resolved** to approve the draft Grant Awarding Policy and Form.

c) To approve the Member Officer Protocol

It was **Resolved** to approve the draft Member Officer Protocol with the amendment of the word 'Borough' to County.

d) To approve the Publication Scheme under the Freedom of Information Act

It was **Resolved** to approve the draft Publication Scheme under the Freedom of Information Act with agreement of the reduced printing costs.

e) To approve the Vexatious Complaints Policy

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

### **873 Planning and Correspondence Report**

A report had been circulated with the agenda.

a) To consider planning application

1. DM/21/00388/FPA Delamere, Station Road West

It was **Resolved** the Clerk to respond that the Parish Council supports the above application.

Councillor Barber left the meeting at this point.

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

The Clerk said that amended plans have been submitted for 15 The Avenue, application reference DM/20/03213/FPA, detailing changes to the building, and that if they wished Councillors could ask the Clerk to make a response under delegated authority. Councillors discussed their previous concerns about parking in this area, and about traffic and highway safety, and concern that this is over development in this area.

It was **Resolved** the Clerk to send a letter maintaining the Parish Council's objection to the amended plans reiterating the concerns noted above.

b) To note approved, withdrawn and refused applications

There were no approved, withdrawn or refused applications this period.

Councillor Slater left the meeting during the next item.

c) To consider correspondence

1 & 2. Commercial Road East – Proposed Traffic Regulation Order and Amended Proposed Traffic Regulation Order. It was **Resolved (1)** the correspondence about the Proposed Traffic Regulation Order was noted It was **Resolved (2)** the Clerk to respond that the Parish Council supports the proposed Traffic Regulation Order at Commercial Road East.

2. Request to purchase land at Coxhoe. The County Council had sent details of a request for land to be disposed of for an access route to a potential development. Councillors discussed significant problems in the area and felt If the County Council were to respond positively to this request, existing traffic measures would need to be altered to promote safety. Parish Councillors discussed any development being a detraction from green areas and affecting the enjoyment of residents, and that bungalows may be preferable to houses; and the Parish Council would want its Neighbourhood Plan, when ready, to be taken into account on any potential development.

The Clerk declared an interest in this item. Parish Councillors raised concerns about highway safety It was **Resolved (3)** the Clerk to send correspondence that the Parish Council objects to the sale of land for the reasons above.

e) Bulletins

	Date Received	Received From	Summary
1	29.01.21	National Association of Local Councils (NALC)	Chief Executive's Bulletin
2	02.02.21	County Durham Association of Local Councils (CDALC)	Friends Against Scams – E-Learning
3	03.02.21	Culture Healing Communities	County Durham supports minorities project
4	05.02.21	NALC	Chief Executive's Bulletin
5	12.02.21	NALC	Chief Executive's Bulletin
6	17.02.21	Culture Healing Communities	County Durham supports minorities project – Gardening poster
7	19.02.21	NALC	Chief Executive's Bulletin
8	24.02.21	East Durham Rural Corridor Area Action Partnership (AAP)	AAP e-bulletin

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

### 874 Land, Buildings and Open Spaces

a) Neighbourhood Planning

The Clerk would, if possible, arrange a meeting before the pre-election period however Councillor Dunn advised that the Chronicle will provide an update. The Clerk will continue with implementing the decisions already made including seeking funding for the process. It was **Resolved** to note the update.

b) Foundry Row easement

The Clerk had declared an interest in this item. An update from the Solicitor is expected soon. It was **Resolved** to note the update.

c) Foundry Row land and drainage

The Clerk had a further update about the drainage on the land which belongs to Northumbrian Water which is a sewer drain and need to be careful when placing the chippings around but no other precautions are required. It was **Resolved (1)** to note the update. It was **Resolved (2)** to approve the Clerk to arrange spreading chippings on the Foundry Row land near Basic Cottages.

d) Shaun Henderson Memorial Sports Ground

Work continues on the pavilion; the Clerk is seeking authorisation to make the appropriate expenditure up to budget limits as approved previously by Council. It was **Resolved (1)** to authorise the Clerk to make expenditure up to the budget limit of £36,723 and make use of the grant funding. It was **Resolved (2)** to note the report.

e) Quarrington Hill Churchyard

Councillor Dunn has corresponded with the Secretary of Cassop-cum-Quarrington Parochial Church Council, which is continuing its processes. Further information is awaited particularly from the Coal Authority. The Clerk may need to get some information out to residents during the pre-election period if there is an update. It was **Resolved** to note the information.

f) Request to purchase Council land

A request has been received by the Clerk to buy the Parish Council land which is at Prospect Place. It was **Resolved** the Clerk to respond that the Council does not wish to sell the land.

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

Councillor Dunn said that the Old School Site project may come forward soon and the Parish Council would need the financial and legal advice previously discussed. It was **Resolved** to note the information.

**876 Date and time of next meeting**

**Resolved (1)** to note that the Clerk may call an Extraordinary Meeting on 22 March to approve projects and payments and will call an Extraordinary Meeting if she feels that is appropriate during the pre-election period. **Resolved (2)** the next meeting will be the Annual General Meeting of the Council on Wednesday 12 May at 6.30pm.

The Chair thanked the Parish Councillors.

The meeting closed at 8.30pm.

**Certified as a True Record:**

**Chair (Sign)**

**Date**

DRAFT