

Coxhoe Parish Council

Meeting: Ordinary Meeting

Date & Time: 11 August 2021 6.30pm

Venue: Main Hall of Coxhoe Village Hall

Councillors present: S Dunn (Chair); K Simpson (Vice Chair); K Lowes; C Thirlaway; A Harden (final part of meeting).

Also present: County Councillor M McKeon; C Llewelyn, Parish Clerk.

One member of the public was present for part of the meeting.

910 To receive meeting safety information, to agree the willingness to hold the meeting and to note the [Parish Council Public Participation Policy](#)

The Clerk had sent a report stating that the meeting had been convened using advice and guidance from the Government and National Association of Local Councils (NALC), and following the relevant risk assessments drawn up by the Clerk, and enclosed a risk assessment. It was **Resolved (1)** to note the safety measures and risk assessment 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.

911 To note apologies

Apologies were received from Councillors I Armstrong, A Hedley, J Slater, D Brown and J Barber.

Apologies were also received from County Councillors Hutchinson and Blakey and McKeon, and from one of the candidates for co-option.

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

912 To receive declarations of interest in items on the agenda

Councillor Dunn declared an interest as a Director of the Active Life Centre. Councillor Lowes declared an interest in item 11 Youth Provision. It was **Resolved** the declarations of interest were noted.

913 To confirm the minutes of the [Annual Meeting of the Council held on 19 May 2021](#) and the minutes of the [Ordinary Meeting held on 23 June 2021](#)

It was **Resolved (1)** the minutes of the Annual Meeting of the Council held on 19 May 2021 be approved, confirmed and signed as an accurate record.

It was **Resolved (2)** the minutes of the Ordinary Meeting of the Council held on 23 June 2021 be approved, confirmed and signed as an accurate record.

914 Public participation

No matters were raised.

915 To receive the County Councillors' Update

No County Councillors were present.

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

No reports were given.

917 To receive Committee minutes (enclosed)

a) Draft Human Resources Committee Minutes 8 March 2021

It was **Resolved** the draft minutes of the Human Resources Committee meeting of 8 March 2021 were received.

b) Draft Youth Strategy Group Committee Minutes 18 March 2021

It was **Resolved** the draft minutes of the Youth Strategy Group Committee meeting of 18 March 2021 were received.

918 To consider financial matters (enclosed)

a) Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated a report with the agenda. The bank balances at 30 June 2021 were £51,014.04 in Unity Trust Bank and £61,524.33 in Nationwide. The credit card balance at 17 May 2021 was report as £0.

The following payments were presented for approval:

July

No	Payee	Description	Amount
1.	Staff	Salaries	£3484.79
2.	NEST	Employer & Employees' Pension Contributions	£219.09
3.	HMRC	Employer Liabilities	£745.63
4.	SE Landscaping	Grounds Maintenance Contract	£884.90
5.	BT	Landline & internet	£52.92
6.	ITC	Sophos Internet Security & One drive storage	£10.80
7.	Vodafone	3 x Mobile Phones	£51.69
8.	Scottish Power	Memorial Garden Lighting	£11.00
9.	Society of Local Council Clerks	Clerks Virtual Training Seminar	£54.00
10	Society of Local Council Clerks	Full Membership of Society of Local Council Clerks	£234.00
11	Coxhoe Village Hall	Half Annual Parish Office Rent	£500.00
12	Coxhoe Timber Services Ltd	Decorating Supplies for Coxhoe Pavilion	Approx £349.55
13	Affordable Landscapes	Sports field cuts x2	£264.00
14	Total Business	Print and Scan Support Charge	£180.00

15	Roch NDT Services	Structural Testing of Lighting Columns	£2,100.00
16	J W Plant Flag Company	NHS Day Flags x2	£84.29
17	Coxhoe Timber Services	Grease Spray (for Container)	£6.25
18	Post Office	Postage Stamps	£10.28
19	Microsoft	365 Subscription	£5.99
20	Zoom	Zoom Subscription	£14.39
21	Lloyds	Monthly Fee	£3.00
22	Unity Trust Bank	Cash and Cheque quarterly charges	£0.80
23	Unity Trust Bank	Service Charge	£31.50
24	Spar	Postage Stamps	£15.84

August

No	Payee	Description	Amount
1.	Staff	Salaries	£3,613.77 (noted at the meeting)
2.	NEST	Employer & Employees' Pension Contributions	£219.09 noted at the meeting)
3.	HMRC	Employer Liabilities	£766.23 (noted at the meeting)
4.	SE Landscaping	Grounds Maintenance Contract	£884.90
5.	BT	Landline & internet	£52.92
6.	ITC	Sophos Internet Security & One drive storage	£10.80
7.	Vodafone	3 x Mobile Phones	£51.69
8.	Scottish Power	Memorial Garden Lighting	£11.00
9.	County Durham Association of Local Councils	Training (Essential Councillor)	£10.00
10	Total Business	Photocopier Usage	£20.65
11	NEREO	Advertisement (Administration Officer)	£180.00
12	Post Office	Mobile Phone Top-up and Postage Stamps	£21.45
13	Amazon	Stationery	£11.61
14	Wilkinsons	Padlock	£14.00
15	Amazon	Printer Ink	£13.00
16	Amazon	Stationery	£24.95
17	Amazon	Key Tags	£5.99
18	Amazon	Conference Speaker	£78.99
19	Amazon	Webcam	£21.95
20	Amazon	CCTV Stickers	£7.48

21	Microsoft	365 Subscription	£5.99
22	Zoom	Zoom Subscription	£14.39
23	Lloyds	Monthly Fee	£3.00
24	Roch NDT Engineering	Lamppost Testing Quarrington Hill	£230.00
25	Roch NDT Engineering	Lamppost Testing Coxhoe	£120.00
26	Durham County Council	Servicing of one dog bin	£274.85
27	Baydale Control Systems	CCTV Installation Sports Field	£1,713.46

Payments are gross unless indicated otherwise. Section 137 payments are marked as such.

Monies received (over £100) were presented.

Date	Payer	Description	Amount
04.06.21	HMRC	VAT Reclaim	£7,493.72

It was **Resolved (1)** to note the report.

It was **Resolved (2)** the bank and credit card balances were noted.

It was further **Resolved (3)** to approve the payments.

It was further **Resolved (4)** to note the monies received.

b) Employer costs for May, June, July

The employer costs for May and June 2021 were presented. The figures for July were not yet available.

It was **Resolved** the employer costs for May and June were noted.

c) Budget

The budget to 30 June with projections and a set of budget notes were circulated with the agenda. The Clerk advised that lamppost testing is likely to be £50 over budget. Queries were raised and responded to about budget projections. The Clerk is to update the projections in the budget. It was **Resolved** the budget and budget notes were noted.

919 Clerk's Report (enclosed)

a) To consider Matters raised by residents

It was resolved the matters raised by residents were noted.

b) To note information on Coxhoe & Area Community Pantry and community support

It was resolved the information was noted.

c) Signs on Parish Council land

Parish Councillors discussed signs on Parish Council land and said they wish to support businesses in a safe manner and repercussions from accidents are a concern. It was **Resolved** the Clerk is to bring to Council a policy for Council use which could approve the style, location and duration of placement of any signs, and indemnify the Council against risk, before discussing signs with any business.

d) Displaying Notices on behalf of other organisations

The following were **Resolved**:

1. A developer can place a notice about a development in the nearest Parish Council noticeboard.

2. The Clerk to ask that they provide information for the website and social media so that residents can be encouraged to take part.
3. The Clerk to advise that the Council objected to the application.

e) Coxhoe Village Hall

It was **Resolved** to note that the insurers have been contacted regarding the leak in the village hall.

f) To note training undertaken

It was **Resolved** to note the training undertaken.

g) To note activity undertaken and the Clerk's priorities

The following were **Resolved**:

1. to note activity undertaken.
2. to note that there is no cost to the investigations regarding CCTV on Coxhoe front street and that consultation can be undertaken in advance of a Parish Council decision.
3. to note the priorities of the Clerk.
4. to note the Clerk's Report.

920 To note Parish Council Youth Provision Report

A report had been sent with the agenda. Councillors expressed thanks to staff for the report and hard work. It was **Resolved** the report was noted and thanks be passed on to S Graham for the report.

921 To adopt the new model Code of Conduct

County Durham Association of Local Councils had sent a model Code of Conduct as adopted by Durham County Council and recommended it for adoption by local councils. The following were **Resolved**:

- A) the draft Model Code of Conduct was adopted.
- B) the Clerk to feed back to the County Council that the Code of Conduct fails to mention equality and the Parish Council believes equality should be embedded in the Code of Conduct.

922 Planning, Correspondence and Consultations Report (enclosed)

a) To consider planning applications

1. DM/21/01823/FPA 17 Church Street Coxhoe DH6 4DD

It was **Resolved** to strongly support this application by a business the Parish Councillors feel has supported the community, and believe the improvements will enhance the appeal of the front street of the village.

2. DM/21/02265/FPA 3 Roslyn Mews Coxhoe DH6 4BP

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

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

None were received.

b) To note approved, withdrawn and refused decisions

No decisions to note.

c) To consider correspondence and consultations

1. Durham County Council Highways: The County Council of Durham Coxhoe Parking and Waiting

Restrictions Order 2016 Amendment No1 Order 2021 (Commercial Road East) – Consultation re run until 15 July 2021

2. Durham County Council: Boundary Commission Consultation

3. Parish Clerk: Data Protection and Cyber Safety

4. Durham County Council Highways: The County Council of Durham Coxhoe Parking and Waiting Restrictions Amendment Order No1 2021 (Commercial Road East)

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

d) To note bulletins

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

923 To consider Co-option to two vacancies in Coxhoe Ward

The details of two candidates had been circulated. It was **Resolved** to co-opt A Harden and J Ashworth to the two vacancies in Coxhoe Ward.

924 To consider Land, Buildings and Open Spaces (reports enclosed)

a) To consider action at Bower Court Village Green

It was **Resolved (1)** the Clerk is to arrange the work at Bower Court Village Green up to £1400 as detailed in the report.

It was **Resolved (2)** that communication will take place with residents including in the Chronicle.

b) To consider the Council's position regarding the Old School Site

The Clerk tabled an interim report from the financial adviser, which notes that further information is requested from the developer. It was **Resolved** to note the update and the Clerk to arrange further exchanges of information.

c) To note activity relating to Shaun Henderson Memorial Sports Ground

The Clerk tabled the following information:

- Parkinson Partnership VAT advice report.
- Budget for sports field and pavilion.
- Project Management plan updated.
- Business forecast plan.
- Booking charges.
- Hire terms and conditions and Hire form.
- Risk assessment.

The Council was asked to note there is currently a 3.41% overspend on the budget.

It was **Resolved (1)** to note that the information above had been sent and would be updated as appropriate and fully considered in September.

It was **Resolved (2)** to agree the VAT advice.

It was **Resolved (3)** to send a letter of thanks to the Scouts for their help.

d) To note information and consider resolutions in relation to Quarrington Hill Churchyard

Information had been circulated. Cassop cum Quarrington with Bowburn Parochial Church Council had declined the offer of funding for a survey. The Parish Council had checked with the Surveyors who advised they believed there is merit in a survey, though there may not be any cast iron guarantees about the condition of the Churchyard.

The following were **Resolved**:

- (1) to note the report and the correspondence forwarded on 27 July 2021.
- (2) to press for a meeting of the Parish Council, Cassop cum Quarrington with Bowburn Parochial Church Council and Durham County Council in August if possible.
- (3) to press the position that the Churchyard should be open to visitors as soon as possible.
- (4) the Clerk will carry on with previous resolutions and publicity with residents.
- (5) the Clerk to seek further advice on the legal queries raised by the Church.

e) Village Clocks

It was **Resolved** the Clerk to arrange ensuring the clocks and lights in both villages are in good working order and the plastic covers removed.

925 To consider items for the agenda of a future meeting

926 Date and time of next meeting

Wednesday 1 September 2021 at 6.30pm

927 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

At this point of the agenda, 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.

It was further **Resolved (2)** to note that A Harden signed the Declaration of Qualification to Office and the Declaration of Acceptance of Office in the presence of the Clerk, and therefore became a Councillor with Coxhoe Parish Council from this point of the meeting.

928 To note information and consider resolutions about Parish Council staffing and recruitment

The Clerk had circulated a report. The Administration Officer post had not been filled. S Graham has been appointed to the post of Youth Team Leader and so internal recruitment will be undertaken for the Youth Worker post. The following were **Resolved**:

- (1) the report on staffing and recruitment was noted.
- (2) the reduction in hours for the Clerk was approved.
- (3) the priorities the Clerk outlined in the report were agreed.
- (4) delegation was approved for the Clerk, in conjunction with the Chair, Vice Chair and Chair of HR Committee with all Councillors being advised, to approve expenditure on support for the Clerk such as by locum or external company
- (5) the Clerk to advertise the Administration Officer post at 25 hours per week and arrange recruitment process in the same way as previously.
- (6) the Clerk to undertake a review of work to advise what the Council can do to ensure everything is achieved.

929 To note confidential correspondence received by the Parish Council

The following were **Resolved**:

- (1) Note the Solicitor's letter received by the Parish Council, brief details of which had been circulated by the Clerk.
- (2) Note the response from the Parish Council's insurer.

The meeting closed at 8.15pm.

Certified as a True Record:

Chair (Sign)

Date

DRAFT