

Coxhoe Parish Council Minutes

Meeting: Ordinary Meeting

Date & Time: 1 September 2021 6.30pm

Venue: Coxhoe Village Hall

Councillors present: S Dunn (Chair); K Simpson (Vice Chair); J Ashworth; J Barber; D Brown; A Harden; A Hedley; K Lowes; J Slater.

Also present: County Councillors J Blakey, G Hutchinson and M McKeon.

No members of the public were present.

At the start of the meeting, a minute's silence was held in memory of Dennis Smith, former Parish Councillor, who sadly passed away recently.

930 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.

931 To note apologies

Apologies were received from Councillors I Armstrong and C Thirlaway.

Apologies were also received from C Llewelyn, Parish Clerk.

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

932 To receive declarations of interest in items on the agenda

Councillor Dunn declared an interest as a Director of the Active Life Centre and as a Trustee of Coxhoe Village Hall. Councillor Simpson declared an interest in Coxhoe Primary School, as a Trustee of Coxhoe Village Hall, and a trader on the Front Street. Councillor Lowes declared an interest in Youth Provision and as a Trustee of Coxhoe Village Hall. Cllr Harden declared an interest as a Trustee of Coxhoe Village Hall. It was **Resolved** the declarations of interest were noted.

934 To confirm the minutes of the Ordinary Meeting held on 11 August 2021

It was **Resolved** the minutes of the Ordinary Meeting of the Council held on 11 August 2021 be approved, confirmed and signed as an accurate record.

935 Public participation

936 To receive the County Councillors' Update

Introductions were made as new Parish and County Councillors were present.

The update from the County Councillors included:

- Walkabout held
- Landfill site
- Parking on the Front Street

It was **Resolved** the County Councillors' updates were noted.

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

Councillor Dunn advised he has attended two meetings with the Clerk in relation to the Sports Pavilion and the sports field.

It was **Resolved** the information was noted.

938 To review and appoint Members to serve on the Parish Council's Committees or Working Groups

The Clerk had sent information on current Committee membership. It was **Resolved** to note that new Councillors may join Committees.

939 To consider financial matters

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 £42,108.29 in Unity Trust Bank and £61,524.33 in Nationwide.

September

No	Date of Invoice	Payment Method	Payment Due Date	Payee	Description	Amount
1.	N/A	Bank Payment	31.08.21	Staff	Salaries	£2,699.02
2.	N/A	Direct debit	10 of the month	NEST	Employer & Employees' Pension Contributions	£ 158.18
3.	N/A	Bank Payment	10 of the month	HMRC	Employer Liabilities	£714.89
4.	N/A	Bank Payment	10 of the month	SE Landscaping	Grounds Maintenance Contract	£884.90
5.	N/A	Direct Debit	Approx 7 of the month	BT	Landline & internet	£52.92
6.	N/A	Direct Debit	Approx 15 of the month	ITC	Sophos Internet Security & One drive storage	£10.80
7.	N/A	Direct Debit	Approx 28 of the month	Vodafone	3 x Mobile Phones	£51.69

8.	N/A	Direct Debit	Approx 15 of the month	Scottish Power	Memorial Garden Lighting	£11.00
9.	23.07.21	Bank Payment	31.07.21	Coxhoe Village Hall	Meeting Room Hire May & June	£100.00
10	28.07.21	Bank Payment	01.09.21	Total Business	Photocopier Usage	£12.00
11	02.08.21	Bank Payment	30 days	Viking	Stationery & Postage Stamps	£15.49
12	30.07.21	Bank Payment	N/A	Baydale Control Systems	CCTV Installation Sports Field	£1,713.46
13	06.08.21	Bank Payment	30 days	Roch NDT Services	Lamppost Testing	£240.00
14	06.08.21	Bank Payment	30 days	Roch NDT Services	Lamppost Testing	£120.00
15	09.08.21	Bank Payment	Immediate	Durham County Council	Dog Bin Servicing	£274.85
16	10.08.21	Bank Payment	30 days	Thinford Nurseries	Planter filling and supply & fitting of hanging baskets and brackets in Coxhoe and Quarrington Hill	£3,079.20
17	10.08.21	Bank Payment	30 days	Thinford Nurseries	Hanging basket watering in Coxhoe and Quarrington Hill July	£1,146.00
18	25.08.21	Bank Payment	Immediate	Durham County Council	Website Hosting 2021 to 22	£747.56
19	23.08.21	Bank Payment		NEREO North East Region Employers' Network	Advertising Post of Admin Officer	£180.00
20	20.09.21	Credit card	N/A	Microsoft	365 Subscription	£5.99
21	02.09.21	Credit card	N/A	Zoom	Zoom Subscription	£14.39
22	17.08.21	Credit card	N/A	Lloyds	Monthly Fee	£3.00

Payments are gross unless indicated otherwise.

Councillors Dunn, Simpson, Harden and Lowes declared an interest as Trustees of Coxhoe Village Hall. Therefore payment number 9 was noted but could potentially be approved by the Clerk under her delegated authority.

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

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

It was further **Resolved (3)** to approve the payments except number 9.

It was further **Resolved (4)** to note payment number 9 and to request the Clerk considers under delegated authority.

It was further **Resolved (5)** to note the monies received.

b) Employer costs for August

The employer costs for August 2021 had been circulated.

It was **Resolved** the employer costs for August were noted.

c) Budget

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

It was **Resolved (2)** to continue with exploration of valuation of land as previously discussed by the Parish Council.

940 Clerk's Report

The Clerk had sent a report in advance of the meeting.

a) To consider Matters raised by residents

It was Resolved to note the matters raised by residents.

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

It was **Resolved (1)** to note the activity undertaken and the Clerk's priorities detailed in the report.

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

941 To note Parish Council Youth Provision Report

No report received.

942 Planning, Correspondence and Consultations Report

a) To consider 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 were received for consideration.

b) To note approved, withdrawn and refused decisions

No decisions to note.

c) To consider correspondence and consultations

1. Durham County Council: Telecoms Pole Green Crescent

It was **Resolved** to write to the company to request details of their plans for Coxhoe Parish so that the Parish Council can comment on them. It was further **Resolved (2)** to re-send the Parish Council's objection to the new custody suite at Spennymoor.

d) To note bulletins

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

943 To consider Land, Buildings and Open Spaces

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

The Council's financial advisers had sent a report which had been forwarded on to Councillors.

Councillors said they had read the report. Councillor Dunn gave the background to this item as set out in the email sent on 1 September at 12:29 and Councillors discussed the proposals at some length. The information contained in the report included that the Parish Council would receive

improvements in the Churchyard in return for the contribution of the land, and that the Parish Council

would wish to place covenants on the contribution so that older people from the Parish are first considered and that the housing is for social rent only.

If the Parish Council approves development on the land, there would be an agreement that if the development did not take place, the land would revert to the Parish Council's ownership.

The following were **Resolved**:

- (1) To note the report from the Financial Adviser.
- (2) to note no support from the Clinical Commissioning Group or GP surgery for development of a GP Surgery on the site.
- (3) To seek costs from the developer for valuation and legal conveyancing.
- (4) To proceed with the contribution of the land by the Parish Council to the development of the Old School Site as detailed in the most recent reports and with the covenants in place restricting the site to use for bungalows for rent and the receipt to be improvements to the paths and fencing to the Churchyard and potentially drainage, also fencing and gates to the rear of Front Street properties.
- (5) To seek covenants to ensure that the properties are let where possible to residents from Coxhoe.
- (6) If the scheme does not proceed, the covenants to include return of the land to the Parish Council's ownership.
- (7) To enter into discussions with the Parochial Church Council regarding proposed improvements to the churchyard and potential need for a Faculty from the Diocese.
- (8) to note that the proposals were in line with the consultations carried out with residents in October 2020.
- (9) the Clerk to communicate with the tenants of the land.

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

Councillor Dunn referred Councillors to the information sent by email by the Clerk on 11 August at 16:58 and gave an update including that the final tasks to finish the pavilion are being undertaken, the field was having a weed and feed treatment., that forty tons of chippings have been sought to complete the car parking area, and estimates were awaited for two further gates and fencing to the adjoining track. An opening ceremony is still to be planned when the pavilion and field are ready. It was **Resolved** to note the update.

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

Councillor Dunn referred Councillors to a number of emails which have been sent between the Parish Council, Cassop cum Quarrington with Bowburn Parochial Church Council, the Diocese of Durham, Durham County Council, and the surveyors as summarised in the emails sent on 24 August at 22:52 and on 1 September 2021. This was discussed at length as were the results of the consultation held by the Parish Council in October 2020.

The following were **Resolved**:

- (1) to note the email correspondence which all Councillors have been sent.
- (2) To note that a faculty had been sought by the Parochial Church Council for works to be carried out to allow visitors to the churchyard to be reinstated.
- (3) To note that the Parochial Church Council still proposes to apply for closure of the churchyard 22 September, which would prevent future burials, and that they had denied the Parish Council permissions to carry out the geophysical survey recommended by the consultants and had declined to meet with the Parish Council to discuss.
- (4) To note that Mary Foy MP and County Councillor McKeon had confirmed that they supported the Parish Council's proposals to request the further geophysical survey recommended by the consultants to enable the Parish Council take over the churchyard to keep it open for burials. County Councillors Blakey and Hutchinson confirmed at the meeting that their priority was to get the churchyard re-opened to visitors.
- (5) to endorse the responses sent by the Parish Council and that the Parish Council continue to oppose closure unless the results of the technical survey recommends closure for burials.

944 To consider Parish Council events

a) to consider the Fireworks Display November 2021

It was **Resolved** to ask the Events, Environment and Finance Committee to consider this event at its September meeting.

b) to consider Remembrance Ceremony 2021

It was **Resolved** to ask the Events, Environment and Finance Committee to consider this event at its September meeting.

c) to consider a Christmas event 2021

It was **Resolved** to ask the Events, Environment and Finance Committee to consider this event at its September meeting.

945 To consider items for the agenda of a future meeting

No items were suggested.

946 Date and time of next meeting

It was **Resolved** that the next Ordinary Meeting will take place on Wednesday 6 October 2021 at 6.30pm.

947 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** 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.

948 To note updates and consider resolutions about Parish Council staffing and recruitment

The Clerk had sent a report stating that the Youth Worker post is being recruited to by internal process and that the Administration Officer post is currently being advertised. It was **Resolved** the information is noted.

949 To note a complaint which has been investigated and ruled on by the Monitoring Officer

A report had been circulated. It was **Resolved** the complaint was noted.

The meeting closed at 7.50pm.

Certified as a True Record:

Chair (Sign)

Date