

# Public Report: Ordinary Council Meeting

1 November 2021 6.30pm at Coxhoe Village Hall



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Claire Llewelyn – Clerk and Responsible Finance Officer

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**Please note:** due to the current Government measures for Covid-19, the Parish Council's risk assessments and the health and safety of all, the Public and the Press will only be able to access this meeting in limited numbers in person.

**Note:** Measures will be in place to keep everyone present as safe as possible from Covid-19. No one should attend this meeting in person if they have any symptoms of coronavirus or should be self-isolating. All present must maintain social distancing of at least two metres and are to wear a mask or face covering apart from when seated. Instructions from Parish Council Officers should be followed at all times.

## Public Report

Please use the links (in blue text) throughout this report to access further information and reports. This report follows the agenda for the meeting.

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

The meeting has 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. Information has been sent to all Councillors by the Clerk about the position all parish and town councils are in, in relation to holding face to face meetings.

The Government did not change or extend the law to hold remote meetings after 6 May 2021. This means that the meetings from now on must be held face to face to be in compliance with the law.

The safety measures include reducing numbers allowed, and using social distancing and masks when moving around. The Parish Council's [risk assessment for face to face meetings](#) is available here.

The Clerk will be ultimately responsible for implementing this on behalf of the Parish Council. Councillors should agree that they are satisfied to hold the meeting with the controls in place. Councillors should note that if at any point they are not satisfied, they can decide to stop and adjourn the meeting.

#### Recommendations:

**A)** Note the safety measures in the risk assessment and the agreement of Councillors present to hold this meeting while upholding the safety measures and controls implemented by the Clerk.

**B)** Note the Public Participation Policy.

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

## **2 To note apologies**

**3 To receive declarations of interest in items on the agenda** (state whether the interest is a disclosable pecuniary, other registerable or other non-registerable interest, & the nature of the interest)

**4 To confirm the [minutes of the Ordinary Meeting held on 1 November 2021](#)**

## **5 Public participation**

**6 To receive the County Councillors' Update**

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

## **8 To note that the Parish Council no longer has the General Power of Competence**

The Parish Council took on the General Power of Competence (GPC) following elections in May 2021. This is taken when at least two thirds of Councillors are elected and the Clerk has the CiLCA training, and means that a Council can do anything that an individual may generally do (unless unlawful for a Council due to particular legislation). Due to Councillor resignations this is now no longer the position and therefore the Council has lost the GPC. Any projects begun under GPC can continue but nothing new must be started under GPC. The Clerk will add powers to reports. Section 137 must be identified.

### **Recommendations:**

1. note the report.
2. Note that the Council no longer has General Power of Competence.

## **9 To receive Committee minutes**

To receive the [draft minutes of the Events, Environment and Finance Committee meeting held on 15 November 2021](#)

## **10 To agree co-option to Councillor Vacancies**

- a) to consider candidate statements and agree co-option to the vacancy in Quarrington Hill Ward
- b) to consider candidate statements and agree co-option to the vacancy in Coxhoe Ward

Information will be provided for Councillors.

## **11 To agree Committee membership and appoint a Lead Councillor for Allotments**

The current Committee membership document is here.

The Council can discuss and agree amendments or additions to Committee Membership.

The Human Resources Committee (five members maximum) and the Grievance Disciplinary and Complaints Committee should have the same membership and would benefit from one or possibly two new members, there are three only and the last Human Resources meeting was cancelled due to being inquorate.

Please note that the Council must agree the membership of any individual Councillor. An open invitation should not be issued. If Councillors wish to consider membership, please request the Clerk adds this to the next meeting agenda.

The former Lead Member for Allotments resigned as a Councillor. The Clerk requests a new member is appointed who can discuss operations and work with the Clerk, attending allotments and meetings such as annual meetings with Coxhoe Allotments Association. The Councillor does not have delegated powers for decision making but assists work. This would be best undertaken by someone who does not hold an allotment in the parish and therefore would not risk compromising the interests they declare.

**Recommendations:**

1. approve membership of individual Councillors to Committees.
2. approve a Lead Councillor for Allotments.

**12 To consider financial matters**

- a) Finance Report, Bank Reconciliation and Payment Schedule
- b) Employer costs for November 2021
- c) Budget 2021 to 2022

Budget document

Budget notes

**Recommendation:** note the budget document and the budget notes.

**13 [Clerk's Report](#)**

- a) To consider Matters raised by residents
- b) Coxhoe and Area Community Pantry
- c) To note activity undertaken and the Clerk's priorities

**14 To agree Parish Council policies**

To agree the [Delegation Scheme](#)

This delegation scheme is based on the previous Scheme. The Clerk has tracked some amendments which are based on research, training and knowledge.

**Recommendation:** approve the Delegation Scheme.

**15 To note Parish Council [Youth Provision Report](#)**

**Recommendation:** note the report.

**16 [Planning, Correspondence and Consultations Report](#)**

- a) To consider planning applications
  1. [DM/21/03489/FPA](#) Scissorhands, Church Street, Coxhoe, DH6 4DD
  2. [DM/21/03695/FPA](#) 98 Browning Hill, Coxhoe, DH6 4SA
  3. [DM/21/03716/FPA](#) 52 Ashbourne Drive, Coxhoe, DH6 4SW

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

b) To note approved, withdrawn and refused decisions

c) To consider correspondence and a response to consultations

1. Tarmac Thrislington Quarry Invitation to Public Exhibition

2. County Durham Association of Local Councils Invitation to Meet with Police & Crime Commissioner

3. National Association of Local Councils Chief Executive's Bulletin including vote for Smaller Councils Committee

4. Durham County Council Tenancy Strategy Consultation

5. Durham County Council Welcome Back Fund Survey

d) To note bulletins

### **17 To consider Land, Buildings and Open Spaces**

A report will be provided to Councillors.

a) to consider and agree resolutions in relation to Quarrington Hill Churchyard

**The Council may wish to consider a resolution that part of the above 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 for the duration of that discussion.**

b) to agree the Parish Council's Tender for Grounds Maintenance due for renewal in April 2021

c) to note information about CCTV at Shaun Henderson Community Sports Ground

d) to agree action in relation to damage at the Shaun Henderson Community Sports Ground

e) to note an update about the transfer of land adjacent to Quarrington Hill Community Centre

f) to consider expenditure on the Parish Room, Coxhoe Village Hall

g) to receive advice from the insurer about the lift and fire escape, Coxhoe Village Hall

### **18 To consider items for the agenda of a future meeting**

Note that any item should state whether it is for noting or for example whether it is to agree action or approve expenditure.

### **19 To confirm the date and time of next meeting**

Monday 10 January 2022, 6.30pm at Quarrington Hill Community Centre

Councillors are asked to note that in the exercise of their functions, they must take note of the following: equal opportunities; crime and disorder; human rights; health and safety and biodiversity.