

Coxhoe Parish Council Minutes

Meeting: Ordinary Meeting

Date & Time: 10 January 2022 6.30pm

Venue: Quarrington Hill Community Centre

Councillors present: S Dunn (Chair); J Ashworth; A Harden; W Lavelle; K Lowes, J Slater.

Also present: County Councillors J Blakey, G Hutchinson and M McKeon; C Llewelyn, Parish Clerk; H Shingleton, Administration Officer.

Two members of the public were present.

1017 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.

1018 To note apologies

Apologies were received from Councillors C Thirlaway, I Armstrong, J Barber, K Simpson.

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

1019 To receive declarations of interest in items on the agenda

Councillor Dunn declared a non-registerable interest as a Director of the Active Life Centre, as a Trustee of Coxhoe Village Hall and as a Governor for Coxhoe Primary School.

Councillor Harden declared an other registerable interest as a Director of the Active Life Centre and as a Trustee of Coxhoe Village Hall.

Councillor Lavelle declared an interest as a close relative as a Director of the Active Life Centre.

Councillor Lowes declared a non-registerable interest as a close relative is employed in the Parish Council's Youth service staff team, and a non-registerable interest in Coxhoe Village Hall.

Councillor Slater declared an interest in Quarrington Hill Allotments.

It was **Resolved (1)** the interests were noted.

It was **Resolved (2)** to bring forward agenda items 10, 12, 13 and 14 to this point in the agenda under Standing Order 10a(vi).

1020 To confirm delegation arrangements to the Clerk in the event of the introduction of significant pandemic restrictions

The Clerk had sent a report. The following were **Resolved**:

(1) the report was noted.

(2) that if the Council were unable to meet due to pandemic restrictions or advice to suspend meetings, the Clerk is, as detailed in the report, delegated to take any action and to commit the Council to expenditure, having discussed the circumstances with a Councillor and the Clerk being confident that Members would be likely to approve such action, and to report any decisions to the next convened meeting of the Council.

1021 To agree the Council's annual action plan for 2022 to 23

The following were **Resolved**:

(1) to note the annual action plan 2021 to 22.

(2) to approve the annual action plan for 2022 to 23 as drafted by the Clerk and the Events, Environment and Finance Committee.

1022 To agree the budget for the financial year 2022 to 23

The draft budget had been developed by the Events, Environment and Finance Committee.

a) to note the Council's Risk Assessment

It was **Resolved** to note the Council's full risk assessment.

b) to note the Council's Reserves Policy

It was **Resolved** to note the Council's Reserves Policy.

c) to agree the Council's budget for 2022 to 23

It was **Resolved** to approve the budget presented for 2022 to 23.

1023 To determine the Parish precept for 2022 to 23

The Clerk had sent a report and recommended that Councillors considered the action plan, the risk assessment, the Reserves Policy and the budget when considering the precept. Discussion took place.

The following were **Resolved**:

(1) to note the precept setting report sent by the Clerk.

(2) the Parish Council determines the precept for 2022 to 23 at £144,643.88 which is an increase of 3% or £3.14 to Band D properties.

(3) the Clerk to make the precept request to Durham County Council.

1024 To confirm the [minutes of the Ordinary Meeting held on 29 November 2021](#) (the Council's December Meeting)

It was **Resolved** that the minutes of the Ordinary Meeting of the Council held on 29 November 2021 (the Council's December meeting) be approved, confirmed and signed as an accurate record.

1025 Public participation

No matters were raised.

1026 To receive the County Councillors' Update

The County Councillors gave updates which included:

- Believe Housing Walkabout
- Cornforth Lane parking issues
- Christmas activities and events
- Proposed closure of Quarrington Hill Churchyard
- Parliamentary boundary review

- Durham County Council ward boundary review
- Grant funding for local businesses
- Public transport
- Coxhoe & Area Community pantry
- Pit wheel green Coxhoe
- Support for residents
- Funding for Coxhoe Athletic
- Abandoned cars

Parish Councillors asked about the land behind Coxhoe village green. County Councillor Blakey said she would contact the Assets Team.

It was **Resolved** the County Councillors' update was noted.

1027 To receive Councillors' reports of attendance at meetings and events on behalf of the Parish Council

No reports.

1028 To receive Committee minutes

To receive the draft minutes of the Events, Environment and Finance Committee meeting held on 6 December 2021

It was **Resolved** that the draft minutes of the Events, Environment and Finance Committee meeting held on 6 December 2021 were received.

1029 To agree Committee membership and appoint a Lead Councillor for Allotments

It was **Resolved (1)** that Councillor Lavelle will join the Human Resources and the Grievance, Disciplinary and Complaints Committees.

It was **Resolved (2)** that Councillor Ashworth will be lead Councillor for Allotments.

It was **Resolved (3)** to confirm that the Clerk has discretion for committee meetings to not take place if not deemed necessary.

1030 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 22 November 2021 were £52,549.80 in Unity Trust Bank, £75,524.33 in Nationwide and £0.00 on the credit card.

January payments

No	Payee	Description	Amount
1.	Staff	Salaries	£3945.52
2.	NEST	Employer & Employees' Pension Contributions	£94.61
3.	HMRC	Employer Liabilities	£785.78
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	£12.00
9.	Coxhoe Timber Services	Rock Salt (Christmas Event)	£7.40
10	County Durham Association of Local Councils (CDALC) County Training Partnership	Training for Councillors	£30.00
11	Gallagher Insurance	Insurance for Portable Lighting (Christmas Event)	£56.00
12	Coxhoe Timber Services	Sand for Gazebo Sandbags	£12.80
13	Alan Hedley Events	Contractors and Staff for Fireworks Display	£3912.00
14	PES Security	Stewards (Christmas Event)	£105.60
15	Active Life Centre	Hire of facilities for Youth Clubs	£2,000.00
16	Cumbria Clock Company	Service Millennium Clock Quarrington Hill	£186.00
17	Cumbria Clock Company	Service Millennium Clock Coxhoe	£186.00
18	Viking	Stationery	£75.07
19	Align Property Partners	Valuation Advice Old School Site	£1,260.00
20	ITC	One drive issue resolution (Admin)	£24.00
21	ITC	One drive issue resolution (Clerk)	£30.00
22	George Smith Electrical	Christmas column lights installation and removal	£1296.00
23	The Key Fund	Key Fund Membership	£198.00
24	Unity Trust	Bank Charges	£12.00
25	Kevin Mangles	Santa visit and sleigh	£200.00
26	Thinford Nurseries	Winter bedding plants	£930.00
27	Gritbins.net (Kingfisher Direct)	Salt for salt bin Coxhoe Village Hall car park	£167.83
28	Total Business	Photocopier Usage	£35.63
29	New Coxhoe Nursery Ltd	Christmas Tree	£250.00
30	Total Business	Photocopier Accessories	£28.40
31	Durham County Council	Election Costs (Quarrington Hill Ward 6 May 2021)	£876.84 (net cost)
32	Amazon GGN INTL Ltd	Litter pickers	£39.99
33	Amazon R E Dawson Ltd	Gazebo for Events	£149.00
34	Amazon Lucaslucian Ltd	Penknife Tool	£10.45
35	Amazon Shenzhenshi	Sandbags for Gazebo	£9.24
36	Amazon EU Sarl UK Branch	Rope	£14.39
37	Amazon Invero	Heavy Duty Outdoor Extension Lead	£31.89
38	Co-op	Refreshments for sale at Christmas Event	£14.50
39	Co-op	Refreshments for sale at Christmas Event	£225.70
40	Gritbins.net (Kingfisher Direct)	Salt bin	£75.47
41	Amazon EU Sarl UK Branch	Batteries (for Defibrillator Cabinets)	£9.44

42	Society for Local Council Clerks	Payment for ILCA Training	£144.00
43	Prowhaul Plant Hire (Turbo Tool Hire)	Portable Light Hire (Christmas Event)	£100.00
44	Microsoft	365 Subscription	£5.99
45	Lloyds	Monthly Fee	£3.00

Payments are gross (after VAT) unless indicated otherwise.

Section 137 payments are marked as such.

Monies received

Ref	Description	Further information	Amount
A.	Christmas Event	Donations and Refreshments Sales	£395.30
B.	Christmas Event	Refund for services not provided	£127.00

The following were **Resolved**:

(1) to note the report.

(2) the bank balances were noted.

(3) to approve the payments.

(4) to approve the Clerk to obtain a valuation for land by Cornforth Lane, as previously resolved by Council, at a cost of £1,050 net.

(5) to note the monies received.

b) Employer costs for December 2021

It was **Resolved** to note the employer costs for December 2021.

c) Budget 2021 to 2022

It was **Resolved** to note the budget for 2021 to 22.

1031 Clerk's Report

a) To consider Matters raised by residents including salt bin request

The Clerk advised that the County Council had refused the request for a salt bin at Majolica Mews. It was **Resolved** the matters raised by residents were noted.

b) To note training undertaken

It was **Resolved** the training undertaken was noted.

c) To note an update about defibrillators

The Clerk reported that between 17 October 2021 and 4 January 2022, the Coxhoe defibrillator was deployed nine times and the Quarrington Hill defibrillator was deployed three times. It was **Resolved** to note the increasing deployment of the defibrillators.

d) To note the resolutions log, activity undertaken and the Clerk's priorities

The Clerk had sent a resolutions log and reported on activity undertaken and the Clerk's priorities for the next month.

The following were **Resolved**:

(1) to note the resolutions log.

(2) to note the activity undertaken.

(3) to note the Officer priorities.

(4) to note the Clerk's Report.

1032 To note Parish Council Youth Provision Report

A brief report had been provided.

Staff and Councillors were thanked for their hard work and effort to provide a Santa's Grotto event.

It was **Resolved** the report was noted.

1033 Planning, Correspondence and Consultations Report

a) To consider planning applications

1. [DM/21/04073/AD](#) Bogma Hall Farm, Coxhoe, DH6 4EN

It was **Resolved** that planning application [DM/21/04073/AD](#) was noted.

2. [DM/21/04164/FPA](#) Andemali Front Street South, Quarrington Hill, DH6 4QN

It was **Resolved** that planning application [DM/21/04164/FPA](#) was noted.

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

None received.

b) To note approved, withdrawn and refused decisions

It was **Resolved** the approved, withdrawn and refused decisions were noted.

c) To consider correspondence and a response to consultations

1. National Association of Local Councils, Society of Local Council Clerks and One Voice Wales Civility and Respect Working Group recommendation to place a statement on parish council websites

It was **Resolved** that the statement supplied will be put on the Parish Council website.

2. County Durham Association of Local Councils referendum principles and model letters to send to MP and Government regarding remote meetings

It was **Resolved** the Clerk is to send the template letters to Mary Foy MP and the relevant Government Minister in support of remote meetings where agreed by local councils.

3. County Durham Association of Local Councils (CDALC) update on double taxation

It was **Resolved** to feed back to CDALC that the Parish Council does not welcome additional work to identify areas of potential double taxation.

d) To note bulletins

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

1034 To consider Land, Buildings and Open Spaces

The Clerk had sent a report.

a) to consider advice and an update about Quarrington Hill Churchyard

It was **Resolved**:

(1) to note the reports and documents.

(2) to note the advice and the Clerk's recommendation to follow the advice from NALC.

(3) to note the response from the Parish Council to the Ministry of Justice, following the application for closure.

b) to note an update about King's Wood

The report contained an update about application for funding to the Countryside Stewardship Fund. It was **Resolved**:

(1) to note the update.

(2) to note the Clerk will discuss accessibility to the wood as part of the management and development.

c) to note information about CCTV and damage to the carpet at Shaun Henderson Community Sports Ground

The Clerk gave an update about the damage to the carpet. It was **Resolved (1)** that the Clerk should decide whether or not an insurance claim is needed, or a repair can be done, based on advice received from contractors.

It was further **Resolved (2)** to note that the Clerk will bring information about the CCTV Policy when received.

d) to consider measures to address parking issues in Coxhoe Village Hall car park

The Clerk had provided some information about enforcement measures, and potential costs.

The following were **Resolved**:

(1) to note the information and costs in the report.

(2) the Council wishes to continue exploring options and costs for enforcement measures in the car park, including signs, bollards and wardens.

e) to consider an application for Section 106 monies in Coxhoe

It was **Resolved** the Clerk to make a bid for Section 106 money of approximately £4,000.00 for a second railway gate in Coxhoe.

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

The Clerk advised that a resolution was required as the decision at the last meeting was inquorate. The following were **Resolved**:

(1) the Council will contribute £1,000.00 to the Parish Room development.

(2) the Clerk will manage the arrangements and payments.

(3) the report on Land, Buildings and Open Spaces was noted.

1035 To consider items for the agenda of a future meeting

Councillor Dunn requested that land behind the former Gatenby's Store be added to future agendas. It was **Resolved** the request was noted.

1036 To confirm the date and time of next meeting

The following were **Resolved**:

(1) the next Ordinary Meeting will be on Monday 7 February 2022 at 6.30pm.

(2) the next meeting of the Events, Environment and Finance Committee Meeting will be moved to Monday 14 February 2022 at 6.00pm.

1037 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 which applies whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution; 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.

The Administration Officer, County Councillors and the members of the public left the meeting at this point.

1038 To note updates and agree resolutions about Parish Council staffing and recruitment

The Clerk had sent a report.

The following were **Resolved**:

(1) the Clerk to write to staff as detailed in the report.

(2) to approve payment of £150 to advertise posts, and approve Officers and Councillors who wish to take part, to recruit one or two casual Youth Auxiliary Workers.

(3) the report was noted.

The meeting closed at 8.15 pm.

Certified as a True Record:

Chair (Sign)

Date