

Coxhoe Parish Council Meeting Minutes: Events, Environment and Finance Committee

Date & Time: Monday 14 February 2022 7.00pm

Venue: Coxhoe Village Hall

Councillors present:

S Dunn (Chair); J Ashworth; K Lowes.

Also present:

C Llewelyn, Parish Clerk.

EEF143

The Committee Chair was unable to attend. It was **Resolved** Councillor Dunn would chair the meeting.

EEF144 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.

EEF145 To note apologies

Apologies were received from Councillor Simpson. It was **Resolved** to note the apologies.

EEF146 To receive declarations of interest in items on the agenda

No interests were declared.

EEF147 To confirm the [minutes of the meeting of this Committee held on 6 December 2021](#)

It was **Resolved** that the minutes of the Events, Environment and Finance committee held on 6 December 2021 be approved, confirmed and signed as an accurate record.

EEF148 Public Participation

No members of the public were present.

EEF149 To receive feedback from community organisations in relation to events

None.

EEF150 To consider, plan and approve expenditure for Parish Council events and related activity

The Clerk had sent a report.

a) Current advice on events

It was **Resolved** to note that covid restrictions are easing.

b) To consider activity to mark Pride month 2022

The following were **Resolved**:

- (1) the Clerk to purchase a Pride flag to be flown on the date of Durham Pride.
- (2) the Clerk to arrange an online meeting if possible with representative(s) from Durham Pride to seek information about Pride date(s) and how they may be wishing to work with Parish Councils.

c) To agree plans for events to mark the Queen's Platinum Jubilee in 2022

The Clerk has discussed the family picnic event on Friday 3 June 2022 with Active Life Centre and with Coxhoe History Group.

For the event on 3 June 2022 it was **Resolved**:

- (1) the Clerk to seek to work in partnership with Active Life and contract services if needed for the event.
- (2) the Clerk to contact the Scouts to see if they would like to be involved.
- (3) to seek a climbing wall contact from the Scouts.
- (4) to ask the Youth Clubs to plan activities such as traditional games, treasure hunts and quizzes.
- (5) to arrange face painting if possible.
- (6) to ask for donations from the public during the event.
- (7) to arrange catering including coffee, doughnuts and sweets and an ice cream van if possible.
- (8) to ask the History Group to put their ideas in place.
- (9) to use volunteers as stewards for the event.
- (10) to book the first aid at the quoted cost.
- (11) to discuss toilet requirements with Active Life.
- (12) the Chair will assist with the speaker and power for some announcements and potentially music.
- (13) the Clerk to seek to work with Quarrington Hill Community Centre and Quarrington Hill Councillors for an event at Quarrington Hill.
- (14) the Clerk to make expenditure within budget for events.

For the Beacon Lighting on 2 June 2022 it was **Resolved**:

- (15) to purchase two beacons at the quoted cost, one for each village.
- (16) to work with Coxhoe Village Hall to provide refreshments before the beacon lighting at 9.15pm.
- (17) to investigate whether the Men's Choir would sing a hymn that has been written for the Platinum Jubilee if publicly available.
- (18) the beacon to be lit in the Memorial Garden.
- (19) the Clerk to seek to work with Quarrington Hill Community Centre and Quarrington Hill Councillors for an event at Quarrington Hill.

It was further **Resolved (20)** the report sent by the Clerk was noted.

d) To agree planning for Merchant Navy Day 2022

The following were **Resolved**:

- (1) to note the event in the Chronicle and on the website.
- (2) to appeal for people who are or have been with the Merchant Navy to be involved.
- (3) to arrange a flag raising event with a short speech followed by refreshments on the day.
- (4) to ask Scouts to be involved with the event.

e) To approve planning for the Fireworks Display planned for November 2022

It was **Resolved (1)** to note the report and update provided by the Clerk. It was further **Resolved (2)** to approve the Clerk to begin the organisation ready for delivery of the event, and to confirm contractors.

f) To approve planning to mark Remembrance in Coxhoe Parish in 2022

It was **Resolved** to note that the Clerk will submit the Safety Advisory Group for this event and Officers are contacting organisations for the knitted poppy display

g) To review the Christmas event held in November 2021 and plan for a Christmas event in 2022

The following were **Resolved**:

(1) to note that a review of the November 2021 event has already taken place.

(2) to seek a back up plan for the 2022 event perhaps in the Village Hall car park.

(3) the Clerk to investigate matting or similar for the grass, to enable it to be used in poorer weather.

(4) to arrange refreshments, booking the gin bar if possible.

h) To approve a publicity programme for events

The Clerk had sent a publicity programme for events. It was **Resolved** this was noted.

i) To approve purchase of resources and sources of advice on events

It was **Resolved (1)** to approve the purchase of an annual subscription to the Purple Guide for events.

It was **Resolved (2)** to note the report on events sent by the Clerk.

EEF151 To consider the Council's budget

The Clerk had sent documents.

a) 2021 to 22

It was **Resolved** to note the budget document and the budget notes.

b) 2022 to 23

The Clerk had brought a five year budget document which she intends to place on future agendas, which will assist the Committee with planning and identifying reserves.

It was **Resolved** to note the budget document for 2022 to 23 and the corresponding budget notes.

EEF152 Review activity and agree expenditure in the parish in relation to the environment

The Clerk had sent a report.

a) King's Wood

There was no further update on this item which was discussed at the recent full Council meeting.

b) Coxhoe Churchyard

The following were **Resolved**:

(1) to make the public aware of ideas, ambitions and plans for the Churchyard so people are aware the parish has ambitions to improve it but also to note that it will be expensive and need to be saved for.

(2) the Clerk to make further enquiries about the need for lamppost inspections and to arrange these if required.

(3) the Clerk to talk to the Church about headstone testing.

c) Shaun Henderson Memorial Sports Ground

It was **Resolved (1)** to note that resolutions were recently made at the full Council meeting, and **(2)** to arrange a meeting with Coxhoe United.

d) Land at Commercial Road, Prospect Place, Coxhoe

There was no further update on this item which was discussed at the recent full Council meeting.

e) Bower Court Village Green

It was **Resolved (1)** to note that resolutions were made at the Council's ordinary meeting. It was **Resolved (2)** that as residents were informed and involved about this being a wildflower area, the Clerk

should communicate with residents who expressed an interest, to advise that regrettably this cannot be done by the parish.

f) Land adjacent front street near Tarka Centre

An enquiry was received about land near the Tarka Centre. It was **Resolved** the Clerk to advise it is not parish council land, that the Council is not planning any current activity in this area and the enquirer should contact the landowner.

g) Trees on Parish land

A request had been received to cut back trees which are on Parish Council land but overhanging other land. It was **Resolved** the Clerk will advise that the person can arrange the cutting of trees themselves and can put what is cut off onto the parish land.

h) Proposed new Railway gate, Coxhoe

The Clerk said that quotes for a gate are being sought. It was **Resolved** to note the update.

i) Review of all Parish Council land and land inspections

The Clerk reported on land inspections with Councillors' assistance, and that the tree inspections are expected to be undertaken this week. It was **Resolved** to note the information.

EEF153 Date and time of next meeting: It was **Resolved** the next meeting of the Events, Environment and Finance Committee will be on Monday 23 May 2022 at 6.00pm.

The meeting closed at 7.45pm.

Certified as a True Record:

Chair (Sign)

Date