

Coxhoe Parish Council Minutes

Meeting: Annual Meeting

Date & Time: 9 May 2022 6.05m

Venue: Quarrington Hill Community Centre

Councillors present: S Dunn (Chair); K Simpson (Vice Chair); I Armstrong (part of the meeting); J Ashworth; A Harden; W Lavelle; K Lowes.

Also present: County Councillor M McKeon; C Llewelyn, Parish Clerk; H Shingleton, Administration Officer.

There were no members of the public present.

1108 Election of the Chair of the Council

Councillor S Dunn was nominated and seconded as Chair for the period to May 2023. No other nominations were made. It was **Resolved** that Councillor Dunn is elected as Chair for the period to May 2023. The Declaration of Acceptance of Office was signed in the presence of the Proper Officer.

1109 Election of Vice Chair

Councillor K Simpson was nominated and seconded as Vice Chair for the period to May 2023. No other nominations were made. It was **Resolved** that Councillor Simpson is elected as Vice Chair for the period to May 2023.

1110 To receive [meeting safety information](#), to agree the willingness to hold the meeting and to note the [Parish Council Public Participation Policy](#)

It was **Resolved (1)** to note the safety measures 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.

1111 To note apologies

Apologies were received from Councillors J Slater, J Barber and C Thirlaway, and from County Councillors J Blakey and G Hutchinson

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

1112 To receive declarations of interest in items on the agenda

Councillor Dunn declared an other registerable interest as a Trustee of Coxhoe Village Hall, as a director of the Active Life Centre, in Coxhoe Primary School and as a Board Member of East Durham Rural Corridor Area Action Partnership.

Councillor Lavelle declared an other registerable interest in the Active Life Centre.

Councillor Harden declared an other registerable interest in the Active Life Centre.

Councillor Lowes declared an other registerable interest in Coxhoe Village Hall, and an other non registerable interest in the Parish Council's Youth Service.

Councillor Simpson declared an other registerable interest in Coxhoe Primary School and Coxhoe Village Hall.

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

1113 Public participation

No members of the public were present.

1114 To receive the County Councillors' Update

County Councillor McKeon gave an update which included:

- An update from Highways about Coxhoe front street and signage to Quarrington Hill is pending
- Update from the Primary School
- Coxhoe and Area Community Pantry update
- Footpaths at Quarrington Hill

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

Councillor Armstrong arrived at this point in the meeting.

1115 To receive Councillors' reports of attendance at meetings and events on behalf of the Parish Council

None.

1116 To review Standing Orders Section 5j and Annual Governance

The Clerk had sent reports and documents.

a) To confirm the minutes of the Ordinary Meeting held on 28 March 2022.

It was **Resolved** that the minutes of the Ordinary Meeting of the Council held on 28 March 2022 be approved, confirmed and signed as an accurate record.

b) Receipt of the following committee minutes and consideration of recommendations

Youth Strategy Group Committee draft minutes 20 January 2022

Human Resources Committee draft minutes 12 January 2022

Events, Environment and Finance Committee draft minutes 14 February 2022

It was **Resolved** that the Committee minutes of the three meetings above were received and noted and the recommendations considered.

c) Review and adopt Standing Orders

It was **Resolved** that the Standing Orders dated May 2022 be adopted including amendment to Sections 5 and 18 recommended by the Clerk.

d) Review and adopt Financial Regulations

It was **Resolved** that the Financial Regulations be adopted including an amendment to Section 11b.

e) Review of arrangements including legal agreements with other local authorities, not-for-profit bodies and businesses

Agreement	Information/Date
Service Level Agreement Durham County Council (DCC) Human Resources Advice	£75 per hour (part hours charged accordingly)
DCC Dog bin contract	£237.76 net
DCC Salt bin contract	Approx £229.00
Lease Photocopier	To June 2023
Photocopier Usage	To June 2023
Grounds Maintenance Contract S E Landscaping	To March 2025
Hanging baskets and planter contract Thinford Nurseries	To March 2024

Wayleave: Equipment is on Parish Council land (believed to be near Coxhoe Allotments)	A sum is paid to the Parish Council each year
Lease of Coxhoe Village Hall to Coxhoe Village Hall Association	2016 (for 999 years)
Lease of Parish Council allotment site to Coxhoe Allotment Association	9 December 2008 (for 15 years)
Meikles Solicitors and Cooper Stott Solicitors	No written or formal agreement but assisting with legal matters
Tenant of grazing land behind Sanderson Street	Licence in place
Payroll Services	£3 per staff member per month plus any extra costs if required
Hire of facilities for youth clubs	No written agreements
Hire of parish room in Coxhoe Village Hall	No written agreement

It was **Resolved** that the arrangements including legal agreements with other bodies were approved.

f) Review of representation on or work with external bodies and arrangements for reporting back

- Councillors Dunn and Simpson represent the Council at the East Durham Rural Corridor AAP Local Council Committee.
- Councillor Dunn represents the Council on the CDALC Smaller Councils Committee.
- Councillor Ashworth is the lead Councillor for Allotments.
- Councillor Lowes is the lead Councillor for Youth Services.

Reporting back for Councillors attending meetings is on each agenda for Parish Council ordinary meetings.

It was **Resolved** that the representation, work with external bodies and arrangements for reporting back are approved.

g) To reaffirm the Council's eligibility to exercise the General Power of Competence

It was **Resolved** to reaffirm the Council's eligibility to exercise the General Power of Competence.

h) Review of Asset Register and office equipment

The Clerk had circulated the Asset Register and a list of office equipment. It was **Resolved** to note the Asset Register and list of office equipment.

i) Confirmation of arrangements for insurance cover in respect of all insurable risks

The Clerk had sent information including policy certificates. The following were **Resolved**:

- (1) to note the confirmation of insurance cover for Council assets and activities.
- (2) to note the employer's and public liability insurance.
- (3) to note the insurance cover for cyber crime, including availability of Avast anti virus licences.

j) Review of Council and staff subscriptions to other bodies

The Parish Council has the current subscriptions:

- County Durham Association of Local Councils (CDALC), National Association of Local Councils (NALC) and Local Council Review (LCR) magazine – paid annually
- SLCC Full Membership (for Council; usually £196.00)
- National Allotment Society (£67.00 per year)
- Information Commissioners Office (£35.00 per year but increases with number of employees)
- Rialtas Business Accounts Software (£124.00)
- Keyfund (£198.00; no increase yet notified)

- North East Youth Membership (£50.00)
- Microsoft 365 Subscription (£5.99 per month)
- Purple Guide (£30.00)

It was **Resolved** to:

- (1) note the report on Council and staff subscriptions.
- (2) agree current subscriptions and confirm that no further subscriptions are required.

k) Review of the Council's Complaints Policy

It was **Resolved** to review and agree the Council's Complaints Policy.

l) Review of policies, procedures and practices for freedom of information and data protection legislation

i) Information Data Protection Policy approved September 2020

It was **Resolved** this policy was reviewed and agreed.

ii) Subject Access Request Policy approved February 2022

It was **Resolved** this policy was reviewed and agreed.

iii) Procedures and practices for data protection

It was **Resolved** to note that the Clerk keeps appropriate records in relation to data protection and sends out regular reminders, updates and information for Councillors and officers.

m) Review of the Council's policy for dealing with the press and media

Policies had been sent to Councillors. It was **Resolved** the Attending and Reporting Meetings Procedure was reviewed and agreed. It was further **Resolved (2)** to note that dealings with the press are also mentioned in the Member Officer Protocol.

n) Review of the Council's employment policies and procedures

The Clerk had circulated policies.

i) Annual Leave Policy approved September 2020

It was **Resolved** that the Annual Leave Policy was reviewed and agreed.

ii) Bereavement and Compassionate Leave Policy approved June 2020

It was **Resolved** that the Bereavement and Compassionate Leave Policy was reviewed and agreed.

iii) Dignity at Work and Anti Bullying and Harassment Policy approved January 2021

It was **Resolved** that the Dignity at Work and Anti Bullying and Harassment Policy was reviewed and agreed.

iv) Disciplinary Policy approved September 2020

It was **Resolved** that the Disciplinary Policy was reviewed and agreed.

v) Grievance Policy approved September 2020

It was **Resolved** that the Grievance Policy was reviewed and agreed.

vi) Health and Safety Policy approved October 2021

It was **Resolved** that the Health and Safety Policy was reviewed and agreed.

vii) Lone Working Policy approved September 2020

It was **Resolved** that the Lone Working Policy was reviewed and agreed.

viii) Member Officer Protocol approved March 2021

It was **Resolved** that the Member Officer Protocol was reviewed and agreed.

1117 To appoint Members to serve on the Parish Council's Committees or Working Groups for the current year, to agree Committees' Terms of Reference and delegation arrangements for Officers, Committees and any other authority

a) To approve Committee structure and delegation arrangements

The Clerk had sent a report.

Committee	Members	Delegated Authority
Events, Environment and Finance Committee	<ul style="list-style-type: none"> • Councillor Ashworth • Councillor Dunn • Councillor Lowes • Councillor Simpson • Councillor Thirlaway 	Yes for Events and Environment, No for Finance Councillor Ashworth is Lead Member for Allotments
Appeals Committee	<ul style="list-style-type: none"> • Councillor Armstrong • Councillor Ashworth • Councillor Dunn • Councillor Thirlaway 	Yes
Human Resources Committee	<ul style="list-style-type: none"> • Councillor Harden • Councillor Lavelle • Councillor Lowes • Councillor Simpson 	Yes
Grievance, Disciplinary and Complaints Committee	<ul style="list-style-type: none"> • Councillor Harden • Councillor Lavelle • Councillor Lowes • Councillor Simpson 	Yes
Youth Strategy Group (Committee)	<ul style="list-style-type: none"> • Councillor Barber • Councillor Dunn • Councillor Lowes • Councillor Simpson 	Yes Councillor Lowes is Lead Member for Youth Services

It was **Resolved** that the Committee structure and delegation arrangements as above be approved.

b) To agree Committee Membership

i) Human Resources Committee

It was Resolved that Committee Membership is as in the report at item 1117(a) above.

ii) Grievance, Disciplinary and Complaints Committee

It was Resolved that Committee Membership is as in the report at item 1117(a) above.

iii) Appeals Committee

It was Resolved that Committee Membership is as in the report at item 1117(a) above.

iv) Youth Strategy Group Committee

It was Resolved that Committee Membership is as in the report at item 1117(a) above.

v) Events, Environment and Finance Committee

It was Resolved that Committee Membership is as in the report at item 1117(a) above.

c) To agree Terms of Reference for Committees

The Clerk had sent the Terms of Reference and advised that she has not amended these documents since approval by the Council in March 2022.

i) Human Resources Committee

It was **Resolved** that the Terms of Reference for the Committee were approved.

ii) Grievance, Disciplinary and Complaints Committee

It was **Resolved** that the Terms of Reference for the Committee were approved.

iii) Appeals Committee

It was **Resolved** that the Terms of Reference for the Committee were approved.

iv) Youth Strategy Group Committee

It was **Resolved** that the Terms of Reference for the Committee were approved.

v) Events, Environment and Finance Committee

It was **Resolved** that the Terms of Reference for the Committee were approved.

d) To agree the Council's Scheme of Delegation

The Clerk had updated the Scheme of Delegation to include further details of delegation on funding bids, recruitment and website and social media. It was **Resolved** to agree the draft Scheme of Delegation.

e) To agree delegation arrangements to Officers and any other authority

It was **Resolved** to approve all the delegated authorities through policies, including the Delegation Scheme, and the Committee's Terms of Reference.

1118 To confirm Annual Governance

a) Review effectiveness of internal control including banking facilities and mandates

A report had been circulated with the agenda. The Clerk read through the measures for internal control:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We have an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. We provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

It was **Resolved (1)** the internal control measures were noted and agreed.

It was **Resolved (2)** to confirm the Clerk is the Responsible Finance Officer for the financial year 2022 to 23.

It was further **Resolved** to approve and agree the banking facilities and report as follows:

(3) to note that the council holds a current account with Unity Trust and a savings account with Nationwide, and a credit card which is currently held in the Clerk's name.

(4) to note and approve the current bank administrators: Claire Llewelyn, Parish Clerk and Responsible Finance Officer; Helen Shingleton, Administration Officer (in progress) and the current authorisers and cheque signatories: Councillor Dunn; Councillor Lowes; Councillor Simpson; Councillor Thirlaway.

(5) to note the report.

b) Receive the Internal Audit Report 2021 to 22

The Clerk had circulated the internal audit report upon receipt and with the agenda. The Internal Auditor had found no issues or actions to be taken. It was **Resolved** the Internal Audit Report is noted.

c) Approve Section 1 (Annual Governance Statement 2021 to 22) of the Annual Return

All sections of the Annual Governance Statement had been circulated both in advance and with the agenda. It was **Resolved** that Section 1 of the Annual Governance Statement 2021 to 22 was approved.

d) Approve Section 2 (Accounting Statement 2021 to 22) of the Annual Return

It was **Resolved** that Section 2 of the Accounting Statement 2021 to 22 of the Annual Return was approved.

1119 To consider and agree financial matters

The Clerk had sent reports.

a) Review of the Parish Council's expenditure under Section 137 of the Local Government Act 1972

It was **Resolved** that as the Parish Council exercises the General Power of Competence, it is therefore not required to review its expenditure under Section 137 of the Local Government Act 1972.

b) Consider any need for an Investment Strategy and Policy as per Financial Regulations

It was **Resolved** that the Council does not require an Investment Strategy and Policy but this will be monitored into the future.

c) Review of Council fees 2022 to 23

The Clerk had circulated information regarding Council fees as follows:

Payer	Current Fee/Receipt
Coxhoe Allotment Association	£198.04
Quarrington Hill Allotment	£35 per plot
Grazing Rights (Sanderson Street Paddock)	£0
Chronicle Advertisers	£200 full page £80 half page £40 quarter page
Photocopies (not related to publication scheme items)	3p per colour page 1p per b&w white page Free for community groups (for a reasonable amount)

It was **Resolved** to note the fees and that there are no amendments required.

d) Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated a report with the agenda. The bank balances at 28 April 2022 were £104,523.43 in Unity Trust Bank, £45,557.11 in Nationwide and £0.00 on the credit card.

April Payments

No	Payee	Description	Amount
1.	Staff	Salaries	£5,205.91
2.	NEST	Employer & Employees' Pension Contributions	£259.44
3.	HMRC	Employer Liabilities	£1145.78
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	4 x Mobile Phones	£71.18
8.	Scottish Power	Memorial Garden Lighting	£12.00
9.	Grenke Leasing	Photocopier Contract	£108.00
10.	Zurich Municipal	Council Insurance Policy 2022 to 23	£3,587.56
11.	Gallagher Insurance	Cyber Crime Insurance Policy 2022 to 23	£319.20
12.	Total Business	Photocopier Usage	£20.19
13.	Coxhoe Village Hall	Annual Rent	£1,000.00
14.	Hampshire Flag Company	Pride Flag for flagpole	£59.33
15.	Durham Constabulary	Parish Council Logo Artwork	£49.25
16.	T & A Dixon	Payroll Services	£128.70
17.	UK Mats	Non-slip mat for Sports Pavilion	£138.22
18.	NERAMS	First Aiders for Queen's Platinum Jubilee Party in the Park Event	£324.00
19.	Purple Guide	Purple Guide Subscription	£30.00
20.	Toolstation	Pavilion Items: Pegs and Cleaning	£28.84
21.	Microsoft	365 Subscription	£5.99
22.	Lloyds	Monthly Fee	£3.00

May Payments

No	Payee	Description	Amount
1	Staff	Salaries	£3,912.03
2	NEST	Employer & Employees' Pension Contributions	£224.58
3	HMRC	Employer Liabilities	£792.49
4	SE Landscaping	Grounds Maintenance Contract	£1,562.50
6	BT	Landline & internet	£57.85
7	ITC	Sophos Internet Security & One drive storage	£10.80
8	Vodafone	4 x Mobile Phones	£71.18
9	Scottish Power	Memorial Garden Lighting	£12.00
10	County Durham Association of Local Councils (CDALC)	CDALC and National Association of Local Councils (NALC) Membership 2022 to 23	£603.75
11	Ray Lawson Joinery & Building Services	Installation of Noticeboard, Coxhoe	£240.00
12	Total Business	Photocopier Usage	£19.98
13	Gordon Fletcher	Internal Audit Services for 2021 to 22 Accounts	£300.00
14	Amazon	Stationery Order	£54.52
15	AED Donate	Defibrillator Pads x 2	£103.17
16	Hosting UK.net	Email Hosting	£23.99
17	Timpsons	Allotment Keys Cut	£32.00
18	The Range	Garden Netting for Poppy Display	£3.98

19	Amazon	Items for Pavilion	£89.84
20	The Range/B&M	Items for Pavilion	£29.95
21	The Range	Items for Pavilion	£15.95
22	Tesco	Items for Pavilion	£17.50
23	Microsoft	365 Subscription	£5.99
24	Lloyds	Monthly Fee	£3.00

Monies received (over £100 only)

Ref	Payer	Description	Further information	Amount
A	Coxhoe Allotments Association	Coxhoe Allotments Rent 2021 to 22		£198.04
B	Durham County Council	Precept 2022 to 23	Payment 1 of 2	£72,321.94

The following were **Resolved**:

- (1) to note the report.
- (2) to note the bank balances.
- (3) to approve the payments.
- (4) to note the monies received.

e) Employer costs for April 2022

The Clerk had sent a report. It was **Resolved** to note the employer costs for April 2022.

f) Budget 2022 to 2023

It was **Resolved** for this item to be deferred until the next meeting.

g) Five year forward budget and action planning

It was **Resolved** for this item to be deferred until the next meeting.

1120 To consider other matters relating to governance of Coxhoe Parish Council

a) To review and approve the Council's Action Plan 2022 to 23

It was **Resolved** that the Action Plan 2022 to 23 was approved, with the removal of wildflower planting at Bower Court village green.

b) To note the Councillor Handbooks including Parish Council policies

It was **Resolved** to note that the Councillor Handbook is available online for all Councillors and a hard copy is also available if needed.

c) To note and approve Council and Committees' meeting dates up to and including the next Annual Meeting of the Council

It was **Resolved (1)** that the Council's Ordinary meetings for November and January will remain at Quarrington Hill Community Centre and the remaining Ordinary and Annual meetings will be held at Coxhoe Village Hall. It was further **Resolved (2)** that all the meeting dates presented, including Committee meeting dates, were approved.

d) To note the Council's Code of Conduct

It was **Resolved** that the Council's Code of Conduct is noted.

e) To note land owned and leased by Coxhoe Parish Council

The Clerk had circulated information. It was **Resolved** that the land owned and leased by the Parish Council is noted.

1121 Clerk's Report

The Clerk had sent a report.

a) To consider matters raised by residents

The Clerk confirmed that no issues had been raised, however a resident from Cornforth had submitted correspondence to request land to site 2 ponies on a permanent basis.

A resident from Quarrington Hill had come before the meeting and raised concerns in relation to parking issues along the main street in the village, especially related to road safety for children when events are held in the village and the volume of parked vehicles along the main road. Councillor McKeon said she would raise the parking concerns with the Highways Department.

It was **Resolved** to note the matters raised by residents.

b) To consider correspondence and recommendations in relation to anti-social behaviour

Councillor Armstrong raised issues of repeated arson attacks and damage caused to land at Crowtrees Nature Reserve. These are understood to have been raised with Durham Police and Durham County Council Rangers, County Councillor Blakey, and referred to the Anti-Social Behaviour Unit. A further concern had been raised to the Clerk from resident in relation to drug problems.

County Councillor McKeon said she would raise the issues with Durham County Council.

It was **Resolved** that the Clerk will ask the Youth Team to contact the fire service for outreach with young people in Quarrington Hill and Coxhoe, and to raise the issues with the local Police Community Support Officer (PCSO) and see if they can help particularly with local schools, and to advise residents through social media how they can report issues.

c) To note procedures in relation to the Councillor Vacancy for Coxhoe Ward

The Clerk had advised that the procedure managed by Durham County Council was underway. At the meeting she confirmed that there had been no call for an election following the publication of the Notice of Vacancy for Coxhoe Ward and that the Council were free to co-opt, in accordance with the Co-option Policy.

It was **Resolved** to note that the Council was able to co-opt to the vacancy in Coxhoe Ward and that the Clerk would be following the Co-option Policy.

d) To approve activity in relation to events

It was **Resolved (1)** that the activity in relation to events for the Queen's Platinum Jubilee was approved and expenditure to be authorised by the Clerk within the events budget and the Clerk's delegation. It was **Resolved (2)** to note that Councillors are requested to volunteer to help with the events.

e) To consider activity in relation to Coxhoe and Area Community Pantry and seeking funding for first aid training for volunteers

The Clerk had sent an update. It was **Resolved (1)** to note the update and **Resolved (2)** to approve the Clerk seeking funding for first aid training for volunteers either through the Parish Council or on behalf of the Community Pantry.

f) To consider how the Parish Council begins work on Neighbourhood Planning

The Clerk had recommended that Councillors set up a Working Group to be able to drive this forward, inviting others to join and undertaking plans, funding applications and publicity. It was **Resolved** to approve the setting up of a Working Group of Councillors and others to work on the Neighbourhood Plan.

g) To consider work with Quarrington Hill Community Centre

The Clerk had sent a report advising that the Quarrington Hill Community Centre wished to discuss assistance. It was **Resolved** to approve the Clerk to discuss and agree this with the Centre.

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

The Clerk had reported on activity undertaken and the priorities for the next month. It was **Resolved**:

(1) to note the activity undertaken.

(2) to note the Officer priorities.

(3) to note the Clerk's Report.

1122 To note Parish Council Youth Provision Report

A report had been sent which included an update on activities including fitness sessions and Easter activities, and future plans. Councillors were advised that an opportunity had arisen to claim a Bursary for the Youth Worker to undertake a Level 3 Youth Work qualification, potentially supported by the Clerk. It was **Resolved** the report and the application for the Bursary were noted.

1123 Planning, Correspondence and Consultations Report

a) To consider any response to the County Council regarding planning applications

None.

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

The Clerk advised that Planning Application DM/22/01065/FPA, 3-4 Blackgate East, Coxhoe, DH6 4AA, involving change of business use from Betting Shop to hot/cold food takeaway, had been notified after the agenda was issued. The application was discussed and it was **Resolved** to defer discussion of the application until the next meeting.

b) To note approved, withdrawn and refused decisions

None.

c) To consider correspondence and a response to consultations

1) Durham County Council Development viability, affordable housing, and developer contributions Supplementary Planning Document (SPD) consultation

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

2) Durham County Council Parking and Accessibility Supplementary Planning Document

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

3) Durham County Council Residential Amenity Standards

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

4) Durham County Council Highway Design Guide

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

d) To note bulletins

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

1124 To consider Land, Buildings and Open Spaces

The Clerk had sent a report.

a) to consider matters relating to Quarrington Hill Churchyard

The Clerk had sent details of the Ministry of Justice response to the Freedom of Information request.

It was **Resolved**:

(1) to discuss the Churchyard and the Freedom of Information request response again at the June Meeting of the Council.

(2) an email to be agreed by Councillors and sent to Cassop-cum-Quarrington with Bowburn Parochial Church Council, reiterating the strength of feeling in the villages and the need for factual information, and requesting their current position on their proposal to close Quarrington Hill Churchyard.

(3) the Clerk and Councillor Dunn to meet with the Parochial Church Council if they agree to do so.

(4) the Clerk to email the Ministry of Justice to seek further information about their next steps and their position.

b) to note and approve activity at Shaun Henderson Community Sports Ground

The Clerk provided an update on work on the field and the pavilion, and advised there are some delays but the field and pavilion have been used on some occasions. It was **Resolved** that the activity was noted and approved.

c) to consider an update and any action required on Parish Council land at Prospect Place

The Clerk had sent a report to update Councillors. It was **Resolved** that the report was noted.

d) to note an update on land at Cornforth Lane

It was **Resolved** that:

(1) the update on the land at Cornforth Lane was noted.

(2) the Clerk is to request a meeting with the landowners.

e) to note an update on Kings Wood funding application

It was **Resolved** to note that the funding application for the government's Countryside Stewardship has been submitted.

f) to approve plans for a Queens Platinum Jubilee Walk, Coxhoe

It was **Resolved**:

(1) to approve the plans for the Jubilee Walk as in the report and that the Clerk will continue to work with the History Group.

(2) the Council to cover insurance and maintenance of panels into the future.

(3) the Clerk to seek funding to also upgrade existing panels in the village to complement the new ones.

g) to note award of Parish Paths funding 2022 to 23

It was **Resolved** to note the award of £2,200.00 of funding for Parish Paths for 2022 to 23.

h) to approve action in relation to the land adjacent to Quarrington Hill Community Centre

It was **Resolved** to:

(1) approve the action regarding the land adjacent to Quarrington Hill Community Centre.

(2) note the full report on Land, Buildings and Open Spaces.

1125 To receive Community Reports

Coxhoe History Group

Coxhoe History Group had sent information about their Programme of Activities for 2022. It was **Resolved** the information sent by Coxhoe History Group was noted.

1126 To consider items for the agenda of a future meeting

None.

1127 To confirm the date and time of next meeting

It was **Resolved** that the next Meeting will be on Monday 6 June 2022 at 6.30pm.

1128 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 and in accordance with Standing Order 10(a)xi.

1129 To consider resolutions regarding land and legal advice provided to the Council

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

- (1) To note the report.
- (2) the Clerk to obtain costs for cheap fencing and signs to mark Parish land where appropriate.
- (3) the Clerk to investigate and report back on registrations of land.

1130 To consider matters in relation to staffing and Quarrington Hill Community Centre

It was **Resolved (1)** to note the report and **(2)** to approve the Clerk to discuss and seek to agree matters with Quarrington Hill Community Centre if appropriate.

The meeting closed at 8.00pm.

Certified as a True Record:

Chair (Sign)

Date