

## Coxhoe Parish Council Minutes

Meeting: Ordinary Meeting

Date & Time: 8 June 2022 6.30pm

Venue: Upstairs Room Coxhoe Village Hall

Councillors present: S Dunn (Chair); K Simpson (Vice Chair); J Ashworth; K Lowes; J Barber; C Thirlaway

Also present: C Llewelyn, Parish Clerk; H Shingleton, Administration Officer.

There were two members of the public present.

### **1131 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.

### **1132 To note apologies**

Apologies were received from Councillors J Slater, W Lavelle, A Harden and I Armstrong, and from County Councillors J Blakey and G Hutchinson.

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

### **1133 To receive declarations of interest in items on the agenda**

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

Councillor Simpson declared an other non registerable interest as a Governor of Coxhoe Primary School and as a Trustee of Coxhoe Village Hall.

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

Councillor Thirlaway declared an other registerable interest in Coxhoe Village Hall.

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

### **1134 To confirm the minutes of the Annual Meeting held on 9 May 2022**

It was **Resolved** that the minutes of the Annual Meeting held on 9 May 2022 be approved, confirmed and signed as an accurate record.

### **1135 Public participation**

Concerns were raised about various aspects of St. Mary's Churchyard, in relation to the footpaths, grass cutting, graves and exercising of dogs.

Councillor Dunn said there are plans for improvements in the Churchyard. The Clerk advised that the Grounds Maintenance Contractor was to carry out treatments for the footpaths and that she will both consider and speak with the Church about the issues raised, and she will look at whether signs could be installed and put a piece in the next Chronicle asking people not to exercise dogs in the Churchyard.

It was **Resolved** to note the matters raised under public participation and the response.

#### 1136 To receive the County Councillors' Update

No County Councillors were present.

#### 1137 To receive Councillors' reports of attendance at meetings and events on behalf of the Parish Council

None.

#### 1138 To receive the Annual Report of the Chair of the Parish Council

The report was circulated at the Annual Assembly of Electors held on 9 May 2022. It was **Resolved** that the Chair's Annual Report for 2021 to 2022 was noted.

#### 1139 To agree Co-option to Coxhoe Ward of Coxhoe Parish Council

The Clerk had sent a report. There had been one expression of interest.

It was **Resolved** that Joanne Gaffney be co-opted to the vacancy in Coxhoe Ward and will be a Parish Councillor once the relevant Declaration of Office forms are signed.

#### 1140 To consider and agree financial matters

The Clerk had sent reports.

##### a) Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated a report with the agenda. The bank balances at 28 April 2022 were £108,309.30 in Unity Trust Bank, £45,557.11 in Nationwide and £0.00 on the credit card.

##### June Payments

No	Payee	Description	Amount
1.	Staff	Salaries	£3916.25
2.	NEST	Employer & Employees' Pension Contributions	£224.58
3.	HMRC	Employer Liabilities	£777.09
4.	SE Landscaping	Grounds Maintenance Contract	£1,562.50
5.	BT	Landline & internet and repair of socket and wiring issues	£351.85
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.	MKM	Timber for Sports Pavilion	£34.99
10.	Quarrington Hill Community Centre	Youth Club Room Hire	£750.00
11.	Turfcare	Repair of Cricket Carpet	£420.00
12.	G Smith Electrical Services	First and Second Fix of Electrics and Emergency Lighting at Sports Pavilion	£2,280.00

13.	Cardiac Dodgers	Cardiac Dodgers, Jubilee Beacons Event	£40.00
14.	Gordon Henderson	Roman Soldier, Jubilee Party in the Park Event	£40.00
15.	Active Life Centre	Staff and setting up inflatables, Jubilee Party in the Park	£200.00
16.	Reaction Fireworks	Beacons, two Jubilee Events	£1,320.00
17.	Total Business	Photocopier Usage	£19.06
18.	SE Landscaping	Soil and seed around cricket wicket	£168.00
19.	Olivers Tree Services	Tree works, Coxhoe	£1,596.00
20.	Mackenzie	Coxhoe Village Green Paving and improvements	£3,864.00
21.	ITC	Hardware Backup Device and IT Support	£108.00
22.	Q Design	Youth Club Banners	£453.60
23.	Amazon Ideal 365	Paper Towels for Pavilion	£18.00
24.	Amazon Alannahs Accessories	Toilet Supplies for Pavilion	£27.95
25.	Amazon	Pavilion Cleaning Supplies	£8.99
26.	Amazon Clear Hygiene Ltd	Pavilion Cleaning Supplies	£16.49
27.	Amazon Discounted Cleaning Supplies	Pavilion Wet Floor Sign	£6.92
28.	Amazon	Pavilion Cleaning Supplies	£11.49
29.	Amazon	Printing Ink	£15.41
30.	Ebay	Stationery (rulers)	£2.75
31.	Ebay	Stationery (post-it notes)	£5.30
32.	Ebay	Mobile Phone Charging Cable	£3.65
33.	Amazon	Batteries for Megaphone	£12.79
34.	Amazon	Defibrillator Hygiene Packs x 3	£29.58
35.	Microsoft	365 Subscription	£5.99
36.	Lloyds	Monthly Fee	£3.00

Payments requiring further information, presented for approval

Ref	Payee	Description	Further information	Amount
A	Coxhoe Village Hall	Annual Grant	Provided to Councillors	£4,000.00
B	Quarrington Hill Community Centre	Annual Grant	Provided to Councillors	£2,000.00

Monies received (over £100 only)

Ref	Payer	Description	Further information	Amount
A	National Lottery	Community Fund Grant	Jubilee Heritage Walk	£7,634.00
B	HMRC	VAT Reclaim	January to March	£4,241.13

The following were **Resolved:**  
(1) to note the report.

- (2) to note the bank balances.
- (3) to approve the payments in the payments schedule.
- (4) to approve the payments requiring further information.
- (5) to note the monies received.

#### b) Employer costs for April 2022

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

#### c) Budget 2022 to 2023 including event expenditure

The Clerk tabled the budget document and the budget notes, which included projected figures and some explanations of the projections. She advised that it is difficult to forecast at this point in the year but the year to date expenditure was completed up to 30 May 2022, and asked for Councillors' queries. It was **Resolved (1)** to note the budget document and the budget notes.

The Clerk tabled a budget document for the Jubilee events. Councillor Dunn thanked the Clerk and all staff and volunteers for organising and delivering these events and commented that events at Coxhoe and Quarrington Hill had been well attended and positive comments made on Facebook. It was **Resolved (2)** to note the budget document for Jubilee events.

#### d) Five year forward budget and action planning

The Clerk had circulated again the five year forward budget and requested the Councillors provide ideas for forward plans to forecast future expenditure. It was **Resolved** the five year forward budget was noted.

### 1141 To consider and approve Parish Council Policies

#### a) Document Retention and Disposal Policy with List of Documents for Retention or Disposal

It was **Resolved** that the draft Document Retention and Disposal Policy with List of Documents for Retention or Disposal was agreed.

#### b) Bereavement and Compassionate Leave Policy

It was **Resolved** that the Bereavement and Compassionate Leave Policy was agreed, with amendments that section 2.3 is added to section 2.2 with a five day entitlement in all those circumstances.

#### c) To consider approval of a Policy on use of Parish Council Land

It was **Resolved** that this item is deferred until the next meeting.

### 1142 Clerk's Report

#### a) To consider matters raised by residents

A resident had raised concerns in relation to Parsons Walk footpath being overgrown and waste thrown onto the sides of the footpath, and a request for more dog bins. The Clerk reported that the Contractor is expected to address this issue later in the week and she had contacted Durham County Council in relation to the other issues.

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

#### b) To consider alternative styles of Annual Parish Meetings for the future

Discussion took place as other areas hold the Annual Assembly in a community event style and could be an annual way of bringing together the community to talk about the parish.

It was **Resolved** the Clerk is to consider other options and add to a future agenda.

c) To consider matters relating to the Coxhoe and Area Pantry

The Clerk advised the Councillors that the amount of Officer time spent on the Pantry has increased again recently to ensure its effective running. She has made the Village Hall Trustees aware of this and said ideas have been discussed and further ideas are welcome. It was **Resolved** to note the Community Pantry is taking more Officer time than expected and that attempts are being made to reduce this.

d) To receive a brief tabled review of events for the Queen's Platinum Jubilee and volunteer needs for future events

The events had already been discussed at the meeting. The Clerk reported that there have been difficulties with ensuring there are enough volunteers for some of the events held.

It was **Resolved** that:

(1) the review of events for the Queen's Platinum Jubilee was noted.

(2) the Clerk will contact current volunteers to thank them and will arrange a session for all potential volunteers to find out more about volunteering to help with events.

e) To consider the Working Group for Neighbourhood Planning

The Council agreed at the Annual Meeting in May to set up a Working Group for Neighbourhood Planning to ensure it progresses. The Clerk had circulated an email for potential Working Group members but had not received many responses. The Working Group for the Neighbourhood Plan will need members to enable the group to run. It was **Resolved** to note the report.

f) 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.

### 1143 To note Parish Council Youth Provision Report

A report had been sent which included an update on activities including continued increase in attendance at the groups, the Queen's Platinum Jubilee Events, and new banners. The Youth staff team were thanked for their hard work on the events. It was **Resolved** the report was noted.

### 1144 Planning, Correspondence and Consultations Report

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

1) [DM/22/01065/FPA](#) 3-4 Blackgate East, Coxhoe, DH6 4AA

It was **Resolved** to support the planning application DM/22/01065/FPA as Parish Councillors welcome an empty shop being brought into use, the type of establishment and its hours, and that it replaces similar facilities which have been lost.

2) [DM/22/01404/FPA](#) 62 Browning Hill, Coxhoe, DH6 4SA

It was **Resolved** to note the planning application DM/22/01404/FPA.

3) [DM/22/01525/FPA](#) 19 School Avenue, Coxhoe, DH6 4EB

It was **Resolved** to note the planning application DM/22/01525/FPA.

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

None.

b) To note approved, withdrawn and refused decisions

None.

c) To consider correspondence and a response to consultations

1) East Durham Rural Corridor Area Action Partnership Board seeking nominations  
It was **Resolved** to note the correspondence.

2) Durham County Council Pharmaceutical Needs consultation

It was **Resolved** the Clerk to respond that the Council is pleased there is a chemist in Coxhoe and would want that to continue.

d) To note bulletins

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

**1145 To consider Land, Buildings and Open Spaces**

The Clerk had sent a report.

a) to consider matters and any correspondence relating to Quarrington Hill Churchyard

It was **Resolved**:

(1) to note the report and note again the advice received from NALC.

(2) the Clerk is to arrange the email to be sent to Cassop-cum-Quarrington with Bowburn Parochial Church Council.

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

(4) the Clerk to arrange the email to the Ministry of Justice.

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

The Clerk provided an update for the remaining work at the sports field including costs for fencing and a gate, removal of old fence by a licensed waste carrier. The report included an update in relation to the repair made to the cricket carpet and that a replacement may be required sooner than planned.

Legionella testing is required for the water supply inside the pavilion building. The Grounds Maintenance Contractor has completed seeding and infill around the cricket carpet but more work may be required.

It was **Resolved**:

(1) the Clerk is to arrange the fence installation at the quoted cost and the grounds maintenance work required before the fence can be completed.

(2) to note that the carpet has been repaired and the notes from the Contractor, and that a new carpet should be planned for.

(3) that approval is given to the Clerk to seek legionella testing at the quoted approximate cost.

(4) the update on the field work was noted.

(5) the activity at Shaun Henderson Community Sports Ground was approved.

c) to consider an update on and request for use of Parish Council land at Prospect Place

The Clerk and Councillor Dunn had visited the site and marked out the Parish Council land which took some time and then they spoke with the landowner. A proposal has been made to the Parish Council for temporary use of some of the Parish land. It was **Resolved (1)** to note the update and further **Resolved**

(2) to defer this discussion on the use of the land until later in the meeting.

d) to consider a request for a Memorial Plaque on a bench outside Coxhoe Working Men's Club

A request has been received for a Memorial Plaque on a bench outside the Club. The Clerk has requested further information about which seat and the proposed size of the plaque and had provided the wording to Councillors.

Discussion took place about seats and ensuring they are available for public use.

It was **Resolved** that:

(1) the Clerk is delegated to agree this request with the resident, with the wording provided and due diligence completed.

(2) the Clerk is to consider amendment of the Provision of Seating Policy if required.

e) to consider plans in relation to the Parish Council's land, buildings and open spaces

The Clerk advised that the Council has a significant amount of land and it is the Clerk's view that a strategic, consistent and longer term approach is needed to ensure that the Council's obligations are met. Land inspections are required and Councillor's views sought as to whether they wish to do more on land management.

It was **Resolved** that:

(1) the Clerk is to provide a schedule for each piece of land with space for Councillors to annotate and consider future plans, and bring back to full Council.

(2) the full report for agenda item 17 on land, buildings and open spaces was noted.

#### **1146 To consider items for the agenda of a future meeting**

It was **Resolved** that Coxhoe Churchyard be added to the next agenda.

#### **1147 To confirm the date and time of next meeting**

It was **Resolved** that the next Meeting will be on Wednesday 6 July at 6.30pm.

#### **1148 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.

The members of the public left the meeting at this point.

#### **1149 To consider resolutions regarding land and legal advice provided to the Council**

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

(1) the report was noted.

(2) the five recommendations in the report are agreed.

(3) the Clerk to contact the landowner with potential agreement on use of land as agreed at the meeting.

(4) the Clerk is authorised to pay for advice if needed.

#### **1150 To consider operational advice provided to the Council**

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

(1) the report was noted.

(2) the recommendations in the report were agreed.

The meeting closed at 8.55pm.

**Certified as a True Record:**

**Chair (Sign)**

**Date**