

Coxhoe Parish Council Minutes

Meeting: **Ordinary Meeting**

Date & Time: 7 November 2022 6.30pm

Venue: Quarrington Hill Community Centre

Councillors present: S Dunn (Chair); K Simpson (Vice Chair); J Ashworth; K Lowes.

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

There were two members of the public present.

1218 To receive meeting safety information, to agree the willingness to hold the meeting, to note Councillors' receipt of reports and to note the Parish Council Public Participation Policy

It was **Resolved**:

- (1) to note the meeting risk assessment and safety measures.
- (2) to agree the willingness of Councillors' present to hold the meeting with the safety measures.
- (3) to note that Councillors may receive some reports after the date the agenda is released, and that Councillors can move a motion and can agree to resolve that they have not had sufficient time to read reports or documents and defer to a future meeting.
- (4) to note the Public Participation Policy.

1219 To note apologies

Apologies were received from Councillors C Thirlaway, W Lavelle, I Armstrong and A Harden. It was **Resolved** the apologies were noted.

1220 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)

Councillor Dunn declared other registerable interests as a Director of the Active Life Centre, as a Trustee of Coxhoe Village Hall and as a Governor of Coxhoe Primary School.

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

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

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

1221 To confirm the minutes of the Ordinary Meeting held on 5 October 2022 and the Special Meeting held on 21 October 2022

It was **Resolved** that the minutes of the Ordinary Meeting held on 5 October 2022 be approved, confirmed and signed as an accurate record.

It was further **Resolved** that the minutes of the Special Meeting held on 21 October 2022 be approved, confirmed and signed as an accurate record.

1222 Public participation

A resident raised Quarrington Hill allotments rules and the trees at the back of the site. The Clerk advised that the matters were being looked into.

It was **Resolved** to note the matters raised in public participation.

1223 To receive the County Councillors' Update

a) County Councillors' Update

The County Councillors gave updates including the following:

- Coxhoe United and Coxhoe Village Hall receiving funding from Co-op Local Causes
- Local businesses' matters
- Quarry liaison meeting
- Trees and drainage at Station Road East, Browns Close
- School Parking
- Community Pantry and the Bread and Butter Thing
- Quarrington Hill Community Centre War Memorial and funding for parties
- Quarrington Hill park goalposts, Butchers Field
- County Durham Community Foundation Poverty Hurts Appeal
- Coxhoe School drainage funding
- Buses and bus shelters, footpaths and open spaces
- Section 106 and other funding

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

b) To discuss activity at Coxhoe Park

County Councillors advised that potential new equipment has been identified for the park and consultation would be taken to the primary school. Parish Councillors discussed that they would prefer more like for like replacement equipment and that the full range of equipment should be considered.

It was **Resolved** to note the County Council has identified new equipment and that the Parish Council would like to be involved in consultation and discussion about the park.

1224 To receive Councillors' reports of attendance at meetings and events on behalf of the Parish Council

None.

1225 To consider, note and agree financial matters

a) Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had sent a report. The bank balances at 1 November 2022 were £76,447.15 in Unity Trust Bank, £805,557.11 in Nationwide and £0.00 on the credit card.

November

No	Payee	Description	Amount
1.	Staff	Salaries	£4387.89
2.	NEST	Employer & Employees' Pension Contributions	£224.58
3.	HMRC	Employer Liabilities	£744.26
4.	SE Landscaping	Grounds Maintenance Contract	£1,562.50
5.	BT	Landline & Broadband	£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.	Candy Kids Entertainment	Youth Club Halloween Disco	£75.00
10.	Rialtas	Alpha Software Annual Support and Maintenance	£154.80
11.	Durham County Council	Underspend on Fun and Food Grant	£242.88
12.	Total Business Group	Photocopier Usage	£12.00
13.	Future Leisure in Coxhoe	Youth Club Hire	£1,000.00
14.	Thinford Nurseries	Hanging Basket Watering September	£990.00
15.	T & A Dixon	Payroll Services 06.04.22 to 05.10.22	£125.40
16.	Amanda Hancocks Ltd	Condolence Books x 2	£60.00
17.	Total Business Group	Photocopier Usage	£41.86
18.	Northumbrian Water	Sports Pavilion Water Risk Assessment	£330.00
19.	County Durham and Cleveland County Training Partnership	Councillor Ashworth Roles and Responsibilities Training	£10.00
20.	Clean and Green	Sweep and Remove weeds in Village Hall Car Park	£360.00
21.	Teesdale Event and Site Services	Portable Toilets for Fireworks Display	£432.00
22.	Party Time Inflatables	Deluxe Christmas Bounce and Slide Hire	£216.00
23.	Unity Trust Bank	Bank Charges	£29.10
24.	Amazon UK	Speedy Grass Grass Seed x 2	£56.95
25.	Timpsons	2 x sets spare keys for Sports Field Cut	£60.00
26.	Tesco	2 x 5 pack Tea Towels for Pavilion	£10.00
27.	Amazon UK	Neon Nylon Cord Reflective rope	£33.98
28.	Amazon UK	8.5 inch scissors	£2.92
29.	Amazon UK	Laminating Pouches	£26.86
30.	Amazon UK	Scaffolding Netting (for Poppy display)	£12.99
31.	Amazon UK	A4 copier paper x 3 boxes	£74.31
32.	Glowsticks.co.uk	Glowsticks for Fireworks Event	£347.15
33.	Amazon UK	Speedy Grass – Grass Seed x 4	£51.96
34.	Microsoft	365 Subscription	£5.99
35.	Lloyds	Monthly Fee	£3.00
36.	Unity Trust Bank	Manual Credit Handling Charge	

Payments are gross (after VAT) unless indicated otherwise.

Payments requiring further information, presented for approval

Ref	Payee	Description	Further information	Amount
A	Active Life Centre (Future Leisure in Coxhoe)	Annual Grant	Completed form received and due diligence completed as detailed in the Grant Awarding Policy	£4,000.00

Payments are gross (after VAT) unless indicated otherwise.

Councillor Dunn had requested replacement of decorating items used at the sports pavilion. Councillor Dunn declared an interest in this item which the Clerk advised left the meeting inquorate.

Councillor Armstrong had requested purchase of a wheelbarrow for moving plants at Quarrington Hill village green and for use at Kings Wood.

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 payment of the Annual Grant to the Active Life Centre.
- (4) to defer discussion of decorating items replacement for Councillor Dunn to the next meeting.
- (5) to approve the Clerk to purchase a wheelbarrow for Councillor Armstrong to use in Quarrington Hill.

b) Employer costs for October 2022

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

c) Budget 2022 to 2023

The Clerk had sent a document. It was **Resolved** to note the budget and that it will be considered by the Events, Environment and Finance Committee's November meeting.

d) Five year forward budget and action planning

The Clerk had sent a document. It was **Resolved** to note the budget and that it will be considered by the Events, Environment and Finance Committee's November meeting.

1226 To consider matters in the Clerk's Report

The Clerk had sent a report.

a) Matters raised by residents

It was **Resolved**:

- (1) to add parking at the Commercial Road East, Foundry Row and Basic Cottages area to the next agenda.
- (2) to add a potential Spring Festival to the next agenda.
- (3) to note the issues raised by residents.

b) Working Group for Neighbourhood Planning

It was **Resolved** to note the update and for Councillors where possible to be involved in the work and the group.

c) To consider Parish work on Coxhoe & Area Community Pantry & Foodbank

It was **Resolved** to note the Clerk's update on the Pantry and Foodbank.

d) To note activity related to Parish Councillor vacancies

No expressions of interest were received following advertisement of co-option to the Parish Council. It was **Resolved** to note that the Clerk will publicise vacancies again with a closing date ahead of the Council's December meeting.

e) To note short term planning of Council Officers' work during recruitment

It was **Resolved** to note that the Clerk has made and intends to follow a short term plan to ensure the Council's functions continue during recruitment and a handover is done with the new Clerk.

f) To note activity undertaken and the Clerk's priorities
It was **Resolved** to note the activity undertaken and the Officer priorities.

1227 To note Parish Council Youth Provision Report

The Youth Team Leader had sent a report. Parish Councillors thanked the staff for their work on Halloween and Fireworks events. It was **Resolved** to note the report.

1228 Planning, Correspondence and Consultations Report

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

1. [DM/22/02860/FPA](#) 21 Church Street, Coxhoe DH6 4DD

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

2. [DM/22/02851/FPA](#) 64 Petterson Dale, Coxhoe DH6 4HA

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

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

It was **Resolved** to note that no applications were received after the agenda was issued.

b) To note approved, withdrawn and refused decisions

It was **Resolved** to note the approved decisions.

c) To consider correspondence and a response to consultations

1. Safe Durham Partnership: Anti-Social Behaviour Consultation

It was **Resolved** to note the Anti-Social Behaviour Consultation.

2. Durham County Council: Licensing Act 2003 Applications received – Seventeen, 17 Church Street, Coxhoe, DH6 4DD

It was **Resolved** the Parish Council supports the above Licensing Application.

d) To note bulletins

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

1229 To consider activity and expenditure on Land, Buildings and Open Spaces

The Clerk had sent a report.

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

A Freedom of Information response had been received and circulated. Councillor Dunn read through some of the information received. It was **Resolved**:

(1) to note the receipt of documents following the Freedom of Information request sent to the Ministry of Justice.

(2) to contact the Ministry of Justice to request a meeting with or without the Parochial Church Council to discuss matters.

(3) that the Parish Council will continue to support the wishes of residents.

b) To note and approve activity, expenditure, paperwork, launch, team and community use and charges at Shaun Henderson Community Sports Ground

It was **Resolved**:

- (1) to note the updates about the field and pavilion.
- (2) to defer part of the discussion to later in the meeting.

c) To consider actions at Coxhoe Churchyard

It was **Resolved** to note that Councillors Dunn and Ashworth are attending a quarry liaison meeting and will query whether support maybe available for Churchyard paths.

d) To consider small scale Christmas lighting expenditure

It was **Resolved**:

- (1) to note the Clerk's update that it is not possible to arrange further garland lighting for this year and that two replacement garlands have been purchased for existing columns.
- (2) that the Clerk will arrange for red and green covers over Christmas for spotlights that light the trees in the Memorial Garden.

e) To approve activity and receive any update on land adjacent to Cornforth Lane

It was **Resolved** to note that no progress has been made.

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

It was **Resolved** to note this matter is delegated to the Events, Environment and Finance Committee.

1230 To consider activity and expenditure on Parish Council events

The Clerk had sent a report.

a) Remembrance Ceremonies and Poppy Display

Thanks were given to H Shingleton, the Crafters Group at Coxhoe Village Hall, Scouts and residents who have knitted poppies for the pit wheel display.

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

b) Coxhoe Christmas Tree Light-up Sunday 27 November 2022

It was **Resolved**:

- (1) to note the report.
- (2) to note the budget for the event.
- (3) to approve activity for the event.
- (4) to contribute £400 to Quarrington Hill Community Centre for Christmas lighting, from the events budget, noting a budget overspend.

1231 To receive Community Reports

Coxhoe History Group

It was **Resolved** to note the information received from Coxhoe History Group.

1232 To consider items for the agenda of a future meeting

None.

1233 To confirm the date and time of next meeting

It was **Resolved** to confirm the date of the next Ordinary Meeting as Wednesday 7 December at 6.30pm at Coxhoe Village Hall.

1234 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

It was **Resolved (1)** 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 with Standing Order 10(a)xi.

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

1235 To consider resolutions regarding Parish Council staffing and recruitment

It was Resolved:

(1) to note the report.

(2) the Clerk to be employed for five hours per week while recruitment takes place.

(3) to note that details of the 2022 to 2023 pay award have been received.

1236 To note and approve activity, expenditure, paperwork, launch, team and community use and charges at Shaun Henderson Community Sports Ground

It was **Resolved** to agree recommendation 2 in the report submitted by the Clerk.

The meeting closed at 8.15pm.

Certified as a True Record:

Chair (Sign)

Date