

Coxhoe Parish Council Meeting: Events, Environment and Finance Committee

Date & Time: Monday 14 September 2020 6.00pm

Venue: via Zoom

Councillors present:

K Simpson (Chair); S Dunn, K Lowes.

Also present:

Councillors I Armstrong and N Brown; C Llewelyn, Parish Clerk; A Searle, Administration Officer.

EEF90 Zoom meeting information and Parish Council Public Participation Policy

Councillor Dunn gave guidelines for the meeting and reminded everyone of the Parish Council's Public Participation Policy.

EEF91 To note apologies

Apologies were given from Councillor C Thirlaway. It was **Resolved** the apologies were noted.

EEF92 Declarations of interest in items on the agenda

Cllr Dunn declared an interest in item 8.

The Clerk declared an interest in the report item 10e Foundry Row.

It was **Resolved** the declarations of interest were noted.

EEF93 To confirm the minutes of the meeting held on 27 July 2020

It was **Resolved** that the minutes of the Events, Environment and Finance committee held on 27 July 2020 be approved, confirmed and signed as an accurate record.

EEF94 Public participation

No members of the public were present.

EEF95 Feedback from community organisations in relation to events

The Churches and community organisations have been invited. St Andrew's had responded to advise to let them know if there was anything they could help with and they could arrange a minister if needed for the Remembrance Ceremony.

EEF96 To consider Parish Council Events

a) Current advice on events

The Clerk referred Councillors to the guidance she had circulated from the Events Industry Forum which states the Council has a duty to prevent mass gatherings. She said it is still unclear whether events should go ahead and it should be noted that at any time the local area may have more restrictive measures imposed. She raised the duty to protect staff and volunteers.

It was **Resolved** the information from the Events Industry Forum and the Clerk was noted.

b) Remembrance Ceremony 2020

A report had been sent. Coxhoe Village Hall want to work with the Parish Council on Coxhoe's ceremony. An update from the Royal British Legion is awaited. Various options and potential safety controls were discussed and planning for some form of ceremony will happen. Guidance may change so all planning will be kept under review.

It was **Resolved** that the Clerk would discuss further with the Village Hall to ensure planning begins for a safe ceremony in Coxhoe on Remembrance Sunday.

c) Christmas Tree light-up event 2020

The Clerk had sent a report outlining the difficulties of organising such an event under current guidelines. Discussion took place about other ideas including encouraging residents to all turn on lights at the same time and filming the lights being switched on to send a short Christmas message.

It was **Resolved** there will not be a Christmas tree light up event this year and the Clerk to send ideas to Councillors for a community activity.

d) Christmas shop window competition

It was **Resolved (A)** there will be another competition in 2020 judged by the Scouts.

It was **Resolved (B)** the Clerk to look into options for a plaque, trophy or certificates to the winner, runner up or each participant.

e) Merchant Navy Day

The flag was flown on 3 September 2020 with posts on the website and social media.

It was **Resolved (A)** Merchant Navy Day will be marked again in 2021.

It was **Resolved (B)** the Clerk's report on events was noted.

EEF97 Consider the Council's current and future budgets

a) Current and future budget

The Clerk had circulated an up to date budget document with projected expenditure for the current year and an explanation of reserves policy. Councillors asked questions which the Clerk addressed. It was **Resolved (A)** the budget, the information on the reserves policy and the potential and actual overspends were noted.

It was **Resolved (B)** the Council should consider a request from the Village Hall to pay two years' grants in one year.

b) Youth Clubs' expenditure

It was **Resolved** the Council to discuss payments for youth club venues.

EEF98 Neighbourhood Planning

The Clerk had circulated a very brief report with the agenda.

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

EEF99 Update and review of activity in the parish in relation to the environment

a) King's Wood

The minutes from the meeting of Durham Woodlands Revival group had been circulated. A further onsite meeting was to take place on 22 September when the management plan and community engagement to be further discussed. The area in front of the nearby allotments was also discussed and the Clerk will discuss with the County Council what can be done.

It was **Resolved (A)** the minutes and information were noted.

It was **Resolved (B)** the Clerk is to check the terms of the lease for County Council obligations and Wayleave payments.

b) Bower Court Green Area

A report had been circulated. Councillor N Brown discussed the recommendations and next steps. Councillors would like to see an interpretation board. A cut will be done including a 2 metre strip at the front of the area. It was **Resolved** the report and recommendations were noted.

c) Shaun Henderson Memorial Sports Ground

Work continues on the field and pavilion. The electrics first fix is done within the pavilion and new doors and cladding are next to be done.

It was **Resolved** the update is noted.

d) Coxhoe Churchyard

The Clerk had circulated a report with many recommendations. Costs are to be sought on potential improvements. The Church is looking at the seats currently in the Churchyard and will take steps to remove unsafe steps.

It was **Resolved (A)** the report is noted.

It was **Resolved (B)** the Clerk to seek costs for repair of boundary wall.

It was **Resolved (C)** the Clerk discuss the possibility and potential costs of levelling off the ground and discuss removal of ivy and tidying up the area with the County Council.

It was **Resolved (D)** the Clerk to discuss with the Church how much growth can be cut back.

It was **Resolved (E)** the Clerk to look for any potential funding streams and investigate a memorial wall.

It was **Resolved (F)** the Clerk to seek quotes and contact the quarries regarding paths and to break down costs of materials and labour.

e) Foundry Row Land

The resident at Lowfield Bungalow has erected a fence on Parish Council land. It was **Resolved** the information was noted, and a letter would be sent to the resident to remove the fencing.

EEF100 Date and time of next meeting

It was **Resolved** the next meeting of this Committee will take place on Monday 16 November 2020 at 6.00pm.

The meeting closed at 8.45pm.

Certified as a True Record:

Chair (Sign)

Date