



Coxhoe Parish Council Meeting Minutes: Monthly Meeting

Date & Time: Wednesday 4 November 2020 6.30pm

Venue: via Zoom

Councillors present:

S Dunn (Chair); N Brown; A Hedley; W Lavelle; K Lowes; C Thirlaway (7.00pm).

Also present:

County Councillors J Blakey and M McKeon.

C Llewelyn, Parish Clerk; A Searle, Administrative Officer.

No members of the public attended the meeting.

783 Zoom meeting information and Parish Council Public Participation Policy

Zoom meeting guidelines and the Parish Council's Public Participation Policy have been previously circulated to Councillors. Councillor Dunn gave some guidance for Zoom meetings.

784 To note apologies

Apologies were given from Councillors I Armstrong; J Barber; K Simpson (Vice Chair) and J Slater. It was **Resolved** the apologies were noted.

785 Declarations of interest in items on the agenda

Councillor N Brown declared an interest in item 16e Coxhoe Community Watch. Councillor Dunn declared an interest in item 16c as Director of Active Life. Councillor Lavelle declared an interest in item 16c as a Director of Active Life. Councillor Lowes declared an interest in item 11 Youth Provision. It was **Resolved** the declarations of interest are noted.

786 To confirm the minutes of the meeting of the Council held on 7 October 2020 and the minutes of the extraordinary meeting held on 22 September 2020.

Draft copies of the minutes for the above meetings have been issued with the agenda. **Resolved** that the minutes of the meetings held on 7 October and 22 September be approved, confirmed and signed as an accurate record.

787 Public participation

No members of the public were present.

788 Durham County Councillors' Update

Councillor McKeon advised her updates are covered in the agenda.

Councillor Blakey spoke about the following:

- Planning on Grange Farm was called into committee on 28 October 2020
- Youth Service red alert came out 3 November 2020

Councillor Dunn advised his updates are covered in the agenda.

Resolved the information is noted.

789 Councillors' reports of attendance at meetings and events on behalf of the Parish Council

No updates.

790 Receipt of Committee minutes

- a) Draft Events, Environment and Finance Committee Minutes 14 September 2020
- b) Approved Human Resources, Disciplinary, Grievance and Complaints Committee Minutes 16 July 2020
- c) Draft Human Resources, Disciplinary, Grievance and Complaints Committee Minutes 14 October 2020.

It was **Resolved** that all the Committee minutes above were received and noted.

791 Financial matters

- a) Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated the Finance Report to 30 October 2020 with the agenda. The Clerk advised the bank reconciliations had not yet been circulated.

Resolved (1) the bank balances to 30 October are noted.

The Clerk had sent details of employee payments for the month October.

Resolved (2) the employee payments were noted and approved.

The payments below were submitted for approval.

November

| No | Payee | Description | Amount |
|----|--------------------------------------|--|-----------|
| 1 | Staff | Salaries | £4,332.66 |
| 2 | NEST | Employer & Employees' Pension Contributions | £219.09 |
| 3 | HMRC | Employer Liabilities | £909.73 |
| 4 | SE Landscaping | Grounds Maintenance Contract | £884.90 |
| 5 | BT | Landline & internet | £50.64 |
| 6 | ITC | Sophos Internet Security & One drive storage | £10.80 |
| 7 | Vodafone | 3 x Mobile Phones | £51.66 |
| 8 | Wave Water | Quarrington Hill Allotments Water Supply | £164.37 |
| 9 | Scottish Power | Memorial Garden Lighting | £11.00 |
| 10 | Society of Local Council Clerks | Virtual National Conference | £30.00 |
| 11 | Society of Local Council Clerks | Project Management Webinar | £108.00 |
| 12 | North East Door Systems Ltd | Defibrillators Service | £72.00 |
| 13 | Society of Local Council Clerks | Dealing with Challenging People and Situations Webinar | £36.00 |
| 14 | Society of Local Council Clerks | Accessible PDF's Webinar | £36.00 |
| 15 | T & A Dixon | Payroll six months | £204.60 |
| 16 | North East Youth | Membership Fee | £50.00 |
| 17 | Harrisons (Glassfibre) Flagpoles Ltd | Lest We Forget Flags for each village | £85.00 |
| 18 | Thinford Nurseries | Hanging basket watering | £990.00 |
| 19 | Coronation Press | Chronicle Printing October issue | £660.00 |

| | | | |
|----|---------------------------|---|---------|
| 20 | Cheese and Pickle Company | Soup and bread for Halloween Youth Club activities (grant funded) | £385.00 |
| 21 | Viking | A4 Paper | £18.42 |
| 22 | Mazars Auditors | External Audit of 2019 to 20 Accounts | £400.00 |
| 23 | Amazon | Resuscitation Shields for First Aid | £9.16 |
| 24 | Amazon | Face Visors | £14.99 |
| 25 | Amazon | Thermometer for Youth Clubs | £29.99 |
| 26 | Amazon | Printer Ink and Laptop Bag | £52.95 |
| 27 | Microsoft | 365 Subscription | £5.99 |
| 28 | Amazon | Halloween activity packs (grant funded) | £31.57 |
| 29 | Zoom | Zoom Subscription | £14.39 |
| 30 | Lloyds | Monthly Fee | £6.00 |

Please note prices are gross, where VAT applies.

It was **Resolved (3)** the payments are approved.

Authority was sought for up to £280.00 for the purchase of ten hoodies for staff. It was **Resolved (4)** the Clerk was delegated authority to spend up to £280.00 on staff hoodies.

Monies received (over £100 only)

| Date | Payee | Description | Amount |
|----------|-----------------------|---|-----------|
| 06.10.20 | Durham County Council | Parish Paths Grant | £480.00 |
| 08.10.20 | Durham County Council | Payment of grants for Quarrington Hill Environmental Project (from 2016) | £2,800.00 |
| 27.10.20 | Durham County Council | Payment of Grant for Youth Club Halloween Family Scavenger Hunt with Soup | £600.92 |

It was **Resolved (4)** monies received were noted.

The Clerk requested a decision from Councillors about the payments for hire of youth club facilities.

Councillors Dunn and Lavelle had declared an interest, therefore it was **Resolved (5)** under Standing Order 10(a)iii to defer this item until another Councillor was present and the meeting would be quorate to consider the item.

b) Budget

The Clerk had circulated the budget report and advised the budget for 2021 to 2022 would be brought to the Events, Environment and Finance Committee on 16 November. It was **Resolved** the information is noted.

791 Clerk's Report

The Clerk had circulated the Clerk's Report with the agenda.

a) Public reports (XIII)

The Clerk advised regarding the intention to issue a public report on the website for all council meetings and committee meetings. It was **Resolved (1)** that the Council noted the update.

b) Matters raised by residents (XVIII)

The Clerk had circulated details of matters raised by residents.

- Overhanging trees
- Anti-Social Behaviour

Both matters passed to Durham County Council and Police respectively. It was **Resolved (2)** the concerns of residents are noted.

c) Training Report (XXIV)

The Clerk had circulated the report with the agenda, training been attended by the Clerk for budgets and more courses are to be provided and attended. was **Resolved (3)** to note the Clerk's report and Training Report.

792 Youth Provision

The Clerk had sent a report and had circulated the Youth Worker's report. Face to face Youth Clubs had been delivered for two weeks and now back to Zoom as new restrictions were announced. All staff in currently involved in the planning so it can be delivered next week. L Lyons has left and she is thanked by the Council for her hard work. It was **Resolved** to note the reports.

793 Planning and Correspondence Report

A report had been circulated with the agenda.

a) DM/20/02832/FPA 56 Garden Terrace, Coxhoe, DH6 4EN
It was **Resolved** the Council noted the application.

b) To note approved, withdrawn and refused applications
There were no withdrawn or refused applications this period.
Approved decisions:

| No & Applicant | Location |
|-----------------------------------|--|
| DM/20/02086/FPA Mr DP Smith | 18 Petterson Dale Coxhoe Durham DH6 4HA |
| DM/20/02126/FPA Mrs Tracy Bell | 6 Leslie Villas Coxhoe Durham DH6 4AE |

It was **Resolved** the approved decisions were noted.

c) Correspondence

Correspondence Received

| | Date Received | Received From | Summary |
|---|---------------|--|---|
| 1 | 23.09.20 | Northern Power Grid | Northern Power Grid Future Business Plan |
| 2 | 25.09.20 | CDALC | CDALC Training – Budget, Finance and VAT |
| 3 | 30.09.20 | Durham County Council Press Office | Durham City Covid-19 Testing Facility |
| 4 | 02.10.20 | CDALC | Nominations open for County Durham Together Awards |
| 5 | 12.10.20 | CDALC | AAP online events (28 October 2020) |
| 6 | 21.10.20 | Durham County Council Street work, Licences & Noticing | Temporary Road Closure, West Parade 5 November for flood investigation work |
| 7 | 16.10.20 | CDALC | Remembrance Day and eLearning and elections 2021 |

| | | | |
|----|----------|---|--|
| 8 | 16.10.20 | Durham County Council Press Office | NE Councils seek an assurance of fair and sustainable Government funding package |
| 9 | 20.10.20 | CDALC | Channel 5 TV Series |
| 10 | 22.10.20 | Durham County Council Head of Development and Housing | Adoption of the County Durham Plan to 2035 |
| 11 | 22.10.20 | CDALC | NALC Health and Wellbeing week and more Budget and Finance training dates |
| 12 | 29.10.20 | Durham County Council Strategic Traffic Management | Amendment Traffic Regulation Order Cornforth Lane Bus Gates |
| 13 | 28.10.20 | Durham Community Woodlands | Latest News from Durham Community Woodlands |
| 14 | 28.10.20 | Durham County Council Regeneration and Local Services | Free Central Heating leaflet |

The Clerk sought authority to respond to Durham County Council regarding item 12. It was **Resolved (1)** the correspondence was noted **Resolved (2)** the clerk to respond supporting the Traffic Regulation Order Cornforth Lane Bus Gates by the Parish Council.

Bulletins

| | Date Received | Received From | Summary |
|---|---------------|---------------|----------------------------|
| 1 | 18.09.20 | NALC | Chief Executive's Bulletin |
| 2 | 25.09.20 | NALC | Chief Executive's Bulletin |
| 3 | 02.10.20 | NALC | Chief Executive's Bulletin |
| 4 | 09.10.20 | NALC | Chief Executive's Bulletin |
| 5 | 16.10.20 | NALC | Chief Executive's Bulletin |
| 6 | 23.10.20 | NALC | Chief Executive's Bulletin |

It was **Resolved (3)** the bulletins were noted.

794 Youth Club Expenditure

Councillors Dunn and Lavelle had declared an interest and did not take part in the discussion or the decision in relation to a payment to Active Life Centre.

The Clerk had asked for a decision on payment of the budgeted amounts of £2000 to Active Life Centre and £750 to Quarrington Hill Community Centre for youth clubs' room hire. It was **Resolved** that full payment for the amounts above will be made by the Clerk.

795 Provision of a Food Bank

The Clerk had circulated a report.

The Clerk has been working with partners to develop a funding bid and models for the area. The bid was submitted 4 November in order to be ready before Christmas if possible. Coxhoe Parish Council was asked to commit staff hours to match funding included in the bid, of four hours per week for ten weeks and then two hours per week for 68 weeks.

It was **Resolved (1)** to note the report. It was further **Resolved (2)** to approve commitment of staff time to steering and operation of the food bank, noting that this would need to be a staff priority.

796 Review of risk assessment and action plan

The Clerk had circulated a report with this year's risk assessment and action plan for a mid-year review.

a) Risk Assessment

The Council's cloud back up has been renewed in accordance with the Cyber crime policy and therefore external back ups on hard drive are not being taken. The Council should have more computer equipment available in case of failure so the Clerk intends to request increases in budget for this. The Clerk advised that she will update review dates but there is no further amendment to the risk assessment currently. It was **Resolved** to note the risk assessment and update on internet security and intention to increase IT capacity.

b) Action Plan

The Clerk advised progress is slower on many of the land items. Parish Planning has moved to Neighbourhood Planning, and consultation and engagement activity has increased. The Clerk will bring an action plan proposal for 2021 to 2022 to Council, and this year's action plan will be reviewed at year end. It was **Resolved** to note the action plan and report.

797 Land, Buildings and Open Spaces

The Clerk had circulated reports.

a) Quarrington Hill Churchyard

Currently at the first stage of considering risks and implications of the Parish Council taking on this Churchyard, and the Clerk is to collect further information and figures for Council to consider. The Clerk said that it is likely that extra staff work or contractors would be required. The following were **Resolved**:

- (1) Note the leaflet sent by Cassop cum Quarrington with Bowburn Parochial Church Council.
- (2) Note the report and information on risks and implications provided by the Clerk.
- (3) Note the report from the insurer.
- (4) Note that further costs and information will be provided to Council by the Clerk.

b) Old School Site

No further updates but the Clerk advised she has collected details of Valuers who could assist with land valuation. It was **Resolved** the report was noted.

c) Shaun Henderson Memorial Sports Ground

Work continues on the field and pavilion; no response has been received from the cricket team which expressed an interest in the ground. It was **Resolved** the report was noted.

d) Planters in Coxhoe and Quarrington Hill

County Councillor Dunn raised the possibility of more planters in the villages at Linden Grove and The Grove in Coxhoe. Questions were asked about consultation. There would be cost to the parish of £320 per year for planting but this would be matched with funding from Believe Housing.

Councillor Dunn declared an interest as a County Councillor and did not take part in the decision. It was **Resolved** to agree the Parish Council would pay £320 for eight more planters in Coxhoe to be filled, starting in the next financial year.

e) Foundry Row

A report was provided to the Councillors. A letter has been sent to the resident about the fence but it is still there. The Clerk had previously declared an interest. It was **Resolved** to note the report and the Chair and Vice Chair with the Clerk to seek solicitor's advice.

f) CCTV provision and monitoring on Coxhoe front street and the park

Cllr Dunn spoke about potential improvements that could help to address some anti-social behaviour, funding was discussed as well as partnership working with Durham County Council and the Police.

It was **Resolved (1)** to note that the Parish Council may be asked if it can contribute to CCTV improvements in Coxhoe front street and the park. **Resolved (2)** to arrange a three-way Extraordinary Parish Council meeting and to invite Coxhoe Community Watch and the Police about CCTV and a plan for deterring anti-social behaviour.

g) Christmas Lights in Coxhoe

The Clerk is seeking costs for the work to provide more lights on Coxhoe Village Green and memorial garden. There are added complications as Durham County Council has changed its safety requirements and the Council's Christmas lights contractor is meeting with them to discuss. It was **Resolved** that improvements to Christmas lights will be considered in the next financial year.

798 Community Reports

a) Quarrington Hill Community Centre

No report.

b) Coxhoe Village Hall

No report. Councillor Dunn said funding has been received for new windows and toilets.

c) Active Life at Coxhoe

No Report. Councillors Dunn and Lavelle said everything was going well but the centre has to close again for the new lockdown.

d) Coxhoe History Group

No Report. Councillor Dunn said they had an article in the Chronicle.

e) Coxhoe Community Watch

No Report. Councillor N Brown said 48 volunteers have come forward and they are looking at what counts as essential volunteering.

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

799 Date and time of next meeting

Resolved the next meeting will be held on Wednesday 2 December 2020 at 6.30pm.

The meeting closed at 8.20pm.

Certified as a True Record:

Chair (Sign)

Date