

# Coxhoe Parish Council Main Report for Monthly Meeting

Wednesday 6 January 2021 at 6.30pm

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**Claire Llewelyn: Clerk and Responsible Finance Officer**

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Please note: due to the current Government measures for Covid-19, the Parish Council will meet virtually via Zoom. If any members of the press or public wish to attend to make a statement or raise a question, the meeting can be accessed by downloading Zoom and using this link <https://us02web.zoom.us/j/89202084552?pwd=cElhemtwQS9hTmNLUHhoNnIMd3VTQT09> or by dialling +44 203 481 5240 (Meeting ID: 892 0208 4552; Passcode: 849974).

Please use the links throughout this report (in blue) to access further reports and minutes. This report follows the agenda for the meeting.

## **1 Zoom meeting information and Parish Council Public Participation Policy**

Cllrs and the Public are reminded of the Parish Council's Social Media Policy. Please be aware that a Zoom meeting could be recorded by any active participant without knowledge (for example on their phone). Councillors are reminded of all other Parish Council policies, which can be found on the website and in the Councillor handbook.

## **2 To note apologies**

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

**4 To confirm the [minutes of the meeting of the Council held on 2 December 2020](#) and the [minutes of the extraordinary meeting held on 19 November 2020](#) (to be countersigned by the Clerk and to be signed by the Chair when possible)**

## **5 Public participation**

## **6 County Councillors' Update**

## **7 Councillors' reports of attendance at meetings and events on behalf of the Parish Council**

## **8 To receive Committee minutes**

a) [Approved Events, Environment and Finance Committee Minutes 16 November 2020](#)

b) [Draft Events, Environment and Finance Committee Minutes 7 December 2020](#)

## **9 Financial matters**

a) Finance Report, Bank Reconciliation and Payment Schedule

The [finance report, bank reconciliation and payment schedule](#) can be accessed here.

b) Employer costs

A report will be provided to Councillors.

c) Savings account

The Clerk is to look for a further savings account for the Council. A report on accounts will be brought to the February monthly meeting. **Recommendation:** note the update.

d) Financial Regulations

The Parish Council's Financial Regulations have been updated following the Council's decision to increase the credit card limit to £1,000. The Clerk requests the Council notes the updated regulations which have been amended at point 6.22.

**Recommendation:** note the updated Financial Regulations.

e) Budget for 2020 to 21

The [budget document showing the current financial year's budget](#) is here. It will also be used for agenda item 11.

**Recommendation:** note the budget including projections for 2020 to 21.

### 10 Annual action plan

The [draft action plan for 2021 to 22](#) is presented for Council discussion and approval. It has been to the Events, Environment and Finance Committee which removed bunting and Christmas lights. The Clerk has added in the Community Pantry.

**Recommendation:** agree the Parish Council's action plan for 2021 to 22 for consideration along with the budget.

### 11 To agree the budget for the financial year 2021 to 2022

The budget document is that used for item 9e (link above). The Events, Environment and Finance Committee has drafted this budget. The Council can suggest changes and discuss and agree the document.

The [report on precept setting and budget](#) should be considered under this item.

**Recommendation:**

1. Note the budget document and the information about the budget in the precept setting and budget report.
2. Agree the Parish Council's budget for the financial year 2021 to 22, which will be used to determine the precept request.

### 12 To determine the Parish precept for 2021 to 2022

The report on precept setting and budget (link in agenda item 11) gives further information and recommendations.

### **13 Clerk's Report**

[Please access the Clerk's Report here.](#)

- a) Matters raised by residents
- b) Chronicle

**Recommendation:** note the report.

Further recommendations are contained within the report.

### **14 Youth Provision**

[Please access the Youth Provision report here.](#)

### **15 Planning and Correspondence Report**

[Please access the Planning and Correspondence Report here.](#)

### **16 Coxhoe & Area Community Pantry and Community Response activity**

- a) Community Pantry

Work continues to prepare to set up the Community Pantry. The operation of the Pantry requires that some staff and volunteers are trained in food hygiene. It would be helpful if the Clerk and Administration Officer could undertake this training as soon as possible in order to be ready to help the operation the Pantry once everything is in place.

#### **Recommendations:**

1. note the report.
2. Approve the Clerk and the Administration Officer taking food hygiene training at a cost of no more than £20 each.

- b) Community Response update

The Community Response activity continues. Currently there are thirteen volunteers or pairs of volunteers actively and supporting twelve people or families usually on a weekly basis, with another person requiring ad hoc support and another person we are aware of needing support from January. At least four of these are regularly shopping and the others are tending towards phone support to alleviate isolation. Volunteers contact us fairly often and there are at least seventeen volunteers (or pairs of) on our list. The Administration Officer regularly contacts both volunteers and service users to review provision and make sure there are no issues.

#### Recommendations:

1. Note the report.
2. Parish Council passes on thanks to the volunteers.
3. Approve the continuation of this community support.

### **17 To consider a response to consultations**

- a) Double taxation consultation (County Durham Association of Local Councils)

[Please access the double taxation consultation report here.](#)

- b) Centralised Custody Suite consultation (Durham Constabulary)

[Please access the centralised custody suite consultation report here.](#)

- c) North East Transport Plan consultation (North East Joint Transport Committee)

[Please access the North East Transport Plan consultation report here.](#)

## **18 To consider the Council's tender for hanging basket and planters**

A report will be provided to Councillors.

## **19 Land, Buildings and Open Spaces**

### a) Neighbourhood Planning

Activity is to begin as already reported to Council. The Events, Environment and Finance Committee removed the amount of £1,000 from this budget heading so there is currently no expenditure planned. Funding is available and needs to be sought, so the Council is recommended to approve the Clerk, in consultation with the County Council's Officer offering assistance and the Chair or Vice Chair as necessary, to begin the process of applying for funding.

### **Recommendations:**

1. Note the report.
2. Approve the Clerk, in consultation with the County Council's Officer offering assistance and the Chair or Vice Chair as necessary, to begin the process of applying for funding.

### b) Foundry Row

A report will be provided to Councillors.

## **20 Community Reports**

### a) Quarrington Hill Community Centre

No report received.

### b) Coxhoe Village Hall

No report received.

### c) Active Life at Coxhoe

No report received.

### d) Coxhoe History Group

The History Group sent a report that they are hopeful things will improve soon and they have prepared a [programme for 2021 starting April](#), subject to the situation at the time.

### e) Coxhoe Community Watch

No report received.

## **21 Date and time of next meeting**

Wednesday 3 February 2021 at 6.30pm

Councillors are asked to note that in the exercise of their functions, they must take note of the following: equal opportunities; crime and disorder; human rights; health and safety and biodiversity.