



Coxhoe Parish Council Meeting Minutes: Monthly Meeting

Date & Time: Wednesday 2 December 2020 6.30pm

Venue: via Zoom

Councillors present:

S Dunn (Chair); Ian Armstrong; D Brown; W Lavelle; K Lowes; K Simpson (Vice Chair); J Slater; C Thirlaway.

Also present:

County Councillor M McKeon; C Llewelyn, Parish Clerk.

No members of the public attended the meeting.

805 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.

806 To note apologies

Apologies were given from Councillors J Barber; N Brown; A Hedley, and from Angela Searle Admin Officer. It was **Resolved** the apologies were noted.

807 Declarations of interest in items on the agenda

Councillor Dunn declared an interest in item 12c as a County Councillor and 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 respect of Youth Provision. It was **Resolved** the declarations of interest are noted.

808 To confirm the minutes of the meeting of the Council held on 4 November 2020 and the minutes of the extraordinary meeting held on 27 October 2020.

Draft copies of the minutes for the above meetings have been issued with the agenda. Councillor Dunn requested an amendment to minute 797d in the minutes from 4 November 2020, to remove that Believe Housing would match fund ongoing planter costs. **Resolved (1)** that with that amendment the minutes of the meeting held on 4 November be approved, confirmed and signed as an accurate record. **Resolved (2)** that the minutes of the Extraordinary meeting held on 27 October be approved, confirmed and signed as an accurate record.

809 Public participation

No members of the public were present.

810 Durham County Councillors' Update

Councillor McKeon advised her updates are covered in the agenda but also added the Full Council meeting for Durham County Council had to be postponed today due to technical issues.

Councillor Dunn spoke about the following:

- County Neighbourhood budgets

- Planters
- CCTV
- Food Bank and matching funding with Coxhoe Village Hall
- Trees Quarrington Hill
- Solar Farm between Thinford and Metal Bridge
- Road works at Park Hill Coxhoe
- Covid dashboard from Durham County Council posted on Facebook
- Planning application for the replacement of County Hall to a new Business Park

Councillor Dunn advised some of his updates are covered in the agenda.

Resolved the information is noted.

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

No updates.

812 Receipt of Committee minutes

Approved Events, Environment and Finance Committee Minutes 14 September 2020

It was **Resolved** that the Committee minutes above were received and noted including approval to repair St Mary's footpath.

813 Financial matters

a) Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated the Finance Report, Bank Reconciliation to 26 November 2020 with the agenda.

Resolved (1) the bank balances and reconciliation to 26 November are noted.

The Clerk had sent details of employee costs for the month of November.

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

The payments below were submitted for approval.

December

No	Payee	Description	Amount
1	Staff	Salaries	£3,703.89
2	NEST	Employer & Employees' Pension Contributions	£219.09
3	HMRC	Employer Liabilities	£828.21
4	SE Landscaping	Grounds Maintenance Contract	£884.90
5	Total Business	Photocopier Usage	£14.70
6	BT	Landline & internet	£50.64
7	ITC	Sophos Internet Security & One drive storage	£10.80
8	Vodafone	3 x Mobile Phones	£51.66
9	Scottish Power	Memorial Garden Lighting	£11.00
10	Affordable Landscapes	Refurbishment of Shaun Henderson Memorial Sports Ground	£12,900.00
11	Lite Ltd	Christmas Tree Lights	£456.00
12	County Training Partnership	Budget and Finance Training for Clerk	£30.00
13	Royal British Legion Poppy Appeal	Remembrance Wreaths	£344.00
14	Affordable Landscapes	Christmas tree supply, erection and removal	£420.00

15	Workwear Express	Staff Hoodies	£238.44
16	Spar	Mobile Phone Top-up and Postage Stamps	£22.80
17	Tesco	Stationery – Poly Pockets	£2.50
18	Amazon	Face Masks	£23.98
19	Microsoft	365 Subscription	£5.99
20	Baker Ross	Arts and crafts items for Youth Club (grant funded)	£65.50
21	Zoom	Zoom Subscription	£14.39
22	Lloyds	Monthly Fee	£6.00

Please note prices are gross, where VAT applies.

Thanks were given to the Clerk, the Elf and Councillor Thirlaway for sorting and publicising the Christmas tree.

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

Monies received (over £100 only)

Date	Payee	Description	Amount
16.10.20	NE Youth	Grant for Youth Clubs Arts and Crafts items	£500.00
13.06.20	Coxhoe Allotments	Rent 2020	£198.04

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

b) Reserves Policy and Planning

The Clerk had circulated the report with the agenda which contained a draft policy and recommendations. The Clerk had taken advice from County Durham Association of Local Councils and used information from the National Association of Local Council's Practitioners' Guide. The Clerk explained that she recommended the Council understands its budget position and reserves policy before committing to further expenditure. The following were **Resolved**:

(1) to set the general reserves target at 50% of usual running costs but to move to the 50% over a four-year period until 31 March 2025, with the aim of achieving 35% at 31 March 2022, 40% at 31 March 2023 and 45% at 31 March 2024. .

(2) that at the Council's budget setting meeting each year the Council would set its target reserves level for the following financial year.

(3) to approve the Reserves Policy for publication with removal of the sentence about the policy being adapted to suit each council.

c) Budget for 2020 to 21

The budget document was circulated with the agenda. It was **Resolved** the budget, overspends and projections were noted.

d) Credit Card

There is a current limit of £500, this has recently been restrictive for Officers and can limit value for money. The Clerk advised she has spoken with the Internal Auditor who is satisfied that robust controls are in place and the limit can be increased to £1,000. It was **Resolved** to approve the increase in the credit card limit to £1,000.

814 Clerk's Report

The Clerk had circulated the Clerk's Report with the agenda. The Clerk advised the report is briefer in order to only provide updates on activity and residents' concerns.

The Clerk, the Chair and Vice Chair suggested the December issue of the Chronicle is delayed until the end of January 2021 then editions April, June, September and December 2021. It was **Resolved** that the Council noted this update.

a) Matters raised by residents

The Clerk had circulated details of matters raised by residents.

- Damage to a car in Cooperative Terrace
- Fallen leaves at Parsons Walk
- Parking at Coxhoe Post Office

Matters were passed on to Arriva by County Councillor McKeon, Grounds Maintenance contractor and Councillor Dunn respectively. It was **Resolved** the concerns of residents are noted.

b) Training Report

The Clerk had circulated the report with the agenda, training been attended by the Clerk for Dealing with Challenging People and Project Management. was **Resolved (1)** to note the Clerk's Training Report.

It was **Resolved (2)** to note the Clerk's Report.

815 Youth Provision

The Clerk had sent a report and had circulated the Youth Worker's report. She advised that Officers are considering the return to face to face Youth Clubs in line with restrictions and risk control measures.

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

816 Planning and Correspondence Report

A report had been circulated with the agenda.

a) To consider planning applications

1. DM/20/02800/AD56 Bogma Hall Farm, Coxhoe, DH6 4EN

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

2. DM/16/01435/S106BA Land to the Rear of Delamere and Lamorna, Station Road West, Coxhoe DH6 4AS The Clerk advised this was an amendment to a previous planning application, regarding the number of affordable homes.

It was **Resolved (1)** the Council noted the application. It was further **Resolved (2)** Councillor Dunn to speak to the Planning Officer regarding application DM/16/01425/S106BA for clarity.

b) To note approved, withdrawn and refused applications

There were no approved, withdrawn or refused applications this period.

c) To consider correspondence

1. Standards Matter 2: Public Consultation and Public Sector Survey

It was **Resolved** the correspondence was noted and that any response is required by 18 December 2020.

2. Durham County Council Information for Parish Councillors

It was **Resolved** the correspondence was noted.

3. Charter Trustees for the City of Durham Mayors Appeal 2020, Donation letter

Resolved the correspondence was noted.

Bulletins

	Date Received	Received From	Summary
1	27.10.20	Durham County Council Regeneration and Local Services	Managing Money Better A6 postcard
2	30.10.20	NALC	Chief Executive's Bulletin
3	30.10.20	Campaign to Protect Rural England CPRE	NE Newsletter Autumn 2020
4	06.11.20	NALC	Chief Executive's Bulletin
5	13.11.20	NALC	Chief Executive's Bulletin
6	16.11.20	Charter Trustees for the City of Durham	Mayors Appeal 2020, Donation letter
7	20.11.20	CDALC	Current Covid grants available and more
8	24.11.20	Durham County Council Press Team	Covid community champions needed to help keep County Durham Safe and Informed.
9	20.11.20	NALC	Chief Executive's Bulletin

It was **Resolved (4)** the bulletins were noted.

817 Provision of a Food Bank

The Clerk continues to work on development and the provision would be called 'Coxhoe and Area Community Pantry' and it is understood that the Area Action Partnership is to fund the initiative for a period of 18 months.

It was **Resolved (1)** to note the report and thanks to the Clerk and all involved. It was **Resolved (2)** to note the interest in the Councillors happy to volunteer.

818 Coxhoe Village Hall funding request

The Clerk had circulated a report with the agenda including legal advice. Coxhoe Village Hall Association has requested assistance with funding repairs to the hall. The following were **Resolved:**

(1) to note the report.
(2) that the Parish Council will manage the grant to the Area Action Partnership and if successful will contribute £2,616.56 towards the full cost of the flooring.

819 Land, Buildings and Open Spaces

a) Note responses from six consultations held during October and November

The Clerk had circulated a document with a summary of the responses. Councillor Dunn advised the survey results will be used to help the Council make decisions on its direction and in Neighbourhood Planning. The following were **Resolved:**

- (1) to note the document and survey results.
- (2) to proceed with Neighbourhood Planning.
- (3) to continue to explore options for Cornforth Lane.
- (4) to continue to proceed with proposals in relation to the GP Surgery and the front street.
- (5) to continue to explore options and proposals in relation to parking in Coxhoe.
- (6) to add to the Ministry of Justice form that the community are in support of Quarrington Hill Churchyard being kept open.
- (7) to continue to explore Coxhoe Parish Council proposals in relation to Quarrington Hill Churchyard.
- (8) to make the responses publicly available.

b) Quarrington Hill Churchyard

Consultation responses have been received and the Clerk is to respond on behalf of the Council to Cassop cum Quarrington Parochial Church Council's letter to the Ministry of Justice. The Parish Council has previously resolved its intention to take over maintenance of the open Churchyard and to consider the implications. It was **Resolved (1)** the report was noted. It was **Resolved (2)** the Clerk to write to Cassop cum Quarrington Parochial Church Council to request discussion about the Churchyard being re-opened to visitors and Coxhoe Parish Council's resolution to take over maintenance of the open Churchyard.

c) Foundry Row

The Clerk had declared an interest in this item. A report was circulated with the agenda which detailed a compromise proposal. It was **Resolved (1)** to seek urgent solicitors' advice to understand any legal implications of the proposal. It was **Resolved (2)** the Chair with support from the Clerk to discuss with the resident with a view to finalising the agreement.

d) CCTV provision and monitoring on Coxhoe Front Street and the park.

An extraordinary meeting was held on 19 November 2020, the draft minutes will be available shortly and will be approved at the January meeting of the Parish Council. It was **Resolved** this was noted.

820 Community Reports

a) Quarrington Hill Community Centre

No report.

b) Coxhoe Village Hall

No report.

c) Active Life at Coxhoe

No Report. Councillors Dunn and Lavelle said the centre had reopened on 2 December but on a reduced service gym only and no classes.

d) Coxhoe History Group

The History Group said there is no report this month.

e) Coxhoe Community Watch

No Report.

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

821 Date and time of next meeting

Resolved the next meeting will be held on Wednesday 6 January 2021 at 6.30pm.

The meeting closed at 8.10pm.

Certified as a True Record:

Chair (Sign)

Date