



## Coxhoe Parish Council

Meeting: Monthly Meeting

Date & Time: Wednesday 9 September 2020 6.30pm

Venue: via Zoom

Councillors present:

S Dunn (Chair); N Brown; W Lavelle; K Lowes; K Simpson (Vice Chair) J Slater (after Co-option), C Thirlaway.

Also present:

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

### 731 Zoom meeting information and Parish Council Public Participation Policy

All reports were sent out in advance and Councillors were reminded of the Parish Council's Public Participation Policy.

### 732 To note apologies

Apologies were given from Councillor A Hedley. It was **Resolved** the apologies were noted.

### 733 Declarations of interest in items on the agenda

Councillor Kim Lowes declared an interest in item 12 Youth Provision. It was **Resolved** the declarations of interest are noted.

### 734 To confirm the minutes of the meeting of the Council held on 4 March, the extraordinary meeting of the Council held on 23 March 2020 and the Annual Meeting held on 10 June 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 4 March, 23 March and 10 June be approved, confirmed and signed as an accurate record.

Under standing order 10(a)vi it was **Resolved** that agenda Item 9 be brought forward, J Slater was put into to the waiting room of Zoom.

### 735 Co-option and Vacancies in Quarrington Hill Ward

#### a) Co-option

Three candidates had submitted statements to be considered for co-option, which were circulated with the agenda. It was **Resolved** that Julie Slater and Jessica Barber were co-opted to the two vacant posts.

J Slater was returned to the meeting.

#### b) Vacancies

Not discussed as there are no longer any vacancies.

### 736 Public participation

No members of the public were present.

### 737 Durham County Councillors' Update

Councillor Dunn spoke about the following:

- Large gatherings Coxhoe Park and Coxhoe Woods working with Police and Neighbourhood Wardens
- Issues with the current CCTV
- Enforcement action was being taken with the new housing development sites in Coxhoe regarding the road cleaning and spillages
- New Barratt estate lorries would only be able to do a right turn from Station Road
- AAP, Village Hall and Parish Council funding streams opened around Covid 9 recovery theme.
- Update provided regarding Quarrington Hill Churchyard

Councillor Lowes raised issue regarding DCC and school trips were parents are owed refunds from trips that have been cancel. Details to be forwarded to Councillor Dunn to take up with DCC.

Councillor N Brown updated regarding the Neighbourhood Watch in Coxhoe and 17 volunteers have come forward.

**Resolved** the information is noted.

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

No updates.

### 739 Receipt of Committee minutes

- a) Draft Events, Environment and Finance Committee Minutes 27 July 2020
- b) Approved Events, Environment and Finance Committee Minutes 10 February 2020
- c) Draft Human Resources Committee Minutes 16 July 2020
- d) Draft Human Resources Committee Minutes 27 February 2020
- e) Approved Human Resources Committee Minutes 15 January 2020

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

### 740 Financial matters

a) Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had circulated the Finance Report, the bank reconciliations and cashbook to 31 August 2020 with the agenda.

**Resolved (1)** the bank balances and reconciliations to 31 August are noted.

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

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

The following payments from August already made brought to Council for noting.

August

No	Payee	Description	Amount
1	Staff	Salaries	£3,882.32
2	NEST	Employer & Employees' Pension Contributions	£212.60
3	HMRC	Employer Liabilities	£796.08

4	SE Landscaping	Grounds Maintenance Contract	£884.90
5	Grenke Leasing/ Total Business	Photocopier Usage & Lease	£108.00, £61.12 & £120.00
6	BT	Landline & internet	£50.64
7	ITC	Sophos Internet Security & One drive storage	£10.80
8	Vodafone	3 x Mobile Phones	£51.01
9	Wave Water	Quarrington Hill Allotments Water Supply	£11.55
10	Scottish Power	Memorial Garden Lighting	£36.00
11	MKM Building Supplies	Cricket Pavilion Battens and Carcassing	£358.39
12	Northern Counties Allotments Association Ltd	Quarrington Hill Allotment Fence Repairs	£171.40
13	MKM Building Supplies	Cricket Pavilion Plasterboard, Cavity Slabs and Sundries	£496.48
14	Harrison Flagpoles	Flagpole Service	£207.60
15	Seventeen	Items for Food Parcels (grant funded)	£60.00
16	Bonsai Bonbons	Items for Food Parcels (grant funded)	£45.50
17	NEREO	DBS Check	£54.40
18	Solopress	Printing 2250 Chronicles	£541.85
19	Society of Local Council Clerks	Coronavirus Risk Assessments Training Webinar	£36.00
20	The Key	Youth Club Key Fund Membership	£198.00
21	Thinford Nurseries	Hanging Baskets and Planters Refills	£1,897.20
22	Zoom	Zoom Subscription	£14.39
23	Post Office	Postage Stamps	£11.40
24	Lloyds	Monthly Fee	£6.00
25	Spar	Admin Phone Top-up	£15.00
26	Amazon	Phone Cases and Screen Protectors	£23.94
27	Land Registry	Title Register	£3.00
28	Home Bargains	Items for Food Parcels (grant funded)	£9.48
29	Amazon	Items for Food Parcels (grant funded)	£13.93
30	Tesco	Handwash for work locations	£7.80
31	Amazon	Handtowels	£15.99
32	Post Office	Postage Stamps	£18.15
33	Lloyds	Monthly Fee	£6.00

Please note prices are gross, where VAT applies.

It was **Resolved (3)** the payments made are ratified.

The payments below were submitted for approval.

September

No	Payee	Description	Amount
1	Staff	Salaries	£4093.96
2	NEST	Employer & Employees' Pension Contributions	£212.60
3	HMRC	Employer Liabilities	£837.48
4	SE Landscaping	Grounds Maintenance Contract	£884.90
5	Total Business	Photocopier Usage	£18.27
6	BT	Landline & internet	£50.64
7	ITC	Sophos Internet Security & One drive storage	£10.80
8	Vodafone	3 x Mobile Phones	£51.01
9	Wave Water	Quarrington Hill Allotments Water Supply	£11.55
10	Scottish Power	Memorial Garden Lighting	£36.00
11	MKM Building Supplies	Cricket Pavilion Softwood	£62.35
12	Thinford Nurseries	Hanging basket watering Coxhoe June & July	£1,386.00
13	Thinford Nurseries	Hanging basket watering Quarrington Hill June & July	£504.00
14	Amazon, Kids stuff for less, Tesco	Items for summer kids' packs (sports equipment, drinks)	£401.70
15	Home Bargains	Items for summer kids' packs	£28.65
16	Seventeen	Sandwiches for kids' summer packs	£300.00
17	DE Scorer Ltd (Holcrofts)	Fruit for summer kids' packs	£27.50 & £35.00
18	Viking	Stationery items, bottled water and pencils for kids' packs	£46.33
19	The Signs Man	Stickers for items for summer kids' packs	£50.00
20	SLCC	Training Webinar (Admin Officer, Accessible PDFs)	£42.00
21	Streetmaster	3 x longer leg seats for Coxhoe Park	£1,719.00
22	MKM Building Supplies	Door casing for cricket pavilion	£70.32
23	Viking	Paper and postage stamps	£36.30
24	Post Office	Postage Stamps	£18.15
25	Zoom	Zoom Subscription	£14.39
26	Kids Stuff for less	Items for summer kids' packs (sports and arts & crafts equipment)	£268.50
27	Amazon	Items for summer kids' packs	£46.63
28	Amazon	Items for summer kids' packs	£93.27
29	Home Bargains	Cleaning items	£6.74
30	Spar	Mobile Phone Top up	£15.00
31	Lloyds	Monthly Fee	£6.00

Please note prices are gross, where VAT applies.

It was **Resolved (4)** the payments are approved.

## Monies received (over £100 only)

Date	Payee	Description	Amount
17.08.20	HMRC	VAT refund 01.04.20 to 31.06.20	£1343.41

It was **Resolved (5)** monies received was noted.

### b) Budget

The Clerk had circulated the budget. It was **Resolved** the information is noted.

## 741 To review and appoint Members to serve on the Parish Council's Committees or Working Groups

### a) Committee structure, proposed meeting dates and delegation arrangements

The Clerk had sent the proposed Committees' structure with potential dates and membership.

Meetings will go ahead if it is deemed necessary to hold them, and may be held virtually or in person once that is possible.

Committee	Dates
<b>Events, Environment and Finance Committee</b>	<ul style="list-style-type: none"><li>Monday 13 July</li><li>Monday 14 September</li><li>Monday 16 November</li><li>Monday 7 December (focus on Finance)</li><li>Monday 8 February 2021</li></ul>
<b>Human Resources, Grievance, Disciplinary &amp; Complaints Committee</b>	<ul style="list-style-type: none"><li>Wednesday 16 July</li><li>Wednesday 14 October</li><li>Wednesday 13 January 2021</li></ul>
<b>Youth Strategy Group</b>	<ul style="list-style-type: none"><li>Thursday 3 September</li><li>Thursday 21 January 2021</li><li>Thursday 18 March</li></ul>

It was **Resolved** that the proposed meeting dates are approved, to be held when deemed necessary.

### b) Membership

It was **Resolved (1)** that Councillor Slater will join the HR, Grievance Disciplinary and Complaints Committee and the Youth Strategy Group Committee. It was **Resolved (2)** that Councillor Barber will be asked which committees she may wish to join.

## 742 Clerk's Report

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

### a) Website accessibility (XVII)

Parish Council been advised by DCC we are still not meeting accessibility regulations. I Forster is assisting seeking clarification. PDF's update in progress and accessibility statement will be updated to say we are 'working towards the accessibility regulations'.

It was **Resolved** that the Council noted the update and the amount of work still to be carried out.

### b) Coxhoe and Quarrington Hill Care and Community Support (III)

Support continues and the Clerk suggests that the Council looks at a school uniform bank and a baby bank for items families in need.

The following were **Resolved**:

**(1)** the activity is noted and thanks to be passed on to all involved.

**(2)** the Clerk to arrange exploring options for a uniform and a baby bank, with interested local organisations.

c) Matters raised by residents (XVIII)

The Clerk had circulated details of matters raised by residents. It was **Resolved (1)** the concerns of residents are noted.

Councillor Dunn advised he was visiting a number of areas on 10 September with DCC Clean and Green Team to look at improvements and planting schemes.

Councillor Dunn gave an update regarding Quarrington Hill Churchyard

It was **Resolved (2)** that the Churchyard is to be on the next meeting agenda.

It was **Resolved (3)** to note the Clerk's report.

### **743 Youth Provision**

The Clerk had sent a report with the agenda. Councillors said they have been impressed with what the staff have done with the distribution of the activity packs and also the visit from the MP. The Clerk said they were looking to reopen face to face Youth Clubs depending on current and any new regulations.

It was **Resolved** to note the report, with thanks to the Youth Staff.

### **744 Planning and Correspondence Report (March to end of August)**

a) DM/20/01138/OUT Land West Of 5 Bridge End, Coxhoe, DH6 4HU

b) DM/20/01145/FPA Bogma Hall Farm, Coxhoe, DH6 4EN

c) DM/20/01364/FPA 36 Browning Hill, Coxhoe, DH6 4SA

d) DM/20/01518/FPA 90 Ashbourne Drive, Coxhoe, DH6 4SP

e) DM/20/01585/FPA 6 Applegarth, Coxhoe, DH6 4SL

f) DM/20/01635/PA Land To The Rear Of Bogma Avenue, Coxhoe, DH6 4EW

g) DM/20/01704/FPA Norbreck, Lynn Park Crescent, Coxhoe, Durham, DH6 4ES

h) DM/20/01789/FPA 56 Garden Terrace, Coxhoe, DH6 4EH

i) DM/20/02086/FPA 18 Petterson Dale, Coxhoe, DH6 4HA

j) DM/20/02126/FPA 6 Leslie Villas, Coxhoe, DH6 4AE

k) DM/20/02269/FPA 26 Co-Operative Terrace, Coxhoe, DH6 4DQ

The Clerk had submitted a neutral comment to item a) DM/20/01138/OUT Land West Of 5 Bridge End.

Councillor Dunn said the Clerk had represented the Parish Council's objection at the County Council's Planning Committee for item d) DM/20/01518/FPA 90 Ashbourne Drive, and said that the application had been approved.

l) Correspondence

#### **Correspondence Received**

	<b>Date Received</b>	<b>Received From</b>	<b>Summary</b>
<b>1</b>	16.03.20	CDALC	Civic Pride A5 flyer Instagram Account
<b>2</b>	13.05.20	Durham County Council	Notification of reopening household recycling centres
<b>3</b>	29.05.20	NALC	Open letter to all Councillors

4	02.06.20	Durham County Council	Notification of update regarding Coxhoe Waste Recycling centre
5	02.06.20	Durham County Council	Planning Update
6	04.06.20	CDALC	Opening the High Streets and DCC Consultation on street space improvements
7	09.06.20	NALC	Newsletter -Publishes new edition of points of interest
8	11.06.20	NALC	Newsletter
9	11.06.20	NALC	New Model Code of Conduct Consultation
10	16.06.20	NHS	Gathering views about using digital technology to speak to a GP
11	19.06.20	Citizens Advice	Survey
12	20.06.20	Durham County Council	Information from Trading Standards Team re Scams
13	25.06.20	CDALC	Councillors Training online 9,16,23 July 2020
14	30.06.20	SLCC Membership	SLCC Letter to Secretary of State 30 June 2020
15	08.07.20	NALC	Newsletter -Online Events
16	09.07.20	Durham Community Woodlands	Durham Woodland Revival latest news
17	09.07.20	CPRE North East	Newsletter Summer 2020
18	15.07.20	Durham County Council	Traffic Order – Quarrington Hill
19	31.07.20	Durham Community Woodlands	Durham Woodland Revival latest news
20	11.08.20	Durham County Council Press and Publications	Planning permission approved for new Durham Bus Station
21	21.08.20	Durham County Council Housing Solutions	Warm Homes Leaflet

### Bulletins Received

	Date Received	Received From	Summary
1	06.03.20	NALC	Chief Executive's Bulletin
2	13.03.20	NALC	Chief Executive's Bulletin
3	20.03.20	NALC	Chief Executive's Bulletin
4	27.03.20	NALC	Chief Executive's Bulletin
5	03.04.20	NALC	Chief Executive's Bulletin
6	09.04.20	NALC	Chief Executive's Bulletin
7	17.04.20	NALC	Chief Executive's Bulletin
8	24.04.20	NALC	Chief Executive's Bulletin
9	01.05.20	NALC	Chief Executive's Bulletin
10	07.05.20	NALC	Chief Executive's Bulletin
11	15.05.20	NALC	Chief Executive's Bulletin
12	22.05.20	NALC	Chief Executive's Bulletin
13	29.05.20	NALC	Chief Executive's Bulletin
14	05.06.20	NALC	Chief Executive's Bulletin

<b>15</b>	12.06.20	NALC	Chief Executive's Bulletin
<b>16</b>	19.06.20	NALC	Chief Executive's Bulletin
<b>17</b>	26.06.20	NALC	Chief Executive's Bulletin
<b>18</b>	03.07.20	NALC	Chief Executive's Bulletin
<b>19</b>	10.07.20	NALC	Chief Executive's Bulletin
<b>20</b>	17.07.20	NALC	Chief Executive's Bulletin (including CDALC comments 20.07.20)
<b>21</b>	17.07.20	NALC	Chief Executive's Bulletin reminder regarding the Code of Conduct Consultation
<b>22</b>	24.07.20	NALC	Chief Executive's Bulletin
<b>23</b>	27.07.20	NALC	Chief Executive's Bulletin
<b>24</b>	31.07.20	NALC	Chief Executive's Bulletin
<b>25</b>	03.08.20	NALC	Chief Executive's Bulletin
<b>26</b>	07.08.20	NALC	Chief Executive's Bulletin
<b>27</b>	14.08.20	NALC	Chief Executive's Bulletin
<b>28</b>	21.08.20	NALC	Chief Executive's Bulletin
<b>29</b>	28.08.20	NALC	Chief Executive's Bulletin

It was **Resolved** that planning and correspondence report was noted and activity ratified.

#### **745 Review of the following Parish Council Policies**

a) Disciplinary Policy

It was **Resolved** that the Council's Disciplinary Policy was noted and agreed.

b) Grievance Policy

It was **Resolved** that the Council's Grievance Policy was noted and agreed.

c) Annual Leave Policy

It was **Resolved** that the Council's Annual Leave Policy was noted and agreed.

d) Document Retention and Disposal Policy

It was **Resolved** that the Council's Document Retention and Disposal Policy was noted and agreed.

e) Data Protection Policy

It was **Resolved** that the Council's Data Protection Policy was noted and agreed.

f) Lone Working Policy

It was **Resolved** that the Council's Lone Working Policy was noted and agreed.

g) Provision of Seating Policy

It was **Resolved** that the Council's Provision of Seating Policy was noted and agreed.

h) Social Media Policy

It was **Resolved** that the Council's Social Media Policy was noted and agreed.

#### **746 Neighbourhood Planning**

The Clerk had circulated a report with the agenda. A meeting had been held with an Officer from Durham County Council and a vlog and working group are to be developed.

It was **Resolved (1)** that the resolutions from 27 July Events, Environment and Finance Committee were agreed.

It was **Resolved (2)** to approve the formation of a working group to carry out the agreed activities and put information in the next Chronicle.



## 747 Land, Buildings and Open Spaces

The Clerk had circulated reports with the agenda.

### a) Old School Site

The Clerk had circulated a report and details of further potential options with the agenda. Decisions are likely to be needed in the coming months and advice is being sought. Councillors reaffirmed their preference to a GP Surgery on this site.

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

### b) Christmas lights and extension to electricity provision on Coxhoe village green

The following were **Resolved**:

**(1)** The Clerk to obtain quotes for this work.

**(2)** Lights would be for the wheel, Christmas tree, trees near church top of village green and in front of the Village Hall.

## 748 Community Reports

### a) Quarrington Hill Community Centre

No report

### b) Coxhoe Village Hall

A report had been received. Set to reopen on Monday 21 September 2020, Councillor Dunn said that funding for toilets and windows is being sought and the Parish Council may discuss this at its next meeting.

### c) Active Life at Coxhoe

No Report was received. Councillor Lavelle said the centre is open and membership numbers are increasing.

### d) Coxhoe History Group

No Report, article sent for Chronicle.

It was **Resolved (1)** the information and the report was noted.

It was **Resolved (2)** that agenda item 20 would be heard in public rather than in the in private session.

## 749 Allotments' operations and consultation

The Clerk had circulated a report with the agenda about taps and water supply at Quarrington Hill allotments.

The Clerk also said the consultation will be undertaken soon.

The following were **Resolved**:

**(1)** The Clerk to investigate on site the taps, contact Northumbria Water.

**(2)** The Clerk to reiterate with Tenants any adjustments need approval in advance

**(3)** The Clerk to amend future tenancy agreements accordingly following investigations and consultation.

**(4)** The report and update were noted.

The following items were 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 it was **Resolved (5)** that all members of the press and public were asked to leave the meeting.

## **750 Staffing matters**

### a) Staff terms and conditions and pay award

C Llewelyn, Parish Clerk and A Searle, Administrative Assistant were put in the waiting room at this point and did not take any part in the discussion and decision.

The following were **Resolved**:

**(1)** The Council noted the 2.75% pay award and extra day holiday which are the outcome of the national agreement and endorsed the Clerk arranging the increases plus backpay from the September payroll.

**(2)** The Council awards staff an extra day's local leave to be implemented in the current year.

**(3)** The report was noted.

C Llewelyn and A Searle were returned to the meeting.

### b) Covid-19 Risk Assessment

The Clerk had sent a copy of the Parish Council's risk assessment with the agenda. It covers all Parish Council activity and services and will be reviewed at least weekly and updated with any new measures. It was **Resolved** the risk assessment was noted.

## **751 Note Complaint Reference CPC05L**

The Clerk had circulated a brief report with the agenda about a complaint. The Complaints Committee had determined an outcome to the complaint on 27 February. It was **Resolved** the report about the complaint was noted.

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

**Resolved** the next meeting will be held on Wednesday 7 October 2020 at 6.30pm.

The meeting closed at 8.30pm.

## **Certified as a True Record:**

**Chair (Sign)**

**Date**