

Coxhoe Parish Council Minutes

Meeting: **Ordinary Meeting**

Date & Time: 9 January 2023 6.30pm

Venue: Coxhoe Village Hall

Councillors present: S Dunn (Chair); C Thirlaway; A Harden; W Lavelle; K Lowes.

Also present: County Councillors J Blakey and G Hutchinson; S Taylor, Parish Clerk.

There were no members of the public present.

1254 To note apologies

Apologies were received from County Councillor M McKeon and Parish Councillors Joanne Ashworth and Kay Simpson.

It was **Resolved** the apologies were noted.

1255 To receive declarations of interest in items on the agenda (state whether the interest is a disclosable pecuniary, other registerable or other non-registerable interest, & the nature of the interest)

Councillor Dunn declared other registerable interests as a Director of the Active Life Centre, as a Trustee of Coxhoe Village Hall and as a Governor of Coxhoe Primary School.

Councillor Lowes declared an other registerable interest in Coxhoe Village Hall, and an other non registerable interest in the Parish Council's Youth Staff.

Councillor Lavelle declared an other registerable interest as a Director of the Active Life Centre.

Councillor Harden declared an other registerable interest as a Director of the Active Life Centre.

It was **Resolved** the interests were noted.

1256 To confirm the minutes of the Ordinary Meeting held on 7 December 2022

It was **Resolved** that the minutes of the Ordinary Meeting held on 7 December 2022 be approved, confirmed and signed as an accurate record.

1257 Public participation

None.

1258 To receive the County Councillors' Update

a) County Councillors' Update

- Cllr Blakey is liaising with Coxhoe United re funding to turn the football pitch into a 3G pitch. Not on priority list at this time.
- Three street lights are out on Coronation Terrace in Coxhoe. Cllr Hutchinson to note lamppost numbers.
- Four pot holes in Coxhoe and the traffic light were fixed following reports from the public.

- Complaints continue around parking on Cornforth Lane, now extending to residents of Bogma Farm. Traffic wardens are in regular attendance to ensure lawful parking.
- A number of vehicles have been observed travelling the wrong way through the bus gate to avoid cameras.
- A complaint was received about the surface of the roundabout at the bottom of Cornforth Lane.
- Parking complaints received from residents of The Grove around school drop off and pick up hours.
- A number of cars have been clamped in Coxhoe and Quarrington Hill due to non-payment of road tax.
- A complaint was received about an oil spill at The Grove.
- Recipients of parking fines on the main road issued complaints and subsequently had the fines overturned.
- Enquiries have been made about an electronic speed sign to be placed on the A177 with potential to use existing mains supplies from the quarry to power it. Response expected by the end of January 2023.

It was **Resolved** to note the Co Cllrs update.

b) To discuss activity at Coxhoe Park

No progression with Coxhoe Park as Councillors are awaiting a meeting arrangement organised by County Councillor McKeon. It was **Resolved** to note the request for a meeting.

1259 To receive Councillors' reports of attendance at meetings and events on behalf of the Parish Council

Nothing reported.

1260 To consider Co-option to the Parish Council

The Clerk advised that the vacancies are open until 27th January, applications are to be considered at the next meeting.

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

1261 To agree the budget for the financial year 2023 to 2024

a) to note the Council's Risk Assessment

It was **Resolved** to note the Risk Assessment.

b) to note the Council's Reserves Policy

It was **Resolved** to note the Reserves Policy.

c) to agree the Council's budget for 2023 to 24

Resolved:

(1) to approved the budget presented for 2023 to 24.

(2) to note the savings of £3,395 from 2022 to 23 budget part of which involves delaying recruitment of the admin officer until March 2023.

(3) to begin the recruitment process for the admin officer.

1262 To determine the Parish precept for 2023 to 24

The Clerk had sent a report and recommended that Councillors considered the action plan, the risk assessment, the Reserves Policy and the budget when considering the precept. Discussion took place. The Clerk asked it be noted that there was no contingency within the agreed budget. The following were **Resolved:**

- (1) to note the precept setting report sent by the Clerk.
- (2) the Parish Council determines the precept for 2023 to 24 at £147,415 which is an increase of 0 percent on the precept for the current financial year.
- (3) to note there was no contingency built into the budget however reserves are forecast to sit at £61,018.
- (4) the Clerk to make the precept request to Durham County Council.

1263 To consider, note and agree financial matters

a) Finance Report, Bank Reconciliation and Payment Schedule

The Clerk had sent a report. The bank balances at 31 December 2022 were £51,228.72 in Unity Trust Bank, £80,557.11 in Nationwide and £0.00 on the credit card.

January

No	Payee	Description	Amount
1.	Staff	Salaries	£3,043.77
2.	NEST	Employer & Employees' Pension Contributions	£94.64
3.	HMRC	Employer Liabilities	£319.05
4.	SE Landscaping	Grounds Maintenance Contract	£1,562.50
5.	BT	Landline & Broadband	£52.92
6.	ITC	Sophos Internet Security & One drive storage	£10.80
7.	Vodafone	4 x Mobile Phones	£71.18
8.	Scottish Power	Memorial Garden Lighting	£12.00
9.	Express Traffic Management	Traffic Signs Christmas Event	£390.00
10.	Kevin Mangles	Santa Claus Christmas Event (Correction from December Schedule)	£225.00
11.	George Smith Electrical	Christmas Lamppost Lights Install and Dismantle	£1730.00
12.	HMRC	Employer Liabilities (to query)	£718.44
13.	Amazon Doidge Ltd	Youth Club Pool Cues	£18.98
14.	Amazon Vesta E Commerce Ltd	Youth Club Bauble Craft Kits	£13.97
15.	Amazon Shen Zhen	Youth Club Play Items	£33.65
16.	Amazon	Youth Club Winter Scene Decoration	£33.41
17.	Amazon Desire Tech Ltd	Gift Bags (Grant funded)	£15.93

18.	Baker Ross	Gift Pack Items (Grant funded)	£160.59
19.	Post Office Ltd	Postage	£20.55
20.	Amazon Shen Zhen	Gift Pack Items (Grant funded)	£22.97
21.	Amazon Minopn	Gift Pack Items (Grant funded)	£7.99
22.	Amazon Shenzhenshi	Gift Pack Items (Grant funded)	£33.75
23.	Amazon	Gift Pack Items (Grant funded)	£117.71
24.	Amazon RMS International UK Ltd	Gift Pack Items (Grant funded)	£18.52
25.	The Works	Gift Pack Items (Grant funded)	£119.00
26.	B & M	Gift Pack Items (Grant funded)	£127.41
27.	Tesco	Gift Pack Items (Grant funded)	£68.30
28.	Microsoft	365 Subscription	£5.99
29.	Lloyds	Monthly Fee	£3.00

Monies

b)

	30.	Nerams	First Aid for Fireworks	£846.00
Ref	Payer	Description	Further information	Amount
A	Durham County Council	Funding for Community Pantry	Christmas Gift Packs	£750.00
B	Durham County Council	Funding for Parish Council Youth Clubs	Quarrington Hill Life Skills	£799.00

received (over £100 only)

The following were **Resolved**:

- (1) to note the report.
- (2) to note the bank balances.
- (3) to approve the payments in the payments schedule.
- (4) to note the monies received.

b) Employer costs for November 2022

The Clerk had sent a report. It was **Resolved** to note the employer costs for December 2022.

c) Budget 2022 to 2023

It was **Resolved** to note the budget for 2022 to 23.

d) Five year forward budget and action planning

It was **Resolved** to begin considering the five year forward budget and action plan.

1264 To consider matters in the Clerk's Report

The Clerk had sent a report.

a) Matters raised by residents

It was **Resolved** to note matters raised by residents.

b) To consider Coxhoe & Area Community Pantry and Foodbank

It was **Resolved** to note the Coxhoe & Area Community Pantry and Foodbank update and acknowledge the contribution from volunteers.

c) To note activity undertaken and the Clerk's priorities

It was **Resolved (1)** to note the activity undertaken and the Officer priorities.

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

1265 To note Parish Council Youth Provision Report

The Clerk and Councillors gave an update. Discussion took place around plans to hold a Christmas Party in 2023. The Youth Team will check for conflicting events before confirming dates. Councillors passed on thanks to youth staff for all their help at Parish Council events. It was **Resolved** the update was noted.

1266 To agree updated policies

a) Dignity at Work & Anti-Bullying and Harassment Policy

It was **Resolved** to adopt the updated policy.

b) Volunteers Policy

It was **Resolved** to adopt the updated policy.

The Clerk suggested reviewing all policies annually at the Annual Meeting. It was **Resolved** to consider a new policy review procedure.

1267 Planning Correspondence and Consultations Report

a) To consider any response to the County Council regarding planning applications

None.

b) To consider correspondence and a response to consultations

It was **Resolved** to note:

(1) Police and Crime Commissioner Precept consultation for 23/24

(2) Royal Garden Parties 2023

Councillor Stuart Dunn requested to be put forward for Royal Garden Parties 2023.

c) To note bulletins

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

1268 To consider activity and expenditure on Land, Buildings and Open Spaces

a) To consider matters and any correspondence relating to Quarrington Hill Churchyard

There has been no further correspondence involving the Parish Council, Cassop cum Quarrington with Bowburn Parochial Church Council and the Ministry of Justice. It was **Resolved** a meeting be arranged with the Ministry of Justice and Cassop cum Quarrington with Bowburn Parochial Church Council as a matter of urgency.

b) To note and approve activity, expenditure, paperwork, launch, team and community use and charges at Shaun Henderson Community Sports Ground

The following were **Resolved**:

- (1) Chair to review the paperwork around pavilion rules involving alcohol on the premises and suggestions for changes will be brought before a committee.
- (2) Clerk to look into an outstanding grant claim.

c) To approve activity and receive any update on land adjacent to Cornforth Lane

The following were **Resolved**:

- (1) Chair to write to the landowners regarding land behind Cornforth Lane
- (2) An update to be published in a Jan/Feb edition of The Chronicle
- (3) The Clerk and Chair to review last 12 months of Ordinary Meetings to formulate an edition of The Chronicle.

1269 To consider items for the agenda of a future meeting

None.

1270 To confirm meeting dates for April 2023 to March 2024

The following were **Resolved**:

- (1) To accept the proposed meeting dates.
- (2) Clerk to circulate and publish agreed meeting dates.
- (3) For committees to meet only as needed.

1271 To confirm the date and time of next meeting

To confirm the date of the next Ordinary Meeting as Wednesday 8 February at Coxhoe Village Hall

It was **Resolved** that the next Ordinary Meeting will be on Wednesday 8 February at Coxhoe Village Hall

1272 To consider a resolution that the following item is 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, if agreed, all members of the press and public would be asked to leave the meeting

None.

The meeting closed at 19:28.

Certified as a True Record:

Chair (Sign)

Date