

Coxhoe Parish Council Minutes

Meeting: **Ordinary Meeting**

Date & Time: 8 February 2023 6.30pm

Venue: Coxhoe Village Hall

Councillors present: S Dunn (Chair); A Harden; W Lavelle; K Lowes: Joanne Ashworth (in part).

Also present: County Councillor McKeon; S Taylor, Parish Clerk.

The treasurer and the Secretary of the Coxhoe Allotments Association were in attendance.

Three members of staff from The Shining Stars Nursery were in attendance.

Two residents, and allotment tenants, were in attendance.

1273 To note apologies

Apologies were received from County Councillor G Hutchinson and J Blakey, and Parish Councillors Joanne Ashworth (in part), Colin Thirlaway, Ian Armstrong and Kay Simpson.

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

1274 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.

1275 To confirm the minutes of the Ordinary Meeting held on 9 January 2022

It was **Resolved** that the minutes of the Ordinary Meeting held on 9 January 2022 be approved, confirmed and signed as an accurate record.

1276 Public participation

The treasurer and the Secretary of the Coxhoe Allotments Association were in attendance.

Three members of staff from The Shining Stars Nursery were in attendance.

Two residents, and allotment tenants, were in attendance.

1277 To receive the County Councillors' Update

a) County Councillors' Update

- Wardens have been enforcing fly tipping rules in Coxhoe after reports.
- The report from the Clerk regarding parking over the zebra crossing has been passed to neighbourhood wardens.
- Cllr McKeon is chasing the progress on chippings at Active Life.
- Coxhoe Community Pantry is going from strength to strength.
- Life skills sessions at Quarrington Hill delivered by the Youth Provision Team are running successfully.
- There was a total of 60 hampers delivered to pantry users over Christmas. Cllr McKeon expressed thanks to Parish Councillor Lowes and John Hubery for help and support.
- Five bids from DCC to improve roads were unsuccessful due to criteria changes after bid submission.
- There have been 3 cases of fly tipping reported in Quarrington Hill.
- A large number of potholes have been reported.
- A litter pick between Coxhoe Tip and Quarrington Hill is arranged and Cllr Hutchinson has asked for hedges and grass verges to be cut back.
- Fencing around Green Coxhoe has been reported to Clean and Green.
- Street light 002 in the Churchyard in Coxhoe has been reported to Parish Clerk.
- The path area in Landsdowne road has been reported to Believe Housing.
- Parked on Cornforth Lane continues to be problematic. Wardens and police enforcement officers' officers from Council continue to look at situation and Highways are being consulted. Parking across motorway bridge is also being looked at. Some fines have already been issued for parking on Yellow Zig Zags outside school.
- Roads around Coxhoe from quarry to Tursdale to Bowburn through Parkhill and back to quarry in very dusty states and extra cleaners have been brought in to help the situation.
- A number of drains been cleaned throughout Coxhoe.
- Money has been donated to History Group at Coxhoe for new technical equipment, to the church for new boiler and to Quarrington Hill for family day including food, easter eggs and a DJ.
- Road surface around Coxhoe Mini roundabout near the primary school has been reported.
- Complaints received about lack of bins in various areas but inspection has shown there is sufficient provision. Bins are dual purpose for dogs and litter.
- Barrier outside of chemist Coxhoe reported as damaged and bus stop at Sanderson due to graffiti.
- Jobs and Employability fair went well at Bowburn with a number of residents from Coxhoe and Quarrington Hill attending.
- Due to high attendance from surrounding villages, another Bread and Butter will be set up in West Cornforth starting 20th February.

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

b) [To discuss repairs and maintenance on land surrounding Quarrington Hill allotments](#)

The need for tree trimming and pot hole repair has been passed to the Country Councillors.

c) [To discuss Coxhoe Park](#)

Cllr McKeon is in the process of setting up a meeting re Coxhoe Park, expected to take place next week.

1278 [To discuss review of Durham County Council Boundary Divisions](#)

Discussion took place around the proposed boundary divisions.

1. It was **Resolved** that Councillors would formally oppose the proposed changes.
2. It was **Resolved** that Councillors would discuss the proposed changes with other effected Councils.

3. It was **Resolved** that meeting dates for consultation be shared with Councillors.

1279 To receive Councillors' reports of attendance at meetings and events on behalf of the Parish Council

Nothing reported.

1280 To consider Co-option to the Parish Council

The Clerk advised there had been no applications.

It was **Resolved** that the vacancies be readvertised with a new closing date of 3rd March.

1281 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 January 2023 were £38,591.16 in Unity Trust Bank, £80,557.11 in Nationwide and £0.00 on the credit card.

January 2023

No	Date of Invoice	Payment Method	Payment Due Date	Payee	Description	Amount
1.	N/A	Bank Payment	31.01.23	Staff	Salaries	£4,270.23
2.	N/A	Direct debit	10 of the month	NEST	Employer & Employees' Pension Contributions	£206.98
3.	N/A	Bank Payment	10 of the month	HMRC	Employer Liabilities	£701.69
4.	N/A	Bank Payment	10 of the month	SE Landscaping	Grounds Maintenance Contract	£1,562.50
5.	N/A	Direct Debit	Approx 7 of the month	BT	Landline & Broadband	£52.92
6.	N/A	Direct Debit	Approx 15 of month	ITC	Sophos Internet Security & One drive storage	£10.80
7.	N/A	Direct Debit	Approx 28 of month	Vodafone	4 x Mobile Phones	£71.18
8.	N/A	Direct Debit	Approx 15 of month	Scottish Power	Memorial Garden Lighting	£12.00
9.	30/11/22	Bank Payment	30 Days	Total Business Group	Copying / Printing	£50.85
10.	31/12/22	Bank Payment	31/12/22	LSL Production Services Ltd.	Event Production – Fireworks	£720.00
11.	31/12/22	Bank Payment	30 Days	Total Business Group	Copying / Printing	£12.00
12.	13/01/23	Bank Payment	13/02/23	SLCC	ILCA Qualification (Clerk)	£144.00

13.	10/01/23	Bank Payment	30 Days	The Presbytery	Electricity for Christmas Tree Lights	£20.35
14.	01/02/23	Bank Payment	30 Days	SE Landscaping	Grounds Maintenance	£1562.50

The following were Resolved:

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

b) Employer costs for February 2023

The Clerk had sent a report.

It was **Resolved** to note the employer costs for February 2023.

c) 2023/24 Action Plan

It was **Resolved (1)** The Clerk would send the 22/23 Action Plan to Councillors and **(2)** Councillors would consider plans for 23/24.

Councillor Joanne Ashworth joined the meeting.

1282 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 update on resolutions and actions from previous meetings

It was **Resolved** to note the update and outstanding actions.

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

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

It was **Resolved (2)** that the Clerk be given authority to plan the Kings Coronation, combined with Quarrington Hill and apply for National Lottery Community Funding to run the event.

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

1283 To Plan PR and Communications

a) Social Media

The Clerk had sent a report.

It was **Resolved** to agree the social media recommendations.

b) The Chronicle

The Clerk had sent a report.

It was **Resolved** to produce 3 issues of The Chronicle in 2023/24.

c) Press Coverage

The Clerk had sent a report.

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

1284 To note Parish Council Youth Provision Report

The Youth Lead had sent a report.

It was **Resolved** to **(1)** note the report and **(2)** approve the addition to the Youth Club Rules.

1285 Planning Correspondence and Consultations Report

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

[DM/22/03791/TPO](#) Station Road West, Coxhoe, Durham, DH6 4AS

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

b) To consider any planning applications received after the agenda was issued to be dealt with by the Clerk using delegated authority

None.

c) To consider correspondence and a response to consultations

1. Durham County Council Consultations

It was **Resolved** to discuss the following at the next Ordinary Meeting:

a) Public Space Protection Order

b) Erection of housing on Shining Stars Nursery land with a view to object.

2. East Durham Rural Corridor Area Action Partnership Board Meeting

It was **Resolved** to note the planning the AAP Board Meeting.

d) To note bulletins

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

1286 To consider activity and expenditure on Land, Buildings and Open Spaces

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

Councillor Dunn gave an update confirming the Ministry of Justice have deemed the Churchyard fit for use and it will not close.

It was **Resolved** that the Clerk will write to the Parochial Council to offer support in the upkeep of the yard using the budget ear marked for land inspections that will now not be needed.

b) To consider lease renewal for Coxhoe Allotments

Cllr Dunn thanked the Treasurer and Secretary for the successful management of Coxhoe Allotments.

The following were **Resolved**:

(1) Rent agreement to be discussed at the Ordinary Meeting in April.

(2) The clerk will review the Parish Council Lease alongside the Allotment Association Tenancy Agreement and work with the Treasurer and Secretary to ensure they are sympatico.

(3) The Treasurer to look at costing for improving the boundary fence.

(4) The Clerk to contact DCC re trimming of trees around the perimeter.

It was further **Resolved** in reference to Quarrington Hill allotments:

(1) The Clerk would chase DCC re the trimming of perimeter trees.

(2) The Clerk would get costings for trimming of trees on Kingswood land.

c) To discuss Northern PowerGrid substation

The Clerk had sent a report.

It was **Resolved** that the Clerk would write to Northern PowerGrid requesting the improvements to the substation. It was further **Resolved** that the wayleave be agreed after substation improvements and with the suggestion they lay the new cable under the already damaged path.

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

It was **Resolved** for the Clerk to:

- 1) Agree rent with Cricket team for use of the sports ground.
- 2) Re-write rule for the use of the Pavilion.
- 3) Arrange for the fence repair at the bottom corner of the field to stop bikes getting on to the field.
- 4) Arrange for pipe replacement inside the Pavilion in response to Legionella Risk Assessment.
- 5) Combine the King Coronation event with the re-opening of the Sports Ground.

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

Discussions with the land owners continue.

It was **Resolved** to revisit the Neighbourhood Plan in case of future plans to develop the land.

At 20:33 it was resolved to extend the meeting by a further 30 minutes.

f) To discuss fencing on Village Green

It was **Resolved** for the Clerk to arrange the following:

- 1) Fencing where required to discourage parking on the green.
- 2) A Parish Council bench to be placed on the Green to stop cars being able to access.

1287 To consider items for the agenda of a future meeting

It was **Resolved** to discuss the following at the next Ordinary Meeting:

- 1) Parking (including parking for electric vehicles)
- 2) The objection of development on Shining Stars Nursery land.
- 3) Public Space Protection Order

It was further **Resolved** to discuss the rent agreement with Coxhoe Allotment Association at the April Ordinary Meeting.

1288 To confirm the date and time of next meeting

It was **Resolved** that the next meeting be held Wednesday 8th March 2023 at 6:30pm Coxhoe Village Hall.

1289 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

It was hereby **Resolved**.

1290 To Consider Recruitment and Training

a) Interview schedule for Administration Officer

It was **Resolved** to hold interviews on Saturday 18th February at Coxhoe Village Hall.

b) Staffing for Youth Provision

It was **Resolved** to advertise for a casual Auxiliary Youth Worker.

c) Youth Provision Training and schedule

It was **Resolved** that outstanding training for the Youth Provision was to be scheduled.

It was further **Resolved** that the Clerk will work with the Youth Lead on a rolling training schedule to ensure training remains up to date.

d) Set February date for HR Committee/Clerk Appraisal

It was **Resolved** for the HR Committee to meet at 6pm on 21 February at Coxhoe Village Hall. It was further **Resolved** that the Clerk's Appraisal would take place at 5pm, before the meeting.

The meeting closed at 20:48.

Certified as a True Record:

Chair (Sign)

Date