

## Coxhoe Parish Council Minutes

Meeting: **Ordinary Meeting**

Date & Time: 6 September 2023 6.30pm

Venue: Coxhoe Village Hall

Councillors present: J Ashworth; S Dunn; W Lavelle; K Simpson; A Harden

County Councillors present: County Councillor J Blakey and County Councillor G Hutchinson

Also present: S Taylor, Parish Clerk and N Watson, Administration Officer

### **1381 To note apologies**

Apologies were received from Councillors C Thirlaway, I Armstrong, I Spencer, K Lowes and County Councillor M Mckeen;

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

### **1382 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 an other registerable interests as a Director of the Active Life Centre, as a Trustee of Coxhoe Village Hall, as a Governor of Coxhoe Primary School, and as a member of the AAP board.

Councillor Simpson declared an other registerable interest as a trustee at Coxhoe Village Hall, Coxhoe and a village business owner.

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

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

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

### **1383 To confirm the minutes of the Ordinary Meeting held on 5 July 2023** (Enclosed)

It was **Resolved** that the minutes of the Ordinary Meeting held on 5 July 2023 be approved, confirmed, and signed as an accurate record.

### **1384 Public participation**

None to note

### **1385 To receive the County Councillors' Update**

a) County Councillors' Update

The County Councillors provided an update from recent village walkarounds. Complaints raised around The Grove concerning the front of some homes had been reported to Believe Housing and the overgrown

footpath running around The Grove to the top of the Village. The Clerk advised that this pathway was part of the path funding plan which is currently underway. It was **Resolved** for the Clerk to get an update about this pathway.

Complaints raised by residents continue to be escalated appropriately in regards to the Manse Childrens Home.

An update was provided in regards to the missing gully covers which run between Coxhoe and Quarrington Hill. Replacement work is to start soon.

Quarrington Hill Churchyard maintenance will be completed by volunteers in the next week. This will involve grass cutting and hedge trimming.

Councillor Simpson asked that Coxhoe Front Street be looked at in regards to the overgrown weeds. The County Councillors confirmed weedkiller had been applied to that area and that time needs to be given to allow this to work.

The missing trees at Station Road East will be replaced soon.

The work on the Cornforth Lane roundabout has commenced however another pothole outside of the school has been located and reported.

Councillor Dunn wanted to express his thanks to the County Councillors as the work at Parson Walk has now been completed. New pin kerbs have been added to make the path more stable.

It was **Resolved** for the Clerk to email the County Councillors with information about tree cutting around this pathway.

Councillor Dunn highlighted the sale of land behind the Village Green and asked that the County Councillors object on behalf of Coxhoe Parish Council on the sale of this land. Councillors felt that the sale could cause road safety issues leading in and out of Petterson Dale for both pedestrians and road users.

County Councillor Blakey confirmed that she also put in a request for the roundabout to be raised at the entrance of Petterson Dale to help prevent cars speeding over the current painted roundabout unknowingly.

County Councillor Blakey and County Councillor Hutchinson agreed to oppose the plan.

The railings at the traffic light crossroads have been reported again, work has been approved to have the railings replaced but no date has been provided.

Concerns were raised in regards to vehicles parking on the double yellow lines outside of the Best one Shop. It was **Resolved** for the Clerk to investigate with the Council if the installation of bollards would be a solution to this issue.

It was **Resolved** to note the update from County Councillor Blakey and county Councillor Hutchinson

#### **b) To discuss Coxhoe Park**

Councillor Dunn passed on his thanks to the Clerk for arranging James Young to attend the Primary School in July to discuss park plans and surveys with children and parents. James confirmed to County Councillors that a lot of feedback had been received and the matter is still being investigated.

It was Resolved for the Clerk to continue looking into funding for the park.

#### **1386To receive Councillors reports of attendance at meetings and events on behalf of the Parish Council.**

It was **Resolved** to note that the Clerk and Cllr Dunn attended a meeting with the Cornforth Lane Developer.

The Clerk attended the CDALC Small Councils Forum. During this meeting an inappropriate comment was made about Coxhoe Parish Council by a member of Sedgefield Council. It was **Resolved** for the Clerk to write a formal letter of complaint to Sedgefield Town Council in regards to those comments made.

### **1387 To consider Co-option to the Parish Council**

a) Quarrington Hill Ward – Co-option – the post remains open

It was **Resolved** that the Clerk advertise two co-opted vacancies for the Quarrington Hill Ward.

### **1388 To consider, note and agree financial matters**

a) Finance Report, Bank Reconciliation and Payment Schedule

1. Bank Reconciliation and Balances
2. Payments and Receipts

#### **1. Bank Reconciliation and Balances**

Bank reconciliations were provided for each month of the accounting year so far. It was **Resolved** to note the reports.

Bank Balances as at 31.08.2023:

Unity Trust: £ 34,547.42

Nationwide: £80,557.11

Credit Card Balance £0.00

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

## 2. Payments and Receipts

### a) Payments for Approval

July 2023 / August 2023

#### Direct Debits

No	Billing Period	Payee	Description	Amount
DD1	July 23	Staff	Salaries	£ 4560.25
DD2	July 23	NEST	Employer & Employees' Pension Contributions	£ 283.60
DD3	July 23	HMRC	Employer Liabilities	£935.39
DD4	July (payment in August)	BT	Landline & Broadband	£66.19
DD5	June 23	Microsoft	Microsoft 365	£5.99
DD7	July 2023 bill due 28.7.23	Vodafone	4 x Mobile Phones	£109.12
DD8	Approx 15 of month	Scottish Power	Memorial Garden Lighting	£37.13
DD9	July 23	ITC	One drive	£4.80
DD10	August 23	Staff	Salaries	£4729.48
DD11	August 23	NEST	Employer & Employees' Pension Contributions	£288.90
DD12	August 23	HMRC	Employer Liabilities	£943.44
DD13	August 23	BT	Landline & Broadband	£80.89 (inc's 1 off charge for set up of new package)
DD14	August 23	Microsoft	Microsoft 365	£5.99
DD15	August 23	Vodafone	4 x Mobile Phones	£109.12
DD16	Approx 15 of month	Scottish Power	Memorial Garden Lighting	£37.13
DD17	August 23	ITC	One drive	£4.80

## Bank Payments

No	Billing Period	Payee	Description	Amount
BP1	31/01/2023	Total Business Group	Print/Scan charges	£12.00
BP2	06/07/2023	Total Business Group	Print/Scan charges	£314.67
BP3	28/06/2023	Better Bounce	Bouncy Castle – Village Hall	£3233.57
BP4	18/07/2023	SLCC	Closed Churchyards webinar	£54.00
BP5	18.07.23	DCC	Maintenance of dog bin St Mary's Churchyard	£295.80
BP6	20.07.23	Easter Fun and Food Grant	Repayment of unspent funds	£457.60
BP7	28.06.23	Total Business Group	Print/Scan Charges	£110.67
BP8	28.06.23	Coxhoe Village Hall	Hire charge for YSG for main Hall	£375.00
BP9	1.7.23	SE Landscaping	Grounds Maintenance	£1562.50
BP10	25/07/2023	Crazy Creatures	Summer Youth Event	£180.00
BP11	24/07/2023	Total Business Group	Photocopier Usage	£54.73
BP12	28.07.23	G Smith	PAT Testing	£420.00
BP13	31.7.23	Cumbria Clock Company	Clock Service Q Hill	£174.00
BP14	02.08.23	Thinford Nurseries	Plants/Hanging Baskets	£4081.80
BP15	11.08.23	Premier Bouncy Castle	Bouncy Castle Hire – YSG	£132.00
BP16	14.08.23	Seventeen	Childrens Lunch Box – YSG	£250.00
BP17	10.08.23	Bell's Plumbing	Pavilion taps	£96.00
BP18	26.04.23	Gallagher	Cyber Package	£367.36

<b>BP19</b>	22.08.23	WAVE	Q Hill Allotment water	£42.26
<b>BP20</b>	18.08.23	Ray Lawson	New bench and fence at pavilion	£1035.00
<b>BP21</b>	18.08.23	Derek Shingleton	Assistance with end of year	£80.00
<b>BP22</b>	24.08.23	Express Traffic Management	Road closure – fireworks	£572.40

### Credit Card Purchases

No	Purchase Date	Payee	Description	Amount
<b>CC1</b>	14.07.23	Amazon / Glowstick UK	Foam Glow Sticks / glowsticks for fireworks	149.99 / 327.90 <b>Total £477.89</b>
<b>CC2</b>	14.07.23	Royal Mail	Postage for 2 letters	5.20
<b>CC3</b>	14.07.23	ASDA	Cleaning products for pavilion	45.32
<b>CC4</b>	24.07.23	Nisbets	10 x Bolero Folding tables (779.94 per order)	1559.88
<b>CC5</b>	31.07.23	Screwfix	Outdoor tap for Pavilion	8.69
<b>CC6</b>	08.08.23	Davies Sports	Sports equipment	360.26
<b>CC7</b>	02.08.23	Coop	Summer Group (YSG)	£1.65
<b>CC8</b>	02.08.23	Coop	Summer Group (YSG)	£13.05
<b>CC9</b>	08.08.23	Bakercross	Youth Group art supply	£127.64
<b>CC10</b>	08.08.23	Coop	Summer Group (YSG)	£15.58
<b>CC11</b>	09/08/23	Coxhoe Nursery	Summer Group – Rock Painting	£8.00
<b>CC12</b>	16.08.23	Coop	Summer Group (YSG)	£4.05
<b>CC13</b>	16.08.23	Coop	Summer Group (YSG)	£9.65

CC14	16.08.23	Coop	Summer Group (YSG)	£60.45
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Payments are gross (after VAT) unless indicated otherwise.

It was **Resolved** to approve the payments.

#### b) Monies received

Please note these have been added to the report for your information and to note.

Ref	Date	Payer	Description	Further information	Amount
I1	03.05.23	Coxhoe United	Pavilion Hire Charge		£200.00
I2	03.06.23	Coxhoe United	Pavilion Hire Charge		£200.00
I3	03.07.23	Coxhoe United	Pavilion Hire Charge		£200.00
I4	03.08.23	Coxhoe United	Pavilion Hire Charge		£200.00
I5	25.07.23	Durham County Council	Grant – Summer Youth Activities		£2,070.00
I6	22.08.23	Independent hire	Pavilion Hire	cash	£50.00
I7	24.08.23	Independent hire	Pavilion Hire	Cash	£50.00
I8	30.08.23	Float – carried forward from previous financial years	Various	Cash	£1,490.00

It was **Resolved** to note monies received.

#### b) Employer costs for July and August 2023

The Clerk had sent a report.

It was **Resolved** to note the employer costs for July and August 2023.

#### c) Bank Reconciliations for current financial year.

It was **Resolved** to note the bank reconciliations.

#### d) Budget Reviews, forecast and forward planning.

It was **Resolved** to defer budget review and setting to the EEF meeting to be held on Monday 11<sup>th</sup> September 2023. The Clerk had provided a forecast of spend for 23/24.

#### e) Interim Financial Audit.

It was **Resolved** to agree the interim financial audit.

#### f) Value for Money Audit

It was **Resolved** to note the interim financial audit.

### 1389 To consider matters in the Clerk's Report

The Clerk had sent a report.

#### a) Matters raised by residents

The Clerk explained that residents had requested additional notice boards around the village that could also be used for community notices. The Councillors confirmed that due to lack of budget and issues with agreed locations of additional boards prevented this. It was agreed that residents were able to use the existing boards for advertising with approval from the Clerk. It was **Resolved** for the Clerk to advertise this on social media.

Several complaints have been received in regards to the maintained and upkeep of shop fronts in the Village, and although not the responsibility of the Parish Council to upkeep, it was **Resolved** for the Clerk to contact building owners to help promote the up keep of there buildings.

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

#### b) To consider Coxhoe & Area Community Pantry and Foodbank

It was **Resolved** to note the activity undertaken.

#### c) To update on resolutions and actions from previous meetings

It was **Resolved** to note the activity undertaken.

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

It was **Resolved** for the Clerk to speak to Councillor Thirlaway to gain help in the Memorial Garden meter readings. It was noted that some of the lights were not working. It was **Resolved** for the Clerk to investigate this.

It was **Resolved** that the following be deferred and raised in the EEF meeting on Monday 11<sup>th</sup> September;

1. The Christmas lights.
2. The request from Coxhoe working men's club in regards to hanging baskets.

### 1390 To note Parish Council Youth Provision Report

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

### 1391 Planning Correspondence and Consultations Report

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

DM/23/01871/FPA The Limes 86 dwellings;

The Councillors voted unanimously to object the proposal on grounds of impacts to the following;

- Increased traffic volume into and through the Village, education, both primary and comprehensive, and environmental issues.
- The treeline between the proposed estate and Beechfield Rise.
- Impact to the surrounding nature reserve.



Concerns about the proposal had been raised by Coxhoe and Parkhill Residents.  
It was **Resolved** for Cllr Dunn to attend the consultation meeting in regards to this proposal.  
It was asked for a consultation to be arranged consulting residents and asking for their views on the proposal. It was further **Resolved** to advertise the proposal on social media and ask residents who have concerns to approve or object through the correct channels.  
It was asked of Councillors to submit individual objections rather than a combined submission which would only count as one objection.  
It was further **Resolved** for the Clerk to look at a tree preservation order for the trees that line the boundary between Beechfield Rise and the proposed site. The Parish Council want to ensure that no damage is caused unnecessarily to the trees in the event that the proposal is accepted.

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

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

None Received

c) To consider correspondence and a response to consultations

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

d) To note bulletins

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

### 1392 Coxhoe and Quarrington Hill Neighbourhood Plan

It was **Resolved** to note the report and to agree spend of £1000.00 plus expenses for a consultant review of work carried out so far.

### 1393 To consider activity and expenditure on Land, Buildings and Open Spaces

a) Quarrington Hill open spaces improvement plan

It was proposed for the Clerk to have consultations with residents to discuss what they would like to have done in the Village. It was **Resolved** to add to the next meeting when Cllr Armstrong would be in attendance to assist with this.

b) Northern Power Grid

It was **Resolved** to note the report and for Northern Power Grid to complete the works on Parish Council Land. Subject to further questioning from the Clerk and implications on future disruption. It was further **Resolved** for the Clerk to negotiate community payback in return for works.

c) Shaun Henderson Sports Ground

It was **Resolved** for the Clerk to investigate the transfer of use for the AAP Grant received and use remaining monies to finance a garage door and/or wheelchair ramp which is needed for access.

d) Car parking and community areas.

It was **Resolved** to note report. It was further **Resolved** that due to costing, the work on additional spaces is not to proceed. The Clerk is to continue investigations into signage to advertise village parking available.

It was further **Resolved** that the repainting of the community areas was approved.

e) Memorial bench request

It was **Resolved** that the request for the memorial be approved. The application asked for a bench to be situated outside of the Club however due to space this was not possible. It was approved for a memorial plaque, funded by the applicants, could be fixed to an existing seat. It was **Resolved** for the Clerk to liaise with the family to arrange installation.

f) Quarrington Hill Churchyard

It was **Resolved** to approve the drafted letter to Cassop-cum-Quarrington with Bowburn Parochial Council.

h) Asset Register upgrade

It was **Resolved** to note the report regarding a formal asset management system and the Clerk asked for consideration of this to be considered of a software upgrade when setting the budget for 24/25.

i) Kingswood Nature Reserve schedule of works.

It was **Resolved** to delegate authority to the Clerk to ensure that work carried out matches the funding criteria. It was further **Resolved** for the Clerk to work with Cllr Armstrong with the schedule of works.

*At 20:15 Councillor Ashworth left the meeting.*

j) Additional parking and consultation results

It was **Resolved** that the Clerk speak with the Police and Durham County Council in regards to illegal parking and to ensure regular checks are carried out on County Council Parking restrictions.

It was **Resolved** that additional parking and business/trader consultation results be added to the next agenda to discuss further.

*At 20:30 it was resolved to extend the meeting by a further 15 minutes.*

k) Grounds maintenance review

It was **Resolved** to note the maintenance review and a reminder was given to councillors to ensure there land inspections take place.

### **1393 To consider items for the agenda of a future meeting**

It was **Resolved** for Additional parking and consultation results and the rent agreement of the Parish Room at the Village Hall be added to next months agenda.

### **1381 To confirm the date and time of next meeting**

It was **Resolved** that the next meeting be held on Wednesday 4<sup>th</sup> October 2023 at 6:30pm Coxhoe Village Hall.

*The meeting closed at 20:45*

**Certified as a True Record:**

**Chair (Sign)**

**Date**