



Meeting: **Ordinary Meeting**

Date & Time: 04 February 2026 at 6.30pm

Venue: Coxhoe Village Hall

Councillors present: S Dunn (Chair) W Lavelle, J Ashford, P King, J Ashworth, K Lowes, A Harden.

County Councillors Present: County Councillors Hutchinson and Blakey

Also present: S Taylor, Parish Clerk N Watson, Admin Officer

1814 To note apologies

It was Resolved to note apologies from Councillors Appleby and Simpson

1815 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, as a Governor of Coxhoe Primary School.

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

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

Councillor Lowes declared an other registerable interest as a trustee of Coxhoe Village Hall and an other non registerable personal interest in the Youth Group due to having a family member in the service.

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

1816 To confirm the minutes of the Ordinary Meeting held on 07 January 2026

It was **Resolved** to approve the Ordinary Meeting minutes which took place on 07 January 2026

1817 Public participation

It was **Resolved** to note that two members of the public were present.

It was **Resolved** to note that Mr Lawson from Quarrington expressed his gratitude for the work done so far in Quarrington Hill Churchyard. He asked if he would be provided with a grant claim form for the Quarrington Hill Banner Group. It was **Resolved** for the Clerk to provide him with a form at the public surgery the following day.

It was **Resolved** to note that Mr Hubery wanted to acknowledge the good work done so far in the church yard at Quarrington Hill. It was **Resolved** to note a concern for the Solar Panel farm development which



overlooks Quarrington Hill. Following a walk to the site, it can be seen from Quarrington Hill, and he asked what impact this would have on brightness in the summer months reflecting onto homes. It was **Resolved** for the Clerk to obtain photos from the resident to investigate this further, and to establish which direction the solar panels would face. Mr Hubery is part of the Kingswood Working Group, it was **Resolved** for the Clerk to liaise with the Working Group on the development of a Woodland Management Plan.

1818 To receive the County Councillors' Update

It was **Resolved** to note the update from County Councillor Blakey.

- Resident complaints about the road conditions caused by the local quarries have been reported and Councillor Blakey has spoke to the Quarry to arrange to get the liaison meeting back.
- Lack of CCTV in Coxhoe at the Grove end of the Village. The Clerk confirmed this had been priced, however costs were outside of budget. The Chair asked the Clerk to obtain a quote for a cheaper camera to see if affordable. It was **Resolved** for the Clerk to investigate this.
- Resident complaints for speeding traffic outside of Majolica Mews have been reported and a traffic survey has been requested.

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

- Road conditions outside of the Grange Farm estate have been reported and since have slightly improved – this will be monitored.
- Cars for sale on the pavement at the trade park at Prospect Place have been reported.
- Enforcement officers had been at Coxhoe Primary School for parking issues and tickets had been issued. Councillors raised concerns that this needed to be consistent as problems were still occurring,

It was reported to the County Councillors that the road surface at the mini roundabout was in poor condition.

It was reported to the Councillors the poorly maintained path surface along Parsons Walk outside of the entrance to Coxhoe Primary School.

Councillors raised concerns with the County Councillors regarding the traffic impact from the solar panel farm and the planning proposals at Integra, Bowburn.

1819 To consider, note and agree financial matters

- a) Finance Report and Payment Schedule

Finance Report and Payment Schedule for Coxhoe

Parish Council: 04 February 2026

1. Bank Reconciliation and Balances
2. Payments and Receipts

1. Bank Reconciliation and Balances

Bank reconciliation, bank statements and cashbook will be available on Councillors' request.

Bank Balances as at 28/01/2026

Unity Trust: £ 47,520.25

Unity (Youth Account): £ 5,402.29

Nationwide: £84,337.83

Credit Card Balance £ 0

TOTAL BALANCE: £ 137,260.37

Recommendations:

note the bank balances.

2. Payments and Receipts

a) Payments for Approval

Direct Debits

| No | Billing Period | Payee | Description | Amount |
|-----|----------------|----------|---|---------|
| DD1 | January 26 | NEST | Employer & Employees' Pension Contributions | £441.90 |
| DD2 | January 26 | ITC | One drive | £4.80 |
| DD3 | December 25 | BT | Landline & Broadband | £45.44 |
| DD4 | January 26 | Vodafone | 4 x Mobile Phones | 71.47 |

Bank Payments

| No | Billing Period | Payee | Description | Amount |
|------|----------------|-------------------|---|----------|
| BP1 | January 26 | Staff Salaries | Staff Salaries January 2026 | £6021.62 |
| BP2 | January 26 | HMRC | Staff Liabilities January 2026 | £1764.69 |
| BP3 | January 26 | FLIC | Hire of Menace for YSG | £178.50 |
| BP4 | 06.01.26 | Olivers Trees | Tree work in Coxhoe and Q Hill | £1314.00 |
| BP5 | 01.01.26 | SE Landscape | Maintenance work | £1562.50 |
| BP6 | 01.01.26 | Blachere | Xmas Lights | £663.60 |
| BP7 | 01.01.26 | Reaction | Firework Display | £6132.00 |
| BP8 | 15.01.26 | St Josephs | Electric for xmas Tree | 54.33 |
| BP9 | 20.01.25 | Q Hill Com Centre | Community Centre Hire 2025 | £1160.00 |
| BP10 | 20.01.26 | Stephen Cramm | Removal of xmas lights | 1080.00 |
| BP11 | 20.01.26 | CDALC | Training – budgeting for Town and Parish Councils | £20.00 |
| BP12 | 20.01.26 | Border Group | Firework Toilet Hire | £438.00 |
| BP13 | 20.01.26 | Traffic Express | Road Closure – fireworks | £442.00 |
| BP14 | 20.01.26 | Conrad Energy | Xmas Lights electricity | £51.06 |

| | | | |
|-------------|--|--|--|
| BP15 | | | |
| BP16 | | | |

Credit Card Purchases

| No | Purchase Date | Payee | Description | Amount |
|-----|---------------|-----------------------|-------------|--------|
| CC1 | 22.01.26 | Safety Signs for less | CCTV signs | £32.46 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Payments are gross (after VAT) unless indicated otherwise.

Payments requiring further information, presented for approval

| Ref | Payee | Description | Further information | Amount |
|----------|-------|-------------|---------------------|--------|
| A | | | | |
| B | | | | |

Payments are gross (after VAT) unless indicated otherwise.

Approved for action/payment:

Signed:

Print Name:

b) Monies received

Unity Account

Monday 12th January 2026

12/01/26

Allotments

35.00

Friday 9th January 2026

09/01/26

YOUTH

4.00

Monday 5th January 2026

05/01/26

[Allotments](#)

35.00

Friday 2nd January 2026

02/01/26

[Allotments](#)

70.00

Monday 29th December 2025

29/12/25

[Allotments](#)

105.00

29/12/25

[Allotments](#)

35.00

Friday 19th December 2025

19/12/25

YOUTH

6.00

19/12/25

[Allotments](#)

35.00

19/12/25

[HMRC VTR](#)•XCV126000100004

7,630.16

Friday 5th December 2025

05/12/25

Youth

4.00

Monday 1st December 2025

01/12/25

[GBS RE RPA NO2 ACC](#)•PY2648152

6,259.32

Thursday 20th November 2025

20/11/25

[S Taylor](#)•BANKED CASH

1,050.00

20/11/25

[Credit](#)•157

39.99

20/11/25

[FUTURE LEISURE IN](#)•FIREWORKS INV 2522

2,940.00

Youth Account

Tuesday 2nd December 2025

02/12/25

3.00

Monday 1st December 2025

01/12/25

4.00

Paying in Authorisation

Please see banking form to be signed and authorised.

Recommendation: approve monies to be deposited.

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 December 2025](#)

The Clerk had sent a report.

It was **Resolved** to note the employer costs for December 25.

[c\) Bank Reconciliation](#)

It was **Resolved** to note the Report

[d\) Precept Confirmation](#)

It was **Resolved** to confirm the Precept

1820 To consider matters in the Clerk's Report

The Clerk had sent a report.

a) **Matters raised by residents**

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

b) **To update on resolutions and actions from previous meetings**

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

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

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

1821 To note Parish Council Youth Provision Report (to follow)

a) **Youth Provision Update**

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

b) **Youth Provision monitoring feedback (enclosed)**

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

It was **Resolved** to send the completed incident report to Councillor K Lowes for sign off.

It was further **Resolved** for the Clerk to include footwear spot checks into her Youth visits as per the report.

It was **Resolved** for the Youth Club to donate their session space on July 17th to Coxhoe Primary School leavers party.

1822 Coxhoe & Area Community Pantry and Foodbank

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

1823 Planning Correspondence and Consultations Report

a) **To consider any response to the County Council regarding planning application.**

DM/25/03583/FPA Mr and Mrs Orton 12 School Avenue – Single Storey extension to rear of existing dwelling.

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

b) **To consider any planning applications received after the agenda was issued to be dealt with by the**
To note approved, withdrawn and refused decisions.

None to note

c) **To consider correspondence and a response to consultations**

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

C) **To note bulletins**

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

e) Ongoing / Upcoming planning applications and correspondence.

1821 To consider applications for Community Grants and Funding

None to note

1822 To Consider Parish Council Vacancies

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

1823 To consider activity and expenditure on Land, Buildings and Open Spaces

a) Quarrington Hill Churchyard

It was **Resolved** to note the report

b) Kingswood Nature Reserve

It was **Resolved** to note the report. Mr Lawson (Member of public) advised to council that there was an overflow from sewage pipes at Kingswood. It was **Resolved** for the County Councillors to report this matter. It was further **Resolved** for the Clerk to liaise with County Council Jenner to see what proposals had been made in regards to S106 local funding.

c) St Mary's Churchyard

It was **Resolved** to note the report. The Clerk confirmed that once drone shots had been received the completed work would be publicised.

d) Section 106 Projects

It was **Resolved** to note the report. It was further **Resolved** to add the Sensory Garden to the proposed list of projects.

It was **Resolved** for the Clerk to express to County Councillor Jenner that the S106 funds from the village developments be used in the Village and not be allocated elsewhere. It was further **Resolved** for the Clerk to put an article in the chronicle to advise residents of the project proposals if funds are received.

e) Land Enquiries

It was **Resolved** to move this this agenda item to the end of the meeting under a confidential section

f) Shaun Henderson Sports Ground

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

g) St Andrews Church Hall

It was **Resolved** to note the report. It was further **Resolved** for the Clerk to contact the Methodist church and obtain further information about the potential of Coxhoe Parish Council taking over the old part of the church building. It was further **Resolved** for the Clerk to look into surveys of what work/repairs would need to be made.

h) Neighbourhood Plan

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

1824 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

1825 To consider activity and expenditure on Land, Buildings and Open Spaces

Land Enquiries

It was **Resolved** to explore offers received and to liaise with effected parties.

1826 To confirm the date and time of next meeting

It was **Resolved** that the next meeting be held Wednesday 4th March 2026 at Coxhoe Village Hall at 6.30pm.

The meeting ended at 9pm

Certified as a True Record:

Chair (Sign)

Date

DRAFT