



Meeting: **Ordinary Meeting**

Date & Time: 07 January 2026 at 6.30pm

Venue: Coxhoe Village Hall

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

County Councillors Present: County Councillors Hutchinson and Blakey (Both arrived at 6.55pm)

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

1795 To note apologies

None received

1796 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 K Simpson declared other registerable interests as a Trustee of Coxhoe Village Hall and a business owner in Coxhoe.

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.

1798 To confirm the minutes of the Ordinary Meeting held on 03 December 2025

It was **Resolved** to approve the Ordinary Meeting minutes which took place on 03 December 2025

1799 Public participation

None present

It was Resolved to suspend standing orders and bring item 13 To Consider activity and expenditure on Land Buildings and Open Spaces.

1800 To consider activity and expenditure on Land, Buildings and Open Spaces

- a) Quarrington Hill Churchyard
It was **Resolved** to note the report. It was further **Resolved** for the Clerk to ask the Parochial Council if the Council can liaise with our Contractor to enquire about what work can be done for the £4000.00 budget. This is to include the clearance and clearing within the churchyard.
- b) Kingswood Nature Reserve
It was **Resolved** to note the report.
- c) St Mary's Churchyard
It was **Resolved** to note the report. It was further **Resolved** for the Clerk to make a public statement when the work commences (anticipated w/c 12 January – weather dependent) on the day contractors arriving.
- d) Neighbourhood Plan
It was **Resolved** to note the report. It was further **Resolved** to publish a draft map of the Neighbourhood Plan in the next edition of the Chronicle.
- e) Land Transfers
It was **Resolved** to note the report. It was further **Resolved** after a majority vote for the Clerk to engage with the developer and discuss the proposal they are making.
- f) Foundry Row
It was **Resolved** to note the report and further **Resolved** to approve the drainage works to go ahead at the quote supplied.
- g) It was **Resolved** to note the report and further **Resolved** to proceed with a sealed tender for the grounds maintenance contract.
- h) Unadopted paths Coxhoe
It was **Resolved** to note the report and further **Resolved** for the Clerk to continue to pursue Barret Homes to clarify ownership.

1801 To receive the County Councillors' Update

It was **Resolved** for the Clerk to report the following requests from Councillors;

1. Reports of increased presence of electric bikes and scooters was raised in the PACT meeting this month.
2. Clamps being removed from clamped cars is being investigated by police.

1802 To receive Councillors' reports of attendance at meetings and events on behalf of the Parish Council

None to note

1803 To consider, note and agree financial matters

- a) Finance Report and Payment Schedule



Finance Report and Payment Schedule for Coxhoe

Parish Council: 07 January 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 20/12/2025

Unity Trust: £ 67,386.30

Unity (Youth Account): £ 7,804.35

Nationwide: £84,337.83

Credit Card Balance £ 0

TOTAL BALANCE: £ 159,528.48

Recommendations:

note the bank balances.

2. Payments and Receipts

a) Payments for Approval

Direct Debits

No	Billing Period	Payee	Description	Amount
DD1	December 25	NEST	Employer & Employees' Pension Contributions	£439.62
DD2	Decemeber 25	ITC	One drive	£4.80
DD3	December 25	BT	Landline & Broadband	£45.44
DD4	December 25	Vodafone	4 x Mobile Phones	£67.20
DD5	December 25	WAVE	Quarrington Hill Allotments water bill	£17.52
DD6	December 25	Grenke	Photocopier	£110.00

Bank Payments

No	Billing Period	Payee	Description	Amount
BP1	December 25	Staff Salaries	Staff Salaries November 2025	£6021.62
BP2	December 25	HMRC	Staff Liabilities October 2025	£1764.69
BP3	01.12.25	SE landscapes	Ground Maintenance	£1562.50
BP4	23.09.25	Village Hall	Hall Hire for 2025	£1000.00
BP5	24.09.25	Active Life	Car Park Closure for fireworks	£500.00
BP6	29.09.25	Total business group	Photocopier	39.74
BP7	01 oct 25	I C Liddle	Hanging basket watering	£1394.40

BP8	29.09.25	Coxhoe Village Hall	Saturday morning room hire SEN (jan-dec 25)	£500.00
BP9	06.10.25	NWL	Legionella Test	£330.00
BP10	16.12.25	NERAMS	Fireworks first aid	£1656.00
BP11	03.12.25	Stephen Cram	Defib work – q hill	£216.00
BP12	09.12.25	Stephen Cram	Christmas Tree Star	£198.00
BP13	01.12.25	Stephen Cram	Christmas Lights	£1080.00
BP14	01.12.25	Kevin Mangles	Santa	£250.00
BP15	01.12.25	TBG	Photocopier usage	£70.77
BP16	01.12.25	Grenke	Photocopier protection cover (annual)	£110.00

Credit Card Purchases

No	Purchase Date	Payee	Description	Amount
CC1	Oct 25	HMRC	Overdue amount	£1180.66

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

Thursday 20th November 2025

Friday 19th December 2025

19/12/25

YOUTH

6.00

19/12/25

PLOT 1 RENT

35.00

19/12/25

[HMRC VTR](#)

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](#)

6,259.32

Thursday 20th November 2025

20/11/25

BANKED CASH

1,050.00

20/11/25

[Credit](#)•157

39.99

20/11/25

FIREWORKS INV 2522

2,940.00

Friday 14th November 2025

14/11/25

Wreath

19.99

Thursday 13th November 2025

13/11/25

WREATHS SCOUTS 251

19.99

Wednesday 12th November 2025

12/11/25

POPPY WREATH

19.99

Friday 7th November 2025

07/11/25

2514 POPPY WREATH

19.99

Monday 3rd November 2025

03/11/25

COXHOE UNITED

200.00

Youth Account

Wednesday 5th November 2025

05/11/25

20.00

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) Approve Budget and Precept

It was **Resolved** to note the report. It was further **Resolved** for 'Fireworks income' to be removed from the budget. It was **Resolved** to approve the 0% increase for 2026 Precept.

e) Authorised Signatories

It was **Resolved** for Councillor Lavelle to become an authorised signatory.

1803 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** that the CCTV could be removed following on from research and investigations carried out by the Clerk.

1804 To note Parish Council Youth Provision Report

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

1805 Coxhoe & Area Community Pantry and Foodbank

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

1806 Planning Correspondence and Consultations Report

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

DM/25/03404/OUT Integra 61 Phase 2 – It was **Resolved** for the Clerk to draft a comment to be made in regards to this application in relation to the traffic impacts and also the impact to road surface condition due to the increase in traffic.

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

- b) 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.

- e) Ongoing / Upcoming planning applications and correspondence.

1807 To consider applications for Community Grants and Funding

None to note

1808 To approve article list for Chronicle – January 2026

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

1809 To consider Member Code of Conduct and Civility and Respect

It was **Resolved** to note the report and Councillors signed the declaration provided by the Clerk.

1810 To approve events schedule 2026.

It was **Resolved** to note the report and to confirm that Fireworks would not be taking place again due to the imminent building work at Grange Farm. It was further noted that VE would not be included in this years calendar. It was **Resolved** for the Clerk to look into Durham Brass Festival as an alternative to the fireworks for a summer event this year.

1811 To consider nominations for Sue Snowdon celebration event and Royal Garden Party

It was **Resolved** to note that Councillor Dunn and Simpson will be nominated to attend.

1812 To consider nominations for CDALC Executive Committee

None to note

1813 To confirm the date and time of next meeting

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

The meeting ended at 8.20

Certified as a True Record:

Chair (Sign)

Date

DRAFT