

Minutes for the Monthly Parish Meeting of Croxdale and Hett Parish Council
Wednesday 27 February 2019, 7.00 pm
Croxdale Community Centre

Parish Council Members Present:

Councillor L Griffiths (Chair), Councillor R Burton, Councillor J Garner, Councillor P Kerrison, Councillor M Ord, Councillor K Summerson, Councillor A Watt, I Watt and Councillor W Watt.

Also Present:

County Councillors J Blakey, M McKeon and S Dunn.

108/18. Apologies for Absence:

There were no apologies of absence.

109/18. Declarations of Interest:

There were no declarations of interest.

110/18. Policing:

The next PACT Meeting is to take place on Wednesday 10 April, 7pm, Croxdale Community Centre.

Clerk informed Members the Parish Council has been invited to an informal meeting on Thursday 14 March 2019, 6-7pm at the newly refurbished Sherburn Road Police Station.

Resolved: For Members' Information.

111/18. Public Participation

Two residents were in attendance. One resident reported the following:

- (a) Allotment at the Poultry Centre – over hanging of trees is still an issue in relation to an allotment at the Poultry Centre and no work has been carried out since new tenant arrived in the summer.
- (b) Concerns over pedestrian access – children crossing the road at Front Street East. County Councillor Dunn suggested a site visit to take place in the first instance to look at issues with relevant Highway Officers. County Councillor Blakey suggested a representative from transport should also be in attendance regarding bus services/routes. Clerk is to confirm list of outstanding highways issues following attendance of DCC Officer in February 2018 and forward to County Councillor McKeon for action.

Resolved: Clerk to write to the concerned allotment holder accordingly and forward list of outstanding issues to County Councillor McKeon. County Councillor Dunn to arrange for site visit accordingly.

112/18. Minutes

The Minutes of the meeting held on the 23 January 2019 were agreed as a true record and signed by the Chairman.

113/18. Matters Arising

i. **Fencing at Hett Lane:**

County Councillor McKeon suggested a site visit should be arranged in relation too signage at Hett Lane.

Resolved: For Members' information.

ii. **Allotments:**

Clerk had prepared a second letter to the allotment holder at the Poultry Centre, however following Councillor Summerson's discussion with the tenant; a close board fence over panels and container is to be built. Progress of works will be reported to the next meeting.

Resolved: For Members' information.

iii. **Youth Provision:**

Clerk confirmed the Parish Council's application for funding has been approved of £3,000.

A meeting with the Clerk, Councillors Burton and Ord, and DCC representatives took place on 4 February 2019 and gave an update as follows:

- The Youth Club will now start on Thursday 7 March 2019 to allow time to receive the necessary funding/purchase equipment and carry out a leaflet drop in the Parish to raise awareness. The Youth workers will be present on 28 February at the WMC (between 6-8pm) to familiarise themselves with the venue and carry out risk assessments etc prior to the first session being held on 7 March.
- The PC will be invoiced on a quarterly basis for the x2 youth workers and room hire of the WMC.
- Leaflets are now available for distribution. Clerk, Councillors Burton and Ord agreed to deliver.
- Insurance – the youth workers are covered by their own public liability at a cost of £68.00 – this will be met from the Parish Council.
- Refreshments – Councillor Burton kindly agreed to fund the cost of drinks/crisps/sweets initially, which will be available for the children to purchase. The youth workers will administer the cash on a weekly basis and purchase any further refreshments if required in the future. Councillor Griffiths queried how these monies will be reflected in the Parish Council's finances? Clerk to confirm.

Resolved: For Members' Information. Clerk to confirm administration and accounting of monies received in respect of purchase of refreshments and membership.

iv. **Re-location of Memorial Bench:**

Clerk has now received a quotation of £250 to swap the 2 benches. This includes restoration works to the older bench which was installed in aid of the Millennium. Concern over placing a bench near the children's play area was noted, however, as there is a bench already in place facing the road, relevant risk assessments would already be in place. The Clerk is currently seeking relevant permissions from DCC as land owner. The Clerk reported she has also enquired with the AAP if there's any implications of moving the Tommie memorial bench as it was funded through County Councillor's Blakey Neighbourhood budget. The AAP confirmed there are no implications in doing this, subject to County Councillor Blakey's agreement.

Resolved: Following County Councillor Blakey's agreement, Members' agreed to the switching of the 2 benches, subject to approval from DCC as land owner of one of the benches.

v. Hett War Memorial:

Clerk has requested full list of WW1 names from DCC for inclusion at Hett War Memorial. No response has been received as of yet.

Councillor A Watt queried if there was an update in relation to the signage that is currently at Croxdale Church. Councillor Griffiths confirmed until the works are complete at Hett Village Hall, the Church is safe keeping this on the Parish Council's behalf.

Resolved: For Members' Information.

vi. Croxdale Beck:

County Councillor McKeon to arrange for site visit to look at the issues. This site visit will also look at signage for Hett Lane.

Resolved: For Members' Information. County Councillor McKeon to action.

vii. Croxdale Inn Car Park Rent:

Clerk has written to the Croxdale Inn informing the owner of the proposed charges for 2019/20 – deadline for payment being 31 March 2019.

Resolved: For Members' Information.

viii. First Aid Training:

Clerk confirmed with the resident that the Parish Council would assist in circulating details, however no response/further details has been received to date.

Resolved: For Members' Information.

ix. Hett Litter Pick:

DCC confirmed on 7 February 2019 that the litter pick had taken place in Hett. DCC will inform the Clerk on a monthly basis when this has been done.

Resolved: For Members' Information.

x. Cemetery Gates:

Clerk confirmed a quotation has been received from Special Branch Tree Services for painting of the gates (inc. removal of ivy from railings). The quotation of Hett is to follow. Regarding the stone pillars/pointing works, RW Fabrications is to advise of a contact who specialises in this area and will provide a quotation in due course.

Resolved: For Members' Information.

114/18. Parish Clerk Update / Correspondence:

i. Councillors Training Session:

Clerk informed Members regarding Councillor training on 7 March 2019, 6pm, at the Parish Room, Coxhoe Village Hall. This is being organised by Coxhoe PC for neighbouring parishes via CDALC. Cost is not yet known as it will be spread between attendees. Topics to include - roles, responsibilities, powers, duties, general info re meetings and any other topics that are of interest.

Resolved: Members' to inform the Clerk accordingly if training is of interest.

- ii. **2018/19 Audit:**
A briefing session will take place on 3 April 2019 with regard to 2018/19 audit requirements. Parish Clerk will be attending.

Resolved: For Members' Information.

- iii. **Proposed Bus Shelter Replacements:**
A proposal to replace the existing brick bus shelters near Coldstream House on A167 at both North & South bound has been received via County Councillor McKeon. The bus shelters are fully enclosed, providing protection from all sides, they also include seating provision. County Councillor Blakey commented former County Councillor Mac Williams and herself had previously requested replacement bus shelters but to no avail.

Resolved: For Members' Information.

- iv. **County Durham Plan Pre-Submission Consultation:**
Clerk notified Members regarding the final consultation on the County Durham Plan before it is submitted to the Secretary of State ahead of an examination in public later in the year. Deadline for feedback is 8 March 2019.

Resolved: For Members' Information.

- v. **County Durham Housing Strategy Consultation:**
Consultation on the above strategy is now open until 8 March 2019. The strategy has been developed to consider housing issues in County Durham. The strategy brings together all housing related activity into a single document to provide a strategic framework to inform the actions and investments of the Council and its partners.

Resolved: For Members' Information.

- vi. **Council Tax Notice:**
Clerk circulated draft notice for Members' approval in relation to 2019/20 council tax increase.

Resolved: Members' agreed to the notice which would be displayed in the Parish and circulated on our website and social media.

- vii. **Croxdale Cemetery:**
Clerk informed Members of feedback from a resident regarding Croxdale cemetery as to how much more presentable it has become lately, following the recent review of the Parish Council's cemetery maintenance contractor.

The resident requested if planters could be placed around the area to help improve the appearance and also if it was possible to repair an existing planter that is in need of repair. The main path down the middle of the cemetery was also raised regarding the build-up of moss and dirt. Following discussion, Clerk is to contact the cemetery contractor regarding the maintenance of the paths as this area of work is covered in the contractor's remit. With regard to planters and decoration, this request was not approved on the basis of the maintenance and up keep of the planters/tubs would be met from the Parish Council's funds as well as providing this service to Hett cemetery also.

Resolved: Clerk to respond to the resident accordingly and contact cemetery contractor regarding general feedback and maintenance of paths.

viii. Grass Maintenance Contract 2019/20:

The contract of works for grass cutting of Croxdale and Hett Cemeteries was received for 2019/20 in the sum of £2,273.88 (inc VAT). It was noted the charge for 2018/19 was £2,240.27.

The contract for 2019/20 was subsequently agreed by Members, however the Clerk is to remind DCC of the recent complaints of leaving the cemetery gates open at Croxdale and reports of damaged graves/kerbs, also at Croxdale cemetery.

Resolved: Clerk to action accordingly.

115/18. Financial Matters:

(i) Financial Report for the Period 1 April – 31 January 2019:

A financial update prepared by the Clerk was circulated to Members which included a detailed schedule of receipts and payments for the financial year to date and bank reconciliation to 31 January 2019. The current net bank balances totalled £8,840.50.

The following cheque payments were approved:

Cheque Number – 400402 – M Graveling - £50.00

Cheque Number -400403 – Special Branch Tree Services - £180.00

Resolved: For Members' Information.

116/18. Review of Governance Documents

The following governance documents were circulated to Members for agreement at the next meeting. It was noted for future reviews, these would be spread out over a number of meetings.

- a) Standing Orders
- b) Financial Regulations
- c) Members Code of Conduct
- d) Risk Assessment
- e) Disciplinary Policy
- f) Grievance Policy
- g) Data Protection
- h) Complaints Procedure
- i) Social Media Policy
- j) Cemetery Policy
- k) Dignity at Work Policy
- l) Assets Register

Resolved: Members to review and report any queries to the Clerk in the first instance, for agreement at March's meeting.

117/18. Meeting Schedule 2019/20

The schedule of meetings for 2019/20 was circulated for information and meetings agreed to be held on the fourth Wednesday of every month (except August when no meetings are held).

It was noted December's meeting is brought forward due to the Christmas holidays and April's meeting at Croxdale Community Centre, would now be held at Hett Village Hall due to availability of the Community Centre.

Resolved: For Members' Information.

118/18: Terms of Reference: Youth Provision

Clerk had prepared an agreement between the Parish Council, Croxdale WMC and Spennymoor Youth and Community Association (SYCA) in relation to youth provision, which sets out clear terms and conditions for all parties. Clerk confirmed SYCA has agreed to the terms of reference and is meeting with Croxdale WMC on 28 February 2019.

Councillor Griffiths queried if VAT would be applicable to SYCA and Croxdale WMC in relation to youth services and venue hire? Clerk to confirm.

Resolved: For Members' Information. Clerk to confirm if VAT would need to be considered for quarterly invoicing.

119/18: Planning Issues:

No specific planning applications was discussed, however Councillor Ord reported Barnmoor Filling station has now been demolished, therefore the planning application (that was discussed at a previous meeting) must have been approved? Clerk to confirm.

Resolved: Clerk to confirm if planning application was approved.

120/18. County Councillor Reports

County Councillor Blakey gave an update in relation to: from 1 April 2019, County Durham Housing Group will be re-named 'Believe'. The salt bin at Hell Mill Lane has gone missing and the salt being dropped in the hedge row causing damage. A new bin is to be sourced through Durham AAP.

County Councillor Dunn gave an update in relation to: council tax increase of 2.99%, plus an additional 2% increase in relation to adult social care. In September there will be a 50 mile road race around the County, passing through Ferryhill, Kirk Merrington and West Cornforth. County Councillors are now trained on community speed watch – volunteers welcome. Planning application in relation to the new HQ will be considered by the Planning Committee on 05 March 2019. Members were asked to consider if they would like to pursue any projects in relation to WW2 memorial later in the year.

County Councillor McKeon gave an update in relation to: Integra 61 – further details to be circulated.

Resolved: For Members' Information.

121/18. AOB:

Hett Flooding:

Councillor A Watt requested if edging works to the footpaths near number 1, The Green, Hett, could be extended following previous works having been carried out.

Resolved: County Councillor McKeon agreed to action.

Pot Holes – Rogerson Terrace:

Councillor Garner reported a disabled person had fallen over a pot hole on the A167. Councillor W Watt reported there is also a large pot hole near to the new bus stop (south bound).

Resolved: County Councillor McKeon agreed to action.

Hett Subsidence:

Councillor I Watt reported subsidence is occurring at numbers 3/4/5 The Green following installation of new water pipes. Clerk to report to Northumbrian Water in the first instance.

Resolved: Clerk to action accordingly.

Refuse Bins / Recycling – Hett:

Councillor I Watt reported there are a number of houses at West Street, Hett, who are leaving rubbish bins on a public footpath. Clerk to report to DCC in the first instance.

Resolved: Clerk to action accordingly.

122/18. Date and Time of Next Meeting:

It was agreed that the next meeting would be held on Wednesday 27 March 2019 at 7.00 pm, Hett Village Hall.