

**Minutes for the Monthly Parish Meeting of Croxdale and Hett Parish Council**  
**Wednesday 08 March 2017, 7.00 pm**

**Parish Council Members Present:**

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

**Also Present:**

County Councillors J Blakey and M Plews.

**192/16. Apologies for Absence:**

Apologies of absence was received from Councillor A Watt.

**193/16. Declarations of Interest:**

Councillors R Burton and W Watt declared an interest in item 11 (quotations for fencing repairs to the land adjacent to the Croxdale Inn).

**194/16. Policing:**

Police and Crime Commissioner, Ron Hogg, confirmed his attendance at the next Parish Meeting regarding general policing matters. Clerk raised non-attendance of PCSO Officers and circulation of incident reports to Neighbourhood Inspector David Coxon, who re-assured the Parish Council that the Policing team try to balance meetings with responding to incidents and calls for service, but ensured all Parish Councils should receive at least a written update for their meeting.

There was no Police attendance at the meeting however a report was circulated for the period 08 February 2017 – 08 March 2017 with 12 reported offences for the area and majority relating to road incidents.

With regard to the outstanding policing issues, PCSO Abby Pattison confirmed the incident at the WMC was attended by officers who provided the following update. When officers arrived on scene a lot of youths were present in the area however nothing was ongoing, the club was closed and all parties vacated the area. No offences were disclosed.

In relation to the parking complaint at The Citroen Garage, no other complaints regarding the garage had been received. The garage stated that they are making every effort to ensure that the transporter vehicles are not parking on any footpath and have forwarded this advice on to their delivery drivers. They have also stated that they have moved all deliveries to after 9am in an attempt to keep any disruption to a minimum.

**195/16. Public Participation**

Michael Graveling was in attendance.

**196/16. Minutes**

The Minutes of the meeting held on the 08 February 2017 were agreed as a true record and signed by the Chairman.

## 197/16. Matters Arising

**i. Fencing at Hett Lane:**

No response has been forthcoming following County Councillor Jan Blakey's efforts. County Councillor Plews advised she would raise this issue with John Reed, Head of Service, at a meeting she had planned shortly.

**Resolved: County Councillor Plews to progress.**

**ii. Litter Pick:**

Notification was received on 6 March 2017 that this has now been completed. However, Councillor I Watt confirmed the litter pick needs to be carried out further afield between Hett Lane/Leaman's Lane/road leading to Coach and Horses.

**Resolved: Clerk to follow up with the County Council.**

**iii. Hett Fencing:**

Cllr Summerson confirmed he had inspected and repaired the fencing at Hett Cemetery.

**Resolved: For Members' information.**

**iv. Street Lighting:**

Members confirmed the repair works have been carried out.

**Resolved: For Members' information.**

**v. County Durham & Darlington Fire & Rescue Service Public Consultation:**

Clerk reported this was responded to on time with the responses as agreed at the last meeting.

**Resolved: For Members' information.**

**vi. Big Spring Clean:**

Litter pick within the Parish is to take place on Saturday 08 April at 11.00 am. Agreed with the Community Centre to use the car park as a meeting location. Suggestions on locations, (depending on number of volunteers) to be forwarded to the Clerk / Councillor Burton in due course.

**Resolved: For Members' information.**

**vii. Puppy Farming – Allotment Land:**

A review of the tenancy holder agreements for garden allotments / small holdings will be discussed at the next meeting. It was noted Councillor Garner has received no further concerns from the complainant regarding the number of dogs an allotment holder holds onsite.

**Resolved: Clerk to note for the next meeting agenda.**

**viii. Rogerson Terrace:**

The issue of motorists using the rear of Rogerson Terrace making U-turns during rush hour as a short cut was raised with DCC via County Councillor Blakey. Discussion took place on

changing the speed limit to 20mph and to introduce road humps, although there is insufficient funds at the present time. Road safety initiatives to be looked at in the new financial year via Members Neighbourhood Budget Fund. Clerk to also raise with the PCSO for policing.

**Resolved: Clerk to notify PCSO Abby Pattison of the above issue.**

**ix. HVHA – Transfer of Land:**

Clerk confirmed Brian Ogden stated on 13 May 2016 that the land transfer had gone through which was the last correspondence the Clerk had heard on this matter. Councillor Burton confirmed on behalf of the Land Registry that the land now belongs to HVHA.

**Resolved: For Members' information.**

**x. Road Closure – Thinford Works:**

Formal complaint was logged with DCC regarding Leaman's Lane/Hett Roads as a result of additional traffic. A response was received which DCC are in the process of reviewing the damage to roads to determine the impact the traffic increase has had and will confirm once the Highways Asset Management Team has completed this review. It was noted as a minimum, DCC will reinstate verges but will look at the case for anything further.

Jonathan Gall raised the issue of abuse from road users on the routes through Hett, that people are getting for using these roads, despite a genuine need. This is since the closure has been in place which has cut out the vast majority of traffic avoiding the shortcut. Members confirmed they were not aware of the issues above but asked the Clerk to clarify is the abuse received from road users to local residents or vice-versa?

With regard to signage, the Clerk is to ascertain if the same signage of 'not suitable for HGVs' (or similar) at Sunderland Bridge is placed at Hett Lane for consistency.

**Resolved: Clerk to follow up with Jonathan Gall of Durham County Council.**

**198/16. Parish Clerk Update / Correspondence**

**i. Letter from Residents re Parking at Wood View, Croxdale:**

Clerk circulated an anonymous letter she had received dated 27 February 2017, regarding parking issues at Wood View, Croxdale. As the letter was anonymous, the details were noted for information only and no action was required.

**Resolved: For Members' Information**

**ii. Beautiful Durham 2017 Competition:**

Clerk reported a request for sponsorship from DCC was received which would contribute towards the competition running costs, printing, the purchasing of trophies and prizes, etc. Following discussion, Members agreed a donation of £25.00.

**Resolved: Clerk to arrange payment to DCC accordingly.**

**iii. Nomination Forms:**

Clerk notified Members that nomination forms to stand as Councillor in the forthcoming elections in May were available and subsequently handed out at the meeting. Clerk referred to various deadline dates, being 4 April at 4pm for nomination papers.

**Resolved: For Members' Information**

**199/16. Financial Matters:**

**i. Financial Report for the Period 1 April 2016 – 08 March 2017**

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 08 March 2017. The current net bank balances totalled £5,888.83.

The following cheque payments was approved:

Cheque Number – 400287 - Miss C Maddison – Clerk's Wages February - £257.80  
Cheque Number – 400288 – HMRC – Tax & NI Contributions – £64.60  
Cheque Number – 400289 – Miss C Maddison – Broadband Subscription - £31.49  
Cheque Number – 400290 – Durham County Council – Cemetery Conservation - £399.72  
Cheque Number – 400291 – JW Smith - £160.00  
Cheque Number – 400292 - K Stockwell - £465.30  
Cheque Number - 400293 – CDALC - £11.00  
Cheque Number - 400294 – D Dove - £20.00  
Cheque Number - 400295 – CDALC - £27.00

**Resolved: For Members' Information.**

**200/16. Cemetery Update – Fencing:**

The Particulars of Claim regarding the fencing dispute has been drafted with the required fee of £455.00 to be signed at the meeting. However, the Clerk advised Members it may be beneficial to seek Mediation in the first instance via a Civil Mediation Council provider. The Clerk approached Collis Mediation Ltd who advised that before court action, the Parish should issue a 'letter before action of court proceedings and invitation to mediate' in the first instance and ask for a response within 28 days. This would strengthen the case if it did go to court, in that the Parish is trying to resolve amicably without the need of the courts. The letter that was previously issued to RA Fencing was of a similar nature; however, it was not entitled: 'letter before action of court proceedings and invitation to mediate'.

The Mediation Council provider stated that under section II (4) of the Practice Direction: Pre Action Conduct, gives the courts the power to impose sanctions on the parties if they fail to comply with the direction, including failing to respond to the 'letter before action and unreasonably refusing to mediate.

The total cost of the claim is £4,995.93 (exec VAT). Including VAT - £999.19 = **£5,995.12.**

**Resolved: Clerk to issue Mediation letter to RA Fencing Ltd via recorded delivery.**

**201/16. Planning Issues:**

The Clerk reported the Parish Council has received the following planning applications for comment / objection:

- a) 22 Sunderland Bridge - demolition of detached garage and WC following approval of Two-storey detached three bedroom cottage with access and parking (DM/15/02984/FPA)

**Resolved: For Member's Information – no specific comments / objections were made with regard to the above planning application.**

### **202/16. Croxdale Inn Quotations**

Clerk provided details of quotations received from three companies in relation to the fencing works for the carpark at the Croxdale Inn as detailed below:

Company 1:	Cost: £1,480.00	(not VAT registered).	
Company 2:	Cost: £1,515.00	(not VAT registered).	
Company 3:	Cost: £1,452.50	VAT: £290.50	Total Cost: £1,743.00

It was noted for Company 3s quote that additional charges maybe applicable allowing for hard digs. In view of this, consideration was given to Company 1 and Company 2s quote. As the price of their quote was similar, it was suggested to contact the companies and ask them to provide a revised best price for consideration at the next meeting.

**Resolved: Clerk to contact Company 1 and Company 2 in relation to their quotations submitted.**

### **203/16. Review of Governance Documents**

The following governance documents were discussed; the Clerk highlighted the only change was to the Council's Standing Orders to reflect the venue change of Croxdale WMC to the Community Centre. These were:

- i. Standing Orders
- ii. Financial Regulations
- iii. Members Code of Conduct
- iv. Risk Assessment
- v. Disciplinary Policy
- vi. Grievance Policy
- vii. Data Protection
- viii. Complaints Procedure

**Resolved: Subject to feedback at the next meeting, Members approved the above governance documents, which are effective from 01 April 2017.**

### **204/16. Calendar of Meetings 2017/18**

The schedule of meetings for 2017/18 was circulated for information and meetings agreed to be held on the second Wednesday of every month (except August when no meetings are held) as per the Council's Standing Orders, to be held at the Community Centre, Croxdale.

**Resolved: For Members information.**

## **205/16. Parish Council Byelaw: Cricket Field**

For Members' information, the Clerk circulated a copy of the Byelaw, which was approved / signed at the Parish Council Meeting in May 1995 that came into effect from 1 November 1995. Advice was sought from CDALC on arrangements how to revoke the Byelaw, which confirmed the procedure for amending or revoking Byelaws is the same as for making them i.e. the Parish Council would need to discuss / consult with the residents that the Parish is to be revoked (official notice in newspaper) and then write to DCLG to revoke the Byelaw. It was noted the Parish Council would also need to ensure that it has alternative procedures in place such as the PSPO/Dog Control Order for the playing field in question.

Councillor Anderson objected for the Byelaw to be revoked and voiced his view on the matter.

**Resolved: Subject to clarification from DCC regarding PSPO / Dog Control Order for the playing field, the Parish would consult with residents on whether the Byelaw should be revoked and let members of the public voice their opinion regarding the recreational playing field in Croxdale.**

## **206/16. County Councillor Reports**

County Councillor Plews gave an update in relation to the Social Care precept charge, MTFP cuts of £180m and use of reserves, change in use of a library/leisure centre.

**Resolved: For Members' Information.**

## **207/16.AOB:**

### **i. Road Plainings:**

Councillor I Watt requested if it would be possible to source some road plainings from the County Council for roads at Hett. Councillor Plews confirmed she would look into this.

**Resolved: Clerk / Councillor Plews to speak to DCC.**

### **ii. Fencing on A167:**

Councillor Garner reported there are railings missing on the Ness roundabout near the cut.

**Resolved: Clerk to report to DCC accordingly.**

### **iii. Former Ness Factory – Parking:**

Councillor Burton reported there is an increase in cars parking at the former Ness factory when vehicles are waiting for the gates to be opened on a morning causing members of the public to walk on the road.

**Resolved: Clerk to report to the Police in the first instance.**

## **208/16. Date and Time of Next Meeting:**

It was agreed that the next meeting would be held on Wednesday 10 May 2017 at 7.00 pm.