



Coxhoe Parish Council
Coxhoe Village Hall
Front Street East
Coxhoe
Durham
DH6 4DB
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25 April 2019

To: All Members of the Parish Council

You are hereby summonsed to attend the Annual Meeting of Coxhoe Parish Council in the Parish Room, Coxhoe Village Hall on Wednesday 1 May 2019 at 6.30pm or immediately following the Annual Assembly of Electors which is due to commence at 6.00pm for the purpose of transacting the following business:

C Llewelyn
Claire G Llewelyn
Clerk to the Council

Agenda

1 Election of Chair of the Council

2 To receive the Chair's Declaration of Acceptance of Office

3 Election of Vice Chair

4 To note apologies and to approve reasons of absence

5 Declarations of interest in items on the agenda

6 To confirm the minutes of the meeting held on 3 April 2019 (enclosed)

7 Public participation

8 To appoint Members to serve on the Parish Council's Committees or Working Groups (enclosed)

- a) Committee structure, proposed meeting dates and delegation arrangements and membership (enclosed)
- b) Committees terms of reference (enclosed)

9 To agree the dates and times of the ordinary meetings up to and including the next Annual Meeting

10 To review Standing Orders Section 5j and Annual Governance

- a) Receipt of committee minutes and consideration of recommendations (enclosed)
- b) Review and adopt Standing Orders (enclosed)
- c) Review and adopt Financial Regulations (enclosed)
- d) Review of arrangements including legal agreements with other bodies (enclosed)
- e) Review of representation on or work with external bodies and arrangements for reporting back (enclosed)
- f) Review of Asset Register and office equipment (enclosed)
- g) Review of insurance including Fidelity guarantee cover (enclosed)
- h) Review of Council and staff subscriptions to other bodies (report enclosed)
- i) Review of the Council's Complaints Policy (enclosed)
- j) Review of policies and procedures for freedom of information and data protection legislation (enclosed)
- k) Review of Council policy for dealing with the press and media (enclosed)
- l) Review of the Council's employment policies and procedures (enclosed)

11 Financial matters including Annual Governance

- a) Approval of Statement of Accounts for year ended 31 March 2019 (enclosed)
- b) Review of 2018 to 2019 expenditure incurred under Section 137 of Local Government Act 1972 (enclosed)
- c) Review of council fees for 2019 to 2020 (enclosed)
- d) Dog bin contract (verbal update)
- e) Finance Report, bank reconciliation and payments (enclosed)
- f) Budget (enclosed)

12 Durham County Councillors' update

13 Councillors' reports of their attendance at meetings or events on behalf of the Parish Council

14 Land, Buildings and Open Spaces (reports enclosed)

- a) Cricket Ground
- b) Quarrington Hill Environmental Improvement Scheme (verbal update)
- c) Request for easement at Lowfield Bungalow
- d) Classic Car Night (verbal update)
- e) Village Green adjacent to Bower Court

15 Parking (verbal update)

16 Youth Provision

- a) Youth Worker Report (enclosed)
- b) Under 5's provision (verbal update)

17 Clerk's Report (enclosed)

- a) St Mary's Churchyard
- b) NALC Star Council Awards
- c) Beautiful Durham

18 Training Update (enclosed)

19 Parish Plan 3 (enclosed)

20 Planning and Correspondence report (enclosed)

- a) DM/18/03884/VOCMW Thrislington Quarry
- b) DM/19/00025/MIN Cornforth East Quarry
- c) DM/19/00026/MIN Cornforth West Quarry
- d) DM/19/00039/FPE Cornforth West Quarry

21 Community Reports

- a) Quarrington Hill Community Centre
- b) Coxhoe Village Hall
- c) Active Life at Coxhoe
- d) Coxhoe History Group

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 all members of the press and public will be asked to leave the meeting.

22 Parish Council Land (report enclosed)

23 Date and time of next meeting

Wednesday 5 June 2019 at 6.30pm at Coxhoe Village Hall

To: All Members of Coxhoe Parish Council

The Press and Public are very welcome to attend this meeting.

Councillors are asked to note that in the exercise of their functions, they must take note of the following: equal opportunities; crime and disorder; human rights; health and safety and biodiversity.