



Coxhoe Parish Council
Coxhoe Village Hall
Front Street East
Coxhoe
Durham
DH6 4DB
Tel: 0191 3773658 or 07988283287
Email: clerk@coxhoeparishcouncil.gov.uk

13 May 2021

To: All Members of the Parish Council

You are hereby summonsed to attend the **Annual Meeting of Coxhoe Parish Council** on Wednesday 19 May 2021 at 6.30pm in the main hall of Coxhoe Village Hall for the purpose of transacting the following business:

C Llewelyn
Claire G Llewelyn
Clerk to the Council

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

Please note: due to the current Government measures for Covid-19, the Parish Council's risk assessments and the health and safety of those involved, the Public and the Press will only be able to access this meeting in limited numbers in person.

Note: Measures will be in place to keep everyone present as safe as possible from Covid-19. No one must attend this meeting in person if they have any symptoms of coronavirus or should be self-isolating. All present must maintain social distancing of at least two metres and will be required to wear a mask or face covering. Instructions from Parish Council Officers must be followed at all times.

Agenda

1 Election of Chair of the Council

2 Election of Vice Chair

3 Welcome and to note the [Parish Council Public Participation Policy](#)

4 To agree meeting safety measures and the willingness to hold this meeting within current guidelines

5 To note apologies

6 Declarations of interest in items on the agenda (Councillors to state whether the interest is a disclosable pecuniary, other registerable or other non-registerable interest, and the nature of the interest)

7 Public participation

8 To introduce and note County Councillors following the election

9 To review Standing Orders Section 5j and Annual Governance

- a) To note completion, or consider a resolution to allow receipt at a later date, of the acceptance of office forms by all Councillors
- b) To confirm the minutes of the Ordinary Meeting held on 3 March 2021 and the Extraordinary Meeting held on 22 March 2021 (enclosed)
- c) Receipt of the following committee minutes and consideration of recommendations (enclosed):

Youth Strategy Group Committee draft minutes 21 January 2021 and approved minutes 3 September 2020

Human Resources, Disciplinary, Grievance and Complaints Committee draft minutes 8 March 2021 and approved minutes 14 October 2020

Events, Environment and Finance Committee draft minutes 7 December 2020 and approved minutes 16 November 2020

- d) Review and adopt Standing Orders (enclosed)
- e) Review and adopt Financial Regulations (enclosed)
- f) Review of arrangements including legal agreements with other local authorities, not-for-profit bodies and businesses (enclosed)
- g) Review of representation on or work with external bodies and arrangements for reporting back (enclosed)
- h) To agree and make arrangements with a view to the Council being eligible to exercise the General Power of Competence
- i) Review of Asset Register and office equipment (enclosed)
- j) Confirmation of arrangements for insurance cover in respect of all insurable risks (enclosed)
- k) Review of Council and staff subscriptions to other bodies (report enclosed)
- l) Review of the Council's Complaints Policy (enclosed)
- m) Review of policies and procedures for freedom of information and data protection legislation (enclosed):

i) Information Data Protection Policy approved September 2020

ii) Subject Access Request Policy approved February 2020

- n) Review of the Council's policy for dealing with the press and media (enclosed)

- o) Review of the Council's employment policies and procedures (enclosed):

i) Annual Leave Policy approved September 2020

- ii) Bereavement and Compassionate Leave Policy approved June 2020
- iii) Dignity at Work and Anti Bullying and Harassment Policy approved January 2021
- iv) Disciplinary Policy approved September 2020
- v) Grievance Policy approved September 2020
- vi) Health and Safety Policy approved June 2019
- vii) Lone Working Policy approved September 2020
- viii) Member Officer Protocol approved March 2021

10 To appoint Members to serve on the Parish Council's Committees or Working Groups for the current year, to agree Committees' Terms of Reference and delegation arrangements for staff and Committees (enclosed)

- a) To agree Committee structure and delegation arrangements
- b) To agree Committee Membership
 - i) Human Resources Committee
 - ii) Grievance, Disciplinary and Complaints Committee
 - iii) Appeals Committee
 - iv) Youth Strategy Group Committee
 - v) Events, Environment and Finance Committee
- c) To agree Terms of Reference for Committees:
 - i) Human Resources Committee
 - ii) Grievance, Disciplinary and Complaints Committee
 - iii) Appeals Committee
 - iv) Youth Strategy Group Committee
 - v) Events, Environment and Finance Committee
- d) To agree the Council's Scheme of Delegation
- e) To agree any delegation arrangements to Committees and staff

11 To consider and approve financial matters (reports to follow)

- a) Review of the Parish Council's expenditure under Section 137 of the Local Government Act 1972
- b) Consider any need for an Investment Strategy and Policy as per Financial Regulations
- c) Finance Report, bank reconciliation and payments
- d) Budget
- e) Review of Council fees 2021 to 22

12 To consider and note other matters relating to governance of Coxhoe Parish Council (reports enclosed)

- a) Action Plan 2021 to 22
- b) To note the distribution of Councillor Handbooks including Parish Council policies
- c) Note and approve Council and Committees' meeting dates for the current municipal year
- d) To note the Council's Code of Conduct

13 To consider a Co-option Policy and co-option to vacancies in Coxhoe Ward (enclosed)

- a) To agree a Co-option Policy for the Parish Council
- b) To agree co-option to two vacancies in Coxhoe Ward

14 To consider the Clerk's Report (enclosed)

- a) To note activity relating to Community Support including Coxhoe Cares and Coxhoe & Area Community Pantry
- b) To note matters raised by residents
- c) To agree expected Chronicle publication dates
- d) To note other matters and developments reported by the Clerk
- e) To note Officer Priorities

15 To consider the Planning, Correspondence and Consultations Report

- a) To consider planning applications
 - 1. DM/21/01175/FPA 9 Station Road East Coxhoe DH6 4AT
 - 2. DM/21/01200/FPA 98 Browning Hill Coxhoe DH6 4SA
 - 3. DM/21/01325/FPA The Manse Linden Villas Coxhoe DH6 4DX
- b) To note approved, withdrawn and refused decisions
- c) To consider correspondence
 - 1. Mary Foy MP: Response regarding remote meetings for local councils
 - 2. Durham County Council: Notification of Committee Date for DM/20/03213/FPA 15 The Avenue
 - 3. Durham County Council: County of Durham A67 Cornforth Lane bus gate and no entry order 2021
- d) To note bulletins

16 To receive a report on Parish Council Youth Provision (report enclosed)

17 To note or agree information on Land, Buildings and Open Spaces (reports enclosed)

- a) To note land owned and leased by Coxhoe Parish Council
- b) To discuss and agree expenditure on a survey for Quarrington Hill Churchyard
- c) To receive a report and agree expenditure on items for Shaun Henderson Community Sports Ground

18 To confirm the date and time of the next Ordinary Meeting

19 To consider a resolution that the following items are 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.

20 To agree the Parish Council's position and agree expenditure on legal and financial advice in relation to the Old School Site (report to follow)

21 To agree action on Parish Council operational matters (report to follow)

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.