



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

3 May 2022

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

Please note: due to the Parish Council's risk assessments and the health and safety of all, the Public and the Press will only be able to access this meeting in limited numbers in person. Measures will be in place to keep everyone present as safe as possible from Covid-19. No one should attend this meeting in person if they have any symptoms of coronavirus. All present should maintain social distancing of at least two metres. Instructions from Parish Council Officers should be followed. Those attending are encouraged to have completed a negative lateral flow test before the meeting.

To All Members of the Parish Council

You are hereby summonsed to attend the Annual Meeting of Coxhoe Parish Council on **Monday 9 May 2022 at 6.30pm** (or immediately following the Annual Assembly of Electors which starts at 6.00pm) at Quarrington Hill Community Centre 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 Election of Vice Chair

3 To receive [meeting safety information](#), to agree the willingness to hold the meeting and to note the [Parish Council Public Participation Policy](#)

4 To note apologies

5 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)

6 Public participation

7 To receive the County Councillors' Update

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

9 To review Standing Orders Section 5j and Annual Governance (to follow)

- a) To confirm the minutes of the Ordinary Meeting held on 28 March 2022 (the Parish Council's April meeting)
- b) Receipt of the following committee minutes and consideration of recommendations
 - Youth Strategy Group Committee draft minutes 20 January 2022
 - Human Resources Committee draft minutes 12 January 2022
 - Events, Environment and Finance Committee draft minutes 14 February 2022
- c) Review and adopt Standing Orders
- d) Review and adopt Financial Regulations
- e) Review of arrangements including legal agreements with other local authorities, not-for-profit bodies and businesses
- f) Review of representation on or work with external bodies and arrangements for reporting back
- g) To reaffirm the Council's eligibility to exercise the General Power of Competence
- h) Review of Asset Register and office equipment
- i) Confirmation of arrangements for insurance cover in respect of all insurable risks
- j) Review of Council and staff subscriptions to other bodies
- k) Review of the Council's Complaints Policy
- l) Review of policies, procedures and practices for freedom of information and data protection legislation
 - i) Information Data Protection Policy approved September 2020
 - ii) Subject Access Request Policy approved February 2022
 - iii) Procedures and practices for data protection
- m) Review of the Council's policy for dealing with the press and media
- n) Review of the Council's employment policies and procedures
 - 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 October 2021
 - 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 Officers, Committees and any other authority (enclosed)

- a) To approve 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 delegation arrangements to Officers and any other authority

11 To confirm Annual Governance (enclosed)

- a) Review effectiveness of internal control including banking facilities and mandates
- b) Receive the Internal Audit Report 2021 to 22
- c) Approve Section 1 (Annual Governance Statement 2021 to 22) of the Annual Return
- d) Approve Section 2 (Accounting Statement 2021 to 22) of the Annual Return

12 To consider and agree financial matters (reports enclosed and 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) Review of Council fees 2022 to 23
- d) Finance Report, Bank Reconciliation and Payment Schedule
- e) Employer costs for April 2022
- f) Budget 2022 to 2023
- g) Five year forward budget and action planning

13 To consider other matters relating to governance of Coxhoe Parish Council (enclosed)

- a) To review and approve the Council's Action Plan 2022 to 23
- b) To note the Councillor Handbooks including Parish Council policies
- c) To note and approve Council and Committees' meeting dates up to and including the next Annual Meeting of the Council
- d) To note the Council's Code of Conduct
- e) To note land owned and leased by Coxhoe Parish Council

14 Clerk's Report (enclosed)

- a) To consider matters raised by residents
- b) To consider correspondence and recommendations in relation to anti-social behaviour
- c) To note procedures in relation to the Councillor Vacancy for Coxhoe Ward
- d) To approve activity in relation to events
- e) To consider activity in relation to Coxhoe and Area Community Pantry and seeking funding for first aid training for volunteers
- f) To consider how the Parish Council begins work on Neighbourhood Planning
- g) To consider work with Quarrington Hill Community Centre
- h) To note activity undertaken and the Clerk's priorities

15 To note Parish Council Youth Provision Report (to follow)

16 Planning, Correspondence and Consultations Report (enclosed)

a) To consider any response to the County Council regarding planning applications

1. To consider any planning applications received after the agenda was issued to be dealt with by the Clerk using delegated authority

b) To note approved, withdrawn and refused decisions

c) To consider correspondence and a response to consultations

1) Durham County Council Development viability, affordable housing, and developer contributions Supplementary Planning Document (SPD) consultation

2) Durham County Council Parking and Accessibility Supplementary Planning Document

3) Durham County Council Residential Amenity Standards

4) Durham County Council Highway Design Guide

d) To note bulletins

17 To consider Land, Buildings and Open Spaces (reports to follow)

a) to consider matters relating to Quarrington Hill Churchyard

b) to note and approve activity at Shaun Henderson Community Sports Ground

c) to consider an update and any action required on Parish Council land at Prospect Place

d) to note an update on land at Cornforth Lane

e) to note an update on Kings Wood funding application

f) to approve plans for a Queens Platinum Jubilee Walk, Coxhoe

g) to note award of Parish Paths funding 2022 to 23

h) to approve action in relation to the land adjacent to Quarrington Hill Community Centre

18 To receive Community Reports (enclosed)

Coxhoe History Group

19 To consider items for the agenda of a future meeting

20 To confirm the date and time of next meeting

To confirm the next Ordinary Meeting will be on Monday 6 June 2022 at 6.30pm

21 To consider a resolution that 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, if agreed, all members of the press and public would be asked to leave the meeting

22 To consider resolutions regarding land and legal advice provided to the Council (report to follow)

23 To consider matters in relation to staffing and Quarrington Hill Community Centre (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.