



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

Ordinary Meeting of Coxhoe Parish Council on Wednesday 8 June 2022 at 6.30pm in the upstairs rooms at Coxhoe Village Hall.

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.

Public Report

Please use the links throughout the report to access further information and reports. This report follows the agenda for the meeting.

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

2 To note apologies

3 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)

4 To confirm the [minutes of the Annual Meeting held on 9 May 2022](#)

5 Public participation

6 To receive the County Councillors' Update

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

8 To receive the [Annual Report of the Chair of the Parish Council](#)

9 To agree Co-option to Coxhoe Ward of Coxhoe Parish Council

10 To consider and agree financial matters

- a) [Finance Report, Bank Reconciliation and Payment Schedule](#)
- b) Employer costs for May 2022
- c) Budget 2022 to 2023 including event expenditure
- d) Five year forward budget and action planning

11 To consider and approve Parish Council Policies

- a) [Document Retention and Disposal Policy with List of Documents for Retention or Disposal](#)

The Clerk has brought together the policy and the Appendix with the list of documents. The Clerk has made an amendment to section 9 to add that the Appendix is updated under delegation by the Clerk when new regulations or guidance is issued.

Recommendation: approve the Document Retention and Disposal Policy with List of Documents for Retention or Disposal.

- b) [Bereavement and Compassionate Leave Policy](#)

The Clerk has not amended this policy which is for operational human resources use.

Recommendation: approve the renewal of the Bereavement and Compassionate Leave Policy.

- c) To consider approval of a Policy on use of Parish Council land

12 Clerk's Report

- a) To consider matters raised by residents
- b) To consider alternative styles of Annual Parish Meetings for the future
- c) To consider matters relating to Coxhoe and Area Community Pantry
- d) To receive a brief tabled review of events for the Queen's Platinum Jubilee and volunteer needs for future events
- e) To consider the Working Group for Neighbourhood Planning
- f) To note activity undertaken and the Clerk's priorities

13 To note [Parish Council Youth Provision Report](#)

14 [Planning, Correspondence and Consultations Report](#)

- a) To consider any response to the County Council regarding planning applications
 1. [DM/22/01065/FPA](#) 3 - 4 Blackgate East, Coxhoe, DH6 4AA: Change of use from Betting Shop (Sui Generis) to hot/cold food takeaway (Sui Generis)
 2. [DM/22/01404/FPA](#) 62 Browning Hill, Coxhoe, DH6 4SA: Installation of solid roof to rear conservatory
 3. [DM/22/01525/FPA](#) 19 School Avenue, Coxhoe, DH6 4EB: Conversion of loft to habitable room
 4. 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. East Durham Rural Corridor Area Action Partnership Board seeking nominations

2. Durham County Council Pharmaceutical Needs consultation

d) To note bulletins

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

a) To consider matters and any correspondence relating to Quarrington Hill Churchyard

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

c) To consider an update on and request for use of Parish Council land at Prospect Place

d) To consider a request for a Memorial Plaque on a bench outside Coxhoe Workingmens Club

e) To consider plans in relation to the Parish Council's land, buildings and open spaces

16 To consider items for the agenda of a future meeting

17 To confirm the date and time of next meeting

To confirm the date of the next Ordinary Meeting

18 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

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

20 To consider operational advice provided to the Council (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.