



Coxhoe Parish Council  
Coxhoe Village Hall  
Front Street East  
Coxhoe  
Durham  
DH6 4DB  
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**Ordinary Meeting of Coxhoe Parish Council on Wednesday 5 October 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 and are encouraged to have completed a negative lateral flow test before the meeting. Instructions from Parish Council Officers should be followed.

## **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 Ordinary Meeting held on 7 September 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 consider, note and agree financial matters**

a) Finance Report, Bank Reconciliation and Payment Schedule

[Finance Report, bank reconciliation and payment schedule](#)

b) Employer costs for September 2022

c) Purchase of office equipment

d) Budget 2022 to 2023

e) Five year forward budget and action planning

## **9 To consider and approve Parish Council Policies**

a) Computer & Equipment Use Policy

No changes have been made to the previous policy.

**Recommendation:** approve the [draft Computer & Equipment Use Policy](#).

b) Disclosure and Barring Services Policy

No changes have been made to the previous policy.

**Recommendation:** approve the [draft Disclosure and Barring Services Policy](#).

c) Memorial Tree Planting Policy

No changes have been made to the previous policy.

**Recommendation:** approve the [draft Memorial Trees Planting Policy](#).

d) to approve the Standing Orders and Code of Conduct

The Clerk believes the Parish Council has resolved to not require Councillors to withdraw from the meeting, no matter what type of interest they may have, but the minute reference 1074(e) could be clearer. The Clerk is for clarity bringing this to the attention of the Council to approve the resolution and approve amendments to the Standing Orders (9c) and Code of Conduct (6b and 7b).

### **Recommendations:**

(1) confirm that Councillors are not required to leave the room whatever type of interest they may have, noting that the nature of some interests mean it is unlawful for a Councillor with a particular interest to take part in discussion and vote.

(2) approve the Standing Orders presented (which reflect the confirmation at recommendation 1).

(3) approve the Code of Conduct presented (which reflect the confirmation at recommendation 1).

## **10 To consider matters in the Clerk's Report**

[Clerk's Report](#)

a) Matters raised by residents

b) Working Group for Neighbourhood Planning

c) Litter picks

d) Coxhoe & Area Community Pantry & Foodbank

e) To note activity undertaken and the Clerk's priorities

## **11 To note Parish Council Youth Provision Report**

## **12 Planning, Correspondence and Consultations Report**

[Planning, Correspondence and Consultations Report](#)

- a) To consider any response to the County Council regarding planning applications
1. [DM/22/02258/FPA](#) 3 Leslie Villas, Coxhoe DH6 4AE
2. 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. County Durham Association of Local Councils Notice of Annual General Meeting
2. Durham County Council Durham Woodland Revival Meeting 30.09.22
3. Great North Air Ambulance Service Request for support and donations

d) To note bulletins

**13 To consider passing a resolution to sign up to the civility and respect pledge**  
[Civility and Respect Pledge Report](#)

**14 To consider activity and expenditure on Land, Buildings and Open Spaces**

- a) To consider matters and any correspondence relating to Quarrington Hill Churchyard
- b) To note and approve activity, expenditure, paperwork, launch, team and community use and charges at Shaun Henderson Community Sports Ground
- c) To consider actions at Coxhoe Churchyard
- d) To consider expenditure on improvements at Quarrington Hill Village Greens
- e) To approve activity and receive any update on land adjacent to Cornforth Lane
- f) To consider Christmas lighting on Coxhoe Village Green or Memorial Garden
- g) To receive an update about the lease transfer for land adjacent Quarrington Hill Community Centre
- h) To update on Kings Wood Countryside Stewardship Application
- i) To consider plans in relation to the Parish Council's land, buildings and open spaces

**15 To consider activity and expenditure on Parish Council events**

- a) Coxhoe Fireworks Display Sunday 6 November 2022
- b) Remembrance Ceremonies and Poppy Display
- c) Coxhoe Christmas Tree Light-up Sunday 27 November 2022

**16 To receive Community Reports**

These will be emailed to Councillors and or presented at the meeting if received.

**17 To consider items for the agenda of a future meeting**

**18 To confirm the date and time of next meeting**

To confirm the date of the next Ordinary Meeting as Monday 7 November at 6.30pm at Quarrington Hill Community Centre

**19 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**

**20 To consider resolutions regarding Parish Council operations**

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.