



Mark Ramshaw
Parish Clerk
62 Trevelyan Place
Peterlee
County Durham
SR8 2NL

Tel: 07368964142

Email: clerk@westraintonandleamsidepc.gov.uk

9th May 2025

Dear Councillor

You are duly summoned to attend the Annual Meeting of West Rainton & Leamside Parish Council at 19:00 on Thursday 15th May 2025 at St Marys Church Meeting Room, West Rainton.

Members of the public are welcome to attend.

Agenda

- 1) Election of Chairman for 2025/2026: Parish Council to elect a Chairman
- 2) Declaration of Office: Declaration of Acceptance of Office to be signed by the Chairman.
- 3) Election of Vice Chairman for 2025/2026: Parish Council to elect a Vice Chairman
- 4) Apologies for Absence: Parish Council to receive and consider approval of any apologies
- 5) Declarations of Interest:
 - a) To declare any personal interests in items on the Agenda and their nature
 - b) To declare any prejudicial interests in items on the Agenda and their nature
(Councillors with prejudicial interests must leave the room for relevant items)
- 6) Appointments to Outside Bodies: Parish Council to consider nominations to:
 - West Rainton and Leamside Village Partnership
 - Smaller Councils Forum
- 7) Parish Councillor Vacancies:
Co-Option to Parish Councillor Vacancies – Parish Council to agree a deadline for applications for vacancies
- 8) Public Participation:
Questions to be taken from members of the public for a maximum of 15 minutes in line with the Parish Council's Public Participation policy

- 9) Minutes: To consider approval of the minutes of the Parish Council Meeting 17th April 2025
- 10) Finance:
Parish Clerk to report on financial position and seek approval for payments due
- 11) Internal Audit Report 2024/25 – Parish Council to consider Internal Audit Report
- 12) Annual Governance and Accountability Return 2024/25: For Parish Council approval and signature by the Chairman
- 13) Planning Applications - Parish Council to consider planning applications received from DCC
- 14) Code of Conduct – Parish Council to consider adoption of updated Code of Conduct
- 15) Jubilee Hall
 - a) Parish Council to receive an update from the working group
 - b) Request from Community Association for clarification regarding requirements for application for support – Cllr Langford
- 16) Station Road Commercial Development – Parish Council to receive update from Cllr Corfield
- 17) Request for a Memorial Bench/Plaque installation – Parish Council to consider request from a member of the public
- 18) Annual Parish Meeting – Parish Council to consider any matters arising
- 19) Meetings Calendar 2025/26 – Parish Council to approve schedule of meetings for forthcoming municipal year
- 20) West Rainton & Leamside Village Partnership – Update from Cllr Diggory
- 21) General correspondence: For consideration
- 22) To note date and time of next meeting:
Thursday 19th June 2025 at 19.00 pm, St Marys Church Meeting Room, West Rainton

CONFIDENTIAL BUSINESS:

Parish Council resolved to exclude the press and public from the following item in accordance with the Public Bodies (Admission to Meetings) Act 1960 (Section 2)

- 23) Correspondence (X2) from member of the public – Parish Council to consider correspondence and agree approach to respond

Signed:



Mark Ramshaw, Parish Clerk, West Rainton Parish Council

Relevant papers for the meeting will be published on the Parish Councils website:

www.westraintonandleamsidepc.gov.uk