



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

Tel: 07368964142

Email: clerk@westraintonandleamsidepc.gov.uk

15th May 2026

Dear Councillor

You are duly summoned to attend the Annual Meeting of West Rainton & Leamside Parish Council at 19:00 on Thursday 21st May 2026 at St Marys Church Meeting Room, West Rainton.

Members of the public are welcome to attend.

Agenda

- 1) Election of Chairman for 2026/2027: 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 2026/2027: 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:
 - a) Co-Option to Parish Councillor Vacancies – Parish Council to consider any applications for co-option
 - b) Parish Council to agree a deadline for applications for any further 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 16th April 2026
- 10) Review of Standing Orders – Parish Council to consider adoption of Model Standing Orders (2025)
- 11) Review of Financial Regulations – Parish Council to consider adoption of Financial Regulations (2025)
- 12) Finance:
Parish Clerk to report on financial position and seek approval for payments due
- 13) Meetings Calendar 2026/27 – Parish Council to approve schedule of meetings for forthcoming municipal year (Parish Clerk)
- 14) Internal Audit Report 2025/26 – Parish Council to consider Internal Audit Report (Parish Clerk)
- 15) Annual Governance and Accountability Return 2025/26: For Parish Council approval and signature by the Chairman (Parish Clerk)
- 16) 2026/27 Budget – Parish Council to consider revised budget (Parish Clerk)
- 17) Planning Applications - Parish Council to consider planning applications received from DCC (Cllr Diggory)
- 18) Annual Parish Meeting – Parish Council to consider any matters arising (Cllr Diggory)
- 19) Parish Council to consider advice received regarding the granting of Dispensations and agree appropriate actions (Parish Clerk)
- 20) Motion. Parish Council to consider adopting an Employee Code of Conduct (Cllr Stabler)
- 21) Proposal to seek clarification of the planning conditions surrounding a proposed retail unit on the Community Hub site. (Cllr Potts)
- 22) Cemetery Fencing – Parish Council to consider quotations in respect of damage to cemetery boundary fence (Parish Clerk)
- 23) Christmas Arrangements – Parish Council to consider requirements (Parish Clerk)
- 24) West Rainton & Leamside Village Partnership – Update from Cllr Diggory
- 25) Smaller Councils Forum – Update from Cllr Wallage
- 26) General correspondence: For consideration
 - a) Email from a member of the public regarding trees on Village Green
- 27 To note date and time of next meeting:
Thursday 18th June 2026 at 19.00 pm, Jubilee Hall, West Rainton

Signed:



Mark Ramshaw, Parish Clerk, West Rainton and Leamside Parish Council

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

www.westraintonandleamsidepc.gov.uk