



## **Brandon & Byshottles Parish Council**

Samantha J Shippen FCG, FSLCC, CMC  
**Locum Clerk to the Council**

*Council Offices*  
*6 Goatbeck Terrace*  
*Langley Moor*  
*County Durham*  
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11<sup>th</sup> May 2025

### **PUBLIC NOTICE**

Notice is given of the Annual Meeting of the Council which will be held in the Council Chambers, 6 Goatbeck Terrace, Langley Moor, Durham, DH7 8JJ, on Friday 16<sup>th</sup> May 2025, at 6.30 p.m.

Mrs S J Shippen FCG, FSLCC, CMC  
**Locum Clerk to the Council**

### **AGENDA**

- 1. Election of Chair for 2025/26** – to elect the Chair for the 2025/26 Municipal year, following which the newly elected Chair will sign the Declaration of Acceptance of Office and may make a short acceptance speech.
- 2. Election of Vice- Chair for 2025/26** – to elect the Vice-Chair for the 2025/26 Municipal year.
- 3. Apologies for Absence** – to consider for approval.
- 4. Declarations of Acceptance of Office** – to consider whether to approve that any declarations not yet made may be made before or at a future meeting; if so to approve the date of such meeting in accordance with the Local Government Act 1972 s83 4c.
- 5. Declarations of interest and requests for dispensations** – to consider any declarations by councillors in accordance with the Localism Act 2011 or the Council's Code of Conduct for approval.
- 6. Representatives to Outside Bodies** – to appoint representatives to the following:-
  - a) **County Durham Association of Local Councils (CDALC)** including Larger Councils Forum – 3 representatives including the Clerk;
  - b) **National Association of Councillors** – 2 representatives;
  - c) **Mid-Durham Parish Councils Committee** - 3 representatives plus the Clerk \*this may change to be in line with the Crook, Mid Durham & Willington Local Network area;
  - d) **Brandon Table Tennis Club** – 1 representative;
  - e) **Brandon Carrside Youth & Community Project** – 2 representatives.
- 7. Committees & Working Groups** – to consider the report regarding Committees & Working Groups.
- 8. Subscriptions** – to approve the subscriptions for 2025/26 to the following representative bodies:
  - a) **County Durham Association of Local Councils (CDALC)**
  - b) **Society of Local Council Clerks (SLCC)**
  - c) **National Association of Councillors (NAC)**
  - d) **The National Allotment Society (NAS)**
  - e) **The Open Spaces Society,**
- 9. Chair's Allowance** – to confirm the Chair's Allowance at £1,513 as per budget.
- 10. Bank Signatories** – to confirm the bank signatories for the Council's accounts with The Cooperative Bank and the CCLA Public Sector Deposit Fund.

- 11. General Power of Competence** – to confirm the Council’s eligibility under the Power for the electoral term.
- 12. Calendar of Meetings 2025/26** – to approve the calendar of meetings for 2025/26.
- 13. Standing Orders Review** – to consider the draft Standing Orders.
- 14. Financial Regulations Review** – to consider the draft Financial Regulations.
- 15. Minutes of the previous meeting** – to consider for approval the minutes of the meeting held on 25<sup>th</sup> April 2025.
- 16. Public Participation** – to receive any questions or representations from members of the public.
- 17. Presentation of Donations** – Chair to present donations to:
  - a) St Cuthbert’s Hospice - £600
  - b) Esh Winning Residents’ Association for Funday - £500.
- 18. Brandon Carrside** – to consider report (to follow).
- 19. Planning Applications** – to consider any response to applications received between 15<sup>th</sup> April 2025 and 9<sup>th</sup> May 2025.
- 20. Invoices for payment** – to consider invoices for approval.
- 21. Donations –**  
to consider request deferred from April
  - a) **Browney Residents’ Association** - Attendance of Browney Lodge Banner at Durham Miners Gala.  
to consider the following additional request
  - b) **Ushaw Moor Action Group** – provision of food bags for families in and around Ushaw Moor.
- 22. Councillor Training Report** – to receive the report of Councillors D Bell, J Grantham & P Stoddart regarding their attendance at the NAC Local Government Finance Training Course.
- 23. Council Emails & Devices** – to consider the report.
- 24. Browney Residents’ Association** – to consider the following requests:
  - a) Website – request to be added to the Community Information section;
  - b) Distribution of Dog Poo Bags at the Fair Exchange Community Garden in Browney.
- 25. Councillor Training** – to consider booking councillor training with the National Association of Councillors on Roles & Responsibilities, Effective meetings and decision making and Equality & Diversity.
- 26. Council Business Plan** – to consider the preparation of a business plan for the council.
- 27. Clerk to the Council** – to receive details of the new Clerk to the Council.
- 28. Co-operative Bank Complaint Resolution** – to receive details of the resolved complaint with the Co-operative Bank.