

Vice-Chair of the Council:  
Cllr Paul Metcalfe



Clerk:  
Mr Richard Ormerod  
66-70 High St  
West Cornforth  
County Durham  
DL17 9HS  
clerk@cornforthparishcouncil.org

[www.cornforthparishcouncil.org](http://www.cornforthparishcouncil.org)

### Local Government Act 1972

Notice is hereby given that the Annual and Ordinary Meetings of the Cornforth Parish Council will be held on Monday 11 May 2026 commencing at 7pm in West Cornforth Community Centre, Station Road, West Cornforth, DL17 9LA to which members of the council are summoned for the transaction of the under-mentioned business.

**Dated this 5th day of May 2026.**

A handwritten signature in blue ink that reads 'R. Ormerod'.

**Richard Ormerod - Clerk to the Council**

### THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted however the privacy of (i) persons who object to the same and (ii) children and vulnerable adults must be respected by anonymising the identities of such.

**NOTICE OF MEETING** – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972.

	<b>Part 1 – Annual Meeting</b>
1	<b>Election of Chair for the municipal year 2026-2027</b>
2	<b>Election of Vice-Chair for the municipal year 2026-2027</b>
3	<b>Apologies</b> Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting as, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.
4	<b>Declarations of interest</b> At this point, Members are asked to declare: <ul style="list-style-type: none"><li>• any personal interests not included on the Register of Interests</li><li>• any prejudicial interests or</li><li>• any disclosable pecuniary interests</li></ul> which they may have in respect of business on this agenda.
5	<b>Members' dispensation</b> To consider written requests, submitted in writing to the Clerk prior to the meeting, for dispensations from members who have declared interests under Disclosable or Non-Disclosable Pecuniary Interests – Section 33 of the 2011 Localism Act.
6	<b>Public participation</b> Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Questions will not be received by the

	council which are in furtherance of a person's individual circumstances, or which are about a matter where there is no right of appeal to the courts, a tribunal or government minister. A question will not be received by the Council where the issue it concerns has been subject of a decision of the Council in the last six months.
7	<p><b>Minutes</b></p> <p>Draft minutes reflect an accurate record of what transpired at that meeting and are put before this meeting for confirmation of accuracy and to consider, resolve to approve and to be signed by the Chair.</p> <ul style="list-style-type: none"> <li>• Ordinary meeting of the council held on Monday 13 April 2026.</li> </ul>
8	<p><b>To consider and approve membership of the parish council's committees and working groups and on outside bodies:</b></p> <p>(The Chair and Vice-Chair are, by reason of their office, members of all committees)</p> <p>Planning Committee (6 members)</p> <p>Allotments Committee (6 members)</p> <p>Recreation &amp; Amenities Committee (6 members)</p> <p>Cornforth Community Improvement Working Group (5 members)</p>
9	<p><b>To consider and approve nominations for parish council representatives to outside bodies:</b></p> <p>Police &amp; Communities Together (PACT) (1 member plus 2 reserves)</p> <p>Thrislington Liaison (1 member plus 1 reserve)</p> <p>Cornforth Village Show (3 members)</p> <p>County Durham Association of Local Councils – Smaller Councils' Forum (2 members)</p> <p>Board of Sedgefield Charities (1 member)</p>
10	<b>To consider and agree the planned meeting schedules for the municipal year 2026-2027</b>
11	<b>Annual review of the council's Standing Orders, Financial Regulations and Members' Code of Conduct</b>
12	<b>Annual review of the council's insurance cover</b>
13	<b>Annual review of the council's bank mandate (signatories)</b>
	<p><b><i>End of Annual Meeting</i></b></p> <p><b><i>Part 2 – Ordinary Meeting</i></b></p>
14	<p><b>Chair's announcements:</b></p> <p>To receive any announcements from the Chair.</p>
15	<p><b>County Councillors' report:</b></p> <p>To receive reports from the County Councillors.</p>
16	<p><b>Police And Communities Together (PACT):</b></p> <p>To receive an update if needed.</p>
17	<p><b>Clerk's update:</b></p> <p>To receive updates from the Clerk.</p>
18	<b>Planning</b>

	To consider any planning applications received from Durham County Council which are of interest to the parish council and to make representations if necessary.
19	<p><b>Financial matters</b></p> <p>a) To receive, consider and approve the receipts and payments analysis for April 2026.</p> <p>b) To receive, consider and approve the bank reconciliation statement for April 2026.</p> <p>c) To receive, consider and approve the summary of receipts and payments against budget analysis from 1 April to 30 April 2026 (end of year accounts).</p> <p>d) To approve pending payments.</p>
20	<p><b>Report of the internal auditor</b></p> <p>To consider the report of the council's internal auditor for the financial year 2025-2026.</p>
21	<p><b>Play equipment and surfacing, Bill Wilson Memorial Park</b></p> <p>To consider the responses to the consultation on replacement of the play equipment and wetpour surface of the toddler play area.</p>
22	<p><b>Allotment improvements</b></p> <p>To consider quotes for fencing and hedging in the parish council allotment site.</p>
23	<p><b>Request for financial assistance: Cornforth Partnership</b></p> <p>A trip to Flamingo Land is being organised for the older young people of West Cornforth during the summer holidays. The organisers have asked if the parish council would be kind enough to donate £500 towards the costs of the trip (total cost is £1,137).</p> <p>To consider whether to make a donation.</p>
24	<p><b>Motions on notice:</b> Cllr N Coombs to move the following motion:</p> <p><b>Churchyard, Holy Trinity Church, Cornforth</b></p> <p>Cornforth Parish Council shall consider taking on maintenance of the graveyard attached to Holy Trinity Church in Cornforth, so that it remains a respectful, safe, and well-maintained space for residents, visitors, and those with loved ones buried there.</p> <p>If this is agreed, Cornforth Parish Council shall seek input from the church authority, obtain cost estimates from contractors and agree on a formal maintenance arrangement.</p>

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