

**LOW CONISCLIFFE AND MERRYBENT PARISH COUNCIL**

9 Woodcrest Road  
Darlington  
Co Durham  
DL3 8EF  
01325 463279  
[markbail@aol.com](mailto:markbail@aol.com)

3 May 2018

Dear Sir/Madam

I hereby summon you to attend a meeting of the Annual Parish Assembly, followed by the AGM of the Parish Council at St Edwin's Church Hall, High Coniscliffe on **Tuesday 15 May 2018 (7.00 pm)**. Please advise any apology for absence to the Clerk in advance of the meeting.

Thanks,

Mark Bailey  
Clerk to Parish Council

**ANNUAL PARISH ASSEMBLY AGENDA**

1. Chair's report
  - Meetings
  - Finance
  - Parish maintenance, Projects and Events
  - Planning
2. Agenda topics from the Public

**AGM AGENDA**

1. Acceptances of Office
2. Election of Chair
3. Election of Vice-Chair
4. Apologies for absence
5. Declarations of interest
6. Public forum
7. Minutes of last meeting (to be adopted and signed)
8. Finance and accounts
  - Bank account balance
  - Expenses for approval
  - Approval of year end accounts for 2017/18
9. Matters arising from previous minutes
  - Planning application for untidy land, Low Coniscliffe
  - Neighbourhood plan update
  - Community forest
  - Neighbourhood plan
  - Repair of damaged speed visor
  - Training in changes to External Audit
  - Nuisance parking on grass verges, Merrybent
  - Correspondence with Close Thornton

- Big spring clean
- Summer event
- Recruitment of Clerk
- Planting of floral displays
- Maintenance of speed visors

10. Planning applications and decisions
11. Highway matters
12. Parish matters
13. Items for future consideration
14. Correspondence
15. Information from meeting(s) attended
16. Date for next meeting: 10 July 2018

**Member(s) of the Parish are welcome to attend Parish Council meetings and may contribute during the Public Forum item (at the discretion of the chair).**