

**MINUTES OF THE MONTHLY MEETING OF CASSOP CUM QUARRINGTON PARISH COUNCIL HELD AT BOWBURN COMMUNITY CENTRE ON WEDNESDAY 15 MARCH 2023 AT 6.30pm**

**Present:** Councillors Henderson, Johnson, Morgan, Parker, Prince, Raine, Richardson, Robinson, Spoons and Storey.

(Councillor Raine in the Chair)

(County Councillor Blakey was also in attendance)

**133. APOLOGIES**

Apologies for absence were received from Councillors Dolan and Ridley together with County Councillor Hutchinson.

**134. CO-OPTION TO VACANCIES ON THE PARISH COUNCIL**

This item was deferred to the next meeting of the Parish Council.

**135. MINUTES OF THE MONTHLY MEETING HELD ON 15 FEBRUARY 2023**

The Chair asked Members whether they were satisfied that the attached Minutes of the Monthly Meeting of the Parish Council held on 15 February 2023 should be agreed and signed as a true and accurate record.

**RESOLVED that** the Minutes of the Monthly Meeting of the Parish Council held on 15 February 2023 be agreed and signed as a true and accurate record.

**136. PLANNING APPLICATIONS 2022**

<b>Applicant</b>	<b>Details</b>	<b>Resolved Action</b>
DM/23/00134/FPA AAA Caring Caretaker Ltd Polar House Bowburn North Industrial Estate Bowburn DH6 5PF	Storage building creating 4no units and additional parking provision	No objection.

**RESOLVED that** the action be noted.

## **137. DONATION TO CORONATION CELEBRATIONS**

A sub-group had met to discuss potential activity to mark the King's Coronation and it had been proposed that an event be held at Bowburn Community Centre for local people to bring their own picnics on Coronation Day. It was proposed that young people from the youth club help with the decorations and there had been discussions around obtaining photographs of previous events through the years to display in the centre.

A further meeting of the planning sub-group was due to be held on 20 March and Councillor Henderson advised that an application had been made to the National Lottery for £1,000 to support the event.

Members were asked to consider a donation being made by the Parish Council towards the event. The proposal was supported by Members and it was felt that a donation up to a maximum value of £250 would be appropriate.

**RESOLVED that** the Parish Council make a donation up to a maximum of £250 to the events to mark the coronation of His Majesty King Charles III.

## **138. CLERK'S REPORT**

### **The People's Lamp Seating**

Andy McKeown had been working on the proposals for the seating which was to be installed in the area of The People's Lamp. The original plan had been for six seats, however at the current time only four would be affordable within the previous agreed funding profile.

Members discussed the preferences for the location of the four seats and also the coal seam which would be referenced on each of the seats. It was felt that there should be two seats next to the lamp, another at doorstep green and a fourth at Bowburn Community Centre. The preferred seam names were Tilley, Harvey, Hutton and Brockwell.

There were also options for the materials to be used for the seats. Members had previously seen a design for a stone seat but there was also a galvanised steel version which would be simpler to make and to install. There was some concern about the equipment which would be required to install the stone seats and additional costs which may be incurred.

Members were interested to know the durability of the galvanised steel seating and how this would stand up to potential vandalism. It was also queried whether it was possible to use recycled materials for the seats.

**RESOLVED that: -**

- (a) two seats be located at The People's Lamp, one at doorstep green and the other at Bowburn Community Centre;
- (b) the preferred seam names on the seats were Tilley, Harvey, Hutton and Brockwell; and
- (c) further information be sought on the galvanised steel option for the seating.

**139. LOCAL YOUTH SERVICES**

The Parish Council received the Youth Services report for March 2023.

The February half term holiday clubs had been very successful and funding had been secured for the first and second week of the Easter holidays.

Youth clubs were still well attended and the club had continued to stay open every night until 8.30pm as an open Youth Club for anyone who wanted to attend; this was very busy every night. During February 156 different young people had attended sessions.

Two youth support workers were booked onto the level 2 youth work course later in the year which was being funded by the Area Action Partnership in West Cornforth.

**RESOLVED that** the update be noted.

**140. LOCAL FOOTPATHS AND RIGHTS OF WAY**

Councillor Henderson highlighted that the trees had been cut along Bridleway 39 but it was unclear who had carried out the works. County Councillor Blakey was unaware of any specific works in that area but noted that there were a number of different county council teams out doing works at the present time.

**RESOLVED that** the update be noted.

**141. ALLOTMENTS, GARAGES AND CEMETERY**

In response to a query raised by a resident, the Chair enquired if there were any rules about having beehives on the allotments and it was confirmed that there were not. Members of the Parish Council who were also allotment holders indicated that they would be pleased to host a beehive on their plot if locations were being sought.

During the Parish Council budget discussions it had been suggested that the fees for Bowburn Cemetery should be reviewed as the existing scale of fees and charges had been in place since 1 April 2015. The current fees were: -

Standard Grave	£50.00	(Double outside Parish Area)
Exclusive Right	£53.00	(Double outside Parish Area)

Permission to Erect Headstone/First Inscription	£10.00
Permission for Second Inscription	£8.00

Lease Charge for Space on Wall of Remembrance	£75.00
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Members were provided with detail of the fees charged by a number of neighbouring authorities and paid particular reference to similar sized authorities such as Croxdale, Sherburn and Hutton Henry.

It was proposed that the burial fees should be increased by £25 as of 1 April 2023 and to increase by 10% each year subsequently.

A number of authorities charged administration fees and it was proposed that Cassop-cum-Quarrington Parish Council introduce these at the same level at Croxdale and Hett Parish Council.

**RESOLVED that** the Scale of Fees and Charges for Bowburn Cemetery be revised with effect from 1 April 2023 as follows: -

Standard Grave	£75.00	(Double outside Parish Area)
Exclusive Right	£78.00	(Double outside Parish Area)

Permission to Erect Headstone/First Inscription	£10.00
Permission for Second Inscription	£8.00

Lease Charge for Space on Wall of Remembrance	£75.00
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*Administration Fees*

Cemetery Search	£20.00
Transfer of Ownership	£30.00
Copy of Deed	£20.00

**142. COUNTY COUNCILLORS' MONTHLY REPORTS**

County Councillor Blakey provided an update on the following matters: -

- Parkhill Estate walkabout
- Cassop Estate
- Memorial Art at Bowburn Community Centre

**RESOLVED that** the update be noted.

**143. GENERAL CORRESPONDENCE RECEIVED (SURFACE MAIL)**

Correspondence Received from	Details of Information

**144. ACCOUNTS (EXPENDITURE)**

Name	Description	Other Details	Cheque No.	£ p
Gillian Kelly	Salary (paid net of tax)	1 – 31 March 2023	050346	866.75
“	Mileage/Parking Fees	34 miles @ 45p	“	15.30
“	Printing	Instant Ink Cartridges	“	4.49
“	One Drive	Monthly Fee	“	1.99
“	Employers NIC February 2023	Paid by Employee	“	15.01
HM Revenue & Customs	Monthly Deductions (G Kelly) (March 2023)	Income Tax and NI Deduction	050348 (part)	173.40
HM Revenue & Customs	Monthly Deductions (A Shutt) (February 2023)	Income Tax Deduction	050348 (part)	19.00
Andrew Shutt	Monthly Fee (February 2023)	Allotment Superintendent (gross)	050347	95.00
HM Revenue & Customs	Employers NIC	Parish Clerk	050348	15.01
HM Revenue & Customs	NI Employee Contribution (G Kelly November 2022)	Repay to Parish Council (deducted from March salary)	-	36.52
HM Revenue & Customs	NI Employee Contribution (A Shutt December 2022)	Repay to Parish Council (deducted from February salary)	-	20.71
D J Evans Youth Club	Local Youth Services	Salary Costs etc. (February 2023)	050349	3594.25
Blachere Illumination UK Ltd	Hire of Product	Year 2	050350	1952.02
“	“	VAT	”	390.40
Bowburn Village Celebration	Bowburn Interchange	Newsletter	050351	200.00
Dean Mackley	Fencing Repairs	Bowburn Allotments	050352	100.00
Bowburn Community Association	Room Hire	February and March 2023	050353	40.00

**RESOLVED** that these items of expenditure be noted.

**ACCOUNTS (INCOME)**

**8 FEBRUARY 2023 – 7 MARCH 2023**

<b>Name</b>	<b>Description</b>	<b>Details</b>	<b>£ p</b>

**145. DATE OF NEXT MONTHLY MEETING**

Agreed that the date of the next Monthly Meeting is to be Wednesday 19 April 2023 at 6.30pm at Bowburn Community Centre.

I agree these to be a true record of the Meeting held on Wednesday 15 March 2023 at Bowburn Community Centre at 6.30pm.

.....Chairman..... Date