

**MINUTES OF THE ANNUAL MEETING OF CASSOP CUM QUARRINGTON
PARISH COUNCIL HELD AT BOWBURN COMMUNITY CENTRE ON
WEDNESDAY 19 MAY 2022 AT 6.30pm**

Present: Councillors Blackburn, Dolan, Henderson, McKeon, Morgan, Raine, Richardson, Ridley, Robinson and Storey.

(County Councillors Blakey and Hutchinson were also in attendance).

**1. ELECTION OF CHAIR AND RECEIPT OF DECLARATIONS OF
ACCEPTANCE OF OFFICE**

A Motion was proposed and seconded that Councillor Raine be elected as Chair of the Parish Council. There were no other nominations received and it was: -

RESOLVED that Councillor Raine be duly elected as Chair and she assumed the Chair of the meeting after her election.

2. ELECTION OF VICE-CHAIR

A Motion was proposed that Councillor Robinson be elected as Vice-Chair of the Parish Council. There were no other nominations received and it was: -

RESOLVED that Councillor Robinson be duly elected as Vice-Chair of the Parish Council.

3. APOLOGIES

There were no apologies for absence.

4. APPOINTMENT OF COMMITTEES

Members were asked for their instructions regarding the composition of the Parish Council's Committees for the ensuing year.

RESOLVED that the Finance and Forward Planning, Environment and Light and Footpaths Sub-Committees be convened as and when necessary and that all Members of the Parish Council be eligible to attend those Sub-Committee meetings.

5. APPOINTMENT OF PARISH COUNCIL DELEGATES TO THE AGM OF CDALC

RESOLVED that Councillors Raine and Ridley be appointed as Delegates to the Annual General Meeting of the County Durham Association of Local Councils.

6. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

The Parish Clerk advised that NALC had recently issued some amendments to the model Standing Orders.

RESOLVED that the Parish Clerk be authorised to amend the Parish Council Standing Orders to be in line with the most up to date model document.

7. ANNUAL ACCOUNTS AND BALANCE SHEET

The Annual Accounts and Balance Sheet were still being drafted and were due to be submitted to the Internal Auditor the following week. The Final Accounts and Balance Sheet would be submitted to Members for their approval and adoption at the Monthly Meeting to be held on 15 June 2022.

RESOLVED that the current position be noted.

8. COMPLETION OF INTERNAL AUDIT 2021/2022 AND FINAL ACCOUNTS

As mentioned in the previous paragraph, the Parish Council's Internal Auditor had not yet completed the Internal Audit of Accounts but when this was complete, the Parish Council would be required to sign off the Accounts and the Annual Governance and Accountability Return for publication by 30 June 2022.

RESOLVED that the information be noted.

9. NOTICE AND ADVERTISING OF EXTERNAL AUDIT 2021/2022

The Accounts had to be forwarded to the External Auditor by 30 June 2022 and there would then be a 30-day period during which the public may examine the financial statements and ask questions of the Internal Auditor.

RESOLVED that the information be noted.

10. DATES FOR FUTURE MEETINGS

RESOLVED that Meetings continue to be held on the third Wednesday of each month at 6.30pm. The meetings in June, August and December would be held at Cassop Community Centre and the remainder would be held at Bowburn Community Centre.

The schedule of meetings would therefore be as follows: -

Wednesday 15 June 2022
Wednesday 20 July 2022
Wednesday 17 August 2022
Wednesday 21 September 2022
Wednesday 19 October 2022
Wednesday 16 November 2022
Wednesday 21 December 2022
Wednesday 11 January 2023 (Finance and Forward Planning Sub-Committee)
Wednesday 18 January 2023
Wednesday 15 February 2023
Wednesday 15 March 2023
Wednesday 19 April 2023
Wednesday 17 May 2023 (Annual Meeting and Annual Meeting of Parish Electors)

11. MINUTES OF THE MONTHLY MEETING HELD ON 20 APRIL 2022

The Chair asked Members whether they were satisfied that the attached Minutes of the Monthly Meeting of the Parish Council held remotely on 20 April 2022 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 20 April 2022 be agreed and signed as a true and accurate record.

12. PLANNING APPLICATIONS 2022

Applicant	Details	Resolved Action
DM/22/01382/TPO Mr & Mrs Wilkinson 3 Kirbys Drive Bowburn Durham DH6 5GA	G1. Birch X 2 - Crown thin by 15% G2. Conifers X 2 Fell	No objection

It was noted that the Planning Inspectorate had recently overturned the decision to refuse the construction of seven holiday let units at land north east of Grange Farm, Cassop. The Parish Council had objected to the application on the grounds that it was inappropriate within open countryside and would have an adverse impact on highway safety.

13. A NEW ARTWORK FOR BOWBURN

The sculpture was currently being fabricated by Dyer Engineering and Andy had supplied some images of the work in progress and was visiting the contractor the next day to get a further update.

There was a dedication plaque to be placed on the rear of the sculpture which would include the artist's name, the fabricators, Groundwork and the Parish Council. The wording for the inscription was to be agreed.

Initially it had been hoped to unveil the sculpture on the Miner's Gala Day but it had been found that the timescales involved with the planned parade route on the day would not allow for a suitable reveal and that a separate event should be organised. It was recognised that there needed to be a dialogue with various stakeholders and a more detailed discussion about the unveiling and it was agreed that this should take place at the next monthly meeting.

RESOLVED that the update be noted.

14. CLERK'S REPORT

(i) Land at Tursdale

The Parish Council had received an enquiry from a resident of Tursdale who currently paid a licence fee to have access over a piece of land owned by the Council and adjacent to their property. The land had previously been required for access but it was reported that it was now completely fenced off and of no purpose. The resident was interested in either buying or renting the piece of land.

It was noted that any sale of parish council land may have to be advertised on the open market and that potentially other residents may want to purchase it. It was felt that a site visit should be made to review the current status of the land.

(ii) Nominations for the East Durham Rural Corridor AAP Board

The Parish Council had been notified that there was a parish councillor vacancy on Durham County Council's East Durham Rural Corridor AAP Board. Nominations were being sought from Cassop-cum-Quarrington, Coxhoe, Fishburn, Kelloe, Sedgfield, Trimdon Foundry and Trimdon parish councils.

Any individual interested in being nominated was asked to contact the Parish Clerk.

RESOLVED that: -

- (i) further enquiries be made regarding the land at Tursdale; and
- (ii) anyone interested in the vacancy for a parish councillor representative on the AAP Board contact the Parish Clerk.

15. LOCAL YOUTH SERVICES

The Youth Services report for May 2022 had been submitted to the Parish Council and it was noted that all sessions were well attended with the focus this term being health and wellbeing.

It was reported that the evaluation of the Fun Day from the young people had been very positive and the climbing wall was the most popular attraction. Councillor Ridley advised that planning had already begun for next year's Fun Day and he queried whether the Parish Council would consider providing funding for this again. The Parish Clerk suggested that the Committee could submit a proposal to the Parish Council once they had some firm costings in place.

Councillor McKeon highlighted that it was approaching the time for outdoor holiday provision to be determined and it was proposed that a scheme take place at Cassop again this year. Councillor McKeon advised that she had spoken with Joanne Eden and Bowburn Youth Club were happy for this to go ahead. Members were in agreement that Councillor McKeon seek funding for a Cassop holiday scheme.

RESOLVED that the update be noted.

16. LOCAL FOOTPATHS AND RIGHTS OF WAY

Councillor Morgan reported that the gate at the Park Hill end of Bridleway 39 could not be opened and so the contractor could not access the track to remove the tree. It was noted that the key was broken in the lock which was causing the problem and County Councillor Blakey was going to explore what could be done to resolve the issue.

The Parish Clerk reported that the funding for this year's strimming programme had been agreed and work would begin in the near future.

Councillor Raine again highlighted the debris which had blown from the Keepmoat site at Park Hill on to surrounding fields. Councillor Henderson added that the security fence had been taken down as that part of the development was complete, but the rubbish was still there. Councillor McKeon said this was a planning issue and she would report this to Durham County Council.

RESOLVED that the update be noted.

17. ALLOTMENTS, GARAGES AND CEMETERY

Two quotations had been received for the necessary fencing repairs at Bowburn Allotments and Members agreed to accept the lowest quotation.

RESOLVED that the contractor who had submitted the lowest quotation be appointed and instructed to carry out the fencing works at Bowburn Allotments.

18. COUNTY COUNCILLORS' MONTHLY REPORTS

Councillor McKeon provided updates on the following: -

- Cape site road adoption
- Grass cutting and weeding
- Tree on Tweddle Terrace
- Cassop Park
- Community Pantry
- Speed limit reduction data at Parkhill
- Official opening of Bowburn Primary
- Christmas lights at Bowburn

County Councillor Blakey reported that the double yellow lines were now in place at Cassop; residents had asked for bollards to prevent parking on the grassed area but these would obscure the junction. She added that a meeting was being arranged to discuss anti-social behaviour in various areas of the division.

Councillor Ridley asked if anything could be done about the half-built construction at the Co-op. It was noted that this had been raised with Durham County Council and requested that it be placed on the list of planning blight.

RESOLVED that the update be noted.

19. GENERAL CORRESPONDENCE RECEIVED (SURFACE MAIL)

Correspondence Received from	Details of Information
Durham County Council	Ground Lease relating to land at Mary Terrace, Bowburn
Durham County Council	Public Path Diversion and Definitive Map and Statement Modification Order 2022 – Public Footpath No. 1

20. ACCOUNTS (EXPENDITURE)

Name	Description	Other Details	Cheque No.	£ p
Gillian Kelly	Salary (paid net of tax)	1 – 31 May 2022	050259	797.38
“	Mileage/Parking Fees	102 miles @ 45p	“	45.90
“	Printing	Instant Ink Cartridges	“	4.49
HM Revenue & Customs	Monthly Deductions (G Kelly) (May 2022)	Income Tax and NI Deduction	050261 (part)	159.40
HM Revenue & Customs	Monthly Deductions (A Shutt) (April 2022)	Income Tax Deduction	050261 (part)	28.40
Andrew Shutt	Monthly Fee (April 2022)	Allotment Superintendent (gross)	050260	142.50
D J Evans Youth Club	Local Youth Services	Salary Costs etc. (April 2022)	050262	3267.90

Zurich Municipal	Insurance	Annual Premium	050263	795.52
CDALC	Subscription 2022/23	Annual Fee	050264	832.87
Brambledown Landscape Services	Plinth and Path Works	Land at Mary Terrace	050265	16927.23
"	"	VAT	"	3385.45

RESOLVED that these items of expenditure be noted.

ACCOUNTS (INCOME)

13 APRIL 2022 – 10 MAY 2022

Name	Description	Details	£ p
Various Clients	Allotments, Garages	BACS	688.00
Various Clients	Allotment Garages	Cheque Payments	591.00
John Hogg Funeral Directors	Bowburn Cemetery	Burial Plot - Hurton	50.00
"	"	Exclusive Rights - Hurton	53.00
Durham County Council	Section 106 Funding	Bowburn Artwork	13493.00

21. DATE OF NEXT MONTHLY MEETING

Agreed that the date of the next Monthly Meeting is to be Wednesday 16 June 2022 at 6.30pm at Cassop Community Centre.

I agree these to be a true record of the Meeting held on Wednesday 18 May 2022 at Bowburn Community Centre at 6.30pm.

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