

**MINUTES OF THE MONTHLY MEETING OF CASSOP CUM QUARRINGTON
PARISH COUNCIL HELD AT CASSOP COMMUNITY CENTRE ON WEDNESDAY
17 JUNE 2026 AT 6.30pm**

Present: Councillors Dolan, Henderson, Johnson, Morgan, Parker,
C Prince, Raine, Ridley, Robertson and Shutt

(Councillor Shutt in the Chair)

22. APOLOGIES

Apologies for absence were received from Councillors Bradley, G Prince, Richardson and Storey together with County Councillor Blakey.

23. MINUTES OF THE ANNUAL MEETING HELD ON 13 MAY 2026

The Chair asked Members whether they were satisfied that the attached Minutes of the Annual Meeting of the Parish Council held on 13 May 2026 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 13 May 2026 be agreed and signed as a true and accurate record.

24. PLANNING APPLICATIONS 2026

Applicant	Details	Resolved Action
DM/26/01199/FPA Napper Architects County Durham & Darlington Fire and Rescue Service, Bowburn Training Centre, Bowburn South Industrial Estate Bowburn, Durham, DH6 5AD*	Erection of modified shipping containers to create training rig.	No objection but clarity requested on whether the construction will be removed when the BDR is constructed.
DM/26/01140/FPA iMpeC Real Estate Limited Sheila Johnston, Kathleen Lovegree Land To The North Of Robert Moore Close, Robert Moore Close Bowburn, DH6 5NB	Hybrid application comprising Full planning permission for the erection of 65no. dwellings; and Outline planning permission (with all matters reserved except access) for the erection of up to 135no. dwellings, including associated service infrastructure and landscaping.	Objection on the grounds of highway safety and the hybrid nature of the application.

*County Councillor Hutchinson declared an interest as a member of the County Durham and Darlington Fire and Rescue Authority

25. CLERK'S REPORT

(a) Parish Council Policies

The Clerk reported that as part of the external audit process, parish councils were being asked to give assurances about their digital and data compliance. These requirements have been part of the audit for a number of years but there was now a specific part of the Annual Governance and Accounting Return which required evidence of compliance.

In practice, the requirements meant that: -

- Every Council must have a generic email account on an authority owned domain, e.g. clerk@cassopcumquarrington-pc.gov.uk;
- Councils should have a wide understanding of the data they process and are advised to undertake data audits and risk assessments;
- Councils must have an IT policy to ensure secure and legal use of authority owned personal devices and software; and
- Council websites must meet relevant accessibility regulations and should publish information required under the Freedom of Information Act and Transparency Code.

NALC had produced a model IT policy for use by parish councils, attached to the report as Appendix 1 and it was proposed that this was adopted by Cassop-cum-Quarrington Parish Council. The Parish Clerk had undertaken a data audit and produced a data map which was available on request. Alongside this was an updated Publication Scheme which was attached as Appendix 2.

(b) Parish Council Visit to Amazon

The Parish Clerk advised that Michael Collier had offered some potential dates for parish councillors to visit Amazon and it was suggested that the visit be scheduled for Tuesday 7 July 2026 at 2.30pm.

Accordingly it was **RESOLVED** that: -

- (i) the model IT policy at Appendix 1 be approved;
- (ii) the Publication Scheme at Appendix 2 be approved and published on the Parish Council website; and
- (iii) the Parish Clerk liaise with Amazon regarding a visit to the facility on Tuesday 7 July 2026.

26. PARISH COUNCIL FINAL ACCOUNTS

The Parish Council Final Accounts were presented to Members for approval and the Internal Auditor's Report was provided for information.

A full copy of the Annual Accounts, Bank Reconciliation, Balance Sheet and explanatory notes for the year ended 31 March 2026 were attached to the report. Subject to the approval of the Parish Council, the Chair and the Clerk would be required to sign off the Annual Return and forward this to the External Auditor.

Members were advised that the Parish Council's General Fund Balance as at 31 March 2026 was £31,611.07 and its bank/savings account balances totalled £27,918.40.

The Internal Auditor, Gordon Fletcher, had completed the internal audit of Accounts for the financial year ended 31 March 2026 and had submitted his report with no recommendations for improvement. It was highlighted that the requirements of the AGAR Assertion 10 had not been met but work was ongoing to address this. The report was attached for the information of Members.

The Parish Council's External Auditor, Mazars LLP, had confirmed that the Accounts and AGAR had to be published by 30 June at the latest and the public rights period would commence on or before 1 July 2026. Mazars would publish their audit opinion by 30 September 2026.

The Parish Council **RESOLVED that:** -

- (i) the Annual Accounts, Income and Expenditure Account, Supporting Statements, Bank Reconciliation and Balance Sheet for the Financial Year ended 31 March 2026 be approved;
- (ii) the General Fund Balance and bank/savings account balances as at 31 March 2026 be noted;
- (iii) the report of the Internal Auditor be noted; and
- (iv) the arrangements for the external audit and the public inspection period be noted.

27. LOCAL YOUTH SERVICES

The Parish Council had received the Local Youth Services report for June 2026 which set out the extensive programme of activity offered to young people living in the parish. It was highlighted that during the month, 109 young people aged between 11 and 18 years old had accessed the facilities at Bowburn with most attending up to three or four times a week.

Councillor Morgan queried whether there was any additional funding from Government for youth provision at the current time. This would be looked into.

RESOLVED that the update be noted.

28. LOCAL FOOTPATHS AND RIGHTS OF WAY

There was nothing to report.

29. ALLOTMENTS, GARAGES AND CEMETERY

It was highlighted that the Police had attended one of the allotment plots recently, however the Allotment Supervisor had not been made aware of the reason for the visit.

There had been an issue with the cemetery gate which had now been repaired and some fencing material and stones which had been cleared from a grave had been dumped at the front of the cemetery.

An incident of damage to a grave plot had been reported by a family and it appeared that this had been caused by a County Council lawn mower.

RESOLVED that the update be noted.

30. COUNTY COUNCILLORS' MONTHLY REPORTS

County Councillor Hutchinson provided updates on the following matters: -

- Updated cameras in Bowburn Park
- Fly tipping
- Complaints about hedges and trees
- Parking issues

Councillor Ridley raised the ongoing problems with a stock car causing an obstruction and the proliferation of HMOs in Bowburn.

Councillor Raine congratulated County Councillor Hutchinson on his year in office as Mayor of Durham and thanked him for continuing to support the Parish Council during this time.

31. ACCOUNTS (EXPENDITURE)

Name	Description	Other Details	Cheque No.	£ p
Gillian Kelly	Salary (paid net of tax)	1 – 30 June 2026	050628	1030.56
"	Mileage/Parking Fees	102 miles @ 45p	"	45.90
"	Printing	Instant Ink Cartridges	"	31.49
"	OneDrive	Subscription	"	1.99
"	Stamps	Stamps 8@£1.80	"	14.40
"	Stationery	Paper	"	7.50
"	Office Allowance	Quarterly	"	95.00
"	Telephone Allowance	Quarterly	"	41.00
HM Revenue & Customs	Monthly Deductions (G Kelly) (June 2026)	Income Tax and NI Deduction	BACS	206.00

HM Revenue & Customs	Monthly Deductions (A Shutt) (May 2026)	Income Tax Deduction	BACS	58.40
HM Revenue & Customs	Employers NIC	Parish Clerk	BACS	92.03
Andrew Shutt*	Monthly Fee (May 2026)	Allotment Superintendent (gross)	050629	292.33
Bowburn Youth Project	Local Youth Services	Salary Costs etc. (May 2026)	050630	3968.21
Cassop Community Centre	Youth Provision	May 2026	050633	375.00
Gordon Fletcher	Internal Audit	Annual Fee	050631	200.00
Andrew Shutt	Footpath Strimming	Interim Payment	050632	100.00

*Cllr Shutt declared an interest in the item above.

RESOLVED that these items of expenditure be noted.

ACCOUNTS (INCOME)

7 MAY 2026 – 10 JUNE 2026

Name	Description	Details	£ p
Various	Allotment Rents	2026/2027	226.50
Northern Powergrid	Wayleave Payment	Current Year and Arrears	250.75

32. DATE OF NEXT MONTHLY MEETING

Agreed that the date of the next Monthly Meeting is to be Wednesday 15 July 2026 at 6.30pm at Bowburn Community Centre.

I agree these to be a true record of the Meeting held on Wednesday 17 June 2026 at Cassop Community Centre at 6.30pm.

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