

**MINUTES OF THE MONTHLY MEETING OF CASSOP CUM QUARRINGTON PARISH COUNCIL HELD AT BOWBURN COMMUNITY CENTRE ON WEDNESDAY 18 JANUARY 2023 AT 6.30pm**

**Present:** Councillors Henderson, McKeon, Parker, Raine, Ridley, Robinson and Storey.

(Councillor Raine in the Chair)

(County Councillor Hutchinson was also in attendance)

**110. APOLOGIES**

Apologies for absence were received from County Councillor Blakey.

**111. MINUTES OF THE MONTHLY MEETING HELD ON 21 DECEMBER 2022**

The Chair asked Members whether they were satisfied that the attached Minutes of the Monthly Meeting of the Parish Council held on 21 December 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 21 December 2022 be agreed and signed as a true and accurate record.

**112. PLANNING APPLICATIONS 2022**

| <b>Applicant</b>   | <b>Details</b>  | <b>Resolved Action</b>   |
|--|---|--|
| DM/22/03803/FPA<br>County Durham And<br>Darlington Fire And<br>Rescue Service<br>Bowburn Training<br>Centre<br>Bowburn South<br>Industrial Estate<br>Bowburn, Durham,<br>DH6 5AD | Erection of temporary<br>accommodation block comprising<br>canteen, training classrooms,<br>washrooms and locker facilities | No objection but<br>applicant to be<br>reminded that any<br>structures should not<br>interfere with the<br>proposed relief road. |

**RESOLVED that** the action be noted.

## **113. CLERK'S REPORT**

### **(i) Finance and Forward Planning Sub-Committee**

The Finance and Forward Planning Sub-Committee met on 11 January 2023 and made the following recommendations to the full Parish Council for the Parish Council Annual Budget 2023/2024 and the Revised Budget for 2022/2023:

- (i) that the Budget Provision for the Parish Clerk salary be increased from £9,600 to £10,500 in 2023/2024 to allow for the Local Government pay increase in 2022/2023 and the pending Local Government pay offer for 2023/2024;
- (ii) that the Budget Provision for the Allotment Superintendent be increased from £1,600 to £1,650 in 2023/2024 to allow for the increase in National Minimum Wage as of 1 April 2023;
- (iii) that the Budget Provision for Summer and Winter Planting be increased from £8,500 to £10,000 in 2023/2024 in recognition of inflationary cost increases and the need to replace hanging basket brackets in Bowburn;
- (iv) that the Budget Provision for Recurring Administrative Expenses be increased from £5,000 to £6,000 in 2023/2024 to allow for increases in insurance costs and annual fees;
- (v) that the Budget Provision for Cemetery Refuse Collection be increased from £1,000 to £1,500 in 2023/2024 to allow for inflationary cost increases;
- (vi) that the Budget Provision for the New Artwork for Bowburn be reduced from £3,000 to £2,000;
- (vii) that the Budget Provision for Christmas Lights be increased to £5462.42 in 2023/2024 to meet the cost of the existing five-year Hire Agreement and an additional cumulative Budget Provision of £500 be made for testing requirements;
- (viii) that an additional Budget Provision of £250 be made in 2023/2024 for twice yearly maintenance of the area around the War Memorial and coal tubs at Bowburn;
- (ix) that the Budget provision for Youth Services be increased from £40,042.31 to £41,120.34 in 2023/2024 to meet increased staffing costs with the caveat that this allocation may increase in-year when proposals are brought forward for youth provision at Cassop; and
- (x) that the Parish Council give consideration to the following options:

- (a) to demand a Precept of £73,828.83 from Durham County Council in respect of the Financial Year Ending 31 March 2024 (A Tax Base of 1859.2 multiplied by a Band “D” Council Tax Rate of £39.71). This would represent no increase in the Precept Demand for the current Financial Year;
- (b) to increase the Precept Demand by 1% and demand a Precept of £74,572.51 (A Tax Base of 1859.2 multiplied by a Band “D” Council Tax Rate of £40.11)
- (c) to increase the Precept Demand by 2% and demand a Precept of £75,297.60 (A Tax Base of 1859.2 multiplied by a Band “D” Council Tax Rate of £40.50)
- (d) to increase the Precept Demand by 3% and demand a Precept of £76,041.28 (A Tax Base of 1859.2 multiplied by a Band “D” Council Tax Rate of £40.90)

**(ii) Parkhill Christmas Lights**

Councillor McKeon reported that she had secured neighbourhood funding to test lighting columns in Parkhill with a view to having up to eight motifs displayed from this year. She asked if the Parish Council would agree in principle to fund the additional motifs, subject to the successful testing of the lighting columns.

**(iii) Parish Council Vacancies**

A vacancy had been advertised in the West ward of the parish following the resignation of Janet Blackburn. A request for an election would need to be received by the County Council by 25 January 2023, if there was no request then the Parish Council would be advised that it could co-opt to the vacancy.

**(iv) King’s Coronation**

Councillor Ridley asked Members to consider whether any event should be held within the parish area to mark the King’s Coronation. It was agreed that this should be a substantive agenda item on the agenda for the next meeting.

**RESOLVED that: -**

- (i) the recommendations of the Finance and Forward Planning Sub-Committee be agreed with the addition of the following:
  - (a) the Precept Demand be increased by 1% and a precept of £74,572.51 be demanded (A Tax Base of 1859.2 multiplied by a Band “D” Council Tax Rate of £40.11); and
  - (b) the Budget Provision for Christmas Lights be increased by a further £2,000 to allow for additional motifs to be placed in Parkhill from November 2023.
- (ii) the vacancy in the West ward of the parish be noted; and

- (iii) a discussion be held on events to mark the King's Coronation at the next meeting of the Parish Council.

#### **114. LOCAL YOUTH SERVICES**

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

All youth clubs were back up and running after the Christmas break and a year 6 youth club was also running on a Monday evening.

The drop-in sessions for older young people continued to be held on Monday, Tuesday and Thursday evenings and this would be offered for as long as young people were using the facility.

The club had applied for funding to run a holiday programme for school years 3 to 5 during half term and had recently received neighbourhood funding to replace all lighting in the building to be more energy efficient.

Councillor Storey again raised the plan to fund youth workers through the West Cornforth Partnership and Councillor McKeon undertook to seek an update on this.

**RESOLVED that** the update be noted.

#### **115. LOCAL FOOTPATHS AND RIGHTS OF WAY**

Nothing to report.

#### **116. ALLOTMENTS, GARAGES AND CEMETERY**

The Finance and Forward Planning Sub-Committee had discussed the cemetery fees at their meeting on 11 January 2023 and had felt that it was an appropriate time to review the current fees and charges. The Parish Clerk undertook to gather information from neighbouring parishes and would present a report to the Parish Council in due course.

County Councillor Hutchinson reported that the County Council had approved a new policy regarding their allotments and this may have some implications for the Parish Council.

**RESOLVED that** the information be noted.

## 117. COUNTY COUNCILLORS' MONTHLY REPORTS

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

- Levelling Up Fund bids
- Bowburn Infant School Site
- Red Briar Bank cameras
- Warm Hubs
- Fine and Fix Team walkabout
- Old Co-op site
- Community Pantry

**RESOLVED** that the update be noted.

## 118. GENERAL CORRESPONDENCE RECEIVED (SURFACE MAIL)

| Correspondence Received from | Details of Information |
|------------------------------|------------------------|
|                              |                        |

## 119. ACCOUNTS (EXPENDITURE)

| Name                   | Description                                  | Other Details                     | Cheque No.    | £ p     |
|------------------------|--|-----------------------------------|---------------|---------|
| Gillian Kelly          | Salary (paid net of tax)                     | 1 – 31 January 2023               | 050331        | 866.75  |
| “                      | Mileage/Parking Fees                         | 68 miles @ 45p                    | “             | 30.60   |
| “                      | Printing                                     | Instant Ink Cartridges            | “             | 4.49    |
| “                      | One Drive                                    | Monthly Fee                       | “             | 1.99    |
| “                      | Second Class Stamps                          | 8 @ 68p                           | “             | 5.44    |
| HM Revenue & Customs   | Monthly Deductions (G Kelly) (January 2023)  | Income Tax and NI Deduction       | 050333 (part) | 173.40  |
| HM Revenue & Customs   | Monthly Deductions (A Shutt) (December 2022) | Income Tax Deduction              | 050333 (part) | 19.00   |
| Andrew Shutt           | Monthly Fee (December 2022)                  | Allotment Superintendent (gross)  | 050332        | 95.00   |
| D J Evans Youth Club   | Local Youth Services                         | Salary Costs etc. (December 2022) | 050334        | 3267.30 |
| Durham County Council  | Cassop Playing Field                         |                                   | 050335        | 1.50    |
| Thinford Nurseries Ltd | Christmas Tree                               | Bowburn Community Centre          | 050336        | 150.00  |
| “                      | “  | VAT                               | “             | 30.00   |

|                          |           |                               |        |       |
|--------------------------|-----------|-------------------------------|--------|-------|
| Bowburn Community Centre | Room Hire | November 2022<br>January 2023 | 050337 | 59.00 |
| Cassop Community Centre  | Room Hire | December 2022                 | 050338 | 30.00 |
|                          |           |                               |        |       |

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

**ACCOUNTS (INCOME)**

**14 DECEMBER 2022 – 10 JANUARY 2023**

| <b>Name</b>           | <b>Description</b>   | <b>Details</b> | <b>£ p</b> |
|-----------------------|----------------------|----------------|------------|
| Durham County Council | Parish Paths Funding | Grant          | 1288.83    |

**120. DATE OF NEXT MONTHLY MEETING**

Agreed that the date of the next Monthly Meeting is to be Wednesday 15 February 2023 at 6.30pm at Bowburn Community Centre.

I agree these to be a true record of the Meeting held on Wednesday 18 January 2023 at Bowburn Community Centre at 6.30pm.

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