

**MINUTES OF THE ANNUAL MEETING OF CASSOP CUM QUARRINGTON
PARISH COUNCIL HELD AT CASSOP COMMUNITY CENTRE ON WEDNESDAY
21 JUNE 2023 AT 6.30pm**

Present: Councillors Dolan, Henderson, McKeon, Parker, Raine, Richardson, Ridley, Robinson, Shutt, Spors and Storey.

(County Councillor Blakey was also in attendance).

20. APOLOGIES

Apologies for absence were received from Councillors Morgan and Prince, together with County Councillor Hutchinson.

21. CO-OPTION TO VACANCIES ON THE PARISH COUNCIL

There had been two expressions of interest in the vacancy on the parish council and the candidates had been invited to attend the meeting, however one candidate was unable to make the meeting and therefore the item was deferred.

RESOLVED that the consideration of co-option to the Parish Council be deferred to the next meeting.

22. MINUTES OF THE ANNUAL MEETING HELD ON 17 MAY 2023

The Chair asked Members whether they were satisfied that the attached Minutes of the Annual Meeting of the Parish Council held on 17 May 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 17 May 2023 be agreed and signed as a true and accurate record.

23. PLANNING APPLICATIONS 2023

The Parish Council had received an early notification of a proposed upgrade to an existing radio base station at Heugh Hall Farm, Bowburn. The works were to provide improvements to enhanced 2G, 3G and 4G coverage and capacity and new 5G coverage.

Members had previously expressed concerns about the condition of the former Co-op buildings at Prince Charles Avenue, Bowburn and this had been raised with the Enforcement and Building Control teams at Durham County Council. Communication had now been received from Ian Airtton, Planning Enforcement Officer at the County

Council with regard to a site visit which had taken place on 8 June . It was his view that the building was secure and did not have a significant adverse visual impact on the area.

Councillors were very disappointed in this response and continued to have the view that the Co-op building was unsafe and hazardous to local people. It was noted that the wall had previously been repaired at the cost of the Partnership and it was not appropriate for these costs to be passed on to residents again.

It was highlighted that the carpet shop on Durham Road was also in a very poor condition and a blight on the main thoroughfare into Durham. Members agreed that efforts should continue to highlight these buildings in the parish area which had been allowed to fall into disrepair.

RESOLVED that the update be noted.

24. PARISH COUNCIL ANNUAL ACCOUNTS

The Parish Council received the Annual Accounts, Bank Reconciliation, Balance Sheet and explanatory note for the year ending 31 March 2023, the Internal Auditor's Report and the Annual Governance and Accountability Return.

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 2023 was £38,725.21 and its bank/savings account balances totalled £23,237.90.

The Internal Auditor, Gordon Fletcher, had completed the internal audit of Accounts for the financial year ended 31 March 2023 and had submitted his report which contained no recommendations for improvement.

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 2023. Mazars would publish their audit opinion by 30 September 2023.

Having considered the report, it was **RESOLVED that**: -

- (i) the Annual Accounts, Income and Expenditure Account, Supporting Statements, Bank Reconciliation Balance Sheet for the Financial Year ended 31 March 2023 be approved;
- (ii) the General Fund Balance and bank/savings account balances as at 31 March 2023 be noted;
- (iii) the report of the Internal Auditor be noted; and

- (iv) the Annual Governance and Accountability Return be approved; and
- (v) the arrangements for the external audit and the public inspection period be noted.

25. CLERK'S REPORT

War Memorial Maintenance

Members were reminded that funding had been set aside in the budget for maintenance of areas around the war memorial and it was proposed that local gardeners be engaged to carry out some works prior to the Miner's Gala weekend.

RESOLVED that grounds maintenance work be authorised around the war memorial in the forthcoming weeks.

26. LOCAL YOUTH SERVICES

The Youth Services report for June 2023 had been submitted to the Parish Council and it was noted that youth clubs had been busy this month despite the hot weather which could often result in quieter sessions. There had been sessions at the club on safety in the sun and the importance of protecting yourself against the sun's harmful rays.

A new kitchen had been fitted and the young people could not wait to use it. County Councillor Blakey highlighted that there had been a slight issue with the electrical circuit in the new kitchen so it was not quite ready.

Councillor Storey advised that there had been two youth club sessions held in Cassop with 25 young people attending in the first week and 28 in the second. This was a fantastic attendance and it was hoped that it would continue in the same way.

RESOLVED that the update be noted.

27. LOCAL FOOTPATHS AND RIGHTS OF WAY

The Parish Clerk advised that there was a request from Network Rail to divert Public Footpath No. 5 as a new fence would interfere with the alignment of the existing route. The diversion would formalise the 'on the ground' route which was currently walked.

The County Council was also consulting on a ten-year Rights of Way Improvement Plan and there was a bespoke parish and town consultation in relation to the plan. The Parish Clerk would circulate details of the consultation.

RESOLVED that the update be noted.

28. ALLOTMENTS, GARAGES AND CEMETERY

Councillor Ridley reported that he had received a number of complaints about the condition of the cemetery as it had been particularly overgrown due to late cutting by the County Council.

Members acknowledged that issues had been raised previously about the cemetery and it might be an opportune time for the Parish Council to consider what they would ideally like in terms of a maintenance programme for the cemetery and to plan for the funding of these works.

It was suggested that Members could highlight any cemeteries they felt were well maintained so information could be sought on their maintenance programme.

It was highlighted that some of the allotments at the Bowburn site were untidy and it was agreed that the Parish Clerk would liaise with the Allotment Supervisor regarding the allotments in question and notices would be issued to those tenants who were not maintaining their plots.

RESOLVED that the update be noted.

29. COUNTY COUNCILLORS' MONTHLY REPORTS

Councillor McKeon provided updates on the following: -

- Bowburn Infant School site
- Parkhill Christmas Lights
- Integra 61 update

County Councillor Blakey reported on the recent PACT meeting which had focused on anti-social behaviour in Bowburn. She also updated on the ongoing complaint regarding the unregistered children's home in Grange Way.

RESOLVED that the update be noted.

30. ACCOUNTS (EXPENDITURE)

Name	Description	Other Details	Cheque No.	£ p
Gillian Kelly	Salary (paid net of tax)	1 – 30 June 2023	050369	882.74
“	Mileage/Parking Fees	68 miles @ 45p	“	50.40
“	Printing	Instant Ink Cartridges	“	13.49

“	OneDrive	Subscription	“	1.99
“	Stationery	Paper	“	6.50
“	Office Allowance	Quarterly	“	95.00
“	Telephone Allowance	Quarterly	“	41.00
HM Revenue & Customs	Monthly Deductions (G Kelly) (May 2023)	Income Tax and NI Deduction	050371 (part)	176.60
HM Revenue & Customs	Monthly Deductions (A Shutt) (April 2023)	Income Tax Deduction	050371 (part)	31.20
HM Revenue & Customs	Employers NIC	Parish Clerk	050371 (part)	17.21
Andrew Shutt*	Monthly Fee (May 2023)	Allotment Superintendent (gross)	050370	156.30
D J Evans Youth Club	Local Youth Services	Salary Costs etc. (May 2023)	050372	3442.22
Durham County Council	Installation of Salt Bins	Grant funded in 2020	050373	2485.84
Gordon Fletcher	Internal Audit	2023/2023	050374	200.00
Andrew Shutt*	Strimming Supplies	Online Order	050375	56.47

*Cllr Shutt declared an interest in the item above.

RESOLVED that these items of expenditure be noted.

ACCOUNTS (INCOME)

12 MAY 2023 – 15 JUNE 2023

Name	Description	Details	£ p
Various Clients	Allotments, Garages	BACS	759.00
Various Clients	Allotment Garages	Cheque Payments	643.00
Various Clients	Allotments, Garages	Cash	17.00
Robinson	Bowburn Cemetery	Garden of Remembrance	75.00

31. DATE OF NEXT MONTHLY MEETING

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

I agree these to be a true record of the Monthly Meeting held on Wednesday 21 June 2023 at 6.30pm at Cassop Community Centre.

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