

**MINUTES OF THE MONTHLY MEETING OF CASSOP CUM QUARRINGTON
PARISH COUNCIL HELD AT BOWBURN COMMUNITY CENTRE ON
WEDNESDAY 19 NOVEMBER 2025 AT 6.30pm**

Present: Councillors Bradley, Dolan, Henderson, Johnson, Morgan, Parker, Prince, Raine, Richardson, Ridley, Shutt and Storey.

(Councillor Shutt in the Chair)

74. APOLOGIES

There were no apologies for absence.

75. MINUTES OF THE MONTHLY MEETING HELD ON 15 OCTOBER 2025

The Chair asked Members whether they were satisfied that the attached Minutes of the Monthly Meeting of the Parish Council held on 15 October 2025 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 October 2025 be agreed and signed as a true and accurate record.

76. PLANNING APPLICATIONS 2025

Applicant	Details	Resolved Action
DM/25/02892/HRN L G Oliver and Partners Land to the North East of School House, Front Street, Cassop	Removal of 9m hedgerow to re-open existing gateway to provide access to arable field.	No objection
DM/25/03120/FPA 8 Margaret Court Bowburn	Change of use to private garden from green area to fence off as private residential.	No objection
DM/25/03175/TPO 11 Monteigne Drive Bowburn	Willow (T5) crown reduction up to 2m and removal of epicormic growth to balance canopy.	No objection
DM/25/03140 The Forge Bowburn	Installation sewer treatment plant and associated soakway.	No objection

77. CLERK'S REPORT

The Clerk reported that Mazars LLP had completed the audit for the year ended 31 March 2025 and had issued a certified Annual Governance and Accountability Return and External Auditor's Certificate. All of the documentation had been made available on the Parish Council website.

There had been minor scope for improvement highlighted in the completion letter in that the Parish Council had not met the requirements of the 2015 Accounts and Audit Regulations to start the period of 30 working days for the public to inspect the AGAR as soon as possible after it was approved. This was not a requirement in the Practitioner's Guide, however this was taken on board and would be rectified for the 2025/2026 year.

The external auditor had also highlighted that an additional assertion would be added to the AGAR for 2025/2026 relating to Digital and Data Compliance. This included the requirement that "every authority must have a generic email account hosted on an authority owned domain and all councils would be expected to be using '.gov.uk' or 'org.uk' in the 2025/2026 financial year.

Members were advised that Durham County Council had provided the indicative Council Tax Base for the Parish Council for 2026/2027. The base had increased from 2010.40 to 2049.70. This would equate to an increase in Council Tax Yield of £1639.99 before any decision was made on the precept for next year.

Bowburn and Parkhill Community Partnership had established and maintained three noticeboards located at Prince Charles Avenue, outside Bowburn Library and in Tursdale, however as the Partnership was in the process of being dissolved, there was now no organisation responsible for the noticeboards.

In principle the Parish Council was willing to take on the noticeboards and noted that these would have to be added to the Parish asset register and insurance cover. It was suggested that the locks be changed on the noticeboards and then a set of master keys left at Bowburn Community Centre. The Partnership had some residual funds which could be used for this.

There had been a lot of recent debate on social media regarding proposals for the Bowburn Relief Road and some residents of the Grange housing estate had expressed their unhappiness about not being made aware of the proposals prior to purchasing their homes.

The Parish Council had always supported the relief road and viewed it as a long-term proposal which would benefit Bowburn. It was acknowledged that some residents felt that they had not been informed about the potential development but it had been part of the county plan for a significant time. The Parish Council continued to support the relief road as a positive development for the area.

RESOLVED that: -

- (i) the conclusion of the external audit be noted;
- (ii) the indicative Council Tax Base be noted;
- (iii) the Parish Council take on responsibility for the former Bowburn and Parkhill Community Partnership noticeboards; and
- (iv) the position with relation to the proposed Bowburn Relief Road be noted.

78. LOCAL YOUTH SERVICES

County Councillor Blakey reported that there continued to be good attendance for all youth club sessions, especially for the time of year. The Girls' empowerment session had doubled in size.

Councillor Storey added that Cassop was also maintaining attendance with young people being keen to be inside in a warm environment.

RESOLVED that the update be noted.

79. LOCAL FOOTPATHS AND RIGHTS OF WAY

The Parish Clerk reported that an application had been made to extend the closure of Footpath 1 until May 2026.

Parish Councillors discussed the condition of the path at the old Clarence Villa railway line which joined Footpath 29 and Bridleway 39. It was unclear who was responsible for this path and enquiries would be made with the Rights of Way Officer.

RESOLVED that the information be noted.

80. ALLOTMENTS, GARAGES AND CEMETERY

The Allotments working group had met on Monday 3 November 2025 and discussed conditions of an updated tenancy agreement and increasing allotment fees from 1 April 2026.

Initially Members had been minded to double fees so that a standard allotment fee of £17.00 would be £34.00 annually. However it was proposed that an increase to £25.00 would be more appropriate, with an annual review of fees to take place prior to issuing rent demands.

The revised tenancy agreement was presented and it was agreed that any further comments should be forwarded to the Parish Clerk with the final version being considered at the December meeting.

RESOLVED that: -

- (i) the standard allotment fee be increased from £17.00 to £25.00 from 1 April 2026; and
- (ii) the final version of the revised allotment tenancy agreement be considered at the meeting on 17 December 2025.

81. COUNTY COUNCILLORS' MONTHLY REPORTS

County Councillors Hutchinson and Blakey provided an update on the following matters: -

- Litter bins not being emptied
- Road closures for emergency works
- Cornforth House
- The Bread and Butter Thing
- New childcare provision at Bowburn Primary School

RESOLVED that the update be noted.

82. ACCOUNTS (EXPENDITURE)

Name	Description	Other Details	Cheque No.	£ p
Gillian Kelly	Salary (paid net of tax)	1 – 30 November 2025	050578	1030.56
“	Mileage/Parking Fees	68 miles @ 45p	“	30.60
“	Printing	Instant Ink Cartridges	“	6.49
“	OneDrive	Subscription	“	1.99
HM Revenue & Customs	Monthly Deductions (G Kelly) (November 2025)	Income Tax and NI Deduction	BACS	206.20
HM Revenue & Customs	Monthly Deductions (A Shutt) (October 2025)	Income Tax Deduction	BACS	44.00
HM Revenue & Customs	Employers NIC	Parish Clerk	BACS	92.03
HM Revenue & Customs	Deductions (A Shutt) (Parish Paths)	Income Tax and NI	BACS	417.03
Andrew Shutt*	Monthly Fee (October 2025)	Allotment Superintendent (gross)	050579	219.78
Andrew Shutt*	Parish Paths Strimming	Final Payment	050580	624.73
Bowburn Youth Project	Local Youth Services	Salary Costs etc. (October 2025)	050581	3776.94

Cassop Community Centre	Youth Provision	October 2025	050582	500.00
Cassop Community Centre	Room Hire	August 2025	050583	50.00
Blachere Illumination UK Ltd	Christmas Lights	Hire Agreement	050584	1380.00
"	"	VAT		276.00
Durham County Council	Lease of Land	Cassop Playing Field	BACS	1.50
Max Recycle	Bowburn Cemetery	Annual Duty of Care Charge	BACS	186.54
"	"	VAT	"	37.31
Bowburn Community Association	Room Hire	September – November 2025	050585	57.00
Bowburn Community Association	Remembrance Wreaths	Donation	050586	50.00

*Cllr Shutt declared an interest in the item above.

RESOLVED that these items of expenditure be noted.

ACCOUNTS (INCOME)

9 OCTOBER 2025 – 12 NOVEMBER 2025

Name	Description	Details	£ p
HMRC	VAT Reclaim	2024/2025	2954.68
Durham County Council	Parish Paths	Grant Funding	1294.80

83. DATE OF NEXT MONTHLY MEETING

Agreed that the date of the next Monthly Meeting is to be Wednesday 17 December 2025 at 6.30pm at Cassop Community Centre.

I agree these to be a true record of the Meeting held on Wednesday 19 November 2025 at Bowburn Community Centre at 6.30pm.

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