

**MINUTES OF THE ANNUAL MEETING OF CASSOP CUM QUARRINGTON PARISH COUNCIL HELD AT BOWBURN COMMUNITY CENTRE ON WEDNESDAY 16 JUNE 2021 AT 6.00pm**

**Present:** Councillors Blackburn, Johnson, Leake, Morgan, Prince, Raine, Richardson, Ridley, Robinson, Spoors and Storey.

(Councillor Raine in the Chair)

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

**24. APOLOGIES**

Apologies for absence were received from Councillors McKeon and Salisbury.

**25. MINUTES OF THE MONTHLY MEETING HELD ON 19 MAY 2021**

The Chair asked Members whether they were satisfied that the attached Minutes of the Annual Meeting of the Parish Council held on 19 May 2021 should be agreed and signed as a true and accurate record subject to the inclusion of Councillor Storey in the list of apologies and an amendment to Minute 20 to clarify that the cherry tree which was to be replaced was on Tweddle Terrace.

**RESOLVED that** the Minutes of the Monthly Meeting of the Parish Council held on 19 May 2021 be agreed and signed as a true and accurate record.

**26. PLANNING APPLICATIONS 2021**

<b>Applicant</b>	<b>Details</b>	<b>Resolved Action</b>
DM/21/02052 Supportive SRC Limited Unit 13C, Bowburn South Industrial Estate, DH6 5AD	Change of use from B8 to non-emergency patient transport station (sui generis)	No objection

**27. A NEW ARTWORK FOR BOWBURN**

There had been a delay in getting the fabrication drawings prepared by the contractor, but the artist had been advised that these should be ready in the next week. The next stage after that would be to order the structural engineering and once that was complete, fabrication could begin.

It was noted that the costs of materials were increasing at the current time and that it should be confirmed that the artwork could be produced within the agreed budget.

**RESOLVED that** the update be noted and the cost of materials be raised with the artist.

## **28. PARLIAMENTARY BOUNDARY REVIEW**

The Boundary Commission for England had published its proposals for the 2023 Parliamentary Boundary Review and opened a consultation on the proposals ending on 2 August 2021.

The proposed changes would see the Coxhoe division of Durham County Council, including Cassop-cum-Quarrington Parish, being moved into a Sedgefield and Newton Aycliffe constituency. This proposal was different from an earlier suggestion where the parish would have been in a Billingham constituency but broke the traditional link with Durham City. It was highlighted that it was positive that there was no boundary running through the parish in this proposal.

Members noted that the local area partnership area was also within the new Sedgefield seat but were disappointed that the parish area should be part of a constituency with which it had no affiliation. The Parish Council felt that Cassop-cum-Quarrington should be within a Durham City constituency rather than Sedgefield and Newton Aycliffe.

**RESOLVED that** the Parish Council respond to the consultation on the Parliamentary Boundary Review with the following comments: -

- (i) that the whole parish of Cassop-cum-Quarrington and division of Coxhoe should have the same MP; and
- (ii) that the parish should be part of a Durham City constituency as it had no historical or current links to Sedgefield and Newton Aycliffe.

## **29. PARISH COUNCIL FINAL ACCOUNTS 2020/2021**

The Parish Council Annual Accounts, Bank Reconciliation, Balance Sheet and explanatory notes for the year ended 31 March 2021 were presented to Members for consideration. 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.

The Parish Council's General Fund Balance as at 31 March 2021 was £40,928.77 and its bank/savings account balances totalled £37,562.69.

The Internal Auditor had completed the internal audit of Accounts for the financial year ended 31 March 2021 and had submitted his report. There were no

recommendations for improvement and 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 2021. Mazars would publish their audit opinion by 30 September 2021.

RESOLVED that: -

- (i) the Annual Accounts, Income and Expenditure Account, Supporting Statements, Bank Reconciliation and Balance Sheet for the Financial Year ended 31 March 2021 be approved;
- (ii) the General Fund Balance and bank/savings account balances as at 31 March 2021 be noted;
- (iii) the report of the Internal Auditor be noted;

### **30. CLERK'S REPORT**

#### **(i) The Future of Remote Meetings and the Call for Evidence**

The Parish Council had expressed its disappointment in the decision of the Government not to extend the legislation for remote meetings beyond 6 May 2021. Members were advised that NALC had continued to lobby for action on remote meetings and the Chair of the organisation had recently met with Luke Hall MP and urged the Government to act on the issue.

The Government had published an open consultation 'Local authority remote meetings: call for evidence' which was seeking views on the use of the arrangements for local authorities to hold meetings remotely or in hybrid format during the pandemic. The Clerk had responded on behalf of the Parish Council and had written to neighbouring parish councils to encourage them to do the same.

It was also noted that the All-Party Parliamentary Group on local democracy which was aimed at championing local (parish and town) councils in parliament had placed remote meetings at the head of its work programme for the year.

#### **(ii) New Recommended Code of Conduct**

On 9 June 2021, the CDALC Executive Committee had agreed to recommend that all councils adopted the new Durham County Council Code of Conduct which was agreed prior to the May elections. The new Code of Conduct and a copy of the presentation which the Monitoring Officer delivered on the new code had been circulated to Members.

**RESOLVED that: -**

- (i) the current position with regard to remote meetings be noted; and
- (ii) the new Durham County Council Code of Conduct be adopted.

**31. NEIGHBOURHOOD PLAN**

Councillor Salisbury reported that the response from the Inspector had been discussed with Stuart Carter and Shaun Hanson and it had been agreed to make all changes required to move on to the next stage. There was one map which required amendment and once this was produced by Durham County Council, the final document would be issued.

Stuart would then produce a report to be submitted to the County Council with a recommendation to proceed to a referendum and a decision would be made on that once it was confirmed that there was alignment between the Neighbourhood Plan and the Local Plan. It was estimated that the referendum would take place on 23 September 2021 with the publication of the final document being made available around the middle of August.

**RESOLVED that** the update be noted.

**32. LOCAL YOUTH SERVICES**

The Youth Services report for June 2021 had been submitted to the Parish Council.

Joanne and the team were again thanked for all of their work, particularly in providing meals for children and young people during the school holidays.

Councillor Storey raised the matter of youth provision in Cassop, noting that the community centre had been improved in recent months and it would be a good opportunity to look at providing something there.

Members noted that there had been workers going into Cassop at various points but maybe it was an appropriate time to review provision alongside Joanne Eden and the county councillors. It was understood that there may be some funding available for a worker to run some exploratory sessions in the area and County Councillor Blakey undertook to liaise with Councillor Storey on this.

**RESOLVED that** the update be noted.

**33. LOCAL FOOTPATHS AND RIGHTS OF WAY**

Councillor Ridley advised that residents of Edna Street had again been asking about the situation with regard to resurfacing of the area which had been dug up by

contractors for Integra 61. Councillor Robinson stated that contractors had only tarmacked to a certain point and the path had not been reinstated.

County Councillor Blakey said that the matter had been reported on 12 April and the response from the County Council was that they would look towards fining the contractor responsible.

The Chair advised that Councillor McKeon had been liaising with James Taylor around aggregate on Bridleway 36 and the re-routing of Footpath 10, however she had not indicated whether Edna Street had been discussed. Members agreed that pressure had to be maintained on this issue for the residents of Edna Street.

Councillor Ridley raised the matter of the path at Tursdale which had still not been completed. The Chair reported that Councillor McKeon had advised that Highways Inspectors were looking at the edging and she was chasing the Clean and Green team.

Councillor Ridley also highlighted that there were lorries again parked in the layby at Tursdale and felt that something should be put in place to prevent lorries getting into the layby. County Councillor Blakey advised that the closing up of the layby was going through a statutory process and it was expected that this would be resolved in August.

**RESOLVED that** the update be noted.

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

The Valuation Office Agency had requested that updated details of the cemetery as part of a review of rateable values.

**RESOLVED that** the information be noted.

#### **35. COUNTY COUNCILLORS' MONTHLY REPORTS**

County Councillor Blakey highlighted that lack of grass cutting in the parish area was an issue and she had been trying to get this resolved. There had also been complaints about the condition of sports pitches.

She went on to say that county councillors were receiving more training and there had been a lot of new Members and changes on the County Council. It was highlighted that consideration of the new County Hall building was going back to the Cabinet in September.

Councillor Leake asked about possible changes to Member and Area Action Partnerships funding. County Councillor Blakey stated that Members had been given an additional £10,000 and this had been funded by central Government.

**RESOLVED that** the update be noted.

### 36. GENERAL CORRESPONDENCE RECEIVED (SURFACE MAIL)

None received.

### 37. ACCOUNTS (EXPENDITURE)

Name	Description	Other Details	Cheque No.	£ p
Gillian Kelly	Salary (paid net of tax)	1 – 30 June 2021	050165	768.30
"	Mileage/Parking Fees	106 miles @ 45p	"	47.70
"	Printing	Instant Ink Cartridges	"	9.49
"	Office Allowance	Quarterly	"	95.00
"	Telephone Allowance	Quarterly	"	41.00
HM Revenue & Customs	Monthly Deductions (G Kelly) (June 2021)	Income Tax and NI Deduction	050167 (part)	153.60
HM Revenue & Customs	Monthly Deductions (A Shutt) (May 2021)	Income Tax Deduction	050167 (part)	26.80
Andrew Shutt*	Monthly Fee (May 2021)	Allotment Superintendent (gross)	050166	133.65
D J Evans Youth Club	Local Youth Services	Salary Costs etc. (May 2021)	050168	3018.07
Andrew McKeown	Bowburn Artwork	First Stage Payment	050169	6750.00
"	"	VAT	"	1350.00
Gordon Fletcher	Internal Audit	Accounts 2020/2021	050170	200.00
Zoom	May 2021	Monthly Fee	050171	11.99
"	"	VAT	"	2.40

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

### ACCOUNTS (INCOME)

**12 MAY 2021 – 8 JUNE 2021**

Name	Description	Details	£ p
Various Clients	Allotments, Garages	BACS	397.00
Various Clients	Allotment Garages	Cash	51.00
Durham County Council	Section 106	Bowburn Artwork	6750.00

### 38. DATE OF NEXT MONTHLY MEETING

Agreed that the date of the next Monthly Meeting is to be Wednesday 21 July 2021 at 6.00pm at Bowburn Community Centre.

I agree these to be a true record of the Meeting held on Wednesday 16 June 2021 at Bowburn Community Centre at 6.00pm.

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