

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

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

(Councillor Shutt in the Chair)

(County Councillor Blakey was also in attendance).

21. APOLOGIES

Apologies for absence were received from Councillors Bradley and Prince together with County Councillors Genner and Hutchinson.

22. MINUTES OF THE ANNUAL MEETING HELD ON 14 MAY 2025

The Chair asked Members whether they were satisfied that the attached Minutes of the Annual Meeting of the Parish Council held on 14 May 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 14 May 2025 be agreed and signed as a true and accurate record subject to an amendment under minute number 2 to show that it was Councillor *Parker* who was elected as Vice-Chair.

23. PLANNING APPLICATIONS 2025

Applicant	Details	Resolved Action
DM/25/01356/VOC Mr Stephen Hill Land to the South West of Castle View Club Front Street South Cassop, DH6 4RG	Variation of Condition 2 (approved plans) pursuant to planning permission DM/22/01361/RM to convert integral side garage to habitable space with 2no ground floor bay windows to front elevation.	No objection.

It was confirmed that a representative from Durham County Council Planning department had been invited to attend a future meeting of the Parish Council.

County Councillor Blakey advised that she had been in touch with Amazon to arrange for a proper consultation with Tursdale residents regarding the proposed wind turbine. It was noted that numerous objections to the proposal had now been

submitted to the County Council but there had been no update about when the application would be considered.

RESOLVED that the update be noted.

24. CLERK'S REPORT

The Clerk reported that a local resident had registered their interest in one of the vacant positions on the Parish Council. It was suggested that they be invited to observe the next monthly meeting and have the opportunity to have informal conversations with members before being put forward for formal co-option.

At the last meeting, the Parish Council had approved changes to the parish bank account signatories following changes to the Chair and Vice-Chair positions. However, it was now proposed that Councillor Richardson be retained as bank signatory and Councillor Parker be added in place of former Councillor Robinson with no further new signatories.

There had been a recent incident at the Bowburn allotments where a fire on one allotment had got out of control and destroyed fencing on that plot and neighbouring allotments. Quotations for the required repairs totalled approximately £1,400. It was proposed that the allotment tenant who had started the fire be approached to pay for all repairs and warned that they would forfeit their tenancy if they did not comply.

RESOLVED that: -

- (i) the interested party be invited to attend the next monthly meeting of the Parish Council;
- (ii) Councillor Richardson be retained as a bank signatory and Councillor Parker be added as a signatory to replace former Councillor Robinson; and
- (iii) the allotment tenant be requested to pay for the necessary repairs to allotment fencing following the recent fire.

25. REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROL

Parish Councillors were advised that the Accounts and Audit Regulations 2015 required Councils to undertake an annual review of their internal control arrangements and report the outcome of the review to an appropriate meeting of the Council.

The review for the year 2024/2025 had been undertaken and details were provided including the arrangements for internal audit, the review of standing orders and risk management.

Members considered the report and Councillor Morgan suggested there should be some additional wording to reflect that elected Members and council tax payers could ask questions about the arrangements for internal control at any time.

RESOLVED that the Statement of Internal Control be approved.

26. PARISH COUNCIL FINAL ACCOUNTS

A full copy of the Annual Accounts, Bank Reconciliation, Balance Sheet and explanatory notes for the year ended 31 March 2025 were presented to the Parish Council. 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 2024 was £36,865.13 and its bank/savings account balances totalled £33,838.87.

The Internal Auditor, Gordon Fletcher, had completed the internal audit of Accounts for the financial year ended 31 March 2025 and had submitted his report. There were no recommendations for improvement and the report was also 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 2025. Mazars would publish their audit opinion by 30 September 2025.

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 2025 be approved;
- (ii) the General Fund Balance and bank/savings account balances as at 31 March 2025 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 Youth Services report for June 2025 had been submitted to the Parish Council and it was noted that the older young people had a day out at a karting course and it was planned to take younger groups in the summer holidays.

Youth clubs continued to be well attended, however it was noted that groups tended to be male dominated and it had been decided to trial a girls only group on a Tuesday evening.

Councillor Storey advised that everything was running well at Cassop and they had applied for Fun and Food monies over the summer and a range of activities were planned.

RESOLVED that the update be noted.

28. LOCAL FOOTPATHS AND RIGHTS OF WAY

It was reported that the footpath strimming programme had begun for the year.

Councillor Johnson highlighted the materials which had been dumped on Front Street and County Councillor Blakey advised that the Neighbourhood Wardens had served notices regarding slate being dumped and caravans parking on the path.

Councillor Ridley suggested that the Council needed to act on the issues around parking of vans and large vehicles on paths in Prince Charles Avenue and the surrounding areas.

RESOLVED that the information be noted.

29. ALLOTMENTS, GARAGES AND CEMETERY

Councillor Shutt reported that there had been a homeless individual had been spending time in Bowburn Cemetery. County Councillor Blakey had got the relevant services involved and it was understood that the person concerned would be getting appropriate housing in the near future.

RESOLVED that the information be noted.

30. COUNTY COUNCILLORS' MONTHLY REPORTS

County Councillor Blakey advised that village walkabouts would start during the following week.

Councillor Ridley highlighted that Shincliffe Parish Council had been campaigning to reduce speed limits and traffic counters were currently in place. County Councillor Blakey commented that she had attended some meetings with Shincliffe and Croxdale parish councils on this matter and would update on the implications for Bowburn as plans developed.

RESOLVED that the update be noted.

31. ACCOUNTS (EXPENDITURE)

Name	Description	Other Details	Cheque No.	£ p
Gillian Kelly	Salary (paid net of tax)	1 – 30 June 2025	050545	998.52
"	Mileage/Parking Fees	68 miles @ 45p	"	30.60
"	Printing	Instant Ink Cartridges	"	46.99
"	OneDrive	Subscription	"	1.99
"	Office Allowance	Quarterly	"	95.00
"	Telephone Allowance	Quarterly	"	41.00
HM Revenue & Customs	Monthly Deductions (G Kelly) (June 2025)	Income Tax and NI Deduction	BACS	199.60
HM Revenue & Customs	Monthly Deductions (A Shutt) (May 2025)	Income Tax Deduction	BACS	56.20
HM Revenue & Customs	Employers NIC	Parish Clerk	BACS	87.23
Andrew Shutt*	Monthly Fee (May 2025)	Allotment Superintendent (gross)	050546	280.83
Bowburn Youth Project	Local Youth Services	Salary Costs etc. (May 2025)	050547	3711.25
Cassop Community Centre	Youth Provision	May 2025	050548	375.00
Gordon Fletcher	Internal Audit	Annual Fee	050549	200.00

*Cllr Shutt declared an interest in the item above.

RESOLVED that these items of expenditure be noted.

ACCOUNTS (INCOME)

8 MAY 2025 – 11 JUNE 2025

Name	Description	Details	£ p
Various Clients	Allotments, Garages	BACS	629.50
Various Clients	Allotments, Garages	Cheques	375.00
Various Clients	Allotments, Garages	Cash	64.00

32. DATE OF NEXT MONTHLY MEETING

Agreed that the date of the next Monthly Meeting is to be Wednesday 16 July 2025 at 6.30pm at Bowburn Community Centre.

I agree these to be a true record of the Meeting held on Wednesday 18 June 2025 at Cassop Community Centre at 6.30pm.

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