

**MINUTES OF THE ANNUAL MEETING OF CASSOP CUM QUARRINGTON
PARISH COUNCIL HELD AT BOWBURN COMMUNITY CENTRE ON
WEDNESDAY 13 MAY 2026 AT 6.30pm**

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

(Councillor Shutt in the Chair)

**1. ELECTION OF CHAIR AND RECEIPT OF DECLARATIONS OF
ACCEPTANCE OF OFFICE**

A Motion was proposed and seconded that Councillor Shutt be elected as Chair of the Parish Council. It was: -

RESOLVED that Councillor Shutt be duly elected as Chair and he assumed the Chair of the meeting after his election.

2. ELECTION OF VICE-CHAIR

A Motion was proposed that Councillor Parker be elected as Vice-Chair of the Parish Council. It was: -

RESOLVED that Councillor Parker be duly elected as Vice-Chair of the Parish Council.

3. APOLOGIES

Apologies for absence were received from Councillors Dolan and C Prince together with County Councillors Blakey and Hutchinson.

4. CO-OPTION TO VACANCY ON PARISH COUNCIL

Members were asked to consider Malcolm Robertson as a candidate for one of the vacancies on the Parish Council.

It was moved and duly seconded that Malcolm Robertson be co-opted to the Parish Council and accordingly it was: -

RESOLVED that Malcolm Robertson be appointed to the West ward of the Parish Council.

5. APPOINTMENT OF COMMITTEES

Members were asked for their instructions regarding the composition of the Parish Council's Committees for the ensuing year.

RESOLVED that the Finance and Forward Planning, Environment and Light and Footpaths Sub-Committees be convened as and when necessary and that all Members of the Parish Council be eligible to attend those Sub-Committee meetings.

6. APPOINTMENT OF PARISH COUNCIL DELEGATES TO THE CDALC SMALLER COUNCILS FORUM

RESOLVED that Councillors Raine and Ridley be appointed as Delegates to the CDALC Smaller Councils Forum.

7. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

There had been no recommended updates from NALC for the model Standing Orders and Financial Regulations. The Clerk received regular updates from CDALC and NALC and would undertake to update the Standing Orders when recommended to do so.

RESOLVED that the current position be noted.

8. ANNUAL ACCOUNTS AND BALANCE SHEET

The Annual Accounts and Balance Sheet had been drafted and had been submitted to the Internal Auditor. The Final Accounts and Balance Sheet would be submitted to Members for their approval and adoption at the Monthly Meeting to be held on 17 June 2026.

RESOLVED that the current position be noted.

9. COMPLETION OF INTERNAL AUDIT 2025/2026 AND FINAL ACCOUNTS

As mentioned in the previous paragraph, the Parish Council's Internal Auditor had not yet completed the Internal Audit of Accounts but when this was complete, the Parish Council would be required to sign off the Accounts and the Annual Governance and Accountability Return for publication by 30 June 2026.

RESOLVED that the information be noted.

10. NOTICE AND ADVERTISING OF EXTERNAL AUDIT 2023/2024

The Accounts had to be forwarded to the External Auditor by 30 June 2026 and there would then be a 30-day period during which the public may examine the financial statements and ask questions of the Internal Auditor.

RESOLVED that the information be noted.

11. DATES FOR FUTURE MEETINGS

RESOLVED that Meetings continue to be held on the third Wednesday of each month at 6.30pm. The meetings in June, August and December would be held at Cassop Community Centre and the remainder would be held at Bowburn Community Centre.

The schedule of meetings would therefore be as follows: -

Wednesday 17 June 2026	(Cassop Community Centre)
Wednesday 15 July 2026	
Wednesday 19 August 2026	(Cassop Community Centre)
Wednesday 23 September 2026 *	
Wednesday 21 October 2026	
Wednesday 18 November 2026	
Wednesday 16 December 2026	(Cassop Community Centre)
Wednesday 13 January 2027 (Finance and Forward Planning Sub-Committee)	
Wednesday 20 January 2027	
Wednesday 17 February 2027	
Wednesday 17 March 2027	
Wednesday 21 April 2027	
Wednesday 12 May 2027 ** (Annual Meeting and Annual Meeting of Parish Electors)	

* Fourth Wednesday of the month

** Second Wednesday of the month

12. MINUTES OF THE MONTHLY MEETING HELD ON 15 APRIL 2026

The Chair asked Members whether they were satisfied that the attached Minutes of the Monthly Meeting of the Parish Council held on 15 April 2026 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 April 2026 be agreed and signed as a true and accurate record.

13. PLANNING APPLICATIONS 2026

There were no planning applications for consideration by the Parish Council.

Councillor Ridley reported that Shincliffe Parish Council had been in correspondence with Durham County Council in relation to the recently approved planning application at Integra 61 and officers had said that they had misunderstood what Shincliffe PC had asked for in relation to the traffic surveys. Cassop-cum-Quarrington had also raised the same issues and there had been no attempt made to clarify the matter by planning officers.

Councillor Ridley also raised the issue of houses in multiple occupation in the parish area. He understood that planning permission was required for dwellings for six people, but building control had to inspect properties housing more than four people. Councillor Ridley asked if more information could be sought as it would appear that more properties should be applying for building control authorisation.

Councillor Raine highlighted that Shincliffe Parish Council were currently consulting on their Neighbourhood Plan and had included a wish to maintain the gap between their parish and Cassop-cum-Quarrington, which it was felt that the Parish Council would support. Councillor Morgan noted that there had always been a principle that both parishes should not develop in such a way that existing communities merged into one.

Councillor Raine referred to a prior notification discussed in March regarding the proposed demolition of the former 'meals on wheels' kitchen off Bede Terrace. There were birds nesting in the property and it was requested that the demolition be postponed until the end of nesting season.

RESOLVED that the update be noted.

14. CLERK'S REPORT

The Parish Clerk provided a copy of an opinion piece from Joy Allen, Police and Crime Commissioner, on unregistered children's homes for members' information.

RESOLVED that the update be noted.

15. REVIEW ON 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 2025/2026 had been undertaken and details were provided including the arrangements for internal audit, the review of standing orders and risk management.

Having considered the report it was: -

RESOLVED that the Statement of Internal Control be approved.

16. LOCAL YOUTH SERVICES

There was nothing to report on this occasion.

17. LOCAL FOOTPATHS AND RIGHTS OF WAY

Councillor Johnson highlighted that there were issues with inappropriate and unsafe parking when events were being held at Bowburn Community Centre. It was noted that this could be a problem for specific events at the centre and Councillor Ridley stated that guidance and reminders would be issue to centre users.

RESOLVED that the update be noted.

18. ALLOTMENTS, GARAGES AND CEMETERY

The Parish Clerk and Allotment Supervisor had carried out an inspection of Bowburn allotments and there were a small number of issues which had been identified and tenants would be advised accordingly.

The condition of the beck was also assessed and it was noted that whilst there was debris in the stretch alongside the allotments, there was also a lot of rubbish in the section managed by the County Council. County Councillor Hutchinson had reported that for clearing and it was felt that this needed to be addressed before the Parish Council's section.

RESOLVED that the update be noted.

19. COUNTY COUNCILLORS' MONTHLY REPORTS

There were no updates on this occasion.

20. ACCOUNTS (EXPENDITURE)

Name	Description	Other Details	Cheque No.	£ p
Gillian Kelly	Salary (paid net of tax)	1 – 31 May 2026	050622	1030.56
"	Mileage/Parking Fees	102 miles @ 45p	"	45.90
"	Printing	Instant Ink Cartridges	"	6.49
"	OneDrive	Subscription	"	1.99
HM Revenue & Customs	Monthly Deductions (G Kelly) (May 2026)	Income Tax and NI Deduction	BACS	206.20
HM Revenue & Customs	Monthly Deductions (A Shutt) (April 2026)	Income Tax Deduction	BACS	58.60
HM Revenue & Customs	Employers NIC	Parish Clerk	BACS	92.03

Andrew Shutt*	Monthly Fee (April 2026)	Allotment Superintendent (gross)	050623	292.33
Bowburn Youth Project	Local Youth Services	Salary Costs etc. (April 2026)	050624	3968.21
Cassop Community Centre	Youth Provision	April 2026	050625	375.00
Zurich Municipal	Insurance Premium	2026/2027	050626	1909.81
Bowburn Community Centre	Room Hire	February – May 2026	050627	93.00

*Cllr Shutt declared an interest in the item above.

RESOLVED that these items of expenditure be noted.

ACCOUNTS (INCOME)

9 APRIL 2026 – 6 MAY 2026

Name	Description	Details	£ p
Various	Allotment Rents	2026/2027	640.00

21. DATE OF NEXT MONTHLY MEETING

Agreed that the date of the next Monthly Meeting is to be Wednesday 17 June 2026 at 6.30pm at Cassop Community Centre.

I agree these to be a true record of the Meeting held on Wednesday 13 May 2026 at Bowburn Community Centre at 6.30pm.

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