

MINUTES OF THE MONTHLY MEETING OF CASSOP CUM QUARRINGTON PARISH COUNCIL HELD AT BOWBURN COMMUNITY CENTRE ON WEDNESDAY 17 NOVEMBER 2021 AT 6.30pm

Present: Councillors Blackburn, Johnson, Prince, Raine, Richardson, Ridley, Robinson, Spoor and Storey.

(Councillor Raine in the Chair)
(County Councillors Blakey and Hutchinson were also in attendance).

Prior to the start of the meeting, the Chair announced that Frank Salisbury had formally stepped down from the Parish Council following the November meeting. It was agreed that a letter would be sent to Frank conveying the thanks and appreciation of the Parish Council for his contribution during his time as a Member, particularly in relation to the Neighbourhood Plan.

Members were also advised that the Remembrance Day service at Bowburn on 14 November had gone very well and it was agreed that the Parish Council would write to Mike Syer to thank him for his help with the organisation of the event.

95. APOLOGIES

Apologies for absence were received from Councillors Leake, McKeon and Morgan.

96. MINUTES OF THE MONTHLY MEETING HELD ON 20 OCTOBER 2021

The Chair asked Members to agree the Minutes of the Monthly Meeting of the Parish Council held on 20 October 2021.

RESOLVED that the Minutes of the Monthly Meeting of the Parish Council held on 20 October 2021 be agreed.

97. PLANNING APPLICATIONS 2021

Applicant	Details	Resolved Action
DM/21/03045/FPA AAA Caring Caretaker Ltd Polar House Bowburn North Industrial Estate Bowburn, Durham DH6 5PF	Proposed storage units on land to rear of Polar House, Bowburn Industrial Estate	No objection – suggest that the proposed building would be an appropriate location for solar panels.

DM/21/03428/FPA Persimmon Homes Durham Persimmon House Bowburn North Industrial Estate Bowburn, Durham DH6 5PF	Erection of 2 storey extension to side including alterations and additions to car parking provision and boundary treatments	More information to be sought on the boundary treatments referenced in the application.
DM/21/02195/FPA Mr John Oliver Land North East of Grange Farm, Old Cassop, DH6 4QA	Resubmission of application DM/20/02195/FPA for the demolition of agricultural buildings and construction of 5no. holiday lets with associated car parking, landscaping and creation of footpath	Objection on the grounds of inappropriate development and highway impacts.

98. A NEW ARTWORK FOR BOWBURN

The Clerk advised that the fabricators had now indicated that they would be prepared to store the artwork which meant that Andy was now in a position to order the fabrication.

The lease agreement was still being prepared by Durham County Council and both Groundwork and the Parish Clerk were chasing this at every opportunity. The concern about the storage of the piece had now been alleviated but the quotations for the footpath and landscaping would potentially not be held for an extended time period so again the completion of the lease was critical for this.

RESOLVED that the update be noted.

99. CLERK'S REPORT

(i) Parish Council Vacancies

A vacancy had been advertised in the East ward of the parish following the resignation of Frank Salisbury. There had been no request received for an election by the County Council by the required date and therefore the Parish Council was able to co-opt to the vacancy.

There were already vacancies in both the East and West ward of the parish, making three in total. Members were asked to consider how the Parish Council could seek potential candidates to fill the vacant positions.

It was agreed that the vacancies would be advertised on the parish noticeboards and on the parish website. Members were asked to contact the Parish Clerk if they were made aware of any people who were interested in becoming a parish councillor.

(ii) Parish Council Bank Account Signatories

The Parish Council Bank Account currently had five authorised signatories; the Parish Clerk, Chair and Vice-Chair and two other parish councillors. Payments were signed off by the Clerk and two other Members.

Frank Salisbury had been an authorised signatory and, following his resignation, Members were asked to consider nominating another parish councillor to be registered as a signatory.

It was proposed that Councillor Martin Ridley be added to the authorised signatories for the parish council bank account.

(iii) Budget Planning 2022/2023

Durham County Council had written to the Parish Council to provide notice of the proposed Council Tax Base for 2022/2023. For Cassop-cum-Quarrington, the Tax Base would increase from 1684.7 in 2021/2022 to 1757.4 in 2022/2023. With the current Band D Council Tax standing at £39.71, this would be an increase in the total yield of £2,886.92. Parish Councils were required to confirm their precept request by Friday 21 January 2022.

The vast majority of the Parish Council budget was allocated for the provision of Youth Services in the parish. The Youth Club have been in touch to advise that they had revised their budget in the light of the increase in National Minimum Wage and had also sought to make savings in other areas. They were proposing a 4% increase in funding for 2022/2023, this would provisionally increase their allocation from the Parish Council from £38,494.61 to £40,042.31.

(iv) Meeting with Joy Allen, Police and Crime Commissioner

Members were advised that two representatives from the Parish Council had been invited to attend a meeting with the Durham Police and Crime Commissioner on Tuesday 30 November 2021 at 6.15pm at Spennymoor Town Hall.

Councillors Raine and Blackburn expressed an interest in attending the meeting on behalf of the Parish Council.

RESOLVED that: -

- (i) the vacant positions on the Parish Council be advertised on parish noticeboards and the website;
- (ii) Frank Salisbury be removed and Councillor Martin Ridley be added as an authorised signatory for the Parish Council bank account;
- (iii) the update on Budget Planning for 2022/2023 be noted; and

- (iv) Councillors Raine and Blackburn attend the meeting with the Durham Police and Crime Commissioner on 30 November 2021.

100. LOCAL YOUTH SERVICES

The Youth Services report for November 2021 had been submitted to the Parish Council and it was noted that the gym was picking up with more people taking up memberships.

County Councillor Blakey highlighted that the service was short staffed at the present time but the team was managing to cover all sessions.

RESOLVED that the update be noted.

101. LOCAL FOOTPATHS AND RIGHTS OF WAY

Councillor Robinson reported that gate which had been blocking Footpath 3 had now been removed.

RESOLVED that the update be noted.

102. ALLOTMENTS, GARAGES AND CEMETERY

It was reported that the trees at the cemetery had been pruned and the pathway was now much tidier and more accessible.

RESOLVED that the update be noted.

103. COUNTY COUNCILLORS' MONTHLY REPORTS

County Councillor Hutchinson advised that the works to close off the Tursdale layby were due to begin in the next two weeks, having been delayed while posts for the signage were awaited.

Tursdale residents had enquired if the gate on the play area was going to be replaced by the Parish Council; residents had raised money to buy paint and volunteers would be painting the fence. There was some discussion about whether a gate was required on the play area but it was agreed that the Allotment Supervisor would be asked to look into what could be provided from existing materials.

County Councillor Hutchinson reported that the following issues had been raised with county councillors over the last month: -

- Vandalism of bus shelters
- Fly tipping

- Drains
- Fires
- Missed grass cutting
- Hedge cutting
- Quad bikes
- Streetlights

It was also highlighted that the fence at the school had been completed and it had been requested that another fence was installed to prevent inappropriate use of the car park. There were due to be more surveys of the bus stop outside the Co-op in the next few weeks and vandalism at the Family Shopper had been reported as planning blight.

The final consultation on the proposed double yellow lines at Cassop had taken place and it was hoped that the results would be available soon.

RESOLVED that the update be noted.

104. GENERAL CORRESPONDENCE RECEIVED (SURFACE MAIL)

Correspondence Received from	Details of Information
Durham County Council	Notification of Tax Base, Local Council Tax Reduction Scheme Grant Allocation and Request for Precept 2022/23

105. ACCOUNTS (EXPENDITURE)

Name	Description	Other Details	Cheque No.	£ p
Gillian Kelly	Salary (paid net of tax)	1 – 30 November 2021	050208	768.30
“	Mileage/Parking Fees	102 miles @ 45p	“	45.90
“	Stationery	Paper	“	5.00
“	Printing	Instant Ink Cartridges	“	3.49
HM Revenue & Customs	Monthly Deductions (G Kelly) (November 2021)	Income Tax and NI Deduction	050210 (part)	153.60
HM Revenue & Customs	Monthly Deductions (A Shutt) (October 2021)	Income Tax Deduction	050210 (part)	17.80
Andrew Shutt*	Monthly Fee (October 2021)	Allotment Superintendent (gross)	050209	89.10
D J Evans Youth Club	Local Youth Services	Salary Costs etc. (October 2021)	050211	3034.42
Thinford Nurseries Ltd	Watering	Hanging Baskets	050212	910.00
“	“	VAT	“	60.00
CDALC	CTP Training	Parish Clerk	050213	20.00

Durham County Council	Lease of Land, Cassop Playing Field	Annual Charge	050214	1.50
Andrew Shutt	Bowburn Cemetery	Tree Pruning and Waste Removal	050215	340.00
Zoom	November 2021	Monthly Fee	050216	11.99
"	"	VAT	"	2.40

RESOLVED that these items of expenditure be noted.

ACCOUNTS (INCOME)

13 OCTOBER 2021 – 9 NOVEMBER 2021

Name	Description	Details	£	p

106. DATE OF NEXT MONTHLY MEETING

Agreed that the date of the next Monthly Meeting is to be Wednesday 15 December 2021 at 6.30pm at Cassop Community Centre.

I agree these to be a true record of the Meeting held on Wednesday 17 November 2021 at Bowburn Community Centre at 6.30pm.

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