

**MINUTES OF THE ANNUAL MEETING OF CASSOP CUM QUARRINGTON  
PARISH COUNCIL HELD AT BOWBURN COMMUNITY CENTRE ON  
WEDNESDAY 19 MAY 2021 AT 6.00pm**

**Present:** Councillors Blackburn, Leake, McKeon, Morgan, Prince, Raine,  
Richardson, Ridley, Robinson and Spors.

(County Councillor Hutchinson was also in attendance).

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

Councillor Morgan proposed and Councillor Blackburn seconded a Motion that Councillor Raine be elected as Chair of the Parish Council. There were no other nominations received and it was: -

**RESOLVED that** Councillor Raine be duly elected as Chair and she assumed the Chair of the meeting after her election.

**2. ELECTION OF VICE-CHAIR**

Councillor Morgan proposed and Councillor McKeon seconded a Motion that Councillor Robinson be elected as Vice-Chair of the Parish Council. There were no other nominations received and it was: -

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

**3. APOLOGIES**

Apologies for absence were received from Councillor Salisbury and County Councillor Blakey.

**4. MINUTES OF THE ANNUAL MEETING HELD ON 15 MAY 2019**

**RESOLVED that** the Minutes of the Annual Meeting of the Parish Council held on 15 May 2019 be confirmed as a correct record.

**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 AGM OF CDALC**

**RESOLVED that** Councillors Raine and Ridley be appointed as Delegates to the Annual General Meeting of the County Durham Association of Local Councils.

Members discussed the current situation with regard to face to face meetings being reinstated with no provision for remote or hybrid meetings. The Parish Council felt that this was an undemocratic approach which was being taken by the Government and a backward step in the drive for engagement with local government.

It was suggested that CDALC should be lobbying MPs to bring forward legislation to enable remote meetings to continue. Members felt that the Parish Council should seek support from neighbouring authorities to call for a change to the law.

**RESOLVED that** the Parish Clerk be requested to contact neighbouring authorities and the City of Durham MP to ask that they join Cassop-cum-Quarrington in calling for changes to the meeting legislation.

## **7. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

The Parish Clerk advised that the Parish Council's Standing Orders were not in line with the latest model version and asked that Parish Council agree to adoption of the 2018 model Standing Orders.

**RESOLVED that** the Parish Clerk be authorised to amend the Parish Council Standing Orders to be in line with the most up to date model document.

## **8. ANNUAL ACCOUNTS AND BALANCE SHEET**

The draft Annual Accounts and Balance Sheet were presented to the Parish Council. The Clerk advised that the documents were currently with the Internal Auditor and the Final Accounts and Balance Sheet would be submitted to Members for their approval and adoption at the Monthly Meeting to be held on 16 June 2021.

**RESOLVED that** the current position be noted.

## **9. COMPLETION OF INTERNAL AUDIT 2020/2021 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 by 23 June and the Annual Governance and Accountability Return by 29 June 2021.

**RESOLVED that** the information be noted.

#### **10. NOTICE AND ADVERTISING OF EXTERNAL AUDIT 2020/2021**

The Accounts had to be forwarded to the External Auditor by 30 June 2021 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 6.00pm. The meetings in 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 16 June 2021  
Wednesday 21 July 2021  
Wednesday 18 August 2021  
Wednesday 15 September 2021  
Wednesday 20 October 2021  
Wednesday 17 November 2021  
Wednesday 15 December 2021  
Wednesday 12 January 2022 (Finance and Forward Planning Sub-Committee)  
Wednesday 19 January 2022  
Wednesday 16 February 2022  
Wednesday 16 March 2022  
Wednesday 20 April 2022  
Wednesday 18 May 2022 (to include the Annual Meeting)

#### **12. MINUTES OF THE MONTHLY MEETING HELD ON 21 APRIL 2021**

The Chair asked Members whether they were satisfied that the attached Minutes of the Monthly Meeting of the Parish Council held remotely on 21 April 2021 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 21 April 2021 be agreed and signed as a true and accurate record.

### 13. PLANNING APPLICATIONS 2021

Applicant	Details	Resolved Action
DM/21/01356/FPA Thompson Strawberry Hill Barn Old Cassop Durham DH6 4QA	Single storey extension to rear with wrap around (Amended Proposal)	No objection
DM/21/01349/FPA Mr & Mrs G & A Priano Park Hill Farm Coxhoe Durham DH6 4JP	Single storey rear extension with render finish	No objection.
DM/21/01536/FPA Mr Marc Dinning 6 Heugh Hall Row Quarrington Durham DH6 5NW	Erection of single-storey extension at front of dwelling.	No objection.
DM/21/01542/FPA Miss Julie Arnett 73 Henry Avenue Bowburn Durham DH6 5EN	Construction of single storey garage and office to side and porch to front.	No objection.
DM/21/01593/FPA Ms S Ali 3B Durham Road West Bowburn Durham DH6 5AU	Single storey rear extension to restaurant	Clarification to be sought on the purpose of the extension.

### 14. A NEW ARTWORK FOR BOWBURN

The project was progressing and there would be a review point at the end of May.

**RESOLVED that** the update be noted.

## **15. CLERK'S REPORT**

### **(i) Parish Council Bank Account Signatories**

The Parish Council held bank accounts with the Cooperative Bank and an investment account with National Savings and Investments. The authorised signatories for the Cooperative Bank were Andrew Shutt, Sylvia Raine, Jackie Richardson, Frank Salisbury and Gillian Kelly and the authorised signatories for the National Savings and Investments account were Andrew Shutt and Gillian Kelly.

Members were asked to review the authorised signatories for the Parish Council bank accounts.

### **(ii) Land at Tursdale**

At the last meeting of the Parish Council, a request had been considered from a local resident who wished to make use of a field at Tursdale which was untidy with a fence in a state of disrepair. The resident who wished to rent the field has indicated that it would be used for grazing and they would be willing to make good the fence around the field.

The Parish Council were in agreement that the field should be let for grazing purposes and the annual fee would be £110.

### **(iii) Declarations of Acceptance of Office**

Following the Parish Council elections on 6 May 2021, Members were required to sign a Declaration of Acceptance of Office prior to the first meeting of the Parish Council. If Members did not sign a declaration then a vacancy was able to be declared on the Parish Council.

It was recommended the Members who had been unable to attend the meeting were given 28 days to complete their declaration. It was noted that these could be completed electronically.

### **RESOLVED that: -**

- (i) Andrew Shutt be removed and Jimmy Robinson be added to the authorised signatories for the Cooperative Bank accounts;
- (ii) Andrew Shutt be removed and Sylvia Raine be added as an authorised signatory for the National Savings and Investments account;
- (iii) the field at Tursdale be let for an annual fee of £110; and
- (iv) Members not in attendance at the Annual Meeting be asked to complete a Declaration of Acceptance of Office form within 28 days of the meeting.

## **16. NEIGHBOURHOOD PLAN**

There was nothing to report.

## **17. LOCAL YOUTH SERVICES**

County Councillor Hutchinson advised that half term activities would be taking place and all sessions were going forward as planned.

**RESOLVED that** the update be noted.

## **18. LOCAL FOOTPATHS AND RIGHTS OF WAY**

Councillor McKeon advised that she had been talking to Cassop residents about Public Right of Way 24 as there were issues around stiles on the right of way, particularly on a boundary. It was hoped that the landowner would fix this or the Public Rights of Way team would have to step in.

Councillor Robinson reported that there had been no change to the condition of Bridleway 36 and Councillor McKeon undertook to check on that issue. In addition, Councillor Robinson reported that there was evidence that a 4x4 vehicle had been driving on the bridleway and some signposts had been removed.

Councillor Ridley stated that he had received a complaint about Edna Street and the condition in which it had been left by contractors for Integra 61. County Councillor Hutchinson said that he had been advised that this had been resolved but he would chase it up.

Councillor Ridley raised the matter of the path at Turstable which had been resurfaced at each end but not in the middle and Councillor McKeon advised that she had flagged this up with Durham County Council Highways.

**RESOLVED that** the update be noted.

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

County Councillor Hutchinson reported that Durham County Council had visited the allotments that day to review the situation with the debris in the beck and he was awaiting feedback from the visit.

There had been complaints about rats from allotments entering gardens backing on to the site. Councillor Robinson suggested that allotment holders needed to be reminded of their responsibility to control vermin on their own allotment plots.

The Parish Clerk advised that Durham County Council had contacted the Parish Council to find out what action was being taken and had warned that they could take action against the Parish Council to force remedial action to be taken.

**RESOLVED that** the information be noted and the Parish Clerk make enquiries about costs for rat treatment at Bowburn Allotments.

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

County Councillor Hutchinson advised that he was currently undertaking training and would be familiarising himself with County Council processes over the next few weeks. He advised that the staff and pupils were settling in to the new Bowburn Primary School and the official opening date was awaited.

He also reported that traffic calming measures were being looked at for Parkhill and he had been on a walk around for paths and roads, looking at potholes and logging these for repair.

Councillor McKeon advised that the cherry tree on Front Street which was no longer flowering would be removed and replaced when the season was over. A litter pick had taken place around Bowburn South Industrial Estate and the children at Bowburn Primary School had received teddy bears funded by the Neighbourhood budget. Councillor McKeon also reported that footpaths in the area of Tunstall Avenue would be resurfaced in the very near future.

Councillor McKeon highlighted the Community Pantry at Coxhoe Village Hall which was going from strength to strength. The pantry was taking food bank referrals and was open to Bowburn residents on Mondays between 9.30am and 11.30am and Thursdays 5.00pm – 7.00pm.

It was proposed that county councillors take turns to provide updates at each monthly meeting starting with Councillor McKeon at the next meeting, followed by Councillor Blakey and Councillor Hutchinson.

Councillor Leake suggested that the Parish Council convey their thanks to Stuart Dunn for his valuable contribution to the parish during his time as division county councillor.

The Chair asked if Members felt that the litter picks should restart and it was agreed that volunteers should meet on Saturday 3 July 2021 at 9.30am at Bowburn Community Centre for the first litter pick since the start of the pandemic.

**RESOLVED that** the update be noted.

## **21. GENERAL CORRESPONDENCE RECEIVED (SURFACE MAIL)**

None received.

## 22. ACCOUNTS (EXPENDITURE)

Name	Description	Other Details	Cheque No.	£ p
Gillian Kelly	Salary (paid net of tax)	1 – 31 May 2021	050155	768.30
"	Mileage/Parking Fees	34 miles @ 45p	"	15.30
"	Stationery	Envelopes and Paper	"	7.00
"	Printing	Instant Ink Cartridges	"	19.49
HM Revenue & Customs	Monthly Deductions (G Kelly) (May 2021)	Income Tax and NI Deduction	050164 (part)	153.60
HM Revenue & Customs	Monthly Deductions (A Shutt) (April 2021)	Income Tax Deduction	050164 (part)	26.60
Andrew Shutt*	Monthly Fee (April 2021)	Allotment Superintendent (gross)	050156	133.65
D J Evans Youth Club	Local Youth Services	Salary Costs etc. (April 2021)	050157	3152.92
Shaun Hanson	Planning Advice Plus	Neighbourhood Plan	050158	2000.00
Zurich Municipal	Insurance	Annual Premium	050159	786.89
CDALC	Subscription 2021/22	Annual Fee	050160	829.02
Zoom	May 2021	Monthly Fee	050161	11.99
"	"	VAT	"	2.40
Andrew Shutt	Bowburn Allotments	Fencing	050162	14.38
Bowburn Community Association	Room Hire	Monthly Meetings	050163	68.00

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

## ACCOUNTS (INCOME)

**14 APRIL 2021 – 11 MAY 2021**

Name	Description	Details	£ p
Various Clients	Allotments, Garages	BACS	806.00
Various Clients	Allotment Garages	Cheque Payments	245.00

## 23. DATE OF NEXT MONTHLY MEETING

Agreed that the date of the next Monthly Meeting is to be Wednesday 16 June 2021 at 6.00pm at Bowburn Community Centre.

I agree these to be a true record of the Meeting held on Wednesday 19 May 2021 at Bowburn Community Centre at 6.00pm.

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