

**MINUTES OF THE MONTHLY MEETING OF CASSOP CUM QUARRINGTON PARISH COUNCIL HELD AT BOWBURN COMMUNITY CENTRE ON WEDNESDAY 20 OCTOBER 2021 AT 6.00pm**

**Present:** Councillors Blackburn, McKeon, Morgan, Prince, Raine, Richardson, Ridley, Robinson, Salisbury and Storey.

(Councillor Raine in the Chair)  
(County Councillor Blakey was also in attendance).

**81. APOLOGIES**

Apologies for absence were received from Councillor Johnson and County Councillor Hutchinson.

**82. MINUTES OF THE MONTHLY MEETING HELD ON 15 SEPTEMBER 2021**

The Chair asked Members to agree the Minutes of the Monthly Meeting of the Parish Council held on 15 September 2021.

**RESOLVED that** the Minutes of the Monthly Meeting of the Parish Council held on 15 September 2021 be agreed.

**83. PLANNING APPLICATIONS 2021**

<b>Applicant</b>	<b>Details</b>	<b>Resolved Action</b>
DM/21/03059/RM INTEGRA 61 (Durham) Ltd Land South Of Bowburn Sewage Works And West Of A688 Bowburn DH6 5NP	Reserved Matters details of access, appearance, landscaping, layout and scale of a drive-thru unit (Phase 4b) of planning permission DM/18/01597/VOC	No objection
DM/21/03282/FPA Miss Amy Sedman 27 Luke Avenue Cassop Durham DH6 4RD	Two storey side extension	No objection

#### **84. A NEW ARTWORK FOR BOWBURN**

The Clerk advised that the lease agreement for the site was still being prepared by the legal team at the County Council, however this was delaying the ordering of the fabrication as the artwork could not be stored for a prolonged period by the fabricators.

Revised costs on the seats were being sought as the rising prices of steel would have an impact on the number of seats which could be provided.

Andy had held a Pewter Casting and Design workshop at Bowburn Primary School on 1 October 2021 which had gone very well. Prior to the session, children had undertaken homework tasks on mining occupations and the significance of the miner's lamp.

**RESOLVED that** the update be noted.

#### **85. CLERK'S REPORT**

##### **(i) Conclusion of External Audit**

Mazars LLP had completed the audit for the year ended 31 March 2021 and had issued a certified Annual Governance and Accountability Return and External Auditor's Certificate. All of the documentation had been made available on the Parish Council website.

There were no matters giving cause for concern and the Auditor concluded that the information within the Annual Governance and Accountability Return was in accordance with Proper Practices. It was highlighted that minor scope for improvement had been identified in relation to Box 11 of the AGAR which had been left blank as it did not apply to the Parish Council. However the Council was required to mark this as Nil or Not Applicable. This would be rectified for the 2021/2022 audit.

##### **(ii) Budget Monitoring – Quarterly Reports**

The Budget Monitoring reports for the first and second quarter of 2021/2022 were provided for Members' information.

**RESOLVED that**

- (i) the conclusion of the external audit be noted; and
- (ii) the Budget Monitoring Reports be noted.

## **86. NEIGHBOURHOOD PLAN**

Members were informed that the Cassop-cum-Quarrington Neighbourhood Plan had been formally approved by Durham County Council at the full Council meeting on 20 October 2021.

The Parish Council expressed their sincere thanks and appreciation to Councillor Salisbury and all who had been involved in the development of the Neighbourhood Plan. It had been a huge piece of work and it was a momentous day to have the Plan approved and able to be used as a tool to improve the Parish as a place to live and work.

**RESOLVED that** the update be noted and the thanks and appreciation of the Parish Council to Councillor Salisbury, the Neighbourhood Plan Steering Group and parish councillors, past and present, be formally recorded.

## **87. LOCAL YOUTH SERVICES**

The Youth Services report for October 2021 had been submitted to the Parish Council and it was noted that funding had been secured to provide food for young people at half term.

Councillor Storey commented that there had been some confusion regarding the funding of the youth worker at Cassop. County Councillor Blakey advised that she had been liaising with Spennymoor Youth Project and they were taking on Level 2 workers and the intention was that a worker would provide one session a week at Cassop. Discussions were still ongoing and the Parish Council would be advised when the detail was confirmed.

**RESOLVED that** the update be noted.

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

Councillor Robinson reported that he had received a complaint that Footpath 3 behind Turisdale workshops had been blocked by a fence and bolted gate with no stile. Councillor McKeon undertook to report the matter to the Rights of Way Officer.

Councillor McKeon went on to say that James Taylor had advised that the contractors were liable for the condition of Edna Terrace and Citrus were trying to get them to accept this, however the costs for remedying the problem were an issue. It was noted that Bridleway 36 had now been cleared.

**RESOLVED that** the update be noted.

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

Councillor Blackburn reported that one of the allotments had recently suffered damage to a fence and it was noted that there had been a spate of vandalism in the area.

The Parish Council was working with a local resident who had reported issues with rats coming from the allotments. This appeared to be an isolated case but would be monitored.

The Chair highlighted the recent work carried out to remove weeds from outside of commercial premises in Durham Road. The area looked much improved and she expressed thanks to the County Council for the works.

**RESOLVED that** the update be noted.

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

County Councillor Blakey advised that the Clean and Green team had recently had a walk round looking at the park, football pitch, old school site and library. It was noted that there were three ash trees with die-back near the community centre which would be removed.

There had been a well-attended PACT meeting at Cassop regarding the recent burglaries and it was hoped that this would have a positive impact.

Councillor Blakey highlighted that the Council were continuing infill work at Briar Bank and the drainage engineers would be in Cassop this week to assess flooding issues.

Councillor Ridley raised the matter of the new fence at the football pitch and whether it was to be extended as it would currently still be possible to drive a car on to the pitch. Councillor McKeon said that she would contact County Councillor Hutchinson about this.

Councillor Ridley highlighted that local teams had left the village due to the poor quality of the pitches and the old Durham City Council had undertaken responsibility for the drainage but this had now just been left. Councillor McKeon advised that representations had been made on behalf of Bowburn to the County Council Playing Fields Strategy which was currently being developed.

Councillor McKeon reported that Arriva were planning to reduce the frequency of the number 56 through Bowburn and Parkhill from every 30 minutes to once an hour. This change was due to take effect from 31 October and Councillor McKeon asked if she would have the Parish Council's support in any representations to be made to Arriva objecting to the change. Members were happy to agree to support this.

**RESOLVED that** the update be noted.

## 91. PARISH COUNCIL MEETING TIMES

Councillor Robinson proposed a motion, duly seconded, as follows: -

“That the Parish Council revert to a start time of 6.30pm for all ordinary monthly meetings.”

Councillor Salisbury proposed an amendment: -

“That the Parish Council adopt a start time of 5.30pm for all ordinary monthly meetings.”

There was no seconder for the amendment so it was not put.

On the original motion being put it was declared to be carried and it was therefore: -

**RESOLVED that** the Parish Council revert to a start time of 6.30pm for all ordinary monthly meetings.

## 92. GENERAL CORRESPONDENCE RECEIVED (SURFACE MAIL)

None received.

## 93. ACCOUNTS (EXPENDITURE)

Name	Description	Other Details	Cheque No.	£ p
Gillian Kelly	Salary (paid net of tax)	1 – 31 October 2021	050197	768.30
“	Mileage/Parking Fees	34 miles @ 45p	“	15.30
“	Printing	Instant Ink Cartridges	“	3.49
HM Revenue & Customs	Monthly Deductions (G Kelly) (October 2021)	Income Tax and NI Deduction	050199 (part)	153.80
HM Revenue & Customs	Monthly Deductions (A Shutt) (September 2021)	Income Tax Deduction	050199 (part)	26.80
Andrew Shutt*	Monthly Fee (September 2021)	Allotment Superintendent (gross)	050198	133.65
D J Evans Youth Club	Local Youth Services	Salary Costs etc. (September 2021)	050200	2877.84
Mazars	External Audit	Professional Services	050201	300.00
“	“	VAT	“	60.00
Bowburn Village Celebration	Bowburn Interchange	Issue 95	050202	240.00
Andrew Shutt	Bowburn	Strimming and Grass Cutting	050203	120.00
Wix.com	Premium Plan	Annual Fee	050204	86.40
Wix.com	Domain	Annual Fee	“	11.16

Zoom	October 2021	Monthly Fee	050205	11.99
"	"	VAT	"	2.40
Royal British Legion	Remembrance Wreath	Donation	050206	25.00
Bowburn Community Association	Room Hire	September – October 2021	050207	38.00

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

**ACCOUNTS (INCOME)**

**8 SEPTEMBER 2021 – 12 OCTOBER 2021**

<b>Name</b>	<b>Description</b>	<b>Details</b>	<b>£</b>	<b>p</b>

**94. DATE OF NEXT MONTHLY MEETING**

Agreed that the date of the next Monthly Meeting is to be Wednesday 17 November 2021 at 6.30pm at Bowburn Community Centre.

I agree these to be a true record of the Meeting held on Wednesday 20 October 2021 at Bowburn Community Centre at 6.00pm.

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