

**MINUTES OF THE MONTHLY MEETING OF CASSOP CUM QUARRINGTON
PARISH COUNCIL HELD AT BOWBURN COMMUNITY CENTRE ON
WEDNESDAY 23 SEPTEMBER 2026 AT 6.30pm**

Present: Councillors Bradley, Dolan, Henderson, Johnson, Morgan, Parker,
Richardson, Ridley, Roberston and Shutt.

(Councillor Shutt in the Chair)

(County Councillors Blakey and Hutchinson in attendance)

53. APOLOGIES

Apologies for absence were received from Councillors C Prince, Raine and Storey.

54. MINUTES OF THE MONTHLY MEETING HELD ON 26 AUGUST 2026

The Chair asked Members whether they were satisfied that the attached Minutes of the Monthly Meeting of the Parish Council held on 26 August 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 26 August 2026 be agreed and signed as a true and accurate record.

55. PLANNING APPLICATIONS 2026

Applicant	Details	Resolved Action
DM/26/01923/FPA Mr Aldarragi Unit 3 Harvey Way Integra 61 West Bowburn DH6 5FR	Temporary change of use of storage unit (Class B8) to indoor sports facility (Class E) for a period of 3 years with associated internal fit-out and car parking space allocation.	No objection

The suspected illegal waste operation at Hepplewhite Quarry was raised as it appeared that no action had been taken. County Councillor Blakey stated that this had been reported on many occasions but the use of the site had continued. County Councillor Hutchinson said that he would contact Durham County Council officers about the matter.

56. CLERK'S REPORT

The preparations for Remembrance Sunday were discussed and the known wreath-laying organisations confirmed. Wreaths would be ordered and delivered to Bowburn

Community Centre for collection in advance of the service on Sunday 8 November 2026.

It was highlighted that the area around the war memorial and on the other side of Prince Charles Avenue would require tidying in advance of Remembrance Sunday. A gardening contractor had done this on a previous occasion and the Parish Clerk was instructed to make enquiries with a view to having the work done.

57. LOCAL YOUTH SERVICES

The Parish Council had received the Local Youth Services report for September 2026 which provided a full review of the summer programme and highlighted the funding support which had been received to help with the delivery of the programme.

Youth club sessions were now back up and running and some sessions had been doubled up on two evenings to accommodate increased demand.

The Annual Report from Bowburn Youth Project would be presented to the Parish Council in October.

RESOLVED that the update be noted.

58. LOCAL FOOTPATHS AND RIGHTS OF WAY

There was nothing to report.

59. ALLOTMENTS, GARAGES AND CEMETERY

County Councillor Hutchinson reported that he had received a number of complaints about rats in the allotments and it was believed that they were feeding from the grain left for poultry.

It was suggested that allotment holders be reminded of their responsibility to store feed securely and to take all possible steps to prevent rat infestation in allotment plots.

RESOLVED that the update be noted.

60. COUNTY COUNCILLORS' MONTHLY REPORTS

County Councillor Hutchinson provided updates on the following matters: -

- Local Network meeting
- Bowburn Beck
- PACT meeting and local police information pack
- Sherburn GP practice patient meeting

- Issues at Surtees Avenue
- Bowburn Interchange
- Parkhill play park

Councillor Morgan raised the missing bus shelter at Mary Terrace and the unsafe area around the bus stop at the Jet garage. Councillor Ridley also reported a dangerous fence at Clarence Street. Councillor Hutchinson would take up these matters.

61. ACCOUNTS (EXPENDITURE)

Name	Description	Other Details	Cheque No.	£ p
Gillian Kelly	Salary (paid net of tax)	1 – 30 September 2026	050649	1064.58
“	Backdated Pay	LG Pay Offer	“	170.10
“	Mileage/Parking Fees	34 miles @ 55p	“	18.70
“	Printing	Instant Ink Cartridges	“	6.49
“	OneDrive	Subscription	“	1.99
“	Office Allowance	Quarterly	“	95.00
“	Telephone Allowance	Quarterly	“	41.00
HM Revenue & Customs	Monthly Deductions (G Kelly) (September 2026)	Income Tax and NI Deduction	BACS	247.00
HM Revenue & Customs	Monthly Deductions (A Shutt) (August 2026)	Income Tax Deduction	BACS	58.40
HM Revenue & Customs	Employers NIC	Parish Clerk	BACS	122.65
HM Revenue & Customs	Employee NIC	Parish Clerk	BACS	14.93
Andrew Shutt*	Monthly Fee (August 2026)	Allotment Superintendent (gross)	050650	292.33
Bowburn Youth Project	Local Youth Services	Salary Costs etc. (August 2026)	050651	3968.21
Cassop Community Centre	Room Hire	August 2026	050652	50.00
I C Liddle Services	Hanging Baskets, Planters	Watering	BACS	1272.00
“	“	VAT	BACS	254.40
Wix.com	Premium Plan	Website 2026/2027	050653	129.60

*Cllr Shutt declared an interest in the item above.

RESOLVED that these items of expenditure be noted.

ACCOUNTS (INCOME)

20 AUGUST 2026 – 16 SEPTEMBER 2026

Name	Description	Details	£ p
Various	Allotment Rents	2026/2027	27.00

62. DATE OF NEXT MONTHLY MEETING

Agreed that the date of the next Monthly Meeting is to be Wednesday 21 October 2026 at 6.30pm at Bowburn Community Centre.

I agree these to be a true record of the Meeting held on Wednesday 23 September 2026 at Bowburn Community Centre at 6.30pm.

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