

MINUTES OF THE MONTHLY MEETING OF CASSOP CUM QUARRINGTON PARISH COUNCIL HELD AT BOWBURN COMMUNITY CENTRE ON WEDNESDAY 21 JANUARY 2026 AT 6.30pm

Present: Councillors Bradley, Dolan, Henderson, Parker, Prince, Raine, Richardson, Ridley, Shutt and Storey.

(Councillor Shutt in the Chair)

(County Councillors Blakey and Hutchinson were in attendance)

94. APOLOGIES

Apologies for absence were received from Councillors Johnson and Morgan.

95. MINUTES OF THE MONTHLY MEETING HELD ON 17 DECEMBER 2025

The Chair asked Members whether they were satisfied that the attached Minutes of the Monthly Meeting of the Parish Council held on 17 December 2025 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 17 December 2025 be agreed and signed as a true and accurate record.

96. PLANNING APPLICATIONS 2026

Applicant	Details	Resolved Action
DM/25/03404/OUT Integra 61 Phase 2 to the West of Amazon UK West Bowburn DH6 5FG	Outline planning application for the erection of commercial buildings (B2 (General Industrial), B8 (Storage and Distribution)) with ancillary office floorspace, part new road linking the A688 to the A177 with associated infrastructure, access, landscaping and other related works (all matters reserved).	Invite James Taylor and David Cullingford to respond to questions from the Parish Council.

Parish Councillors had a detailed discussion about the application and, whilst they remained supportive of the principle of the industrial estate access road, felt that there was a lack of information about certain aspects of the proposal including the height of the proposed buildings and clarification about where the new road would meet the A177.

Richard Cowen was in attendance at the meeting and advised that he proposed to write on behalf of the Bowburn and Parkhill Community Partnership to highlight a number of points including support for the Bowburn Industrial Estate Access Road and a request to introduce a road traffic order to limit the amount of traffic through Bowburn.

Members noted that residents had submitted objections to the proposed road and had stated that they had not been made aware of the potential construction when they bought houses on the Grange Estate. Parish Councillors were sympathetic to their situation, however there had been a long held ambition for a relief road to be constructed to provide access to industrial estates and take traffic away from the A177 through Bowburn.

Parish Councillors felt that they were not in a position to fully respond to the planning application while there remained some ambiguity about the proposals. It was proposed that James Taylor and David Cullingford be invited meet with the Parish Council to enable Members' concerns to be raised.

97. CLERK'S REPORT

The Parish Clerk reported that the Finance and Forward Planning Sub-Committee had met on 14 January 2026 and the committee's recommendations had been presented to the Parish Council. Since the committee had met, further information had been received from Bowburn Youth Services regarding their requirements for the next financial year and this had resulted in the Parish Council re-considering the committee's recommendation with respect to the increase in Council Tax precept. The committee had recommended an increase of 2%, however due to the increase in costs to the Parish Council, it was proposed that a 3% increase be requested.

It was reported that an expression of interest had been received in one of the vacant positions on the Parish Council and it was agreed that the candidate be invited to attend the next monthly meeting.

RESOLVED that: -

- (i) the Budget Provision for the Parish Clerk salary be increased from £12,220.00 to £13,500.00 in 2026/2027 to allow for the pending Local Government pay offer and additional Employer National Insurance contributions;
- (ii) the Budget Provision for the Allotment Superintendent be increased from £3,000.00 to £3,200.00 in 2026/2027 to allow for the increase in National Minimum Wage;
- (iii) that the budget provision for Bowburn Youth Services be increased from £45,323.29 to £47,618.47 in 2026/2027 and that the budget provision for Cassop Youth Services be increased from £4,875.00 to £5,121.68 to to fund increased costs;

- (iv) that the Parish Council agree to increase the Precept Demand by 3% and demand a Precept of £88,096.11 (A Tax Base of 2049.7 multiplied by a Band “D” Council Tax Rate of £42.98);
- (v) the revised Parish Council Risk Assessment be approved; and
- (vi) the candidate for co-option to the Parish Council be invited to attend the next meeting on 18 February 2026.

98. LOCAL YOUTH SERVICES

The Parish Council had received the Local Youth Services report for January 2026 which highlighted that there was one change to the programme for this term with the introduction of an open session for all young people in years 7 to 11 on a Monday evening. All youth clubs were busy as expected at this time of year and the gym also had more members than ever before.

Councillor Storey reported that 25 young people were coming to the youth provision at Cassop Community Centre on a weekly basis and the centre was considering making some changes to increase the number of sessions being offered during the school holiday period.

RESOLVED that the update be noted.

99. LOCAL FOOTPATHS AND RIGHTS OF WAY

Fly tipping had been reported in an area between the primary school and Lawson Road and County Councillor Blakey agreed to take up the issue.

There continued to be waste management activity at the entrance to Hepplewhite Quarry and concern had been expressed by Parish Councillors as to whether this was a licensed business. Further information would be sought on this.

RESOLVED that the updated be noted.

100. ALLOTMENTS, GARAGES AND CEMETERY

The revised allotment tenancy agreements would be hand delivered to all allotment holders in the next few weeks in advance of implementing the new allotment fees as of 1 April 2026.

Enquiries would be made into some works to resolve issues with ground levels in one of the allotment plots.

RESOLVED that the update be noted.

101. COUNTY COUNCILLORS' MONTHLY REPORTS

County Councillors Hutchinson and Blakey provided an update on the following matters: -

- Complaints regarding electric bikes and scooters and action to address the problem.
- Request to make Steavenson Street one-way
- Signage on A181
- Issues at Tweddle Terrace

RESOLVED that the update be noted.

102. ACCOUNTS (EXPENDITURE)

Name	Description	Other Details	Cheque No.	£ p
Gillian Kelly	Salary (paid net of tax)	1 – 31 January 2026	050592	1030.56
“	Mileage/Parking Fees	68 miles @ 45p	“	30.60
“	Printing	Instant Ink Cartridges	“	6.49
“	OneDrive	Subscription	“	1.99
“	Stationery	Paper, Envelopes	“	15.00
HM Revenue & Customs	Monthly Deductions (G Kelly) (January 2026)	Income Tax and NI Deduction	BACS	206.00
HM Revenue & Customs	Monthly Deductions (A Shutt) (December 2025)	Income Tax Deduction	BACS	44.00
HM Revenue & Customs	Employers NIC	Parish Clerk	BACS	92.03
Andrew Shutt*	Monthly Fee (December 2025)	Allotment Superintendent (gross)	050593	219.78
Bowburn Youth Project	Local Youth Services	Salary Costs etc. (December 2025)	050594	3777.05
Cassop Community Centre	Youth Provision	December 2025	050595	375.00
Cassop Community Centre	Room Hire	December 2025	050596	50.00
Bowburn Village Celebration	Bowburn Interchange	Parish Newsletter	050597	200.00
Blachere Illumination UK Ltd	Christmas Lights	Removal and Storage	050598	1220.00
“	“	VAT	“	244.00
Thinford Nurseries Ltd	Christmas Tree	Supply and Removal	050599	190.00
“	“	VAT	“	38.00
Bowburn Community Association	Room Hire	January 2026	050600	42.00

*Cllr Shutt declared an interest in the item above.

RESOLVED that these items of expenditure be noted.

ACCOUNTS (INCOME)

11 DECEMBER 2025 – 14 JANUARY 2026

Name	Description	Details	£ p

103. DATE OF NEXT MONTHLY MEETING

Agreed that the date of the next Monthly Meeting is to be Wednesday 18 February 2026 at 6.30pm at Bowburn Community Centre.

I agree these to be a true record of the Meeting held on Wednesday 21 January 2026 at Bowburn Community Centre at 6.30pm.

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