



*Here to enhance the quality of the Parishioners lives
whilst delivering an efficient and proactive service.*

Cassop cum Quarrington Parish Council

c/o Bowburn Community Centre
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8 May 2025

Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Parish Council which is to be held on **Wednesday 14 May 2025** in Bowburn Community Centre at the conclusion of the Annual Meeting of Electors.

Yours faithfully

Gillian Kelly (Parish Clerk)

1. **Election of Chair and Receipt of Declarations of Acceptance of Office**
2. **Election of Vice-Chair**
3. **Members' Apologies**
4. **Approval of Bank Account Signatories**
5. **Appointment of Committees**
6. **Appointment of Parish Council Delegates to the CDALC Smaller Councils Forum**
7. **Review of Standing Orders and Financial Regulations**
8. **Annual Accounts and Balance Sheet (if available)**
9. **Completion of Internal Audit 2024/2025 and Final Accounts (if completed)**
10. **Notice and Advertising of External Audit 2024/2025**
11. **Dates for Future Meetings**

12. **Minutes**

Members are asked to agree the Minutes of the Monthly Meeting held on 16 April 2025 as a correct record.

13. **Details of New Planning Applications Received since the Previous Monthly Meeting**

Applicant	Details
DM/25/00991/FPA Amazon UK Services Ltd MME3 Plot DC1 Integra 61 Bowburn	Installation and operation of a single wind turbine generator (of up to 140m blade tip height and with an installed generating capacity of up to 2.3 megawatts) and associated infrastructure.

14. **Clerk's Report**

Report to follow.

15. **Local Youth Services**

Members to receive an update on this matter.

16. **Local Footpaths and Rights of Way**

Members to receive an update on this matter.

17. **Allotments, Garages and Cemetery**

Members to receive an update on this matter.

18. **County Councillors' Monthly Reports**

19. **Details of Accounts Expenditure/Income** (see following page)

20. **Date and Time of Next Meeting**

The next monthly meeting of the Parish Council will take place on Wednesday 18 June 2025 at 6.30pm at Cassop Community Centre.