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

Present: Councillors Dolan, Henderson, Johnson, Parker, Richardson, Ridley, Robertson, Shutt and Storey.

(Councillor Shutt in the Chair)
(County Councillors Blakey and Hutchinson in attendance)

63. APOLOGIES

Apologies for absence were received from Councillors Bradley, Morgan, C Prince, G Prince and Raine.

64. MINUTES OF THE MONTHLY MEETING HELD ON 23 SEPTEMBER 2026

The Chair asked Members whether they were satisfied that the attached Minutes of the Monthly Meeting of the Parish Council held on 23 September 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 23 September 2026 be agreed and signed as a true and accurate record.

65. 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.	Comments to be submitted highlighting potential traffic impact and noise issues.
DM/26/02627/FPA Road Chef Durham Services Bowburn Durham DH6 5NP	Installation of electric vehicle (EV) chargers with delineated parking, including disabled and long vehicle EV parking bays plus feeder pillars and associated infrastructure.	No objection.

66. CLERK'S REPORT

Members were informed that Mazars LLP had concluded the audit for the year ended 31 March 2026 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.

Amazon UK had been in touch with the Parish Council to advise that they wished to engage with the local community to support any charitable initiatives which were taking place over the Christmas period. Members were keen to find out more about what Amazon would be able to support and it was agreed that a meeting would be arranged at the earliest opportunity to have discussions with representatives from Amazon.

Councillor Henderson had been approached by local residents who were seeking to have the County Council to adopt the road at Hampton Green estate and had requested that the Parish Council support their request. It was noted that there was a period of time between the completion of building works and road adoption and that the work done by the developer had to be of a suitable condition to be adopted. It was suggested that enquiries could be made about the timescale for adopting the roads on the estate.

Councillor Henderson said that she had also received communication from residents in the area regarding anti-social behaviour and complaints in relation to Air BnBs. Parish Councillors were sympathetic to residents and understood that the mechanisms to report issues to Air BnB were ineffective, however there was little which could be done in respect of private properties. Noise complaints should be reported to Durham County Council through appropriate channels.

County Councillor Hutchinson highlighted that the County Council had recently passed a motion requesting that information be gathered on all Air BnBs in the county.

RESOLVED that the update be noted.

67. LOCAL YOUTH SERVICES

The Parish Council had received the Annual Report from Bowburn Youth Project and extended their thanks to all involved in the excellent report.

Councillor Storey reported that 30 young people aged 7 to 14 were attending sessions at Cassop each week and he expected that the darker nights might increase the numbers.

RESOLVED that the update be noted.

68. LOCAL FOOTPATHS AND RIGHTS OF WAY

Parish Councillors were advised that an extension to the temporary closure of Footpath No 1 had been requested. The closure was for a further period of six months or until final works were complete.

RESOLVED that the update be noted.

69. ALLOTMENTS, GARAGES AND CEMETERY

The condition of a particular allotment plot had been raised and it was confirmed that a cultivation notice would be issued to the tenant.

Councillor Robertson raised the possibility of having a community garden or allotment and suggested that this might be a project that Amazon might be willing to support.

RESOLVED that the update be noted.

70. COUNTY COUNCILLORS' MONTHLY REPORTS

County Councillor Blakey provided updates on the following matters: -

- Forthcoming PACT meeting on 5 November
- Forthcoming New Local Networks information event on 26 October
- Fly-tipping on Steavenson Street
- Parkhill improvements
- Illegal waste operation report

RESOLVED that the update be noted.

71. ACCOUNTS (EXPENDITURE)

Name	Description	Other Details	Cheque No.	£ p
Gillian Kelly	Salary (paid net of tax)	1 – 31 October 2026	050654	1064.58
"	Mileage/Parking Fees	34 miles @ 55p	"	18.70
"	Printing	Instant Ink Cartridges	"	6.49
"	OneDrive	Subscription	"	1.99
HM Revenue & Customs	Monthly Deductions (G Kelly) (October 2026)	Income Tax and NI Deduction	BACS	213.00
HM Revenue & Customs	Monthly Deductions (A Shutt) (September 2026)	Income Tax Deduction	BACS	58.40
HM Revenue & Customs	Employers NIC	Parish Clerk	BACS	97.14

Andrew Shutt*	Monthly Fee (September 2026)	Allotment Superintendent (gross)	050655	292.33
Bowburn Youth Project	Local Youth Services	Salary Costs etc. (September 2026)	050656	3968.21
Cassop Community Centre	Youth Provision	September 2026	050657	500.00
Forvis Mazars LLP	Audit Fees	2025/2026	050658	315.00
"	"	VAT	"	63.00
I C Liddle Services	Hanging Baskets, Planters	Watering	BACS	1192.50
"	"	VAT	BACS	238.50
Blachere Illumination UK Ltd	Christmas Lights	Installation	BACS	1380.00
"	"	VAT		276.00

*Cllr Shutt declared an interest in the item above.

RESOLVED that these items of expenditure be noted.

ACCOUNTS (INCOME)

17 SEPTEMBER 2026 – 14 OCTOBER 2026

Name	Description	Details	£ p

72. DATE OF NEXT MONTHLY MEETING

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

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

……Chairman……..Date