

**MINUTES OF THE ANNUAL MEETING OF CASSOP CUM QUARRINGTON  
PARISH COUNCIL HELD AT CASSOP COMMUNITY CENTRE ON WEDNESDAY  
15 JUNE 2022 AT 6.30pm**

**Present:** Councillors Blackburn, Dolan, Henderson, McKeon, Raine, Richardson and Ridley.

(County Councillor Blakey was also in attendance).

**22. APOLOGIES**

Apologies for absence were received from Councillors Morgan, Robinson and Storey together with County Councillor Hutchinson.

**23. MINUTES OF THE ANNUAL MEETING HELD ON 18 MAY 2022**

The Chair asked Members whether they were satisfied that the attached Minutes of the Annual Meeting of the Parish Council held on 18 May 2022 should be agreed and signed as a true and accurate record.

**RESOLVED that** the Minutes of the Annual Meeting of the Parish Council held on 18 May 2022 be agreed and signed as a true and accurate record.

**24. CHRISTMAS LIGHTING**

Tom Walmsley from Blachere Illumination was in attendance at the meeting to talk about possible options for the Parish Council's Christmas lighting.

Tom provided information about the products available and costs for buying these outright or hiring from Blachere for a fixed period. For 12, 2 metre light motifs, the purchase cost was £5,640 and installation and removal by Blachere would be a minimum of £2,300 annually.

Tom advised that a three-year hire of 12 motifs would be £4,462 per year and Blachere would be responsible for the maintenance and upkeep of the motifs.

The recommended light motifs for the parish were eco-friendly material, with low windage and were specific to Blachere. It was highlighted that Durham County Council had ordered a large number of these motifs for the forthcoming festive season and Councillor Henderson commented that it would be useful to hear from an organisation who was already using this type of motif to gain some first-hand feedback.

In terms of timing, Tom advised that motifs should be ordered at least 12 weeks before planned installation.

Members thanked Tom for his attendance and noted that this had given the Parish Council a great deal to consider.

**RESOLVED** that the information be noted.

## 25. PLANNING APPLICATIONS 2022

Applicant	Details	Resolved Action
DM/22/01361/RM Mr Stephen Hill Land To The South West Of Castle View Club Front Street South Cassop DH6 4RG	Erection of dwelling (reserved matters application pursuant to DM/18/02546/OUT).	No objection
DM/22/01474/FPA Mr and Mrs Richard Foord The Bungalow, Hill Top Farm Front Street Quarrington Hill Durham, DH6 4RB	Change of use of land from agricultural to domestic and proposed one and half storey extension to side of dwelling	No objection
DM/22/01169/RM INTEGRA 61 (Durham) Ltd Land South Of Bowburn Sewage Works And West Of A688 Bowburn DH6 5NP	Submission of Reserved Matters pertaining to details of access, appearance, landscaping, layout and scale for infrastructure Phase 1c, in accordance with the approved outline planning (Ref: DM/15/03912/OUT) as amended by application (Ref: DM/18/01597/VOC)	No objection
DM/22/01159/FPA George Hudson Park Hill Farm Coxhoe Durham DH6 4JP	Retention of use of the site for dog walking and exercise appointments (sui generis).	No objection

DM/22/01426/PND Durham County Council School Nursery Demountable Bowburn Infant School Wylam Street Bowburn DH6 5BE	Prior notification for demolition of a demountable classroom	No objection
DM/22/01168/RM INTEGRA 61 (Durham) Ltd Land South Of Bowburn Sewage Works And West Of A688 Bowburn DH6 5NP	Submission of Reserved Matters pertaining to details of access, appearance, landscaping, layout and scale of Industrial development (B2/B8 Use Class (Phase 7)), with associated infrastructure, in accordance with the approved outline planning (Ref: DM/15/03912/OUT) as amended by application (Ref: DM/18/01597/VOC)	No objection, however it was agreed that the Parish Council should ask the County Council to consider the allowed working hours for the development.

The Chair noted that the Bowburn relief road had been mentioned within the 'Levelling Up' agenda for the region and Councillor McKeon commented that the Leamside Line was being looked at again. It was understood that the North East Joint Transport Committee were shortly to look at this and it was suggested that the Parish Council should contact the Committee to make the case for a station at Bowburn.

**RESOLVED that** the Clerk contact the North East Joint Transport Committee to ask that, when considering the re-instatement of the Leamside Line, a station be proposed at Bowburn.

## 26. A NEW ARTWORK FOR BOWBURN

The artist had reported that unfortunately two weeks of work had been lost on the sculpture due to the lead engineer being on holiday, despite the fact that he had been reassured that work would continue in the engineer's absence. Dyer's had indicated that the piece should be finished next week and it would then be sent to Telford to be galvanised.

The artist continued to push the fabricators and was planning to visit the workshop almost every day from now on to monitor progress. Potentially the sculpture could be in place for Miner's Gala Day but the timescale was tight.

**RESOLVED that** the update be noted.

## **27. PARISH COUNCIL FINAL ACCOUNTS 2021/2022**

The Parish Council received the Annual Accounts, Bank Reconciliation, Balance Sheet and explanatory note for the year ending 31 March 2022, the Internal Auditor's Report and the Annual Governance and Accountability Return.

Subject to the approval of the Parish Council, the Chair and the Clerk would be required to sign off the Annual Return and forward this to the External Auditor.

Members were advised that the Parish Council's General Fund Balance as at 31 March 2022 was £41,317.73 and its bank/savings account balances totalled £41,909.49.

The Internal Auditor, Gordon Fletcher, had completed the internal audit of Accounts for the financial year ended 31 March 2022 and had submitted his report which contained no recommendations for improvement.

The Parish Council's External Auditor, Mazars LLP, had confirmed that the Accounts and AGAR had to be published by 30 June at the latest and the public rights period would commence on or before 1 July 2022. Mazars would publish their audit opinion by 30 September 2022.

Having considered the report, it was **RESOLVED that:** -

- (i) the Annual Accounts, Income and Expenditure Account, Supporting Statements, Bank Reconciliation Balance Sheet for the Financial Year ended 31 March 2022 be approved;
- (ii) the General Fund Balance and bank/savings account balances as at 31 March 2022 be noted;
- (iii) the report of the Internal Auditor be noted; and
- (iv) the Annual Governance and Accountability Return be approved; and
- (v) the arrangements for the external audit and the public inspection period be noted.

## **28. LOCAL YOUTH SERVICES**

The Youth Services report for June 2022 had been submitted to the Parish Council and it was noted that the outdoor space was being utilised now that the weather was improving.

The club currently had two students, one from Sunderland University and one from Durham College, working with them and they had been a great support in sessions.

**RESOLVED that** the update be noted.

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

Councillor Dolan highlighted that the tree was still on Bridleway 39 and the gate remained locked.

County Councillor Blakey reported that a fallen tree at Cassop had been removed but there was still one awaiting removal at Tursdale Business Park.

**RESOLVED that** the update be noted.

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

The Parish Clerk advised that a complaint had been received about the burning of rubbish at Bowburn Allotments which was causing excessive smoke and travelling onto the play area and nearby gardens.

Councillor Ridley said that he had noted this and that bonfires were being held at inappropriate times of day.

The Parish Clerk confirmed that the allotment tenancy agreements did not restrict bonfires to certain times of the year but they were not to be lit before 6pm and should only be used to dispose of allotment waste. The complainant had stated that they had photographs showing which allotment the smoke was coming from and this matter would be taken up with the allotment holder.

A complaint had been received about the condition of the cemetery and the memorial garden. The complainant was also concerned about the number of potholes on the access road.

Members noted that cemetery maintenance had not been part of a formalised work programme and agreed that the Parish Council should have further discussions about making appropriate budgetary provision for the upkeep of Bowburn Cemetery.

**RESOLVED that** the information be noted.

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

County Councillor Blakey provided updates on the following: -

- Bread and Butter Thing – launch in Bowburn
- Cassop Jubilee Event
- GP Appointment systems
- Levelling Up
- Quarrington Hill Churchyard

**RESOLVED that** the update be noted.

### 32. GENERAL CORRESPONDENCE RECEIVED (SURFACE MAIL)

Correspondence Received from	Details of Information
Durham County Council	Public Path Diversion and Definitive Map and Statement Modification Order 2022 – Public Footpath No. 10

### 33. ACCOUNTS (EXPENDITURE)

Name	Description	Other Details	Cheque No.	£ p
Gillian Kelly	Salary (paid net of tax)	1 – 30 June 2022	050266	797.38
“	Mileage/Parking Fees	112 miles @ 45p	“	50.40
“	Printing	Instant Ink Cartridges	“	11.49
“	Office Allowance	Quarterly	“	
“	Telephone Allowance	Quarterly	“	
HM Revenue & Customs	Monthly Deductions (G Kelly) (June 2022)	Income Tax and NI Deduction	050268 (part)	159.60
HM Revenue & Customs	Monthly Deductions (A Shutt) (May 2022)	Income Tax Deduction	050268 (part)	28.60
Andrew Shutt	Monthly Fee (May 2022)	Allotment Superintendent (gross)	050267	142.50
D J Evans Youth Club	Local Youth Services	Salary Costs etc. (May 2022)	050269	3280.18
Andrew McKeown	Bowburn Artwork	Third Payment – Part B	050270	6750.00
“	“	VAT	“	1350.00
Gordon Fletcher	Internal Audit	2021/2022	050271	200.00

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

### ACCOUNTS (INCOME)

**11 MAY 2022 – 7 JUNE 2022**

Name	Description	Details	£ p
Aldersons Funerals	Burial Plots – Hann and Brown	Bowburn Cemetery	100.00
Durham County Council	Section 106 Funding	Bowburn Artwork	169270.23
Various Clients	Allotments, Garages	BACS	331.00
Various Clients	Allotment Garages	Cheque Payments	198.00

### 34. DATE OF NEXT MONTHLY MEETING

Agreed that the date of the next Monthly Meeting is to be Wednesday 20 July 2022 at 6.30pm at Bowburn Community Centre.

I agree these to be a true record of the Meeting held on Wednesday 16 June 2022 at Cassop Community Centre at 6.30pm.

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