

**MINUTES OF THE MONTHLY MEETING OF CASSOP CUM QUARRINGTON
PARISH COUNCIL HELD AT BOWBURN COMMUNITY CENTRE ON
WEDNESDAY 16 JULY 2025 AT 6.30pm**

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

(Councillor Shutt in the Chair)

(County Councillors Blakey and Hutchinson were also in attendance).

33. APOLOGIES

Apologies for absence were received from Councillors Bradley and Johnson.

34. MINUTES OF THE MONTHLY MEETING HELD ON 18 JUNE 2025

The Chair asked Members whether they were satisfied that the attached Minutes of the Annual Meeting of the Parish Council held on 18 June 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 18 June 2025 be agreed and signed as a true and accurate record.

35. PLANNING APPLICATIONS 2025

Applicant	Details	Resolved Action
DM/25/01611/FPA Alan Gold The Forge Bowburn DH6 5NP	Retention of bungalow (existing bungalow demolished due to fire damage)	No objection.
DM/25/01464/AD Mr Ismail Rasulzada 5 Durham Road West Bowburn Durham DH6 5AU	Static sign above shop	No objection as long as the sign is not illuminated.

RESOLVED that the update be noted.

36. CLERK'S REPORT

The Clerk reported that a local resident had queried whether anything could be done to improve the appearance of the roundabout joining the A688 and B6291 at Parkhill. The resident had cited an example of a roundabout in Chester-le-Street which had been planted with trees and bushes.

Whilst it was acknowledged that any additions to the roundabout would be beneficial, it would have to be a County Council scheme and it was not something which the Parish Council would be able to maintain.

The Clerk advised that she had recently arranged to have a new email address with a '.gov.uk' suffix as this was recommended practice for parish councils. Migration to the clerk@cassopcumquarrington-pc.gov.uk email would now take place.

A complaint had been received from a resident in Cassop regarding the watering of hanging baskets situated outside of their property. Councillor Storey had visited the resident and found that the issue was in relation to their windows being soaked each time the baskets were watered and also that watering was taking place in the early hours of the morning. The Chair undertook to contact Thinford Nurseries in relation to the issue.

The noticeboard for Parkhill Residents Association had now been delivered and would be installed in due course.

RESOLVED that the content of the Clerk's Report be noted.

37. LOCAL YOUTH SERVICES

The Youth Services report for July 2025 had been submitted to the Parish Council and it was noted that youth groups had been quiet due to the recent good weather and young people opting to spend time in the park instead.

The girls only group was growing in numbers on a weekly basis and the 'Gym and Chill' drop-in sessions continued to be busy. Trips had been planned for the summer holidays, including Flamingoland, Planet Leisure and South Shields.

Councillor Storey advised that Fun and Food would start at Cassop on Monday. He highlighted that the administration for providers was better this year, however it was still problematic for parents.

RESOLVED that the update be noted.

38. LOCAL FOOTPATHS AND RIGHTS OF WAY

Councillor Ridley highlighted that the path around the SUDs pond at the parish boundary was very overgrown. Half of the path was being cleared as horses were

using it but the remainder was all nettles. Councillor Shutt noted that the path had originally been on the parish strimming programme but was removed when the development started at Integra 61. Councillor Ridley suggested that he contact James Taylor to see if this was something they could add to their maintenance programme.

RESOLVED that the information be noted.

39. ALLOTMENTS, GARAGES AND CEMETERY

Councillor Shutt reported that the homeless individual who had been spending time in Bowburn Cemetery had been provided with accommodation and the County Council would remove their tent.

Councillor Ridley commented that he had recently visited some open allotments which were maintained to a very high standard and the parish allotments looked poor in comparison. He suggested that it might be an appropriate time to review the allotment tenancy agreements and rent charges.

Councillor Morgan agreed and proposed that allotment holders be notified that the maintenance of the allotments was becoming a burden on other local council tax payers and that increased standards of care were now required. Allotment tenants should be invited to take part in a consultation process for the review of the tenancy agreement.

The contractor would be carrying out the repair works required following the recent fire at Bowburn allotments in the near future. A letter would be sent to the tenant of the allotment where the fire started to request payment for the repairs. It was highlighted that the Fire Service could also issue a bill to the Parish Council if it was repeatedly called out to incidents at the allotment site.

RESOLVED that the information be noted.

40. COUNTY COUNCILLORS' MONTHLY REPORTS

County Councillor Blakey provide an update on the following matters: -

- Roadworks at Co-op
- Complaints about youths loitering on the bridge
- Damage to climbing wall
- Dog fouling stickers
- Feeding children over the summer holiday

County Councillor Hutchinson provided an update on action to address the unauthorised traveller camp in Bowburn. He also referred to anti-social behaviour in Bowburn, fly tipping and filling of potholes.

Councillor Raine requested that the grass at the bottom of Heugh Hall Row be cut back further as the visibility at the Grange Park junction was very poor.

RESOLVED that the update be noted.

41. ACCOUNTS (EXPENDITURE)

Name	Description	Other Details	Cheque No.	£ p
Gillian Kelly	Salary (paid net of tax)	1 – 31 July 2025	050550	998.52
"	Mileage/Parking Fees	34 miles @ 45p	"	15.30
"	Printing	Instant Ink Cartridges	"	12.49
"	OneDrive	Subscription	"	1.99
HM Revenue & Customs	Monthly Deductions (G Kelly) (July 2025)	Income Tax and NI Deduction	BACS	199.80
HM Revenue & Customs	Monthly Deductions (A Shutt) (June 2025)	Income Tax Deduction	BACS	56.20
HM Revenue & Customs	Employers NIC	Parish Clerk	BACS	87.23
Andrew Shutt*	Monthly Fee (June 2025)	Allotment Superintendent (gross)	050551	280.83
Bowburn Youth Project	Local Youth Services	Salary Costs etc. (June 2025)	050552	3705.59
Cassop Community Centre	Youth Provision	June 2025	050553	500.00
Earth Anchors Ltd	Parkhill Noticeboard	Grant Funded	BACS	541.95
"	"	VAT	"	108.39
Information Commissioner	Data Protection Annual Fee	Renewal	050554	52.00
Bowburn Village Celebration	Bowburn Interchange	Issue 110	050555	400.00
Max Recycle	Bowburn Cemetery	Excess Weight	BACS	2.20
"	"	VAT	"	0.44
Cassop Community Centre	Room Hire	June 2025	050556	50.00
Andrew Shutt*	Footpath Strimming	Interim Payment 1	050557	100.00

*Cllr Shutt declared an interest in the item above.

RESOLVED that these items of expenditure be noted.

ACCOUNTS (INCOME)

12 JUNE 2025 – 9 JULY 2025

Name	Description	Details	£ p

42. DATE OF NEXT MONTHLY MEETING

Agreed that the date of the next Monthly Meeting is to be Wednesday 13 August 2025 at 6.30pm at Cassop Community Centre.

I agree these to be a true record of the Meeting held on Wednesday 16 July 2025 at Bowburn Community Centre at 6.30pm.

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