

**MINUTES OF THE ANNUAL MEETING OF CASSOP CUM QUARRINGTON
PARISH COUNCIL HELD AT BOWBURN COMMUNITY CENTRE ON
WEDNESDAY 22 MAY 2024 AT 6.30pm**

Present: Councillors Bradley, Dolan, Henderson, Johnson, Morgan, Parker, Raine, Richardson, Robinson, Shutt and Storey.

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

**1. ELECTION OF CHAIR AND RECEIPT OF DECLARATIONS OF
ACCEPTANCE OF OFFICE**

A Motion was proposed and seconded that Councillor Raine be elected as Chair of the Parish Council. There were no other nominations received and it was: -

RESOLVED that Councillor Raine be duly elected as Chair and she assumed the Chair of the meeting after her election.

2. ELECTION OF VICE-CHAIR

A Motion was proposed that Councillor Robinson be elected as Vice-Chair of the Parish Council. There were no other nominations received and it was: -

RESOLVED that Councillor Robinson be duly elected as Vice-Chair of the Parish Council.

3. APOLOGIES

Apologies for absence were received from Councillors Prince and Ridley.

4. APPOINTMENT OF COMMITTEES

Members were asked for their instructions regarding the composition of the Parish Council's Committees for the ensuing year.

RESOLVED that the Finance and Forward Planning, Environment and Light and Footpaths Sub-Committees be convened as and when necessary and that all Members of the Parish Council be eligible to attend those Sub-Committee meetings.

5. APPOINTMENT OF PARISH COUNCIL DELEGATES TO THE AGM OF CDALC

RESOLVED that Councillors Raine and Ridley be appointed as Delegates to the Annual General Meeting of the County Durham Association of Local Councils.

6. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

The Parish Clerk advised that NALC had recently issued new model Financial Regulations for parish councils and requested all councils to amend their regulations accordingly.

RESOLVED that the Parish Council Financial Regulations be amended to align with the new model issued by NALC.

7. ANNUAL ACCOUNTS AND BALANCE SHEET

The Annual Accounts and Balance Sheet were still being drafted and were due to be submitted to the Internal Auditor later that week. The Final Accounts and Balance Sheet would be submitted to Members for their approval and adoption at the Monthly Meeting to be held on 19 June 2024.

RESOLVED that the current position be noted.

8. COMPLETION OF INTERNAL AUDIT 2023/2024 AND FINAL ACCOUNTS

As mentioned in the previous paragraph, the Parish Council's Internal Auditor had not yet completed the Internal Audit of Accounts but when this was complete, the Parish Council would be required to sign off the Accounts and the Annual Governance and Accountability Return for publication by 30 June 2024.

RESOLVED that the information be noted.

9. NOTICE AND ADVERTISING OF EXTERNAL AUDIT 2023/2024

The Accounts had to be forwarded to the External Auditor by 30 June 2024 and there would then be a 30-day period during which the public may examine the financial statements and ask questions of the Internal Auditor.

RESOLVED that the information be noted.

10. DATES FOR FUTURE MEETINGS

RESOLVED that Meetings continue to be held on the third Wednesday of each month at 6.30pm. The meetings in June, August and December would be held at Cassop Community Centre and the remainder would be held at Bowburn Community Centre.

The schedule of meetings would therefore be as follows: -

Wednesday 19 June 2024	(Cassop Community Centre)
Wednesday 17 July 2024	
Wednesday 21 August 2024	(Cassop Community Centre)
Wednesday 18 September 2024	
Wednesday 16 October 2024	
Wednesday 20 November 2024	
Wednesday 18 December 2024	(Cassop Community Centre)
Wednesday 8 January 2025 (Finance and Forward Planning Sub-Committee)	
Wednesday 15 January 2025	
Wednesday 12 February 2025*	
Wednesday 19 March 2025	
Wednesday 16 April 2025	
Wednesday 14 May 2025* (Annual Meeting and Annual Meeting of Parish Electors)	

*Second Wednesday of the month.

11. MINUTES OF THE MONTHLY MEETING HELD ON 17 APRIL 2024

The Chair asked Members whether they were satisfied that the attached Minutes of the Monthly Meeting of the Parish Council held remotely on 17 April 2024 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 April 2024 be agreed and signed as a true and accurate record.

12. PLANNING APPLICATIONS 2024

There were no planning applications in the parish area on this occasion.

Members were advised that the application for change of use at 131 Grange Way had been to the county Planning Committee the previous week and had been deferred for more information to be provided.

The Parish Council had a discussion about what seemed to be an increase in the type of facility which was proposed at Grange Way and expressed concern that organisations could establish children's homes in residential areas without the knowledge of the local authority. It was felt that placing vulnerable young people in such establishments without any planning or licensing arrangements was a worrying

trend and that there should be some legislation which protected young people and communities. Members were concerned that these provisions were not registered and the County Council did not seem to be aware of how many were operating in the Durham area. It was also noted that these facilities were caring for young people who were under the care of another local authority and it was unclear what the responsibilities of this authority would be in terms of informing Durham and local councils of the existence of the care facility.

It was suggested that these concerns could be raised with the Children's Services Portfolio Holder and Chair of Scrutiny for Children and Young People at Durham County Council.

RESOLVED that the update be noted.

13. CLERK'S REPORT

The Clerk made Members aware of two forthcoming road closures; Park Avenue, Coxhoe for fibre telecom installation; and Durham Road West for Virgin Media infrastructure installation works.

Councillor Morgan commented that it would be important to review the quality of road and pavement reinstatement following the works as there had been concerns about this in other areas of the parish.

County Councillor Hutchinson noted that the works were contracted out and then sub-contracted and inspected by the County Council when complete, highlighting that Lawson Road had recently been inspected and poor-quality reinstatement work had been identified. Contractors would be requested to rectify any issues of this nature.

RESOLVED that the update be noted.

14. LOCAL YOUTH SERVICES

The Youth Services report for May 2024 had been submitted to the Parish Council and it was noted that young people were planning out what they wanted to do during the term including cooking, sports, arts and crafts, team games, the gym and football.

Councillor Storey advised that only one session had been held at Cassop during April due to the Easter holidays and sickness, however 24 young people had attended the session. £7,200 funding had been awarded for funding food during the Summer.

RESOLVED that the update be noted.

15. LOCAL FOOTPATHS AND RIGHTS OF WAY

There was nothing to report.

16. ALLOTMENTS, GARAGES AND CEMETERY

Councillor Shutt reported that paint had been purchased for the cabin at Bowburn Cemetery. There was a lot of new graffiti at the cemetery which would be reported to the Police.

17. COUNTY COUNCILLORS' MONTHLY REPORTS

Parish Councillors raised the following matters for the attention of County Councillors Blakey and Hutchinson: -

- Traffic management at Edna Street, Bowburn
- Potential works at A181
- Parkhill speed calming measures
- Accident causing damage to traffic island at Parkhill

RESOLVED that the update be noted.

18. ACCOUNTS (EXPENDITURE)

Name	Description	Other Details	Cheque No.	£ p
Gillian Kelly	Salary (paid net of tax)	1 – 31 May 2024	050458	945.55
"	Mileage/Parking Fees	34 miles @ 45p	"	15.30
"	Printing	Instant Ink Cartridges	"	5.49
"	OneDrive	Subscription	"	1.99
"	Stationery	Paper, Envelopes	"	7.87
HM Revenue & Customs	Monthly Deductions (G Kelly) (May 2024)	Income Tax and NI Deduction	BACS	189.20
HM Revenue & Customs	Monthly Deductions (A Shutt) (April 2024)	Income Tax Deduction	BACS	52.60
HM Revenue & Customs	Employers NIC	Parish Clerk	BACS	25.88
Andrew Shutt*	Monthly Fee (April 2024)	Allotment Superintendent (gross)	050459	263.12
Bowburn Youth Project	Local Youth Services	Salary Costs etc. (April 2024)	050460	3664.71
Cassop Community Centre	Youth Provision	April 2024	050461	100.00
Zurich Municipal	Insurance	Annual Premium	050462	1719.46
Max Recycle	Bowburn Cemetery	Excess Fee	BACS	4.37
Bowburn Community Centre	Room Hire	March, April, May 2024	050463	60.00

*Cllr Shutt declared an interest in the item above.

RESOLVED that these items of expenditure be noted.

ACCOUNTS (INCOME)

11 APRIL 2024 – 16 MAY 2024

Name	Description	Details	£ p
Various Clients	Allotments, Garages	BACS	793.00

19. DATE OF NEXT MONTHLY MEETING

Agreed that the date of the next Monthly Meeting is to be Wednesday 19 June 2024 at 6.30pm at Cassop Community Centre.

I agree these to be a true record of the Meeting held on Wednesday 22 May 2024 at Bowburn Community Centre at 6.30pm.

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