

MINUTES OF THE MONTHLY MEETING OF CASSOP CUM QUARRINGTON PARISH COUNCIL HELD AT BOWBURN COMMUNITY CENTRE ON WEDNESDAY 17 JANUARY 2024 AT 6.30pm

Present: Councillors Bradley, Dolan, Henderson, Parker, Raine, Richardson and Ridley.

(Councillor Raine in the Chair)

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

98. APOLOGIES

Apologies for absence were received from Councillors Morgan, Prince, Robinson, Shutt and Storey.

99. MINUTES OF THE MONTHLY MEETING HELD ON 20 DECEMBER 2023

The Chair asked Members whether they were satisfied that the attached Minutes of the Monthly Meeting of the Parish Council held on 20 December 2023 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 20 December 2023 be agreed and signed as a true and accurate record.

100. PLANNING APPLICATIONS 2024

Applicant	Details	Resolved Action
DM/23/01825/FPA Mr J Hawkins 16 Cambridge Terrace Bowburn DH6 5AY	Change of use of land to front/side from open space to residential including enclosure with 1.8m timber fence, installation of driveway, erection of detached storage shed to side and felling of tree (T1) (Retrospective)	Further information to be sought on the ownership of the enclosed land.
DM/24/00097/FPA Jacqueline Smith 2 Park Hill Coxhoe Durham DH6 4JH	Front bay extension and two storey extension to the rear	No objection.

RESOLVED that the action be noted.

101. CLERK'S REPORT

The Finance and Forward Planning Sub-Committee had met on 10 January 2024 and made recommendations to the full Parish Council for the Parish Council Annual Budget 2024/2025 and the Revised Budget for 2023/2024.

The Parish Council considered the recommendations before them and options for the Council Tax precept in 2024/2025. Having discussed the possible options, Members agreed that an increase of 2% be requested in order to support increasing costs in the forthcoming financial year.

Councillor Ridley asked if the Parish Council would be minded to support the pantomime later in the year and it was agreed that any proposal would be considered in year.

The Finance and Forward Planning Sub-Committee had also reviewed the Parish Council Risk Assessment and this was presented to Members for review and comment.

It was therefore RESOLVED that: -

- (i) the Budget Provision for the Parish Clerk salary be increased from £10,500 to £11,570.00 in 2024/2025 to allow for the pending Local Government pay offer;
- (ii) the Budget Provision for the Allotment Superintendent be increased from £1,650.00 to £1,750.00 in 2024/2025 to allow for the increase in National Minimum Wage as of 1 April 2024;
- (iii) the Budget Provision for Christmas Lights be increased from £5462.42 to £6619.38 in 2024/2025 to meet the cost of the additional lighting in Parkhill which has been added to the existing five-year Hire Agreement;
- (iv) an additional Budget Provision of £5000 be made in order to fund an annual cemetery maintenance contract with the Cemetery Recovery Fund used to support this expenditure in year one;
- (v) the Budget provision for Youth Services be increased from £41,120.34 to £47,352.12 in 2024/2025 to fund provision at Cassop Community Centre and fund increased costs at Bowburn Youth Project; and
- (vi) the Parish Council increase the Precept Demand by 2% and demand a Precept of £78,326.29 (A Tax Base of 1914.6 multiplied by a Band "D" Council Tax Rate of £40.91); and
- (vii) the Parish Council Risk Assessment be approved subject to any amendments notified to the Parish Clerk after the monthly meeting.

102. LOCAL YOUTH SERVICES

The Local Youth Services report for January 2024 had been submitted to the Parish Council.

Youth clubs were all back open after the Christmas break and the young people had been planning what they wanted to do during the term. Activities planned include cooking, team games, football, a pool competition and darts.

The club remained open on Monday, Tuesday and Thursday evenings for all young people 6.00- 8.00pm after the regular Youth Clubs to use the gym, pool, and sports hall. These sessions were free entry.

AAP funding had been secured to run a holiday club over February half term.

RESOLVED that the update be noted.

103. LOCAL FOOTPATHS AND RIGHTS OF WAY

It was reported that Amazon bags had been left behind following one of the vans getting stuck in mud on a footpath. Signage had been put in place to advise that vehicles could not use the route but this incident had occurred after the sign was installed. The bags had been reported as fly tipping.

Councillor Henderson highlighted that a footpath was being created by people walking from the new estate at Parkhill to Coxhoe.

RESOLVED that the update be noted.

104. ALLOTMENTS, GARAGES AND CEMETERY

Members were advised that quotations had been received for the wall repair at Bowburn Cemetery. The first quote was for the lifting of the wall back in place and making good the pointing for a cost of £500. The second option was to break up the wall and supply new brick, sand and cement to build a new wall which would be £2000.

Parish Councillors felt that the first option was acceptable and could be funded during this financial year. It was noted that Mr Johnson should be made aware that the work was going to take place and notified that nothing should be attached to the wall.

A quotation had also been received for fencing works and repairs at Bowburn allotments and this was £850. Members queried if it might be possible to use metpost rather than wooden posts to give greater longevity to the fencing. The Parish Clerk would make enquiries in relation to this.

RESOLVED that the works to the cemetery wall costing £500 be approved.

105. COUNTY COUNCILLORS' MONTHLY REPORTS

County Councillor Blakey provided updates on the following: -

- The Bread and Butter Thing
- Believe Housing walkabout
- Former Bowburn Infant School
- Pot holes
- Quarry blasting
- Parking towards Hoggersgate Farm

RESOLVED that the update be noted.

106. ACCOUNTS (EXPENDITURE)

Name	Description	Other Details	Cheque No.	£ p
Gillian Kelly	Salary (gross)	1 – 31 January 2024	050432	945.55
"	Mileage/Parking Fees	136 miles @ 45p	"	61.20
"	Printing	Instant Ink Cartridges	"	4.49
"	OneDrive	Subscription	"	1.99
HM Revenue & Customs	Monthly Deductions (G Kelly) (January 2024)	Income Tax and NI Deduction	050434 (part)	189.20
HM Revenue & Customs	Monthly Deductions (A Shutt) (December 2023)	Income Tax Deduction	050434 (part)	21.00
HM Revenue & Customs	Employers NIC	Parish Clerk	050434 (part)	25.88
Andrew Shutt*	Monthly Fee (December 2023)	Allotment Superintendent (gross)	050433	1040.20
D J Evans Youth Club	Local Youth Services	Salary Costs etc. (December 2023)	050435	3414.18
Blachere Illumination UK Limited	Installation/Removal and Storage	Annual Fee	050436	1220.00
"	"	VAT	"	244.00
Dean Mackley	Bowburn Allotments	Repairs and Rubbish Removal	050437	350.00
Thinford Nurseries Ltd	Christmas Tree	Bowburn Community Centre	050438	170.00
"	"	VAT	"	34.00
Cassop Community Centre	Room Hire	December 2023	050439	30.00
Max Recycle	Bowburn Cemetery	Duty of Care Charge	050440	176.54
"	"	VAT	"	35.31

*Cllr Shutt declared an interest in the item above.

RESOLVED that these items of expenditure be noted.

ACCOUNTS (INCOME)

15 DECEMBER 2023 – 11 JANUARY 2024

Name	Description	Details	£	p

107. DATE OF NEXT MONTHLY MEETING

Agreed that the date of the next Monthly Meeting is to be Wednesday 21 February 2024 at 6.30pm at Bowburn Community Centre.

I agree these to be a true record of the Monthly Meeting held on Wednesday 17 January 2024 at 6.30pm at Bowburn Community Centre.

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