

MINUTES OF THE MONTHLY MEETING OF CASSOP CUM QUARRINGTON PARISH COUNCIL HELD AT CASSOP COMMUNITY CENTRE ON WEDNESDAY 19 JUNE 2024 AT 6.30pm

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

(County Councillor Hutchinson was also in attendance).

20. APOLOGIES

Apologies for absence were received from Councillors Bradley and Storey together with County Councillor Blakey.

21. MINUTES

The Chair asked Members whether they were satisfied that the attached Minutes of the Annual Meeting of the Parish Council held on 22 May 2024 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 22 May 2024 be agreed and signed as a true and accurate record.

22. PLANNING APPLICATIONS

| Applicant | Details | Resolved Action |
|---|--|------------------------|
| DM/24/01218/FPA JK Rentals Ltd Bowburn Methodist Church, Ash Terrace Durham Road, DH6 5AS | Change of use from religions building to 7 holiday lets (flats), external alterations including to fenestration and walls. | Objection submitted. |

Members had the opportunity to review the above planning application over email and an objection had been submitted to Durham County Council based on the following reasons: -

- Parking provision – a lack of appropriate and accessible parking for seven properties. More than four dwellings require an adoptable road to drive on and it was queried whether the roads facing the parking provision were of an adoptable standard.
- Impact on neighbouring properties already experiencing difficulties caused by poor and inconsiderate parking and the knock-on effect for access for refuse collection and emergency vehicles.

- Limited working area around the site which would cause problems for building equipment accessing the location.
- Apartments do not appear to be fit for purpose as holiday lets.
- Application states that there was no water course within 20 metres of the chapel, however the beck was only 3.2 metres away from the site.
- Previous developments in the village had been approved on the proviso that they did not increase traffic to the A177; visitors accessing the property would add to the traffic pulling out onto the A177, an already busy road.

Councillor Ridley noted that he was led to believe that the fire officer had been consulted on the proposals, despite it appearing that there was inadequate provision for emergency exits.

Councillor Morgan highlighted that, should Durham County Council be minded to grant permission for the development, it should be a condition of any approval that the remainder of the lane be made up to adoptable standard.

County Councillor Hutchinson informed Parish Councillors that the application for a change of use of 131 Grange Way had been refused at the Planning Committee. A significant number of residents and carers had attended the committee meeting. The facility still remained open as a children's home and there had been a few incidents reported in the area in recent weeks.

RESOLVED that the update be noted.

23. CLERK'S REPORT

The Parish Clerk reported that a notice had been received for a temporary road closure of Durham Road Rear from 8.00am on Monday 1 July 2024 for works which were anticipated to be completed within seven days.

RESOLVED that the update be noted.

24. PARISH COUNCIL FINAL ACCOUNTS

A full copy of the Annual Accounts, Bank Reconciliation, Balance Sheet and explanatory notes for the year ended 31 March 2024 were presented to the Parish Council. 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 2024 was £39,883.70 and its bank/savings account balances totalled £34,734.76

The Internal Auditor, Gordon Fletcher, had completed the internal audit of Accounts for the financial year ended 31 March 2024 and had submitted his report. There

were no recommendations for improvement and the report was also attached for the information of Members.

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 2024. Mazars would publish their audit opinion by 30 September 2024.

The Parish Council **RESOLVED that:** -

- (i) the Annual Accounts, Income and Expenditure Account, Supporting Statements, Bank Reconciliation and Balance Sheet for the Financial Year ended 31 March 2024 be approved;
- (ii) the General Fund Balance and bank/savings account balances as at 31 March 2024 be noted;
- (iii) the report of the Internal Auditor be noted; and
- (iv) the arrangements for the external audit and the public inspection period be noted.

25. LOCAL YOUTH SERVICES

The Youth Services report for June 2024 had been submitted to the Parish Council and it was noted that the clubs were still well attended and the outdoor space was able to be used now that the weather was improving.

The club would be open during the Euro 2024 tournament so that young people could enjoy the football together.

Funding had been secured from Fun and Food for a Summer kids club, however the criteria had now changed and parents of children receiving free school meals would have to book in using an online system. The evening youth clubs would continue to run during the summer holidays.

RESOLVED that the update be noted.

26. LOCAL FOOTPATHS AND RIGHTS OF WAY

Councillor Shutt reported that the initial footpath strimming in the parish had been carried out.

Councillor Ridley referred to the paths around Integra 61, these appeared to be completed but still had fencing across them and were not accessible. He queried if

the factory works were completed, then why were the paths not open. The Parish Clerk would make enquiries with James Taylor in relation to this.

RESOLVED that the information be noted.

27. ALLOTMENTS, GARAGES AND CEMETERY

The Parish Clerk and Allotment Supervisor would carry out an inspection of the allotments in the next few weeks with a view to issuing cultivation reminders to tenants who had not attended to their plots.

It was noted that the grass was becoming overgrown around the seating at The People's Lamp and it was suggested that this could be strimmed.

RESOLVED that the information be noted.

28. COUNTY COUNCILLORS' MONTHLY REPORTS

County Councillor Hutchinson highlighted the following matters which had been dealt with since the last meeting: -

- Fly tipping
- Drainage at Parkhill
- Bowburn Football Club
- Parkhill Noticeboard
- Litter picks
- Parkhill Neighbourhood Warden

Parish Councillors raised the following issues for the attention of county councillors: -

- Parkhill road humps
- Parking spaces at bottom of Clarence and Wylam Street.

It was noted that there was to be a by-election on 4 July 2024 for the Coxhoe ward following the resignation of Councillor McKeon from the County Council. Councillor McKeon had not attended a Parish Council since 10 January 2024, therefore would also cease to be a parish councillor by virtue of the six-month rule if she did not attend or request an approval for absence from meetings by 10 July 2024.

RESOLVED that the update be noted.

29. ACCOUNTS (EXPENDITURE)

| Name | Description | Other Details | Cheque No. | £ p |
|---------------|--------------------------|------------------------|------------|--------|
| Gillian Kelly | Salary (paid net of tax) | 1 – 30 June 2024 | 050464 | 945.55 |
| " | Mileage/Parking Fees | 112 miles @ 45p | " | 50.40 |
| " | Printing | Instant Ink Cartridges | " | 5.49 |

| | | | | |
|-----------------------------|--|----------------------------------|--------|---------|
| “ | OneDrive | Subscription | “ | 1.99 |
| “ | Office Allowance | Quarterly | “ | 95.00 |
| “ | Telephone Allowance | Quarterly | “ | 41.00 |
| HM Revenue & Customs | Monthly Deductions (G Kelly) (June 2024) | Income Tax and NI Deduction | BACS | 189.00 |
| HM Revenue & Customs | Monthly Deductions (A Shutt) (May 2024) | Income Tax Deduction | BACS | 52.60 |
| HM Revenue & Customs | Employers NIC | Parish Clerk | BACS | 25.88 |
| Andrew Shutt* | Monthly Fee (May 2024) | Allotment Superintendent (gross) | 050465 | 263.12 |
| Bowburn Youth Project | Local Youth Services | Salary Costs etc. (May 2024) | 050466 | 3599.46 |
| Cassop Community Centre | Youth Provision | May 2024 | 050467 | 400.00 |
| Bowburn Village Celebration | Bowburn Interchange | Issue 106 | 050468 | 400.00 |
| Gordon Fletcher | Internal Audit | Accounts 2023/2024 | 050469 | 200.00 |
| | | | | |

*Cllr Shutt declared an interest in the item above.

RESOLVED that these items of expenditure be noted.

ACCOUNTS (INCOME)

17 MAY 2024 – 13 JUNE 2024

| Name | Description | Details | £ p |
|-----------------|---------------------|-------------------|--------|
| Various Clients | Allotments, Garages | BACS | 77.00 |
| Various Clients | Allotments, Garages | Cheques | 687.00 |
| Various Clients | Allotments, Garages | Cash | 62.00 |
| Ellis-Clark | Bowburn Cemetery | Burial Plot | 150.00 |
| Barker | Bowburn Cemetery | First Inscription | 10.00 |
| | | | |

30. DATE OF NEXT MONTHLY MEETING

Agreed that the date of the next Monthly Meeting is to be Wednesday 17 July 2024 at Bowburn Community Centre at 6.30pm.

I agree these to be a true record of the Meeting held on Wednesday 19 June 2024 at Cassop Community Centre at 6.30pm.

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