

**MINUTES OF THE MONTHLY MEETING OF CASSOP CUM QUARRINGTON  
PARISH COUNCIL HELD AT CASSOP COMMUNITY CENTRE ON WEDNESDAY  
18 DECEMBER 2024 AT 6.30pm**

**Present:** Councillors Bradley, Henderson, Morgan, Parker, Prince, Raine,  
Richardson, Ridley, Robinson, Shutt and Storey.

(Councillor Raine in the Chair)

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

**88. APOLOGIES**

Apologies for absence were received from Councillor Dolan and County Councillor Anderson.

**89. MINUTES**

The Chair asked Members whether they were satisfied that the attached Minutes of the Meeting of the Parish Council held on 20 November 2024 should be agreed and signed as a true and accurate record.

**RESOLVED that** the Minutes of the Meeting of the Parish Council held on 20 November 2024 be agreed and signed as a true and accurate record.

**90. PLANNING APPLICATIONS**

There were no new planning applications to consider.

**RESOLVED that** the update be noted.

**91. CLERK'S REPORT**

Members were required to set a date for a meeting of the Finance and Forward Planning Sub-Committee in order to consider the Annual Budget Calculation for 2025/2026. The Sub-Committee would make recommendations to be considered at the monthly meeting of the Parish Council on Wednesday 15 January 2025.

The sub-committee would comprise all Members of the Parish Council.

**RESOLVED that** a meeting of the Finance and Forward Planning Sub-Committee be arranged for Wednesday 8 January 2025 at 6.30pm.

## **92. LOCAL YOUTH SERVICES**

Parish Councillors received the Bowburn Youth Services report for December 2024 and it was highlighted that the warm hub, running three nights a week for young people aged 16 plus, was gaining in popularity. Durham County Council were due to visit the hub as this model was very different to other types of warm hub.

Councillor Storey reported that there had been a Christmas party in the community centre for local children and 45 had attended. The youth club party was being held the following day and all involved were delighted with how far the club had come in 12 months.

It was noted that the AAP had previously agreed a funding proposal to train qualified youth workers and Councillor Storey queried if there had been any outputs from the project.

County Councillor Blakey stated that she had heard nothing further and it was suggested that, given the shortage in qualified youth workers and potential changes in AAP structure, the Parish Council should make enquiries about the progress of the project.

**RESOLVED that** the update be noted.

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

At the last meeting of the Parish Council, James Taylor had raised a query about Footpath 10 at Integra as Durham County Council had requested that a hard surface path be provided behind the hedge and landscaping parallel to the sewerage works until it reached the alignment with the public right of way. James felt that this would be intrusive and destroy existing landscaping for a path which would be little used as most people used the wide multi-user tarmac path and then would cross the road onto the original path alignment.

Councillors Robinson and Shutt had visited Footpath 10 and agreed with James that the arrangement seemed to be fine as it was. It was suggested that a path could be installed up to the stile if that would assist with planning discussions with the County Council.

Parish Councillors had noted that there were two deep holes and a gully that needed to be filled in and had queried who would maintain the footpath. James had confirmed that footpath maintenance was included within Citrus' management of the wider landscaping of Integra. He would inspect the issues raised in relation to the path when next on site.

**RESOLVED that** the information be noted.

#### 94. ALLOTMENTS, GARAGES AND CEMETERY

The Allotment Supervisor reported that the recent storms had resulted in some damage to fencing in Bowburn Allotments. A quotation of £600 had been received to replace fencing and a gate; three fence posts in the bee garden could also be replaced at a cost of £140. The quoted prices were for metposts rather than wooden posts.

**RESOLVED that** fencing repairs at a cost of £740 be approved and the contractor engaged to carry out the necessary works.

#### 95. COUNTY COUNCILLORS' MONTHLY REPORTS

County Councillor Hutchinson provided updates on the following: -

- Fly tipping at Bowburn Cemetery
- Football field and Football Club
- Rubbish in Steavenson Street
- Tree in front of Bowburn Community Centre
- Signs left by builders

County Councillor Blakey had reported a timing issue with one of the Christmas light motifs to Durham County Council and council officers had queried the paperwork which was held regarding the light installation at Bowburn. The Parish Clerk undertook to ascertain the issues which had been flagged up and would liaise with the County Council to resolve the queries.

**RESOLVED that** the update be noted.

#### 96. ACCOUNTS (EXPENDITURE)

Name	Description	Other Details	Cheque No.	£ p
Gillian Kelly	Salary (paid net of tax)	1 – 31 December 2024	050505	998.52
“	Mileage/Parking Fees	40 miles @ 45p	“	15.30
“	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) (December 2024)	Income Tax and NI Deduction	BACS	199.60
HM Revenue & Customs	Monthly Deductions (A Shutt) (November 2024)	Income Tax Deduction	BACS	41.00
HM Revenue & Customs	Employers NIC	Parish Clerk and Allotment Supervisor	BACS	121.56
HM Revenue & Customs	Parish Paths – A Shutt	Income Tax and NI	BACS	266.63

Andrew Shutt*	Monthly Fee (November 2024)	Allotment Superintendent (gross)	050506	205.92
Bowburn Youth Project	Local Youth Services	Salary Costs etc. (November 2024)	050507	3589.40
Cassop Community Centre	Youth Provision	November 2024	050508	400.00
Andrew Shutt*	Parish Paths Strimming	Final Payment	050509	625.84
"	"	Mileage	"	44.10
Max Recycle	Satisfaction of Contract 4g	Single Charge	BACS	45.00
"	"	VAT	BACS	9.00
Max Recycle	Duty of Care Charge	Annual Fee	BACS	186.54
"	"	VAT	BACS	37.31
Forvis Mazars	External Audit Fees	Year End 31 March 2024	050510	355.00
"	"	VAT	"	71.00
Bowburn Village Celebration	Bowburn Interchange	Parish Council Newsletter	050511	200.00
Blachere Illumination UK Ltd	Christmas Lights	Annual Installation Charge	050512	1380.00
"	"	VAT	"	276.00
Sylvia Raine	Winter Pansies	War Memorial	050513	20.00
Dean Mackley	Fencing Repairs	Bowburn Allotments	050514	740.00

\*Cllr Shutt declared an interest in the item above.

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

**ACCOUNTS (INCOME)**

**15 NOVEMBER 2024 – 11 DECEMBER 2024**

Name	Description	Details	£ p
Durham County Council	Parish Paths Grant	2024/2025	1294.80

**97. DATE OF NEXT MONTHLY MEETING**

Agreed that the date of the next Monthly Meeting is to be Wednesday 15 January 2025 at Bowburn Community Centre at 6.30pm.

I agree these to be a true record of the Meeting held on Wednesday 18 December 2024 at Cassop Community Centre at 6.30pm.

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