

**MINUTES OF THE MONTHLY MEETING OF CASSOP CUM QUARRINGTON PARISH COUNCIL HELD AT BOWBURN COMMUNITY CENTRE ON WEDNESDAY 16 OCTOBER 2024 AT 6.30pm**

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

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

**64. APOLOGIES**

Apologies for absence were received from Councillor Bradley and County Councillor Hutchinson.

**65. MINUTES**

The Chair asked Members whether they were satisfied that the attached Minutes of the Meeting of the Parish Council held on 18 September 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 18 September 2024 be agreed and signed as a true and accurate record.

**66. PLANNING APPLICATIONS**

<b>Applicant</b>	<b>Details</b>	<b>Resolved Action</b>
DM/24/02504 Miss Hollie Wilkinson Post Office Front Street North Cassop DH6 4RJ	Replacement of 3 separate metal security shutters to the front of the building with single electric roller shutter to cover 2 windows and door, installation of doors and windows and installation of extractor fan.	No objection.

Communication had been received from Planning Enforcement to advise that, following a site visit, they were of the view that the sign at the Empire Fade barbers did not benefit from deemed consent. A planning officer had been consulted to assist with potential options for the sign to be brought to an acceptable standard within the conservation area. The Parish Council would be updated in due course.

The Parish Clerk advised that James Taylor of Citrus Group had been due to attend the meeting to talk to Members about a proposed new housing development, however he had been called away on business. It was intended that James would come along to a future meeting to discuss the proposals.

**RESOLVED that** the update be noted.

## **67. LICENSING APPLICATIONS**

The Parish Council had previously agreed to object to a licensing application from Crowtrees Working Men's Club to vary their premises licence based on grounds relating to the prevention of public nuisance.

Durham County Council Licensing department had subsequently contacted the Parish Clerk to advise that the application had been substantially altered and an amended variation was being applied for. The club had now:

1. Removed the request for an 'extension' for supply of alcohol and provision of recorded music (indoors) each day, including removal of all seasonal variations;
2. Amended the requested additional Opening Hours to: 09:00 hrs – 11:00 hrs only Monday to Sunday, only for non-licensable activities, i.e. to serve tea/coffee;
3. Amended the use of the outdoor seating area where alcohol would be consumed so that this outdoor area would only be used up until 20:30 hrs each day; and
4. Any newly proposed conditions detailed in the initial variation application would remain.

**RESOLVED that** the objection to the application be withdrawn.

## **68. CLERK'S REPORT**

- (i) Conclusion of External Audit

The Parish Clerk advised that Mazars LLP had completed the audit for the year ended 31 March 2024 and had issued a certified Annual Governance and Accountability Return and External Auditor's Certificate. The documentation had been made available on the Parish Council website.

There had been minor scope for improvement highlighted in the improvement letter in relation to a box that had been left blank which should have been completed with 'Nil'. The Internal Auditor had also missed one of his tick boxes and the Parish Council were advised to ensure that the AGAR was correct prior to submission.

(ii) Budget Monitoring – Quarterly Reports

The Budget Monitoring report for the second quarter of the financial year 2024/2025 was presented to the Parish Council for information.

(iii) Cassop Community Centre

Members had previously discussed the repairs and refurbishment which had been necessary at Cassop Community Centre due to damage caused by a burst hot water pipe. The Community Centre had asked if the Parish Council was able to offer any financial support and had now advised that they wished to purchase a new fridge freezer which has been priced at £469 from AO.com.

**RESOLVED that: -**

- (i) the conclusion of the external audit be noted;
- (ii) the budget monitoring report be noted; and
- (iii) a support grant of £469 be awarded to Cassop Community Centre for the purchase of a new fridge freezer.

\*Councillor Storey declared an interest and left the room during the discussion of the request from Cassop Community Centre.

**RESOLVED that** the update be noted.

## **69. BOWBURN TRAIN STATION/LEAMSIDE LINE**

The Chair had suggested that this item be added to the Parish Council agenda as a standing item to ensure that any updates could be reported and focus maintained on the future transport links for the Parish.

It had recently been reported that inflation was likely to send the cost of the project into the billions and it was noted that the Bowburn and Parkhill Community Partnership had been discussing this and were keen to get reassurances that a station was planned for Bowburn. There had been a lot of talk about a station at Ferryhill but not Bowburn.

Members had varying views on the possibility of this aspiration becoming a reality but agreed that it should continue to be on the Parish Council agenda.

**RESOLVED that** the information be noted.

## **70. LOCAL YOUTH SERVICES**

Bowburn Youth Project Annual Report was submitted to the Parish Council and Members were pleased to see the continued success of the project and commended the work of all involved.

Councillor Storey commented how lovely it was that local young people who had been volunteers at the youth clubs then went on to become qualified youth workers. He added that Cassop Community Centre was welcoming between 25 and 30 young people to their weekly sessions.

Councillor Parker asked if the annual report would be seen by the wider population of Bowburn and County Councillor Blakey said that there would be a feature in the Interchange. Councillor Morgan advised that copies of the report would be available from the youth club itself and the library.

**RESOLVED that** the update be noted.

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

The Chair noted that a bridge structure had appeared over a ditch at the rear of the new homes at Park Hill. Councillor Henderson said that it was not clear who was responsible but she was not aware of any local resident raising any objections.

**RESOLVED that** the information be noted.

## **72. ALLOTMENTS, GARAGES AND CEMETERY**

All allotment tenants had been reminded to register their outdoor birds before the 1 October deadline in line with the new requirements from the Animal and Plant Health Agency.

The Chair reported that the area around the Miners' Tub was looking drab and asked if Members would agree to spending a small amount of money on some winter pansies to improve the area. It was also suggested that parish councillors might volunteer to assist with the planting.

**RESOLVED that** the Chair be authorised to purchase winter plants on behalf of the Parish Council.

## **73. COUNTY COUNCILLORS' MONTHLY REPORTS**

County Councillor Anderson submitted a written report covering the following matters: -

- County Council issues
- East Durham Rural Corridor AAP

- Park Hill Noticeboard
- PACT meeting

Councillor Storey noted that it was good to see the County Council making eligibility for pension credit a priority. He asked about the automatic enrolment for free school meals and whether this only picked up previous recipients and not newly eligible families. County Councillor Anderson said that this had been raised as an issue.

Councillor Dolan highlighted a problem with bus passes for school transport, however the division councillors had been unaware of this.

County Councillor Hutchinson had reported back on the safety of the B6291/A181 road junction issue raised at the previous meeting and confirmed that the last traffic survey at the junction was carried out in 2013. It was proposed that a new survey be requested.

County Councillor Blakey advised that the speed humps in Park Hill would be installed during November. Costs had been received for the safe crossing point and this would be moved forward.

Parish Councillors raised the following issues for the division councillors to take up: -

- Damage to refuge near Bowburn Co-op
- Trimming of greenery on the road to Old Quarrington

**RESOLVED** that the update be noted.

#### 74. ACCOUNTS (EXPENDITURE)

Name	Description	Other Details	Cheque No.	£ p
Gillian Kelly	Salary (paid net of tax)	1 – 31 October 2024	050490	945.55
“	Mileage/Parking Fees	34 miles @ 45p	“	15.30
“	Printing	Instant Ink Cartridges	“	5.49
“	OneDrive	Subscription	“	1.99
HM Revenue & Customs	Monthly Deductions (G Kelly) (October 2024)	Income Tax and NI Deduction	BACS	189.00
HM Revenue & Customs	Monthly Deductions (A Shutt) (September 2024)	Income Tax Deduction	BACS	52.60
HM Revenue & Customs	Employers NIC	Parish Clerk	BACS	25.88
Andrew Shutt*	Monthly Fee (September 2024)	Allotment Superintendent (gross)	050491	263.12
Bowburn Youth Project	Local Youth Services	Salary Costs etc. (September 2024)	050492	3607.73
Cassop Community Centre	Youth Provision	September 2024	050493	300.00

Thinford Nurseries Ltd	Hanging Baskets	Watering	050494	2025.00
"	"	VAT	"	405.00
Bowburn Village Celebration	Interchange	Parish Newsletter	050495	200.00
Andrew Shutt*	Bowburn Cemetery	Petrol Supplies – April to September 2024	050496	287.54
Andrew Shutt*	Parish Paths	Petrol for Strimmer	050497	60.00
Bowburn Community Association	Room Hire	July – October 2024	050498	60.00
Cassop Community Centre	Grant	Fridge Freezer	050499	469.00

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

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

### ACCOUNTS (INCOME)

**13 SEPTEMBER 2024 – 10 OCTOBER 2024**

Name	Description	Details	£ p
Durham County Council	Neighbourhood Budget Small Grant	Park Hill Noticeboard	733.00

### 75. DATE OF NEXT MONTHLY MEETING

Agreed that the date of the next Monthly Meeting is to be Wednesday 20 November 2024 at Bowburn Community Centre at 6.30pm.

I agree these to be a true record of the Meeting held on Wednesday 16 October 2024 at Bowburn Community Centre at 6.30pm.

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