

**MINUTES OF THE ANNUAL MEETING OF CASSOP CUM QUARRINGTON
PARISH COUNCIL HELD AT BOWBURN COMMUNITY CENTRE ON
WEDNESDAY 17 MAY 2023 AT 6.30pm**

Present: Councillors Dolan, Henderson, Johnson, Morgan, Parker, Prince, Raine, Richardson, Ridley, 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 Councillor Spoons.

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 there were no proposed amendments to Standing Orders and Financial Regulations,

RESOLVED that the current position be noted.

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 following 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 21 June 2023.

RESOLVED that the current position be noted.

8. COMPLETION OF INTERNAL AUDIT 2022/2023 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 2023.

RESOLVED that the information be noted.

9. NOTICE AND ADVERTISING OF EXTERNAL AUDIT 2022/2023

The Accounts had to be forwarded to the External Auditor by 30 June 2023 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 21 June 2023
Wednesday 19 July 2023
Wednesday 16 August 2023
Wednesday 20 September 2023
Wednesday 18 October 2023
Wednesday 15 November 2023
Wednesday 20 December 2023
Wednesday 10 January 2024 (Finance and Forward Planning Sub-Committee)
Wednesday 17 January 2024
Wednesday 21 February 2024
Wednesday 20 March 2024
Wednesday 17 April 2024
Wednesday 15 May 2024 (Annual Meeting and Annual Meeting of Parish Electors)

11. MINUTES OF THE MONTHLY MEETING HELD ON 19 APRIL 2023

The Chair asked Members whether they were satisfied that the attached Minutes of the Monthly Meeting of the Parish Council held remotely on 19 April 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 19 April 2023 be agreed and signed as a true and accurate record.

12. PLANNING APPLICATIONS 2023

| Applicant | Details | Resolved Action |
|---|--|--|
| DM/23/00989/AD Sunrise Real Estate Land to the South of Durham Service Station | 1no freestanding timber advertising board | Request information on whether this is a temporary sign |
| DM/23/01260/AD Integra 61 (Durham) Ltd Land to the South of Durham Service Station | Display of 1 No pole mounted | No objection |
| DM/23/01272/FPA Mr Percival Swallowridge Barn Old Cassop | Replace 14x windows rom mahogany timber to golden oak uPVC | Highlight that the application appears to contravene the provisions of the Old Cassop conservation |

| | | |
|--|--|---------------------------|
| | | area established in 2010. |
| DM/23/01206/FPA Telephone Exchange West of Bowburn Cemetery, Old Quarrington | Erection of 2no. 6m storage containers and a 1.8m high wire mesh and post fence at Coxhoe Telephone Exchange | No objection |

RESOLVED that the update be noted.

13. CLERK'S REPORT

(i) Parish Council Vacancies

An expression of interest in the vacancy on the Parish Council had been received from Mr Roland Smalley, a resident of Bowburn.

(ii) Durham County Council – New Electoral Arrangements

Durham County Council were consulting on a new pattern of electoral divisions and it was proposed that a new three councillor Bowburn and Coxhoe division would include Cassop-cum-Quarrington, Coxhoe, Kelloe, Cornforth and Shincliffe parishes. Representations to the consultation could be made until 10 July 2023.

RESOLVED that: -

- (i) Mr Smalley be invited to attend the next monthly meeting of the Parish Council; and
- (ii) the consultation on new electoral arrangements be noted.

14. LOCAL YOUTH SERVICES

The Youth Services report for May 2023 had been submitted to the Parish Council and it was noted that youth clubs had been focusing on healthy lifestyles during the month with sessions being run on healthy eating, alcohol awareness, sport and fitness, self-esteem and peer pressure.

Councillor Storey advised that he was awaiting a Service Level Agreement regarding the proposed youth provision at Cassop which it was hoped to get up and running in June.

RESOLVED that the update be noted.

15. LOCAL FOOTPATHS AND RIGHTS OF WAY

County Councillor Hutchinson reported that he had been on a walk with Keiron Young from Durham County Council who was developing a book about 100 walks in County Durham. He was interested in coming to talk to the Parish Council to get Members' input for the book.

Councillor Morgan highlighted the Limestone linX cycle route running through the parish which had been diverted due to works at Cold Knuckles Quarry. However this route (the 'bottom path') was supposed to be fit for cyclists, horse riders and wheel chairs was significantly eroded and in parts only accessible to mountain bikers. Councillor Morgan suggested that something should be brokered between the quarry operators and Durham County Council to get some remedial works to be carried out.

It was noted that the Quarry Liaison Group had discussed this matter and the yellow route at their recent meeting and it was expected to get an update at the meeting in October. It was also understood that Tarmac were to meet with the Rights of Way Officer and the liaison group would be invited to that meeting.

RESOLVED that the Parish Council continue to make representations to the quarry operators regarding the routes around Cold Knuckles Quarry.

16. ALLOTMENTS, GARAGES AND CEMETERY

There was nothing to report.

17. COUNTY COUNCILLORS' MONTHLY REPORTS

Councillors Blakey and Hutchinson provided updates on the following: -

- Coronation events
- Anti-social behaviour
- Bowburn Beck
- Tree and sink hole at Steavenson Street
- Resurfacing at Dene View, Cassop
- Cassop Park

Councillor Morgan suggested that the Parish Council record their appreciation to all of those who had worked on the Coronation events with a special vote of thanks to Councillors Dolan and Henderson and County Councillor Blakey for their efforts at the Bowburn celebration.

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 2023 | 050361 | 882.74 |
| " | Mileage/Parking Fees | 68 miles @ 45p | " | 30.60 |
| " | Printing | Instant Ink Cartridges | " | 4.49 |
| " | OneDrive | Subscription | " | 1.99 |
| HM Revenue & Customs | Monthly Deductions (G Kelly) (May 2023) | Income Tax and NI Deduction | 050363 (part) | 176.60 |
| HM Revenue & Customs | Monthly Deductions (A Shutt) (April 2023) | Income Tax Deduction | 050363 (part) | 31.20 |
| HM Revenue & Customs | Employers NIC | Parish Clerk | 050363 (part) | 17.21 |
| Andrew Shutt* | Monthly Fee (April 2023) | Allotment Superintendent (gross) | 050362 | 156.30 |
| D J Evans Youth Club | Local Youth Services | Salary Costs etc. (April 2023) | 050364 | 3287.41 |
| Zurich Municipal | Insurance | Annual Premium | 050365 | 1640.01 |
| Bowburn Community Centre | Room Hire | Coronation Events | 050366 | 160.00 |
| Cassop Community Centre | Room Hire | Coronation Events | 050367 | 90.00 |
| Bowburn Community Centre | Room Hire | April, May 2023 | 050368 | 40.00 |
| | | | | |

*Cllr Shutt declared an interest in the item above.

RESOLVED that these items of expenditure be noted.

ACCOUNTS (INCOME)

18 APRIL 2023 – 11 MAY 2023

| Name | Description | Details | £ p |
|-----------------|---------------------|-----------------|--------|
| Various Clients | Allotments, Garages | BACS | 303.00 |
| Various Clients | Allotment Garages | Cheque Payments | 61.00 |
| Various Clients | Allotments, Garages | Cash | 105.00 |
| | | | |

19. DATE OF NEXT MONTHLY MEETING

Agreed that the date of the next Monthly Meeting is to be Wednesday 21 June 2023 at 6.30pm at Cassop Community Centre.

I agree these to be a true record of the Meeting held on Wednesday 17 May 2023 at Bowburn Community Centre at 6.30pm.

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