

MINUTES OF THE MONTHLY MEETING OF CASSOP CUM QUARRINGTON PARISH COUNCIL HELD REMOTELY VIA ZOOM ON WEDNESDAY 29 JULY 2020 AT 6.30pm

Present: Councillors Blackburn, Leake, McKeon, Morgan, Raine, Richardson, Ridley, Robinson, Salisbury, Shutt, Spoor and Syer.

(County Councillor Dunn was also in attendance).
(Councillor Shutt was in the Chair)

158 APOLOGIES

Councillors Johnson and Storey.

159 MINUTES OF THE MONTHLY MEETING HELD ON 19 FEBRUARY 2020

The Chairman asked Members whether they were satisfied that the attached Minutes of the Monthly Meeting of the Parish Council held on 19 February 2020 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 February 2020 be agreed and signed as a true and accurate record subject to an amendment to show that comments attributed to Councillor Blackburn in Minute numbers 152 and 154 were made by County Councillor Blakey.

160 PLANNING APPLICATIONS 2020

Applicant	Details	Resolved Action
DM/20/01777/FPA Mr James Henderson 18 Oakfield Crescent, Bowburn, DH6 5DF	Change of use of land to private garden curtilage and erection of front porch and garage extension (retrospective)	No objection
DM/20/01798/AD Amazon UK Services Ltd Unit 1, Integra 61 West, Bowburn, DH6 5FG	5 illuminated fascia advertisements and 4 illuminated totem advertisements	Object to those signs facing residential areas and request that fascia illumination ceases at midnight.
DM/20/01799/RM Integra 61 (Durham) Ltd Land South of Bowburn Sewage Works and West of A688	Part reserved matters submission relating to DM/18/01597/VOC Phase 4C earth works	Request that maximum numbers of vehicles per day be set and that planned routes do not impact on residential amenity.

161 PARISH COUNCIL FINAL ACCOUNTS 2019/2020

The Parish Council received the Annual Accounts, Bank Reconciliation, Balance Sheet and explanatory notes and Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2020.

The Parish Council's General Fund Balance as at 31 March 2020 was £19,028.88 and its bank/savings balances totalled £16,523.83.

The Internal Auditor had completed the internal audit of the Accounts and had submitted his report and completed his section of the Annual Return. The report was presented for the information of Members but his recommendations for improvement had been as follows: -

- The Exercise of Public Rights be displayed in full on the notice board and the website; and
- The Income and Expenditure records include more detail so that:
 - Income paid in can be reconciled to the income received by the Council
 - Payments show payee, cheque number and vat (if any)
 - A bank reconciliation can be carried out by the Clerk (confirmed by the Chair)

Due to the Covid-19 pandemic, the Council's External Auditor, Mazars LLP, have extended the statutory deadlines meaning that the Accounts and AGAR have to be published by 31 August at the latest and the public rights period will commence on or before 1 September 2020.

Councillor Syer thanked the Clerk for her work on preparing the Accounts and noted the recommendations made by the Internal Auditor that the Parish Council needed to take into account going forward. Councillor Leake about the recommendation in relation to bank reconciliation and the Clerk said that she intended to do this on a quarterly basis.

RESOLVED that: -

- (i) the Annual Accounts, Income and Expenditure Account, Supporting Statements, Bank Reconciliation and Balance Sheet and AGAR for the Financial Year ended 31 March 2020 be approved;
- (ii) the General Fund Balance and bank/savings account balances as at 31 March 2020 be approved;
- (iii) the report and recommendations of the Internal Auditor be noted; and
- (iv) the arrangements for the external audit and the public inspection period be noted.

162 CLERK'S REPORT

(i) Youth Club Funding Proposal

County Councillors Dunn and McKeon declared interests in the proposal as they were co-funding the project through the ward budget. Parish Councillors had a General Dispensation for the discussion of funding of Youth Work in the Parish ending in May 2021.

Bowburn Youth Club had not been operating in its usual way during the pandemic and a number of staff had been placed on furlough, meaning that the Parish Council had underspent on the budget allocated to youth provision for the first part of the year. Invoices had totalled £9,494.89 to date, against a projected cost of £12,761.16, leading to an underspend of £3,266.27.

The Chair of the Management Committee of the Youth Club had written to the Parish Council to ask if they would be prepared to utilise the underspend of up to £3,266 as match funding to support the landscaping of the rear yard to the youth club.

(ii) Approval of Reason for Absence from Meetings

Members were advised that Section 85 of the Local Government Act 1972 provides that "if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority".

This "six-month rule" was still in force and the Parish Council was required to approve the reason for absence from meetings for any councillor who had not attended a meeting for six months.

Councillor Salisbury was unable to attend meetings since 20 November 2019, initially through ill health but following his recovery, there were no meetings of the Parish Council held between 19 February and 29 July 2020, so he was unable to attend a meeting, despite being fit to do so.

Councillor Spoor had last attended a meeting on 18 December 2019 and also had not had the opportunity to attend a meeting between February and July due to the Parish Council not holding any formal meetings during this period.

It was noted that Councillors Johnson and Storey had not been able to join the remote meeting this evening and as they had last attended the meeting on 19 February 2020, they had then also been absent from meetings for six months.

Councillor Blackburn asked if it was intended to continue to meet remotely and the Clerk explained that regulations had been made which allowed remote meetings until May 2021. The current guidance was that local authorities and parish councils should continue to meet remotely for the ensuing period.

Parish Councillors discussed how remote meetings would be publicised and how observers could join the meetings. It was agreed that a Zoom licence should be purchased to allow greater functionality for meetings.

It was highlighted that Bowburn and Cassop Community Centres would usually receive payments for hosting Parish Council meetings and would be losing this revenue whilst physical meetings were not taking place. It was suggested that the Parish Council reimburse the community centres for room bookings which were not being taken up for monthly meetings.

RESOLVED that: -

- (i) the proposal from the Youth Club for the use of underspent Parish Council funding of up to £3,266 be approved;
- (ii) the reasons for absence from meetings of Councillors Salisbury, Spoor, Johnson and Storey in excess of a period of six months be agreed;
- (iii) the Parish Clerk be authorised to purchase a Zoom video conferencing licence on behalf of the Parish Council; and
- (iv) Bowburn and Cassop Community Centres be reimbursed for room hire costs not received during the period when the Parish Council is not meeting in person.

163 ACCOUNTS (EXPENDITURE)

Name	Description	Other Details	Cheque No.	£ p
Gillian Kelly	Salary (paid net of tax)	1 – 31 July 2020	050075	733.06
"	Mileage/Parking Fees	70 miles @ 45.0p	"	31.50
HM Revenue & Customs	Monthly Deductions (G Kelly) (July 2020)	Income Tax Deduction	050077 (part)	146.60
HM Revenue & Customs	Monthly Deductions (A Shutt) (January 2020)	Income Tax Deduction	050077 (part)	26.20
Andrew Shutt*	Monthly Fee (January 2020)	Allotment Superintendent (after tax)	050076	104.60
D J Evans Youth Club	Local Youth Services	Salary Costs etc. (June 2020)	050078	1479.56
Gordon Fletcher	Internal Audit	Fee	050079	200.00
Coronation Press Ltd	Neighbourhood Plan	Printing	050080	400.00
Andrew Shutt*	Strimming	Interim Payment 1	050081	100.00
Bowburn Community Association	Room Hire	Meetings	050082	65.00

*Councillor Shutt declared an Interest in the items shown above.

RESOLVED that these items of expenditure be noted.

164 OTHER BUSINESS

Councillor Salisbury raised an issue in relation to land at Norton Avenue; it was understood that a resident was planning to concrete over the piece of land. County Councillor Dunn stated that he had been approached by a resident who was having parking issues and wanted to use hessian matting to allow parking in designated areas.

The Chair advised that another resident had raised a concern about the proposed parking and he suggested that this could be picked up with County Councillor Blakey.

165 DATE OF NEXT MONTHLY MEETING

Agreed that the date of the next Monthly Meeting is to be Wednesday 16 September 2020 at 6.30pm via Zoom.

I agree these to be a true record of the Meeting held remotely via Zoom on Wednesday 29 July 2020.

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