

AG E N D A  
Ordinary Meeting of Bowes Parish Council on  
Tuesday 11 November at 7.30pm at Bowes Hutchinson's School

1. **Apologies and declarations of interest** – if any.
2. **Minutes** of the Meeting held Tuesday 14 October 2025 for approval. See [Appendix A](#).
3. **Actions arising from the previous meeting** (unless dealt with later in agenda)  
The Clerk declared that as requested at the September meeting he had raised the fact that a 'no road markings sign' had been left behind upon completion of works with Durham County Council.
4. **Finance & Accounts – See summary below**
  - (a) Receipts since last meeting      £237.50 Allotment Rents (25/26)  
   £112.01 Investment Interest (November)
  - (b) Expenses since last meeting      £11.99 Email accounts (monthly) – Hugo Fox  
   £6.00 Bank charges
  - (c) Payments to approve at the meeting – £936.00 Cemetery wall repairs – R Watson  
   £86.34 Clerk GDPR Overtime.  
   £21.40 PAYE on clerk GDPR overtime – HMRC

No grass-cutting invoices have been received since the last meeting, but one for the final two cuts of the year is anticipated. The Clerk proposes that this invoice is paid upon receipt if received between the November and December meetings, but any charge for additional cuts is considered at the next meeting. The contract allows for ten cuts (eight paid to date) without further approval.

  - (d) Retrospective approval of urgent payments – the grant for obtaining gov.uk e-mail addresses has now been fully applied so the website supplier has started to collect the agreed monthly charge by direct debit. The bank charges were approved as part of the Banking and Investment Strategy in May 2025. No payments were approved at the October 2025 meeting.
  - (e) Budget Monitoring to 31 October 2025 (month 7)  
See [Appendix B](#) for receipts and payments at month 7 of 2025/26 compared with the profiled budget. Although the Council are 3.9% (£1,583) below the profiled budget the underspend is mostly accounted for by the £936 cemetery wall repair invoice to be approved at this meeting. The underlying position is unchanged with £38,000 of reserves anticipated at year-end.
  - (f) See [Appendix C](#) for the bank reconciliation at 31 October 2025 (month 7). This shows the balances on the new Unity Trust bank accounts with the long-term investment with Redwood Bank as a memorandum item. The cash in transit shown as a reconciling item is a cheque received from an allotment holder in October that cleared in the bank account in November.
5. **Planning**  
There have been no planning applications within the parish council boundaries since the October 2025 meeting.
6. **Correspondence**
  - (a) A resident has written to the Council expressing concern about a proposed wind farm in North Yorkshire on moorland near the Stang Forest. He indicates that the turbines will be visible from

Bowes. The developer is holding a consultation event at Bowes and Gilmonby Village Hall on 19 November at 4pm and has created a website ([www.hopemoor.co.uk](http://www.hopemoor.co.uk)) for further information.

(b) Durham County Council sent the Clerk a service level agreement for quarterly playground inspections, which he has signed and returned.

7. **Cemetery & Village maintenance**

(a) During the audit of paper records for GDPR (see item 11) the Clerk expected to find deeds or correspondence evidencing a transfer of the cemetery from the Bowes and Gilmonby Burial Board to Bowes Parish Council but none was located. Other records suggest that the joint burial board ceased to operate in the 1980s or 1990s but the Council may wish to consider taking steps to confirm that the joint burial board was officially dissolved and rights and obligations transferred to Bowes Parish Council.

(b) The Chair is to provide an update regarding the planting of spring bulbs in the flower tubs.

8. **Allotments**

By the time of drafting this agenda most of the new allotment agreements had been returned and the 2025/26 rent paid. The Clerk will provide an update at the meeting and the Council will be asked to agree an approach to any outstanding agreements or rent.

9. **Play Park**

To consider the latest inspection sheet for the playground, noting that Durham County Council's mid-year inspection identified that one of the posts to the timber frame for the main swings was rotten and posed a medium health and safety risk. The Clerk advises the Council to consider options for repairing or replacing the post.

10. **Footpaths**

The contractor has completed the grant-funded 2025/26 footpath work and just sent the Clerk an invoice. The work will need inspection and photos taken before the invoice can be authorised and grant claimed from Durham County Council.

11. **Data Protection and Retention**

In October 2025, the Council agreed a new plan for ensuring GDPR Compliance. The first stage of the plan was for the Clerk to complete an audit of paper records held by the Council in a filing cabinet and two large crates. The Clerk has completed this audit and produced a report at **Appendix D**. The Council are asked to note the report and endorse the Clerk's intended approach to updating the Data Retention Policy by the next meeting, which is to propose only retain documents where there is a known reason for retention. Other documents will either be bagged for secure disposal or transferred to the Bowes Historical Society.

12. **AOB**

13. **Date, time, and venue of the next meeting**

**Exclusion of the Press and Public**

To consider and resolve the agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies Admissions to Meetings Act 1960 for matters appertaining to confidential information.

**14 To approve the 2026/27 Salary Budget**

In accordance with financial regulations the salary budget should be agreed in advance of the full budget and precept scheduled for consideration at the December 2025 meeting. This will need to reflect the expected pay award for 2026/27.