

AG E N D A
Ordinary Meeting of Bowes Parish Council on
Tuesday 20 January 2026 at 7.30pm at Bowes Hutchinson's School

1. **Apologies and declarations of interest** – if any.
2. **Minutes** of the Meeting held Tuesday 9 December 2025 for approval. See **Appendix A**.
3. **Actions arising from the previous meeting** (unless dealt with later in agenda)
The Clerk will update the Council on internal audit procurement and Cllr White will update the Council on the shrub at the play park that was causing an obstruction. All other actions arising from the previous meeting are discussed in the relevant section of the agenda.
4. **Finance & Accounts – See summary below**
 - (a) Receipts since last meeting
 - £725.00 Burial Fee – Brownless
 - £48.82 Quarterly bank interest
 - £112.01 Investment Interest (January)
 - (b) Expenses since last meeting
 - £560.24 Clerk Q3 salary – R Woodley
 - £140.20 PAYE Q3 - HMRC
 - £11.99 Email accounts (monthly) – Hugo Fox
 - £6.00 Bank charges
 - (c) Payments to approve at the meeting – £43.27 Clerk GDPR Overtime (4 hours) – R Woodley
£10.60 PAYE on GDPR Overtime – HMRC
 - (d) Retrospective approval of urgent payments – all the expenses at (b) above were approved at the December 2025 meeting, or in the case of bank and email charges are monthly contractual payments, so no retrospective approval was required at this meeting.
 - (e) Budget Monitoring to 31 December 2025 (month 9)
See **Appendix B** for receipts and payments at month 9 of 2025/26 compared with the profiled budget. The Council are 5% (£2,054) below the profiled budget, which is a significant increase on the previous month, but is distorted by the late payment of Q3 salary and tax (£700) and outstanding playground repairs, for which a quote is still awaited.
The report indicates that the underlying position is slightly improved with a net underspend of £500 forecast meaning that £38,500 of reserves are anticipated at year-end in line with the 2026/27 Budget (see item 11).
 - (f) See **Appendix C** for the bank reconciliation at 31 December 2025 (month 9). This shows the balances on the Unity Trust bank accounts reconcile to the cash book without any reconciling items. It also shows the long-term investment with Redwood Bank as a memorandum item. In accordance with financial regulations the bank statements and cash book supporting the reconciliation will be provided for the Chair's quarterly check at the meeting.
5. **Planning**
There has been one planning application within the parish council boundaries since the December 2025 meeting. It relates to an application to demolish six sheds and replace with a facility for 64,000 free-range hens at Myre Keld Farm.

6. **Correspondence**
(a) A resident sent the Council an article from the local press covering the formation of a protest group against the proposed wind farm near the Stang Forest.

(b) Durham County Council have issued a public path diversion order confirming the diversion of a footpath on the north side of the A66 between Bowes and Boldron to facilitate work at Hulands Quarry. The Council agreed not to comment as part of the consultation on the diversion.
7. **Cemetery & Village maintenance**
(a) As agreed at the last meeting the Clerk has liaised with Cllr Carlisle to ascertain the views of Gilmonby Parish Meeting regarding their interest in the cemetery. The Clerk will update members at the meeting.
(b) An application has been received to erect a headstone in memory of Mrs Patricia Raine. A copy of the proposed design and inscription will be shared at the meeting for approval.
8. **Allotments**
The Clerk advises the Council to consider the timing of the next unannounced inspection of the allotments to confirm compliance with the tenancy rules and conditions.
9. **Play Park**
To consider the latest inspection sheet for the playground, noting that the Clerk has chased Durham County Council regarding a quotation for repairing the swing frame, but they have not responded at the time of drafting this agenda.
10. **Footpaths**
Councillor White will report progress preparing a specification for repairs due in 2026/27. As previously agreed, two quotations are to be requested based on a common specification.
11. **2026/27 Budget and Precept**
The Council approved the 2026/27 draft budget at the December 2025 meeting. This involved setting a precept of £7,000 equating to an increase in council tax of 4.18%, which is designed to achieve a balanced budget and leave reserves of £38,500 at 31 March 2027. However, the Chair noted some minor errors in the budget report and the Clerk agreed to amend the report, adding a table of comparative data and presenting the final budget to this meeting before submitting the precept notification to Durham County Council. See [Appendix D](#) for the finalised 2026/27 budget report for approval. The Clerk will provide the precept notification for the Chair to sign at the meeting and then submit it to Durham County Council ahead of their deadline of 23 January 2026.
12. **Data Protection and Retention**
In October 2025, the Council agreed a new plan for ensuring GDPR Compliance and in November 2025 the Council discussed an audit of paper records held by the Council in a filing cabinet and two large crates. The Clerk reflected on this discussion and updated the Data Retention Policy, which was approved at the December meeting. In accordance with the GDPR Plan, the Clerk has now separated paper records between those for retention and secure destruction and will bring the latter to the meeting for the Chair to take away and burn. The Clerk will also bring a crate of records to be donated to the historical society, which the Chair has agreed to facilitate.
13. **AOB**
14. **Date, time, and venue of the next meeting**