

**AG E N D A**  
**Ordinary Meeting of Bowes Parish Council on**  
**Tuesday 15 July at 7.30pm at Bowes Hutchinson's School**

1. **Apologies and declarations of interest** – if any.
2. **Co-option of new council member** – following a discussion at the June meeting, it is proposed to ratify the co-option of Mark Thompson. The clerk will provide a declaration of acceptance of office form for Mr Thompson to sign and explain the register of interest process. Once signed, Cllr Thompson will participate in the remainder of the meeting as a councillor.
3. **Minutes** of the Meeting held Tuesday 17 June 2025 for approval. See Appendix A.
4. **Actions arising from the previous meeting** (unless dealt with later in agenda)  
The Clerk confirmed that he published the AGAR and public rights period on 18 June 2025 and the public rights period runs from 19 June 2025 to 30 July 2025.  
The Clerk had discussed the NHS Big Tea with the Village Hall Committee but they had declined to stage an event in the hall.  
The Clerk had received a response to a planning query on solar panels within the conservation area. Ostensibly, they are permitted without planning permission, providing that they are on roofs and not on walls or at ground level.
5. **Finance & Accounts – See summary below**
  - (a) Receipts since last meeting
    - £4.00 Allotment Rent - McDonnell
    - £11.18 Bank Interest
    - £108.39 Investment Interest
  - (b) Expenses since last meeting
    - £543.00 Clerk salary Q1 2025/26 (payable 30/6/25)
    - £270.00 Grass-cutting (2 cuts) – R Toward
    - £135.60 HMRC PAYE Q1 2025/26 (payable 30/6/25)
    - £120.00 24/25 Internal Audit – Butler & Gee
    - £84.99 Microsoft 365 software license (clerk refund)
  - (c) Payments to approve at the meeting – £144.00 Society of Local Council Clerks – ILCA Training  
£76.13 Viking Direct – Small office shredder
  - (d) Retrospective approval of urgent payments – all the expenses at (b) above were approved at the June 2025 meeting so no retrospective approval is required at this meeting.
  - (e) Budget Monitoring to 30 June 2025 (month 3)  
See Appendix B for receipts and payments to the end of the first quarter in 2025/26 compared with the profiled budget. The Council is within 0.2% of the profiled budget. The underlying position is unchanged with £38,000 of reserves anticipated at year-end.
  - (f) See Appendix C for the bank reconciliation at 30 June 2025 (month 3). This will be signed by the Chair as reviewer at the meeting after agreeing to underlying records.
6. **Planning**  
There have been no planning applications within the parish council boundaries since the June 2025 meeting.

7. **Correspondence**  
(a) CDALC have informed parish councils that Durham County Council have two vacancies for parish councillors to sit on the Standards Board. Application forms must be returned by 22 September 1975.  
  
(b) SLCC have informed clerks that Unison rejected the Government's 2025/26 below-inflation pay proposal of 3.2%. Accordingly, a decision is not expected before the Autumn (as in 2024/25). The Council's 2025/26 budget prudently allowed for a 5% pay award.
8. **Cemetery & Village maintenance**  
The Clerk placed an official order with Ray Watson for repairing the cemetery wall with a concrete base and infill. However, he has not received a reply indicating when the work will take place.
9. **Allotments**  
Cllr Hughes to update the Council on progress bringing the newly let allotment to the West of the Clint back into use as discussed at the June meeting.
10. **Play Park**  
(a) To consider the latest inspection sheet for the playground.  
(b) To consider options for applying preservative to fencing and planting bulbs in two tubs.
11. **Footpaths**  
The Clerk placed an official order with Craig Gibson for repairing the footpaths subject to DCC grant funding. However, he has not received a reply indicating when the work will take place.
12. **Insurance**  
The Council's insurance policy expires on 31 August 2025, which is before the next meeting. At the time of drafting this agenda the Clerk has not received a renewal quote for appropriate cover starting 1 September 2025. The Clerk advises the Council to grant him delegated authority to seek quotes from three suitable providers and order the policy that offers best value for money, to ensure that there is no gap in cover awaiting council approval at the next meeting in September.
13. **New member training**  
CDALC have already completed a programme of training for new councillors, although more training is scheduled for October. Meanwhile, the Clerk intends to provide Cllr Thompson with one recorded training session on registering interests, the slides for training in the Code of Conduct and links to important reading material recommended by CDALC.
13. **AOB**
14. **Date, time, and venue of the next meeting.**