

AG E N D A
Ordinary Meeting of Bowes Parish Council on
Wednesday 16 April at 7.30pm at Bowes Hutchinson's School

1. **Apologies and declarations of interest** – if any.
2. **Minutes** of the Meeting held Tuesday 18 March 2025 for approval. See Appendix A.
3. **Actions arising from the previous meeting** (unless dealt with later in agenda)
Cllr Hughes to feedback on the Durham Community Action affordable housing presentation.
4. **Finance & Accounts – See summary below**
 - (a) Receipts since last meeting
 - £6,500.00 2025/26 Precept
 - £91.50 Headstone Fee – Allison
 - £41.96 Bank Interest
 - (b) Expenses since last meeting
 - £543.00 Clerk salary Q4
 - £510.00 Cemetery wall repair - Gibson
 - £135.60 HMRC PAYE Q4
 - (c) Payments to approve at the meeting – £81.69 CDALC Membership 25/26
 - (d) Retrospective approval of urgent payments – all the expenses at (b) above were approved at the March 2025 meeting, except for the cemetery wall repair, which had been completed since that meeting. The value of the invoice agreed with the order approved at the December 2024 meeting and the Chair confirmed that following inspection by Cllr White the work had been completed and the invoice payable upon receipt should be paid.
 - (e) Budget Monitoring to 31 March 2025 (month 12)
See Appendix B for receipts and payments to year-end compared with the annual budget. Although the Council underspent by 3% in 2024/25 and achieved a surplus of £1,069 this was due to deferred expenditure. The underlying position is unchanged with £38,000 of reserves anticipated after allowing for deferred expenditure.
 - (f) See Appendix C for the 2024/25 year-end bank reconciliation. This has been signed by the Clerk as preparer and will be signed by the Chair as reviewer at the meeting after agreeing to underlying records.
5. **Planning**
There have been no planning applications within the parish council boundaries since the February 2025 meeting.
6. **Correspondence**
 - (a) Durham County Council sent confirmation that the 2025 Bowes Parish Council election is uncontested and a notice to that effect has been displayed on the website and noticeboard.
 - (b) PKF Littlejohn (the Council's new external auditors) have sent the Clerk a link to their website containing copies of the 2024/25 AGAR, 2025 Practitioner's Guide and auditor guidance. As the Council's 2024/25 receipts and payments were below £25,000 the Council are eligible to apply for an exemption from external audit.

(c) National Highways informed the Council of A66 barrier repairs causing lane closures, speed restrictions and speed cameras starting 7 April and lasting 7 months. The Clerk has added a news article to the Council's website to inform residents.

7. **Cemetery & Village maintenance**

- (a) Approval is requested for a headstone memorial. The design will be shared at the meeting.
- (b) The green waste from the 2024 grounds maintenance at the cemetery has been burned and the wall repaired. However, new damage has been spotted and a quotation requested.

8. **Allotments**

- (a) The invoice for repairs to the allotment wall remains outstanding.
- (b) An application has been received to let a vacant allotment for 6 months starting 1 May 2025.

9. **Play Park**

- (a) To consider the latest inspection sheet for the playground.
- (b) To consider options for reviving an herbaceous border to the play park and planting bulbs in two tubs at the bus shelter.

10. **Footpaths**

Cllr White to update the Council on the proposed application to Durham County Council for 2025/2026 P3 footpath funding.

11. **Internal Audit**

The Council are asked to formally appoint Butler and Gee to undertake the 2024/2025 internal audit and issue their report for inclusion in the 2024/25 AGAR by 3 June 2025. The Clerk will agree and sign terms of engagement with the internal auditor by 30 April 2025.

12. **Bank and investment strategy**

In view of the global turbulence in financial markets since the last meeting the Clerk postponed previously agreed changes in bank and investment accounts due to take effect on 1 April 2025. The Council are asked to approve the Clerk presenting a banking and investment strategy to the next meeting setting out up to date options.

13. **AOB**

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