

AG E N D A
Ordinary Meeting of Bowes Parish Council on
Tuesday 18 March at 7.30pm at Bowes Hutchinson's School

1. **Apologies and declarations of interest** – if any.
2. **Minutes** of the Meeting held Tuesday 18 February 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. The Clerk to feedback on discussions with Durham County Council and National Highways about street lighting at the A66 / A67 junction and Durham County Council and HMP Deerbolt about planting spring bulbs.
4. **Finance & Accounts – See summary below**
 - (a) Receipts since last meeting £38.26 Bank Interest
 - (b) Expenses since last meeting £85.00 SLCC Annual Subscription
 - (c) Payments to approve at the meeting – £543.00 Clerk salary Q4 (payable 31/3/25)
 £135.60 HMRC PAYE Q4 (payable 31/3/25)
 - (d) Retrospective approval of urgent payments – all the expenses at (b) above were approved at the February 2025 meeting.
 - (e) Budget Monitoring to 28 February 2025 (month 11)
See Appendix B for receipts and payments to date compared with the annual and profiled budget. The 2024/25 forecast outturn and closing reserves remain close to budget with the 2% favourable variance at month eleven, due to expected invoices not yet received. This position is unchanged from month ten.
 - (f) See Appendix C for the bank reconciliation on 28 February 2025.
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 the Clerk the 2025/26 claim form for P3 footpath grants. The form requires supporting quotations and confirmation that the Council has met its duty to consider biodiversity and obtained landowner permission for any proposed works. There is no stated application deadline.
 - (b) Richard Toward has signed the extension to the grass-cutting contract.
 - (c) National Highways have invited BPC to complete a stakeholder survey.
 - (d) CDALC have informed the Council that Teesdale APP is being replaced by Teesdale Local Network after the elections in May 2025 and asked if any parish councillors would like to apply to sit on the Local Network alongside county councillors. Applicants would need to have capacity to attend six meetings per annum. The Clerk has been sent contact details for further information and was asked to expect details on the application process shortly.

7. **Cemetery & Village maintenance**
(a) The cemetery wall has been repaired. The Clerk has chased the outstanding purchase invoice.
(b) The payment for the headstone approved at the previous meeting has not yet been received. The Clerk has chased the outstanding sales invoice.
8. **Allotments**
(a) The repairs to the allotment wall remain outstanding.
9. **Play Park**
To consider the latest inspection sheet for the playground.
10. **Risk Register**
See Appendix D for the draft risk register. The Council is asked to consider if there are any additional risks requiring consideration, confirm the scores attached to each residual risk seem reasonable and the conclusion that no further action is required as the residual risks are amber or green and thus within the Council's risk appetite.
11. **Internal Audit**
The Council have appointed Butler and Gee to undertake the annual internal audit for several years. In 2023/24 the fee was £204, which is competitive. The Council is asked to consider re-appointing Butler and Gee for 2024/25 subject to a similarly competitive quote and an adequate internal audit plan.
12. **Elections**
To hand out nomination papers for completion, discuss guidance and confirm arrangements for handing in completed papers, publishing election notices and ensuring that election rules (e.g. Purdah) are complied with.
13. **AOB**
14. **Date, time, and venue of the Annual Meeting of Electors, next two parish council meetings and the Annual General meeting.**