

**BRANDON & BYSHOTTLES PARISH COUNCIL**  
**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD IN**  
**THE COUNCIL CHAMBERS, 6, GOATBECK TERRACE,**  
**LANGLEY MOOR, DURHAM, DH7 8JJ**  
**ON FRIDAY 16<sup>th</sup> MAY 2025 AT 6.30 PM**

**Present:**

Councillor J Jamieson (Chair)

Councillors P Askill, D Bell, D Bregazzi, J Burt, L Clegg, P Elmer, J Grantham,  
D Hindmarch, J Hirst, J Hughes, S Leckenby, D Rowland, D Simpson, E Simpson,  
C Smith, P Stoddart, J Turnbull and M Wall.

**ALSO PRESENT:** Mrs S J Shippen – Locum Clerk and 5 members of the public.

**1. Election of Chair for 2025/26**

**RESOLVED:** that

- a) that Councillor James Jamieson be elected Chair for the 2025/26 municipal year;
- b) the newly elected Chair signed the Declaration of Acceptance of Office.

**2. Election of Vice- Chair for 2025/26**

**RESOLVED:** that Councillor S Leckenby be elected Vice-Chair for the 2025/26 municipal year.

**3. Apologies for Absence**

Apologies for absence were received from Councillors A Bonner and J Chapman.

**RESOLVED:** to **APPROVE** the apologies.

**4. Declarations of Acceptance of Office**

**RESOLVED:** that any declarations not yet made may be made before or at the next Council meeting to be held on 20<sup>th</sup> June 2025, in accordance with the Local Government Act 1972 s83 4c.

**5. Declarations of Interest & Requests for Dispensations**

Declarations of interest were received from the following:

- Item 17b – Councillor D Simpson – Committee Member & Trustee;
- Item 17b – Councillor E Simpson - Committee Member & Trustee;
- Item 18 – Councillor J Grantham Brandon Carrside - Committee Member;
- Item 18 – Councillor S Leckenby - Brandon Carrside - Committee Member;
- Item 18 – Councillor J Turnbull - Brandon Carrside - Committee Member.

**RESOLVED:** to **RECEIVE** the declarations of interest.

**6. Representatives to Outside Bodies**

**RESOLVED:** to **APPOINT** the following representatives for the 2025/26 municipal year:-

- a) **County Durham Association of Local Councils (CDALC) including Larger Councils Forum**

**RESOLVED:** to **APPOINT** Councillors D Bell, P Stoddart and the Clerk as representatives for the 2025/26 municipal year;

The Locum Clerk was requested to check with CDALC additional representation for the Council.

**b) National Association of Councillors**

Councillors D Bell, A Bonner and C Smith were nominated;

**RESOLVED:** to **APPOINT** Councillors D Bell and A Bonner as representatives for the 2025/26 municipal year;

**c) Mid-Durham Parish Councils Committee**

Councillors A Bonner, E Simpson, C Smith and J Turnbull, plus the Clerk were nominated accepting this may change to be in line with the Crook, Mid Durham & Willington Local Network area;

**RESOLVED:** to **APPOINT** Councillors A Bonner, C Smith, J Turnbull and the Clerk as representatives for the 2025/26 municipal year;

The Locum Clerk was requested to check exactly what was involved and report back to Council if appropriate.

**d) Brandon Table Tennis Club**

**RESOLVED:** to **APPOINT** Councillor J Grantham as representative for the 2025/26 municipal year;

**e) Brandon Carrside Youth & Community Project**

**RESOLVED:** to **APPOINT** Councillors J Jamieson and D Simpson as representatives for the 2025/26 municipal year.

**7. Committees & Working Groups**

**RESOLVED:** to **DEFER** consideration of the report regarding Committees & Working Groups to a Special Meeting of the Council to be held on 3<sup>rd</sup> June 7pm.

**8. Subscriptions**

**RESOLVED :** to **APPROVE** the subscriptions for 2025/26 to the following representative bodies -

**a) County Durham Association of Local Councils (CDALC)**

**b) Society of Local Council Clerks (SLCC)**

**c) National Association of Councillors (NAC)**

**d) The National Allotment Society (NAS)**

**e) The Open Spaces Society.**

**9. Chair's Allowance**

**RESOLVED:** to **CONFIRM** the Chair's Allowance at £1,513 as per the agreed budget for 2025/26.

**10. Bank Signatories**

**RESOLVED:** to **CONFIRM** the bank signatories for the Council's accounts with The Cooperative Bank as Councillors D Bell, A Bonner, P Stoddart and J Turnbull; to remove Brian Nelson and add the Clerk and Assistant Clerk and Councillors J Burt, J Grantham, D Hindmarsh and D Simpson;  
and the CCLA Public Sector Deposit Fund as Councillors D Bell, A Bonner, J Turnbull and the Clerk and Assistant Clerk.

**11. General Power of Competence**

**RESOLVED:** to **CONFIRM** the Council's eligibility under the Power for the electoral term to May 2029 as the Clerk holds the CiLCA qualification and the electoral mandate is met.

**12. Calendar of Meetings 2025/26**

**RESOLVED** to **APPROVE** the calendar of meetings for 2025/26, subject to a change of date for April Allotment Committee to 7<sup>th</sup> April 2026; removal of the Finance Committee on 11<sup>th</sup> June 2025 due to committee nominations being deferred; and the setting of quarterly Personnel Committee and any additional Committee meeting dates until after the nomination of Committees.

**13. Standing Orders Review**

Council considered the draft Standing Orders and the Locum Clerk's report.

**RESOLVED:** to propose and second the existing Standing Orders be permanently revoked and the draft Standing Orders including amendments discussed be added; that the matter lay on the table without further discussion until the next ordinary meeting of the Council in accordance with existing Standing Order 75.

**14. Financial Regulations Review**

Council considered the draft Financial Regulations and the Locum Clerk's report.

**RESOLVED:** to **APPROVE** the Financial Regulations as amended be **ADOPTED**.

**15. Minutes of the Meeting held on 25<sup>th</sup> April 2025**

**RESOLVED:** That the minutes of the meeting held on 25<sup>th</sup> April 2025 be **CONFIRMED** as a correct record and signed by the Chair.

**16. Public Participation**

There were no representations from the public.

**17. Presentation of Donations**

**RESOLVED:** that the presentations be **DEFERRED** to the next meeting

**18. Brandon Carrside Youth and Community Project**

Council received a verbal report from Brandon Carrside Youth and Community Project.

**RESOLVED:** to **RECEIVE** the report.

**19. Planning Applications**

Planning application lists relevant to the parish between 14<sup>th</sup> April and 4<sup>th</sup> May 2025 were considered.

DM/25/01032/FPA Mr Daniel Selby

Single storey flat roof extension to the rear of the property. Enlargement of existing front porch. New doors to rear kitchen wall and internal structural alterations within the property. Station House, Station Road, Meadowfield, Durham, DH7 8NF.

DM/25/00984/CEU Mr Jonathan Bell

Residential domestic garden as part curtilage. Honey Pot Cottage, Newhouse Road, Esh Winning, Durham, DH7 9LG.

**RESOLVED:** to raise no objection to any of the applications.

## 20. Invoices for Payment

Authorisation was requested to pay accounts for £2,524.13 and additional list of £6,400.46.

**RESOLVED:** To authorise payment of the accounts amounting to £8,924.59 to be checked and verified by Councillors J Turnbull and P Stoddart.

## 21. Donations

Council considered requests for donations:

- a) **Browney Residents' Association – Attendance of Browney Lodge Banner at Durham Miners Gala.**

**RESOLVED:** that a donation of £200 be **APPROVED** from the Meadowfield & Browney Ward budget.

- b) **Ushaw Moor Action Group (UMAG) – Provision of food bags.**

**RESOLVED:** that the item be **DEFERRED** for consideration at the June Council meeting.

## 22. Councillor Training Report

Council considered the report of Councillors D Bell, J Grantham & P Stoddart regarding their attendance at the NAC Local Government Finance Training Course.

**RESOLVED:** that the report be **RECEIVED** and councillors thanked.

## 23. Council Emails & Devices

Council considered the report of the Locum Clerk and the draft Acceptable Use of Computer, Internet & Email Facilities Policy.

**RESOLVED:** that

1. The Acceptable Use of Computer, Internet & Email Facilities Policy be **ADOPTED** and considered for review in 2029;
2. councillors collect electronic devices by 31<sup>st</sup> May 2025; and
3. from 1 June 2025, only council issued email addresses will be used for electronic correspondence.

## 24. Browney Residents' Association Requests

Council considered requests:

- a) **Website** – request to be added to the Community Information section

**RESOLVED:** that the request be **APPROVED** subject to receiving information from the Association;

- b) **Distribution of Dog Poo Bags at the Fair Exchange Community Garden in Browney**

**RESOLVED:** that the request be **APPROVED** subject to a limit of one box per month maximum.

**25. Councillor Training**

Council considered booking councillor training with the National Association of Councillors on Roles & Responsibilities, Effective meetings and decision making and Equality & Diversity.

**RESOLVED:** that all three training courses be **APPROVED** at a cost of £395 per session with dates to be arranged.

**26. Council Business Plan**

Council considered the Locum Clerk's report advising to consider the preparation of a business plan for the council.

**RESOLVED:** to **APPROVE** in principle the preparation of a business plan for the council, subject to a more detailed report being presented to the Council at a future meeting.

**27. Clerk to the Council**

**RESOLVED:** – to **RECEIVE** details of the new Clerk to the Council, Mrs Claire Dixon commencing duties on 2<sup>nd</sup> June 2025; and to **APPOINT** the Clerk to the Council as Proper Officer and RFO from that date.

**28. Co-operative Bank Complaint Resolution**

**RESOLVED:** to **RECEIVE** details of the resolved complaint with the Co-operative Bank and thank the Locum Clerk for her actions in resolving the issue.

The meeting closed at 8.25pm

Signed .....

Date .....