



## **Brandon & Byshottles Parish Council**

Mrs C Dixon  
**Clerk to the Council**

*Council Offices  
6 Goatbeck Terrace  
Langley Moor  
County Durham  
DH7 8JJ  
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14<sup>th</sup> July 2025

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council which will be held in the Council Chambers, 6 Goatbeck Terrace, Langley Moor, Durham, DH7 8JJ, on Friday 18<sup>th</sup> July 2025, at 6.30 p.m.

Mrs Claire Dixon  
**Clerk to the Council**

### **AGENDA**

1. **Apologies for Absence** – to consider for approval.
2. **Declarations of interest and requests for dispensations** – to consider any declarations by councillors in accordance with the Localism Act 2011 or the Council's Code of Conduct for approval.
3. **Public Participation** – to receive any questions or representations from members of the public.
4. **Minutes of the previous meeting** – to consider for approval the minutes of the Meeting held on 20<sup>th</sup> June 2025 (attached)
5. **Presentation of Donations** – Chair to present donations to:
  - a) **Mayor of Durham** – £600
  - b) **Friends of Addison Park** – £500
  - c) **New Brancepeth Banner** – £300
  - d) **Ushaw Moor Action Group** – £500
  - e) **Brownney residents Association** – £300
6. **Brandon Carrside** – to consider report (to follow).
7. **County Councillor Report** – to consider report (to follow).
8. **Planning Applications** – to consider any response to applications received between 20<sup>th</sup> June 2025 and 14<sup>th</sup> July 2025 (attached).
9. **Donations** – (attached)  
to consider the following requests
  - a) **Building Better Community Partnerships** - requesting funding towards the cost of helping to run their service for local families (attached)
  - b) **St Andrews Church** – requesting funding for the repair and replacement of the male and female toilets (attached)
  - c) **The Brownney** – Request to help improve the rear courtyard (attached)
10. **Invoices for payment** – to consider invoices for approval (attached).
11. **Civic functions** – to agree attendance at civic functions (attached)
12. **Business Cards/ Councillor Photo ID Cards Policy** – to consider and agree the policy (attached).
13. **Information and Data Protection Policy** – to consider and agree the policy (attached).
14. **Calendar of Meetings Personnel Committee 2025-2026** – to approve the proposed meeting dates (attached).
15. **Brownney Village Green** – to consider report (attached)

- 16. Insurance Renewal** – To note that the insurance has been renewed for the final year of the existing three year agreement.
- 17. Energy Audit of the Parish Council Offices** - Since the Parish Council currently has no Energy Performance Certificate for our offices, the Parish Council agrees to investigate the costs of appointing an assessor to determine our current energy usage and obtain costs vs. savings of any outcome.
- 18. Non-Designated Heritage Assets** - The Parish Council agrees to produce a list of Non-Designated Heritage Assets for each ward by Easter 2027, with the aid of local heritage groups and local historians.
- 19. Mobile Phone Contract** – to agree to purchase a mobile phone (attached).
- 20. Annual Governance & Accountability Return for the year ended 31.3.25** (to follow)
  - a) Internal Audit Report** – to consider and form action plan;
  - b) Annual Governance Statement** – to consider response of Council and signature;
  - c) Annual Accounting Statement** – to consider for approval;
  - d) Notice of Electors' Rights** – to set dates.

**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 20<sup>th</sup> JUNE 2025 AT 6.30 PM**

**Present:**

Councillor J Jamieson (Chair)

Councillors P A Askell, D Bell, A Bonner, DM Bregazzi, J S Burt, J C Chapman, L Clegg, P A B Elmer, J Grantham, D Hindmarsh, J E Hirst, S Leckenby, D Rowland, E H Simpson, F D Simpson, C J Smith, P Stoddart, J A Turnbull, M Wall

**ALSO PRESENT:** Mrs C Dixon (Clerk), Mrs S Cash (Assistant Clerk) and 4 members of the public.

**1. Apologies for Absence**

Apologies for absence were received from Councillor J Hughes

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

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

Declarations of interest were received from the following:

Item 6 – Councillor J Grantham Brandon Carrside - Committee Member;

Item 6 – Councillor S Leckenby - Brandon Carrside - Committee Member;

Item 6 – Councillor J Turnbull - Brandon Carrside - Committee Member.

Item 9d – Councillor D Hindmarch – Committee Member

Item 9d – Councillor D Bell – Committee Member

Item 9e – Councillor J Jamieson – Committee Member

Item 9g – Councillor D Rowland – Committee Member

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

**3. Public Participation**

There were no representations from the public.

**4. Minutes of the Annual Meeting held on 16<sup>th</sup> May 2025 and the Special Meeting held on 3<sup>rd</sup> June 2025.**

**RESOLVED:** That the minutes of the Annual Meeting held on 16<sup>th</sup> May 2025 and the minutes of the Special Meeting held on the 3<sup>rd</sup> June 2025 be **CONFIRMED** as a correct record and signed by the Chair.

**5. Presentation of Donations**

**RESOLVED:** The Chair presented cheques to St Cuthberts Hospice for £600 and Esh Winning Residents Group for £500.

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

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

**RESOLVED:** Councillors queried the reference in the report to staffing shortages at Carrside. Councillor S Leckenby provided a verbal explanation outlining the reasons for this. To **RECEIVE** the reports.

## 7. Planning Applications

Planning application lists relevant to the parish between 11<sup>th</sup> May and 1st June 2025 were considered.

### Week ending 11 May 2025

DM/25/01174/FPA	Dresser Investments Co Ltd	Erection of 4 No. industrial units. Land to the front of Innovation Court, Edwardson Road, Meadowfield Industrial Estate, Meadowfield, DH7 8FA.
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### Week ending 18 May 2025

There were no planning applications for week ending 25<sup>th</sup> May 2025.

### Week ending 25 May 2025

There were no planning applications for week ending 25<sup>th</sup> May 2025.

### Week ending 1 June 2025

DM/25/01364/FPA	Ms Sonia Dabrowiecka	Single storey rear infill extension. 40 Northwood Drive, Browney, Durham, DH7 8LA
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### Week ending 8 June 2025

There were no planning applications for week ending 8<sup>th</sup> June 2025.

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

## 8. Licensing Application

A licensing application in respect of a new premises licence at

**Applicant:** Aldi Stores Limited

**Premises:** Aldi Store, Mill Road, Langley Moor, Durham, DH7 8HE

**RESOLVED:** to **SUPPORT** the application.

## 9. Donations

Council considered requests for donations:

- a) **Building Better Community partnerships** – Requesting funding towards costs of service.  
**RESOLVED:** That the request be declined due to there being no mention of working in Brandon and Byshottles area and members not being aware of any work carried out in the area.
- b) **Brandon Banner Group**- Requesting funding to take the banner to the Miners gala.  
**RESOLVED:** to **APPROVE** award of £300 from the Central Ward.
- c) **Friends of Addison Park** – Requesting £500 funding towards annual summer event.  
**RESOLVED:** to **APPROVE** award of £250 from the Central Ward and £250 and the South Ward.
- d) **New Brancepeth Banner** – Requesting funding towards the cost of the bus for the Miners Gala.

**RESOLVED:** to **APPROVE** award of £300 from the North Ward.

- e) **Ushaw Moor Action Group** – Requesting funding towards food bas for families.

**RESOLVED:** to **APPROVE** award of £500 from Ushaw Moor Ward.

- f) **Browney Residents Association** – Requesting additional funding for the Browney Banner to be taken to the Miners Gala.

**RESOLVED:** to **APPROVE** a further award of £100 in addition to the £200 granted at the meeting on 16<sup>th</sup> May 2025 from the South Ward.

- g) **New Brancepeth Revellers** – Requesting donation towards help with band costs.

**RESOLVED:** to **APPROVE** award of £500 from the North ward.

- h) **Mayor of Durham (St Cuthberts Hospice)** – Requesting funding towards chosen charity.

**RESOLVED:** to **APPROVE** That a total award of £600 be approved, with £100 allocated from each ward. At this time, the Chair also confirmed that St Cuthbert's Hospice will be his chosen charity.

#### **10. Invoices for Payment**

Authorisation was requested to pay accounts for £10,301.99.

**RESOLVED:** To authorise payment of the accounts amounting to £10,301.99 to be checked and verified by Councillors P Stoddart and J Turnbull.

#### **11. Emergency Plan**

To consider the report regarding an Emergency Plan.

**RESOLVED:** to **DEFER** the proposal of an emergency plan and revisit if necessary at a later date.

#### **12. Business Cards / Councillor Photo ID Cards**

To consider the report.

**RESOLVED:** To **APPROVE** the use of photographic ID cards for staff and business cards for Councillors. These cards will follow a standardised format, and an accompanying policy will be established to govern their use.

#### **13. Remembrance Sunday**

To confirm dates for ordering wreaths and poppies.

**RESOLVED:** Each ward is to inform the Clerk of the number of wreaths required and the amount of poppies. The Clerk will also liaise with the Community Highways Worker to confirm related arrangements.

#### **14. NAC Conference**

To consider delegates for attendance.

**RESOLVED:** to **APPROVE** Councillors S Leckenby, D Bell and D Bregazzi for attendance at the conference.

#### **15. Training Sessions**

Members were informed of upcoming training sessions being offered by the National Association of Councillors (NAC) and the County Durham Association of Local Councils (CDALC).

**RESOLVED:** There is no requirement for Councillors to attend the CDALC meeting, as the information is already being covered in the July NAC sessions.

**16. Open Spaces Society AGM**

To consider delegates for attendance.

**RESOLVED:** That Councillors J Burt and C J Smith be approved to attend the meeting via Microsoft Teams, subject to there being no cost.

**17. Standing Order Review**

Members considered the revised Standing Orders, incorporating the amendments agreed at the meeting held on 16th May 2025.

**RESOLVED:** That the amended Standing Orders be approved and adopted.

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

**RESOLVED** to **APPROVE** the calendar of meetings for the allotment committee and the finance committee 2025/26.

**19. WW1 Plaque**

Council considered the clerks report.

**RESOLVED:** To offer the plaque to St Andrew's Church for display, subject to it being cleaned and placed in a protective casing. Quotes for the necessary work will be obtained, and the Parish will cover the associated costs.

**20. Cleaning Contract**

In accordance with the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, ss 100 and 102, the press and public be excluded from the meeting during discussion of the following item(s) due to the confidential nature of the business to be transacted.

The Chair adjusted the order of the agenda by moving this item to the end of the Agenda, and to conduct the discussion in a closed session, excluding public participation. The clerks report was then considered.

**RESOLVED:** To **APPROVE** the proposal.

**21. Energy Survey and Review of Council Building** – to consider the report presented by Councillor Chapman.

**RESOLVED:** No report was provided as Councillor J Chapman was unable to obtain any information in time for the meeting. He will try to obtain necessary information for the next meeting.

**22. Availability of Durham County Council reports for Parish Council Meetings** – to consider the report presented by Councillor E Simpson.

**RESOLVED:** To contact the County Councillors requesting attendance at the meeting or provide a report on behalf of all County Councillors. The Council requested that a report is given by Councillor P Elmer.

The meeting closed at 7.13 pm

Signed .....

Date .....

**BRANDON & BYSHOTTLES PARISH COUNCIL**  
**PLANNING APPLICATION**

**Week ending 15 June 2025**

DM/25/01531/AD	Aldi Stores Ltd	Installation of 2no. internally illuminated fascia signs and 2no. internally illuminated free standing signs. Depot, Mill Road, Langley Moor, Durham, DH7 8HL
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**Week ending 22 June 2025**

DM/25/01572/FPA	Mrs Joanne Arrowsmith	Single storey rear infill extension. 9 Weatherhill Way, Browney, Durham, DH7 8LJ
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**Week ending 29 June 2025**

There were no planning applications this week.

**Week ending 6 July 2025**

DM/25/00825/FPA	Mr Anthony Bimbi	Single storey and first floor extensions to the front and side elevations of existing dwelling with associated hard landscaping. The Flat, Old Bridge House, Croxdale, Durham, DH6 5JL.
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**BRANDON & BYSHOTTLES PARISH COUNCIL**

**REQUESTS RECEIVED FOR CONSIDERATION**

**14<sup>th</sup> July 2025**

**Building Better Community Partnerships** – Requesting funding towards the cost of helping to run their service for local families.

At the last meeting, the community group applied for funding towards the cost of helping to run their local service for local families. You may recall that the funding was declined as there was lack of evidence that the work was being carried out in our area as they are based in Langley Park.

The group expressed their disappointment by the decision and have clarified that they do help with local families in Brandon/New Brancepeth/Esh Winning area and have provided some additional information to support their application including some examples of the families that they help, in the hope the council will revisit their request. They have asked one of their families to get in touch with us direct to speak to us about their work.

Here is Three examples of lovely local families, we have been supporting. There is a lot more from surrounding areas also.

A young lady and her partner from New Brancepeth, has Three young girls under 5. This mum is out of work at the moment she has no support around her and financially struggles. This lady first came to us last year before having the third baby. She suffers with mental health and we have tried to support her with this. At Christmas we supported with gifts hampers etc or these children would have gone without. Third baby is now here and we have supported With clothes and nursery items. This lady will say how grateful she is for us not just for material items but for the emotional support.

Family of 9. Mum age 36 from Esh winning has 8 children and pregnant with her 9th she really struggles financially she also helps support her five young grandchildren. We help with clothes and toys. This lady comes to us once a week to off load and we try to support her where we can. She sometimes gets really stressed and down over life and we try to pick her up.

Family of Three from Brandon mum came from Romania has no family around to support her, dad is currently out of work. Dad refers to us as their lifeline. We have gave them a pushchair highchair and clothes. We love chatting with this family about life and how we can support them and take the pressure off.

Ushaw moor family, mum young girl and autistic brother. Young mum did not find out she was pregnant until she was 35 weeks this came as a massive shock to them. At the same time gran lost her job. She also has an autistic son who she supports. They were financially struggling and of course dealing with the shock of a baby on the way. We kitted this family out with every nursery item they needed. Clothes bundles etc we check in time to time and mum and baby are now thriving which is lovely to see.

Hi,

I just wanted to send an email regarding Building Better Community Partnership (BBCP) to say how much of an asset they have been in helping me to supply essential baby items from cots, car seats, prams, nappies, formula and so much more to my customers. I support customers over 20 weeks gestation, or customers with a baby under 6 months old. The majority (99%) of my customers don't have access to a car and have limited income to be able to afford bus fair, BBCP has been vital as I'm able to go and collect items for my customers.

BBCP have been amazing, and I wouldn't be able to provide as much support to my customers without them.

The volunteers are friendly and I love to go in to see them.

Thank you,  
Caroline

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**Caroline Spirit**  
Support Coordinator

Home Group  
Mercury House  
Belmont Business Park  
Durham  
DH1 1TW

## AGENDA ITEM 9

Deerness Valley Methodist Church

St Andrew Church

Carr Avenue

Brandon

Durham

DH78BH

4th July 2025

Dear Members,

I am writing this letter to ask if you would consider funding the repair and replacement of the male and female toilets at St Andrews Church.

St Andrews Methodist Church was opened in 1983 for community and religious use.

Over recent years with the decline of congregations the building is used more for community groups.

See below information on weekly and monthly activities which take place in the building.

DAYS	ACTIVITIES
Monday	Community Choir meets every Monday 7.00 to 8.30pm. Currently have 40 members attending from Brandon & Byshottles area.
Tuesday	SPA pensioners support group from 09.30 – 11.00am Session for coffee, leisure activities, chair exercises, arts n crafts. Lunch provided once per month
Tuesday	WI meet first and second Tuesdays in the month 7.00 to 9.00pm Dance class first, third and fourth Tuesday in the month
Wednesday	Quiz night third Wednesday in the month
Thursday	Crafty cuppa drop in meets 09.30 am to 11.00 am for coffee and crafts

Thursday	Quilters sewing class 1.00 to 4.00pm
Thursday	Junior Youth Club meets 5.30 to 7.00pm Term time only. We deliver an educational and fun programme to 30 - 40 young people.
Saturday	Craft/coffee morning first Saturday in the monthly
Sunday	Sunday worship
Occasional events	Craft morning 4 times per year Allotment Society meetings

Income from hiring the building helps to pay utilities and some upkeep of the building. However, due to increase in people using the building the toilets are in poor condition and need a revamp.

We did install a disabled toilet several years ago and that has no maintenance issues.

I have obtained several quotes for repair and attach a recent quotation received from One Stop Bathrooms for £5,564.

Any contribution towards the repair and replacement will be greatly received.

Should you need any further information please contact me on

Yours faithfully

Secretary Finance & Property Committee

## **AGENDA ITEM 9**

**St Andrews Church** - Requesting funding for the repair and replacement of the male and female toilets.

**The Browney** - Request to help improve the rear courtyard.

Dear Parish Council

We are writing to request that our ward members for Browney could please consider giving a financial donation to help us improve our rear courtyard area of the premise please.

We are wanting to improve the area with planting , tubs, hanging baskets and signage to make it a pleasant outdoor space for all of the community to enjoy across the summer months .

As you are aware from previous donations you have given, The Browney is a community asset enjoyed by all aspects of the community and community groups and is a social hub of the village.

Thank you

Payee	Date	Description	Payment Method	Amount	Date taken to Council	Decision
British Gas	02/07/2025	Electric - Parish Office	DD	£ 54.41		
Browney Res Assoc	03/07/2025	Donation	BACS	£ 300.00		PAID
Cllr D Bregazzi	02/07/2025	Mileage for NALC Conference	BACS	£ 166.50		
DCC Pension Fund	27/06/2025	Pension June 2025	BACS	£ 706.81		
DDC Mayors Charity	03/07/2025	Donation	BACS	£ 600.00		PAID 3.7.25
DK Horticulture	30/06/2025	Grass cutting, final invoice	BACS	£ 6,522.12		
DU Clean	02/07/2025	Parish Office clean	BACS	£ 342.00		
Durham County Council	27/06/2025	Man Club football pitch hire	BACS	£ 144.00		
Durham County Council	03/07/2025	Pest Control Durham Road Allot	BACS	£ 614.00		
E On next	01/07/2025	Electric xmas tree Ushaw Moor	DD	£ 9.76		
E On next	02/07/2025	Xmas tree electric Meadowfield	DD	£ 17.64		
E On next	01/07/2025	Electric xmas lights, Esh Winning	DD	£ 18.23		
E On next	01/07/2025	Electric xmas tree Langley Moor	DD	£ 18.23		
E On next	03/07/2025	Electric xmas tree Co-Op Tce	DD	£ 17.64		
FOAP	03/07/2025	Donation	BACS	£ 500.00		PAID 3.7.25
HAGS	03/07/2025	Parts for playgrounds	BACS	£ 99.88		
HMRC	27/06/2025	HMRC June 2025	BACS	£ 901.48		
Kevin Wilson	01/07/2025	PROW Maintenacne	BACS	£ 835.00		
Kevin Wilson	01/07/2025	PROW Maintenacne	BACS	£ 279.00		
Konica Minolta	08/07/2025	Printer and Photocopier flat rate	BACS	£ 100.48		
Konica Minolta	10/07/2025	Copy and print charges	BACS	£ 150.55		
LGRC	08/07/2025	Consultancy	BACS	£ 3,114.58		
NALC	31/03/2025	Clerk job advert (received inv late)	BACS	£ 120.00		PAID 03.07.25
NALC	09/07/2025	Training 1,8,9 July	BACS	£ 1,260.00		
New Brancepeth Banner	03/07/2025	Donation	BACS	£ 300.00		PAID 3.7.25
New Brancepeth Jazz Band	03/07/2025	Donation	BACS	£ 500.00		PAID 3.7.25
ROSPA	26/06/2025	Play ground Inspections	BACS	£ 244.80		
Salaries	30/06/2025	Parish salaries	BACS	£ 2,931.53		PAID 30.06.25
Sedgefield Town Council	23/08/2025	Civic Function	BACS	£ 20.00		
Sedgefield Town Council	16/08/2025	Civic Function	BACS	£ 10.00		
Sedgefield Town Council	06/08/2025	Civic Function	BACS	£ 15.00		
Shildon Town Council	23/07/2025	Civic Function	BACS	£ 15.00		
Staples	27/06/2025	Stationery	BACS	£ 91.99		
UKOS	26/06/2025	Shredding service	BACS	£ 65.52		
UMAG	25/06/2025	Hut Hire 19.7.25	BACS	£ 22.00		
UMAG	03/07/2025	Donation	BACS	£ 500.00		PAID 3.7.25
Wave	02/07/2025	Water - Ham Row Allots	BACS	£ 114.83		
Zurich	29/05/2025	Parish insurance	BACS	£ 5,137.02		PAID 23.6.25
Salaries	31/07/2025	Parish salaries	BACS	£ 2,931.53		
HMRC	31/07/2025	HMRC July 2025	BACS	£ 901.48		
DCC Pension Fund	31/07/2025	Pension July 2025	BACS	£ 706.81		
Brandon Carrside	01/04/2025	Salaries May, June 2025 plus HMRC	BACS	£ 6,344.39		
TOTAL				£ 37,744.21		

## AGENDA ITEM 11

### Civic Functions July & August 2025

<b>Event</b>	<b>Date</b>	<b>Total Cost</b>
Shildon TC Mayor at Home	23.07.25	£15
Sedgefield TC Band Night	23.08.25	£20
Sedgefield TC Quiz Night	16.08.25	£10
Sedgefield TC Mayors afternoon tea	06.08.25	£15





# ***Brandon & Byshottles Parish Council***

## **Brandon and Byshottles Parish Council Business Cards and Photo ID Cards Policy**

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### **1. Purpose**

This policy sets out the procedures and guidelines for the provision, use, and management of business cards and photo identification (ID) cards issued by Brandon and Byshottles Parish Council to councillors and staff. The aim is to support professional representation and enhance security and accountability during parish council activities.

This policy applies to:

- All Parish Councillors
- Employees of the Parish Council

### **2. Business Cards**

#### **Requirements**

- Business cards may be issued to councillors and staff members upon request or as required by their role.
- Cards will be designed using a standard parish council template that includes:
  - Council logo
  - Full Name
  - Councillor email address
  - Mobile telephone number (if requested)
  - Parish council office address
  - Parish council website

#### **Use**

- Business cards must only be used for official parish council business.
- Personal contact details are not to be included.
- Councillors or staff must not use the cards to represent private or commercial interests.

#### **Costs and Replacements**

- The Parish Council will cover the initial printing cost.
- Lost or damaged cards may be replaced at the council's discretion.

### **3. Photo ID Cards**

#### **Purpose**

Photo ID cards will be issued to Council staff only and are intended to:

- Identify staff during council events, visits, or public duties
- Enhance public confidence and transparency
- Provide security where access identification is required

## **Requirements**

- Photo ID cards will be issued to staff.
- Cards will include:
  - Council logo
  - Full name
  - Role
  - Recent photograph
  - Council contact number or email address

## **Use**

- ID cards must be worn or carried when on council business where identification is necessary (e.g. site visits, community events, door-to-door engagements).
- Cards remain the property of Brandon and Byshottles Parish Council and must be returned upon resignation, end of term, or termination of employment.

## **Costs and Replacements**

- Lost ID cards must be reported immediately.
- The Council will arrange for replacements as appropriate.

## **4. Confidentiality and Data Protection**

- All personal data used in the production of ID and business cards (e.g. photos, names, contact information) will be handled in line with the Council's Data Protection Policy and GDPR regulations.

## **5. Review**

This policy will be reviewed every three years or earlier if council practices require an update.

**Purchase of Business Cards and Photo ID Cards**

**Business Cards**

**Company:** Vistaprint

**Amount:** Minimum of 100 cards

**Cost:** £12

**Approx total cost if each councillor requires business cards - £252.00**

**Photo ID Cards**

**Company:** Amazon

**Amount:** 1

**Cost:** approx. £12

**Approx cost x 2 cards – £24.00**

**\*at the time of the meeting the above costs were provided however, they are subject to change on the website\***



## ***Brandon & Byshottles Parish Council***

### **INFORMATION & DATA PROTECTION POLICY**

#### **Introduction**

In order to conduct its business, services and duties, **Brandon and Byshottles Parish Council** processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

**Brandon and Byshottles Parish Council** will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

This Policy is linked to our **Quality Policy** and **ICT Policy** which will ensure information considerations are central to the ethos of the organisation.

The **Town-Parish** Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the **Town's Parish** communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

#### **Protecting Confidential or Sensitive Information**

Brandon and Byshottles Parish Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which became law on 25<sup>th</sup> May 2018 and will like the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the **Town-Parish** Council with legitimate reasons for using personal information.

**The policy is based on the premise that Personal Data must be:**

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

**Data Protection Terminology**

**Data subject** - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of BTC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

**Personal data** - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

**Sensitive personal data** - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

**Data controller** - means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

**Data processor** - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

**Processing information or data** - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data regardless of the Technology used.

**Brandon and Byshottles Parish Council** processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating of details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

**The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:**

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the **Town Parish Council** will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

**Who is responsible for protecting a person's personal data?**

The **Town Parish** Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the **Town Parish** Clerk.

- Email: [clerk@brandonandbyshottlesparishcouncil.gov.uk](mailto:clerk@brandonandbyshottlesparishcouncil.gov.uk)
- Phone: **0191 378 9947**

Correspondence: The **Town Parish** Clerk, **6 Goatbeck Terrace, Langley Moor, County Durham, DH7 8JJ**

**Diversity Monitoring**

**Brandon and Byshottles Parish Council** monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

**Information provided to us**

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with **Brandon and Byshottles Parish Council**, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the **Town Parish** Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

**The Councils Right to Process Information**

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

**Information Security**

The **Town Parish** Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

## Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

## Rights of a Data Subject

**Access to Information:** an individual has the right to request access to the information we have on them. They can do this by contacting our ~~Town Clerk~~ ~~or Data Protection Officer:~~

**Information Correction:** If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact: ~~Town Clerk.~~

**Information Deletion:** If the individual wishes the ~~Town~~ Council to delete the information about them, they can do so by contacting the ~~Town~~ Clerk.

**Right to Object:** If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the ~~Town Clerk~~ ~~or Data Protection Officer:~~

The ~~Town~~ Council does not use automated decision making or profiling of individual personal data.

**Complaints:** If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the ~~Town Parish~~ Clerk, ~~Data Protection Officer~~ or the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

## Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain



decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

### **Disclosure Information**

The Council will as necessary undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

### **Data Transparency**

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

- Demand led:** new technologies and publication of data should support transparency and accountability
- Open:** the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.
- Timely:** data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. **Brandon and Byshottles Parish Council** exceeds this turnover but will nevertheless ensure the following information is published on its Website for ease of access:

- All transactions above £100.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

Adopted by Council: **Brandon and Byshottles Parish Council**

**Min:**

Review Date: **By 16th July 2027, or earlier if required by changes in legislation.**

**BRANDON & BYSHOTTLES PARISH COUNCIL**

**CALENDAR OF MEETINGS TO BE HELD**

**6 GOATBECK TERRACE, LANGLEY MOOR, DURHAM**  
**FOR THE YEAR 2025/2026**

**PERSONNEL COMMITTEE MEETING**

Held at 7pm, on the following dates:

Wednesday 23<sup>rd</sup> July 2025

Wednesday 22<sup>nd</sup> October 2025

Wednesday 21<sup>st</sup> January 2026

**BRANDON & BYSHOTTLES PARISH COUNCIL**

**Parking on Browney Village Green**

**1. Purpose:**

To address ongoing issues with vehicles being parked on the village green, and to seek approval for sending letters to local residents and purchasing appropriate signage to discourage future parking.

**2. Background:**

Reports received about cars being parked on the village green, which has damaged the grass. The green is meant to be a shared area for all to enjoy, not for vehicle access or parking.

Following a site visit, we also noticed that a number of clothes lines have been put up across the green, some of which are fixed into concrete bases sticking out of the ground. These are not only unsightly, but they also pose a health and safety risk especially for children playing in the area or for anyone walking across it.

**3. Recommendation:**

- a) Send letters to residents, politely asking them not to park on the green or install items like clothes lines. To include that any concrete base or other permanent fixings are removed, particularly anything that could be a hazard.
- b) The area where cars have been driving onto the green will need to be restored to its original condition. This may include building up the ground or installing a raised kerb or other form of barrier to prevent future access by vehicles.
- c) Purchase and erect “No Parking” signs in clear spots around the green, as a gentle reminder that this isn’t a parking area.
- d) Keep an eye on the area over the next few months and review how things are going. If needed, we can look at taking further steps, especially for anything that continues to be a safety concern.















**REPORT TO BRANDON & BYSHOTTLES PARISH COUNCIL MEETING  
OF FRIDAY 18<sup>TH</sup> JULY 2025**

**Non-designated heritage assets (NDHAs)**

The principal form of heritage information for England is now the Historic Environment Record ('HER' is the new version of the "Sites and Monuments Record"), which lists all designated historic assets by county and theme (architectural, archaeological, artistic, etc.). But Historic England has realised that this top-down approach, based on their own scheduling and listing, easily overlooks other assets which may have value in the eye of the local community. Historic England has therefore started a scheme to list a much wider range of assets, known as non-designated heritage assets (NDHAs), for the whole country. Such a list would also help us to protect our heritage when planning applications come up. County Councils have been given the role of broadening their local list of HAs and have made a start by making local heritage lists in eight regions in County Durham (Bishop Auckland, Durham City, R.... Sacriston, Seaham, Sedgefield, Shotley Bridge and Staindrop). In their training session for County Durham councillors on 8<sup>th</sup> July 2024, the County's Regeneration Team encouraged parishes to initiate local schemes, based on community groups, schools and volunteer heritage clubs, to make a bottom-up contribution to the HER List.

At present, there is a total of 1,498 units listed on the HER Durham List, of which 921 concern Durham City! There are 28 records concerning Brandon & Byshottles Parish (see Appendix 1). We are sure that there is plenty of scope for expanding the HER Durham List. This seems like an ideal opportunity for local history and heritage groups to make a difference and include new places on the HER list.

There is currently an online nomination form for suggestions for new NDHAs, which will be evaluated against five criteria: (a) age and rarity; (b) group value; (c) artistic or architectural interest; (d) historical interest; and (e.) archaeological interest. Items could include buildings, monuments, war memorials, sculptures, historic chippies, sites, places, areas or landscapes – anything which has intrinsic merit or special value to the local community.

The Motion for the consideration of the Parish Council is as follows:

"The Parish Council agrees to produce a list of Non-Designated Heritage Assets for each ward by Easter 2027, with the aid of Durham County Council, local heritage groups and local historians."



# SCHEDULE OF LISTED BUILDINGS IN BRANDON & BYSHOTTLES PARISH

28 Record(s) found. [Show Map](#)

PRN	Name	Summary
H233	Brandon, Broom Farm West	HOUSE
H257	East Hedleyhope, Heslett House	FARM
H816	Paper Mill, Stone Bridge, Durham City	PAPER MILL
H903	Brandon, West Farm Barn	BARN
H1842	Barn Garth, Esh Winning	HOUSE, FIELD BOUNDARY, AGRICULTURAL BUILDING
H7942	Roof at Baxter Wood	HOUSE
H9109	Ushaw Moor steam winding engine house	ENGINE HOUSE
H34673	Miners' Memorial Hall, Esh Winning	COMMUNITY CENTRE, TRADES UNION HALL, WAR MEMORIAL, WAR MEMORIAL (TRIBUTE)
H34695	Barn adjoining rear of left wing of Littleburn farm	BARN
H35827	Littleburn farmhouse, Brandon and Byshottles	FARMHOUSE
H36027	Garden wall and gate piers, adjoining right return of Littleburn Farmhouse	GARDEN WALL, GATE PIER
H36638	Flass hall	HOUSE
H46183	Farm buildings off Browney Lane, Meadowfield	FARM BUILDING, GARAGE
H49246	Esh Winning Community Hall and Memorial Garden, Woodlands Road, Esh Winning	WAR MEMORIAL, GARDEN
H49247	Our Lady Queen of Martyrs Roman Catholic Church, Newhouse, Esh Winning	ROMAN CATHOLIC CHURCH, WAR MEMORIAL (TRIBUTE)
H49250	Baptist Church, Evenwood Road, Esh Winning	BAPTIST CHAPEL, WAR MEMORIAL (TRIBUTE)
H49392	St. Patrick's R.C. Church, Langley Moor	ROMAN CATHOLIC CHAPEL, WAR MEMORIAL (FREESTANDING), WAR MEMORIAL (TRIBUTE)
H49393	Boyne Methodist Chapel, Littleburn Lane, Langley Moor	METHODIST CHAPEL, UNITED METHODIST CHAPEL, GARAGE, WAR MEMORIAL (FREESTANDING)
H49428	St. John the Evangelist Church, Meadowfield	CHURCH, WAR MEMORIAL (FREESTANDING), WAR MEMORIAL (TRIBUTE)
H49789	St. Joseph's R.C. Church, Broom Lane, Ushaw Moor	ROMAN CATHOLIC CHURCH, WAR MEMORIAL (FREESTANDING)
H49796	St. Paul's Church, Russell Street, Waterhouses	CHURCH, WAR MEMORIAL (FREESTANDING), WAR MEMORIAL (TRIBUTE)
H57781	Former Chapel, Ushaw Moor	METHODIST CHAPEL
H65998	Stonebridge Inn, Langley Moor	PUBLIC HOUSE
H69544	Eshwood Hall	VINERY, ROCKERY, FISHPOND, WATERFALL, WINTER GARDEN, FERNERY (GLASSHOUSE)
H69588	Flass Hall	ORCHARD, LAWN, PLANTATION, LANDSCAPE PARK, KITCHEN GARDEN, TURNING CIRCLE, DRIVE, RIDGE AND FURROW
H70938	Traditional Fish andChip Shop	FISH AND CHIP SHOP
H71046	Low Waterhouse Farm, Brandon And Byshottles	FARMSTEAD
H71954	Holliday Park, Durham Road, Langley Moor	PUBLIC PARK

## **AGENDA ITEM 19**

### **MOBILE PHONE**

**July 2025**

#### **Background:**

The Clerk, assistant clerk and other staff which are employed by Brandon and Byshottles Parish Council, at times work alone in the office, attend site visits, or carry out duties outside regular hours. As part of the Council's responsibility under health and safety legislation, appropriate measures must be taken to ensure the wellbeing of lone workers.

Currently, there is no dedicated mobile device for Council use, and personal phones are being used in some circumstances. This raises concerns about data protection, staff privacy, and consistent communication practices.

#### **Proposal:**

To purchase a dedicated mobile phone to:

- Enhance the safety of lone workers in line with the Council's Health and Safety Policy.
- Provide a clear and consistent method for receiving and making Council-related calls.
- Separate personal and professional communications in accordance with GDPR and best practice.

#### **Estimated Cost:**

Officers have researched the matter by contacting various providers to obtain quotes for a suitable mobile phone and contract. Included below (highlighted in red) is a quote for a newer model phone, which has also proven to be the most cost-effective option among all the companies contacted.

#### **Recommendation:**

That the Council approve the purchase of a mobile phone for use by the Clerk or other officers as appropriate, to support lone working arrangements and official Council business.

Morning Claire

Thank you for taking the time to speak with me and for providing me with your requirements on the business mobiles.

Although we work with all 4 major providers, due to signal strength at the business address and surrounding areas, you are best off looking at O2 & Vodafone. Whilst I appreciate your preference was for an iPhone, due to the low usage, a cheaper Samsung might be worth entertaining.

Vodafone:

Option 1: - Unlimited minutes, texts (including MMS), 6GB of data, EU roaming + 500 UK to EU, USA & Canada minutes

(x1) Samsung Galaxy A16 128GB - £0 upfront cost = £15.00 ex vat pm

Option 2: - Unlimited minutes, texts (including MMS), 25GB of data, EU roaming + 500 UK to EU, USA & Canada minutes

(x1) Apple iPhone 14 128GB - £0 upfront cost = £26.50 ex vat

Option 3: - Unlimited minutes, texts (including MMS), 100GB of data, EU roaming + 500 UK to EU, USA & Canada minutes

(x1) Apple iPhone 16e 128GB - £0 upfront cost = £30.50 ex vat

O2:

Option 1: - Unlimited minutes, texts, unlimited data, EU roaming + 2000 UK to EU minutes & texts

(x1) Samsung Galaxy A16 128GB - £0 upfront cost = £18.00 ex vat

All options are 36 months with a review at month 18 to ensure you are getting the best value for money.

Use this link to compare the 3 phones -

<https://www.gsmarena.com/compare.php3?idPhone2=11861&idPhone3=13395&idPhone1=13383>

**Here are some benefits of choosing to do business with us.**

Going to a major provider directly you are left to manage the account by yourself. There isn't really a relationship between you and the network, you will speak to someone completely different every time, in a different call centre and even overseas when things get busy, there is no bond being built.

Choosing us, not only will you deal with a smaller team, but you will also have me as your dedicated account manager. Since 2012 I have worked within the mobile sector, dealing with customers with 1 phone all the way up to 200 which has allowed me to gather an understanding of what works and what doesn't. I understand my clients want a familiar voice, a quick response and ease of use. That is why you can email, call or text/WhatsApp me, whatever is easiest for you. Should any issues happen, which we can't avoid, the last thing you want is waiting on hold and explaining the situation to a different agent and doing DPA every 5 minutes!

Ultimately, I am a customer myself to my providers and as a consumer I know how frustrating this can be, but ultimately as I am not a business, I can't avoid this.

We also review your package every 18 months to make sure you are getting the best value with the network, this isn't something you are offered directly. From our point of view, keeping you on the base as a happy customer is in our best interest as we can't afford as a smaller company for customers to be dropping off, so we are more attentive to retain your custom. More often than not, you won't even be contacted will the end of your agreement, customers are often left to go out of contract as it is in the networks favour for you to not be getting the best value for money.

[www.connection-technologies.co.uk](http://www.connection-technologies.co.uk)