

AGENDA ITEM 83

Payee	Date	Description	Payment Method	Amount	Date taken to Co	Decision
Brandon Carrside	30/07/2025	July wages	BACS	£ 3,432.24		PAID 28/08/25
British Gas	04/08/2025	Electric - Parish	DD	£ 56.62		
Daisy Communications	31/07/2025	Parish phone lines	DD	£ 280.60		
DU Clean	01/08/2025	Clean - Parish Office	BACS	£ 364.80		PAID 28/08/25
Durham County Council	31/07/2025	Pest control - Wasp nest Langley Grove	BACS	£ 52.80		PAID 28/08/25
Durham County Council	01/08/2025	Man Club - Football pitch hire	BACS	£ 180.00		PAID 28/08/25
Durham County Council	29/07/2025	S35 Pensions	BACS	£ 917.04		PAID 28/08/25
E On Next	04/08/2025	Electric xmas tree Ushaw Moor	DD	£ 9.45		
E On Next	04/08/2025	Electric xmas tree Langley Moor	DD	£ 17.64		
E On Next	04/08/2025	xmas tree electric Esh Winning	DD	£ 17.64		
E On Next	04/08/2025	Xmas tree electric co-op tce	DD	£ 18.23		
HMRC JULY	07/08/2025	HMRC TAX & NI	BACS	£ 901.68		PAID 7.8.25
ICO	22/05/2025	ICO Renewal	BACS	£ 47.00		PAID 22/05/25
Kevin Wilson	01/08/2025	Grass cutting - Path 117	BACS	£ 108.00		PAID 28/08/25
LGRC	12/08/2025	Consultancy	BACS	£ 3,112.38		PAID 28/08/25
NALC	25/06/2025	Successful bids conference	BACS	£ 1,320.00		PAID 28/08/25
Petty Cash	27/08/2025	Cash	CASH	£ 142.09		PAID 28/08/25
RC Recycling & Jet Washing	18/08/2025	Waste removal & new fence/gate CS Allots	BACS	£ 2,150.00		PAID 28/08/25
Rialtis	31/07/2025	Accountancy Software	BACS	£ 1,156.66		PAID 28/08/25
Rialtis	28/03/2025	Accountancy software set up & install	BACS	£ 1,305.41		PAID 7.8.25
Rialtis	01/04/2025	Software support & maintenance	BACS	£ 454.80		PAID 28/08/25
SLCC	25/07/2025	Training	BACS	£ 54.00		PAID 28/08/25
Sunderland City Council	23/09/2025	Civic Function 23/09/25	BACS	£ 60.00		PAID 28/08/25
Transcendit	18/08/2025	Microsoft 365 backup	BACS	£ 124.20		PAID 28/08/25
Transcendit	18/08/2025	Microsoft 365 business standard	BACS	£ 13.82		PAID 28/08/25
UK Safety Store	13/08/2025	No parking signs Browney Parish Green	CARD	£ 16.93		PAID 13.08.25
UKOS	19/08/2025	UKOS	BACS	£ 65.62		PAID 28/08/25
UMAG	13/09/2025	Hut hire	BACS	£ 22.00		PAID 28/08/25
UMAG	09/08/2025	Hut hire	BACS	£ 22.00		PAID 28/08/25
Vista Print	13/08/2025	Business cards x12 Cllr's	CARD	£ 143.88		PAID 13.08.25
Wave	25/07/2025	Water - Parish Office	DD	£ 15.93		PAID 28/08/25
Wave	25/07/2025	Water - Folds close allots	BACS	£ 157.30		PAID 28/08/25
Wave	02/08/2025	Durham Rd allots - water	BACS	£ 23.61		PAID 28/08/25
Wave	02/08/2025	Station ave allots - water	BACS	£ 57.92		PAID 28/08/25
Wave	02/08/2025	Cockhouse Lane allots - water	BACS	£ 46.48		PAID 28/08/25
Wave	02/08/2025	Comm St allots - water	BACS	£ 64.45		PAID 28/08/25
Wave	02/08/2025	Low Meadowfield allots - water	BACS	£ 85.70		PAID 28/08/25
Wave	02/08/2025	Water ushaw moor allots - water	BACS	£ 257.01		PAID 28/08/25
Wave	05/08/2025	High Browney allots - water	BACS	£ 178.80		PAID 28/08/25
Wave	31/07/2025	Water - Langley Grove allots	BACS	£ 142.60		PAID 28/08/25
Wave	06/08/2025	Water High Meadowfield allots	BACS	£ 97.12		PAID 28/08/25
Wave	07/08/2025	Water - Black Road allots	BACS	£ 175.53		PAID 28/08/25

TOTAL				£ 17,869.98		
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AGENDA ITEM 83

Payee	Date	Description	Payment Method	Amount	Date taken to Council	Decision
Amazon	03/09/2025	Charger for office phone	CARD	£ 9.49		
Brandon Carrside	31/08/2025	Wages - August	BACS	£ 4,886.46		
British Gas	03/09/2025	Parish electric	DD	£ 54.33		
Civic Function	27/09/2025	Ferryhill TC	BACS	£ 20.00	PAID 11.09.25	
Civic Function	08/10/2025	Sunderland CC	BACS	£ 40.00		
Civic Function	10/10/2025	DCC	BACS	£ 10.00		
David Bell	07/09/2025	NAC Conf expenses	BACS	£ 66.60		
DU Clean	28/08/2025	Parish office	BACS	£ 273.60		
E On	01/09/2025	Xmas tree electric Meadowfield	DD	£ 18.23		
E On	01/09/2025	Xmas tree electric Ushaw Moor	DD	£ 17.96		
E On	01/09/2025	Xmas tree electric Langley Moor	DD	£ 18.23		
E On	01/09/2025	Xmas tree electric Co-Op Tce	DD	£ 18.23		
Edge	14/08/2025	Allotment software	BACS	£ 762.00		
Total Energies	03/09/2025	Gas - Parish	DD	£ 178.04		
Wave	25/08/2025	Water Alder Park	BACS	£ 46.48		
TOTAL				£ 6,419.65		

Payee	Date	Description	Payment Method	Amount	Date taken to Council	Decision
Brandon Carrside YC	01/08/2025	August wages	BACS	£ 5,280.76		
Daisy Communications	31/08/2025	Parish phones	DD	£ 304.54		
Durham County Council	12/09/2025	Man club football pitch hire	BACS	£ 144.00		
LGRC	12/09/2025	Consultancy services	BACS	£ 1,697.48		

TOTAL				£ 7,426.78		
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NAC Conference and Regional AGM
Anti Social Behaviour and Hate Crime
Venue: Eastwood Hall, Eastwood, Nr Nottingham
3rd – 5th October 2025

Dear Colleagues,

The National Association of Councillors are holding the English Region AGM and Conference in Eastwood Hall, Eastwood Nr Nottingham. The Hotel has very good facilities and is located in Parkland with good public transport links. The subject we will be discussing is Hate Crime & Anti-Social Behaviour.

All our cities, towns and villages suffer from this type of what is perceived by Councillors and the Public to be a blight on our communities.

As councillors we need to be aware of what we can offer our communities to enable people to feel safer in their surrounding areas . We have invited speakers from the Police and Crime Commissioners office, Voluntary sector attached to Education and local government. We will learn how local authorities are using technology to protect front line staff and have the opportunity to question the speakers during the sessions

This event has been requested by NAC members please book early to avoid disappointment.

Brian Nelson

General Secretary

NATIONAL ASSOCIATION OF COUNCILLORS

Conference and Regional AGM

Anti Social Behaviour and Hate Crime

Eastwood hall, Near Nottingham

3rd -5th October 2025

Delegate Booking Form

Name of Delegate.....

Organisation

Delegate's Email

Telephone Number.....

Authorising Signature.....Order No if reqd.....

Printed Name.....

Position.....Organisation.....

INVOICE, email address for invoice.....

To Register – Complete the delegate details above, and either: -Email a copy of this form to
Generalsecretary@nationalassociationofcouncillors.org

or Post form to NAC Bookings, Council Offices, 6 Goatbeck Terrace, Langley Moor, Co. Durham DH7 6JJ

Delegate Fees: £350 plus VAT – Metropolitan, County, Unitary, Borough & District Councils

£295 plus VAT - Town, Parish and Community Councils

Accommodation is available for delegates at the Conference Hotel at the special NAC Conference Delegate rate
of £85 plus VAT per night.

Delegate Accommodation Friday & Saturdays nights YES / NO

Local Authority to be billed direct for accommodation YES / NO

Please note that double and family rooms are also available (prices available on request)

***Booking Condition: Please note that a charge is payable on any bookings cancelled.
These charges will be kept to a minimum and will be in accordance with cost incurred
by the NAC.***

Brandon & Byshottles Parish Council

Health & Safety Policy

Contents

- Health and Safety Policy Statement
- Duties and Responsibilities of Parish Councillors
- Duties and Responsibilities of the Parish Clerk
- Duties and Responsibilities of Members of Staff
- Duties and Responsibilities of Contractors and Agency Workers
- Duties and Responsibilities to Visitors and Members of the Public
- Accident Reporting
- Procurement of Materials, Equipment & Contractors
- Violence/Personal Safety
- Emergency Equipment
- Monitoring and Review
- APPENDIX A: HEALTH & SAFETY ARRANGEMENTS
- APPENDIX B: RISK ASSESSMENT
- APPENDIX C: FIRE RISK ASSESSMENT

Health and Safety Policy Statement

Brandon & Byshottles Parish Council is committed to achieving high standards of health and safety for all members of staff, councillors, visitors, members of the public, agency workers and contractors who may be on the premises, and it understands that maintaining strong Health and Safety practices is vital for carrying out its responsibilities efficiently and economically. It recognises its obligations under the Health and Safety at Work Act 1974 and other relevant statutory provisions outlined in this policy (Legislation). Consequently, the Council commits to fulfilling these obligations to the best of its ability by integrating robust health and safety management practices into all its operations.

The primary aim of this policy is to reduce health, safety and welfare risks for its employees, volunteers, the wider public and other stakeholders affected by its activities, while also minimising environmental risks. Every reasonable effort will be made to establish a safe working and community environment. It is the duty of Parish Council members to implement this policy and ensure that health and safety concerns are given precedence in both planning and day-to-day supervision of work activities.

All members of staff are expected to co-operate in implementing this policy on the Council's premises and across all Council activities and to ensure that their own work is conducted without posing risks to themselves or others, as far as reasonably practicable. All members of staff, volunteers, agency workers and contractors' employees engaged by the Council must familiarise themselves with this policy and the importance of adhering to its objectives.

Duties and Responsibilities of Brandon and Byshottles Parish Council

The responsibility for health and safety rests with everyone, from The Clerk through to each individual member of staff.

Overall and final responsibility for health and safety within the business is that of Brandon and Byshottles Parish Council as a corporate body.

Duties and Responsibilities of Parish Councillors

Parish Councillors share responsibility for implementing this Health and Safety Policy, overseeing day to day operations, and ensuring insurance policies are up to date.

They will ensure that:

- Staff receive and understand the Health & Safety Policy on appointment.
- Council activities comply with health and safety objectives.
- Employment contracts include relevant health, safety, and environmental obligations.
- Staff are trained and competent for their roles.
- Staff are aware of hazards and follow safety procedures.
- Only competent or supervised individuals carry out high risk tasks.
- Safe working methods are followed.
- Contractors and suppliers meet legal safety standards.
- All accidents are recorded, reported, and investigated.
- Regular safety inspections and record keeping are maintained.

Duties and Responsibilities of the Parish Clerk

The Parish Clerk is responsible for ensuring all delegated health and safety duties are carried out in line with this policy.

They will:

- Communicate the policy to staff and consult regularly.
- Identify risks and implement appropriate control measures.
- Assess training needs and ensure staff are competent and supervised.
- Conduct regular workplace and equipment inspections.
- Ensure contractors and agency workers are properly checked and managed.
- Investigate all incidents, take corrective action, and report to the HSE where required.

Duties and Responsibilities of Members of Staff

Staff must comply with the Council's Health & Safety Policy and relevant legislation, including the Health and Safety at Work Act 1974.

They are required to:

- Take reasonable care of their own health and safety and that of others.
- Be physically and technically capable of their duties.
- Use safety equipment properly and not misuse or interfere with it.
- Report all accidents and near misses promptly to the Parish Clerk.
- Cooperate in incident investigations.
- Seek advice or assistance when unsure or untrained for a task.

Duties and Responsibilities of Contractors and/or Agency Workers

Contractors and agency workers must:

- Act safely and comply with the Council's Health & Safety Policy.
- Follow all relevant laws, regulations, and Codes of Practice.
- Use safe, well maintained tools and equipment with valid inspection and insurance certificates.
- Report any injuries on site immediately to the Parish Clerk and record them.
- Ensure all electrical equipment has a valid PAT certificate.
- Provide risk assessments and method statements before starting work.

Duties and Responsibilities to Visitors and Members of the Public

Brandon & Byshottles Parish Council owes a duty of care to members of the public and other visitors to the Council's premises and areas of the Parish under its control. The Council will endeavour to ensure, so far as is

reasonably practicable, that safe access and egress is available and that these areas are maintained in a safe condition.

Accident Reporting

The Council actively monitors accidents and near misses to reduce incidents. The Parish Clerk must be notified immediately of any such event involving staff, councillors, visitors, contractors, or the public on Council premises or during Council activities.

All incidents must be recorded promptly in the Accident Book. The Parish Clerk will ensure compliance with RIDDOR regulations.

Accidents and near misses will be investigated, with recommendations made to the Council as needed. Reports will be shared at Personnel Committee meetings.

Procurement of Materials, Equipment & Contractors

Anyone who purchases or hires materials, equipment or contractors on behalf of the Parish Council must ensure that they have read and fully understand this Health and Safety Policy. All suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required. This information must then be passed on to the Parish Clerk in order to be recorded.

Violence/Personal Safety

So as to avoid violence and aggression from members of the public or contractors, all members of staff should avoid getting into a confrontational situation. Always remain polite, but back off from situations that are potentially dangerous. If you feel it is required, please call the police. Any incidents should be reported to the Clerk.

Emergency Equipment

Council premises will be equipped with sufficient emergency resources including fire extinguishers, first aid kits, emergency exits, and evacuation signs. These will be regularly checked, maintained, and replenished as needed to ensure they are always ready for use in an emergency.

Monitoring and Review

The Parish Council will conduct regular monitoring and evaluation of its health and safety performance through inspections, audits and incident investigations. This proactive approach will enable the identification of potential issues, trends, or areas for improvement, thereby facilitating timely intervention and corrective action.

This health and safety policy will be subject to review to assess its effectiveness, relevance and compliance with legislative requirements.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the Council's activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Date approved on:

Minute number:

APPENDIX A: HEALTH & SAFETY ARRANGEMENTS

1. INTRODUCTION

This appendix explains how staff members and other stakeholders of Brandon & Byshottles Parish Council can assist in addressing relevant Health and Safety issues relating to the various aspects of the Council's business. It also gives details, guidance, and assurance regarding the way the Council supports and manages the health, safety and wellbeing of its staff and other stakeholders in the conduct of its business.

2. HAZARD CONTROL

Brandon & Byshottles Parish Council endeavours to control any hazards that have the potential to cause harm. Hazards can arise from work activities, e.g. use of machinery or chemicals, or as a consequence of the work environment, e.g. poor lighting, working at height, poor housekeeping, etc. Any hazard identified must be reported to a manager. The following principles should be followed to prevent harm employees or other people:

- Do not take the risk of an accident at work.
- Don't take chances – observe the “precautionary principle”.
- Be vigilant and report any potential hazard to your supervisor or manager.

Risk Assessment and Management

Brandon & Byshottles Parish Council will undertake systematic risk assessments across its operations to identify potential hazards, evaluate associated risks and implement appropriate control measures. These assessments will be conducted regularly, with particular attention given to new activities, changes in working practices, or emerging hazards.

Upon identification of risks, the Council will implement control measures to minimise or eliminate hazards where reasonably practicable. This may include the provision of suitable training, implementation of safe systems of work, provision of personal protective equipment (PPE) and maintenance of equipment and facilities to ensure their safe operation. Appendix B provides more information on Risk Assessments.

Safe System of Work

A formal, clear procedure resulting from the examination of a task and its component steps, is a definition of a Safe System of Work (SSOW).

Brandon & Byshottles Parish Council will ensure that SSOW are developed for all work activities. Procedures such as a Permit to Work system will be established and implemented where a task(s) requires specific control processes. Staff members and other workers will be informed of The Safe System of Work for the tasks they will be undertaking and are encouraged to raise any questions or concerns about performing their tasks.

Training and Information

The Council is committed to providing health and safety training to all employees and volunteers, where required. This training will be tailored to the specific roles and responsibilities of individuals, encompassing topics such as hazard awareness, safe working practices, emergency procedures and the proper use of equipment and machinery.

Relevant health and safety information, including policies, procedures, and emergency protocols, will be communicated effectively to all staff. This information will be accessible through various channels, ensuring that individuals are well informed and equipped to fulfil their health and safety obligations.

3. FIRE SAFETY

Brandon & Byshottles Parish Council will appoint a suitably qualified and competent person to carry out a fire risk assessment and action plan of the building, in accordance with the Regulatory Reform (Fire Safety) Order 2005. The assessment will be reviewed regularly and updated as necessary to ensure the ongoing safety of staff, visitors, and premises. (example attached as APPENDIX C)

The Council will also nominate a Responsible Person, in accordance with the Fire Safety Order, who will have overall responsibility for ensuring fire safety duties are fulfilled in accordance with the Fire Risk Assessment and Action Plan.

In the event of fire, the safety of life will override all other considerations, such as saving property or extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the Council will:

- Assess the risk from fire at the Council's premises and implement appropriate control measures.
- Ensure good housekeeping standards are maintained to minimise the risk of fire.
- Provide and maintain safe means of escape from the premises.
- Provide a fire evacuation procedure for all buildings.
- Provide and maintain appropriate fire fighting equipment.
- Regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire fighting equipment, emergency lighting and fire detection and alarm systems.
- Provide adequate fire safety training to employees.
- Make arrangements for the safe evacuation of deaf or otherwise disabled persons.
- Make arrangements for ensuring all visitors are made aware of the fire evacuation procedures.
- Display fire notices.
- Keep fire safety records.

The Council does not require anybody to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so. Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the designated assembly point. Re-entry to the building is strictly prohibited until the fire brigade or a senior person present declares it is safe to do so. Staff members are encouraged to report any concerns regarding fire procedures so that they can be investigated and remedial action taken if necessary.

4. FIRST AID

The Council is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work.

To achieve this objective the Council will:

- Appoint and train members of staff in first aid.
- Display first aid notices with details of first aid provision.
- Provide and maintain suitable and sufficient first aid boxes.

Appointed Person

The Appointed Person duties include:

- Taking charge when someone falls ill or is injured, including calling an ambulance if required.
- Looking after and maintaining the first aid box and contents.

The Appointed Person will not be required to provide treatment for which they have not been trained.

First Aiders

First aiders are qualified staff who have received training and passed an examination in accordance with HSE requirements. Staff trained in first aid will be provided with refresher training at regular intervals to keep their skills up to date.

First Aid Boxes

First aid boxes will be provided within the Council premises to ensure there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies suggested by L74: First Aid at Work Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

5. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Parish Council is responsible for assessing hazards, providing suitable PPE, and ensuring staff are trained in its correct use.

- Staff must use PPE properly, attend training, and report any defects.
- The Council complies with the PPE at Work Regulations 1992.
- Risk assessments determine the need and type of PPE provided.
- PPE meets relevant safety standards and is regularly inspected and maintained.
- Training covers proper use, limitations, maintenance, and emergency procedures.
- Instruction materials accompany all PPE.
- Damaged or worn PPE will be replaced promptly.
- Records of PPE provision, training, inspections, and replacements are maintained.

6. PROVISION AND USE OF WORK EQUIPMENT

The Council will ensure all equipment is:

- Suitable for its intended use and work conditions.
- Properly maintained and inspected and supplied with instructions, and staff trained in safe use.
- Used following risk assessments, with supervision if needed.
- Assessed for safe operation and covered by emergency procedures.

Staff must:

- Use equipment correctly and only as intended.
- Report defects or hazards to the Parish Clerk.
- Not bring unapproved equipment onto premises.
- Follow safe work practices and equipment instructions.

7. ELECTRICAL AND GAS SAFETY

Brandon & Byshottles Parish Council will provide a safe working environment in line with electrical and gas safety regulations. Staff must follow safety procedures, report hazards, and attend any required training.

The Council complies with the Health and Safety at Work Act 1974 and WEEE regulations, ensuring all electrical systems are safe and electronic waste is responsibly disposed of. Regular inspection, testing, and maintenance of installations and portable appliances will be carried out.

The Council is also committed to:

- Reducing fuel and material waste.
- Improving efficiency and lowering emissions.
- Minimising risks to staff, the public, and the environment.

Electrical Safety Inspections/Installations

Electrical equipment and installations will be regularly inspected by qualified contractors. Risk assessments will be completed before any electrical work to identify and manage potential hazards.

Gas Installations and Appliances

The Council will ensure all gas work is carried out by qualified operatives registered with the Gas Safe Register (GSR), in line with regulations and official guidance.

Gas Leaks

Gas leaks can cause fire or explosions. Staff must stay alert to the smell of gas, especially near gas appliances. If a leak is suspected, they must raise the alarm by calling The Northern gas Network on 0800 111 999 and follow the fire alarm procedure.

8. DISPLAY SCREEN EQUIPMENT (DSE)

Brandon & Byshottles Parish Council is committed to supporting the health and wellbeing of staff who regularly use DSE, in line with the DSE Regulations 1992.

The Council will:

- Provide safe, ergonomic workstations and necessary equipment.
- Require staff to complete and review DSE self assessment.
- Offer guidance on proper workstation setup and posture.
- Encourage regular breaks to reduce strain and fatigue.
- Address any reported discomfort or issues promptly.
- Provide access to occupational health support if needed.

Staff must follow DSE guidance, report concerns, and take part in training as required.

9. WORKING AT HEIGHT

Brandon & Byshottles Parish Council staff are not required to carry out any work at height. This section applies solely to contractors engaged by the Council. Contractors are responsible for carrying out their own risk assessments for any work at height, ensuring appropriate control measures are in place, and must hold valid insurance covering such activities.

10. MANUAL HANDLING

Manual handling involves lifting, carrying, pushing, or moving objects by hand or body force, and can cause injury if done incorrectly.

Brandon & Byshottles Parish Council will:

- Carry out risk assessments and provide training and equipment.
- Monitor compliance with safe practices and investigate incidents.
- Staff, contractors, and agency workers must:
- Follow safe handling procedures and use equipment properly.
- Attend training and report any concerns or incidents promptly.

11. LONE WORKING

Brandon & Byshottles Parish Council will, as far as reasonably practicable, protect staff required to work alone. Risk assessments will identify tasks that can be safely undertaken without supervision, considering location, communication, potential for violence, and possible injury.

Staff attending off-site appointments will be provided with a mobile phone. If the appointment is at the end of the working day and they are not returning to the office, they must notify a colleague or councillor once they have left safely.

Staff must follow the Lone Worker Policy for full procedures and guidance.

12. WELFARE FACILITIES

Brandon & Byshottles Parish Council will provide clean, accessible welfare facilities for staff, including:

- An area with tea making facilities, drinking water, a microwave, and fridge.

- Clean, well stocked washrooms with toilets, handwashing facilities, and sanitary disposal.
- Regular cleaning and restocking of all facilities.
- Inclusive design to meet the needs of all individuals, where possible.

13. SMOKING ON COUNCIL PREMISES

Brandon & Byshottles Parish Council premises, including buildings, vehicles, and designated outdoor areas, are smoke free and vape free.

Smoking or vaping is not permitted, and non compliance may lead to disciplinary action. The Council is responsible for enforcing this policy.

14. STRESS

Work related stress occurs when job demands exceed an individual's ability to cope. Causes include workload, job insecurity, and conflicts.

- Brandon & Byshottles Parish Council promotes open communication, recognises stress signs, and provides support to staff.
- Staff are responsible for monitoring their stress, seeking help, and supporting a positive work environment.
- The Council aims to maintain manageable workloads with realistic deadlines and available resources.
- An open door policy encourages staff to raise concerns with line managers or Council members.

15. DRUGS AND ALCOHOL MISUSE

Brandon & Byshottles Parish Council has a zero tolerance policy on drug and alcohol misuse on Council premises.

The use, possession, sale, or distribution of illegal drugs or controlled substances is strictly prohibited. Alcohol may only be consumed at authorised events.

Breaches of this policy may lead to disciplinary action, including exclusion or dismissal, in line with Council procedures. Support may be offered where appropriate to encourage compliance.

16. DRIVING WHEN WORKING

The Council is committed to the safety of staff who drive for work. All drivers must hold a valid licence, have appropriate business use insurance, and follow safe driving practices.

Staff must:

- Inform their line manager of any driving offences.
- Ensure vehicles are roadworthy, serviced, and maintained.
- Plan journeys safely, considering weather, traffic, and road conditions.
- Follow the Highway Code and avoid unsafe behaviours (e.g. speeding, phone use, or driving under the influence).
- Report accidents, near misses, or incidents promptly. These will be reviewed to prevent recurrence.

13. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (CoSHH)

The Council is responsible for identifying hazardous substances, carrying out risk assessments, implementing control measures, and ensuring staff receive appropriate training in line with the Control of Substances Hazardous to Health (CoSHH) Regulations 2002.

All staff, contractors, and agency workers must:

- Follow safe working practices and use PPE as instructed.
- Never handle hazardous substances without proper training.
- Report any concerns or incidents to their line manager or safety officer.
- Read labels, wear issued PPE, and dispose of substances safely.

18. BEHAVIOUR AT WORK

The Council does not tolerate violent, aggressive, or intimidating behaviour, including physical, verbal, or psychological abuse (e.g. shouting, swearing, or harassment).

Everyone including staff, councillors, and members of the public must treat each other with respect. Disputes should be resolved through appropriate channels, not in public.

To manage risks, the Council will:

- Conduct risk assessments and publicise its zero tolerance approach;
- Maintain secure premises, especially during lone working;
- Communicate clear procedures for dealing with incidents;
- Train staff and provide support where needed;
- Record and review all incidents to improve safety.

19. CONTROL OF WASTE MATERIALS

The Council is responsible for ensuring effective waste management and compliance with relevant regulations. This includes providing appropriate facilities, informing staff, and ensuring waste is handled safely.

Staff must follow waste procedures, including segregation, safe handling, and reporting any issues.

The Council will:

- Separate recyclable, non recyclable, hazardous, and organic waste;
- Use licensed waste carriers for disposal;
- Promote recycling and reuse where possible;
- Ensure hazardous waste is identified, handled, and disposed of safely, in line with WEEE and other regulations;
- Keep records of waste collections, disposal, and any incidents.

20. LEGISLATION

The following legislation may affect Brandon & Byshottles Parish Council members of staff, Councillors, visitors, contractors and agency workers. This is not a definitive list, other legislation may be relevant.

- The Health and Safety At Work Etc. Act 1974
- The Management Of Health and Safety At Work Regulations 1999
- Provision and Use Of Work Equipment Regulations 1998
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (Consultation With Employees) Regulations 1996
- The Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (First Aid) Regulations 1981
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personal Protective Equipment At Work Regulations 1992 (As Amended)
- Personal Protective Equipment Regulations 2002
- Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control Of Substances Hazardous to Health Regulations 2002 (COSHH)
- Fire Precautions Act 1971
- Fire Precautions (Workplace) Regulations 1997
- Offices, Shops and Railway Premises Act 1963
- Electricity at Work Regulations 1989
- Waste Electrical and Electronic Equipment Regulations 2013
- Building Safety Act 2022

21. HEALTH AND SAFETY EXECUTIVE (HSE)

The Council recognises the Health and Safety Executive (HSE) as the statutory enforcement agency. Any site visits by statutory inspectors will be acknowledged and appropriate cooperation provided.

APPENDIX B: RISK ASSESSMENTS

Risk Assessment involves identifying the hazards present on the Council premises or arising out of any Council activity and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness. A hazard is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment. Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm, i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require that risk assessments are 'suitable and sufficient' in that they should identify all the significant hazards present and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable. The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, e.g. Councillors or members of the public.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is 'reasonably practicable' in terms of a balance between risk and costs; the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk. Risks may be controlled in various ways, so determining the effectiveness of those controls is a necessary part of the risk assessment process. It is a legal requirement that the significant findings of risk assessments and consequent control measures are brought to the attention of staff members and it is recommended that other users of the premises are also informed of them as appropriate.

Carrying out risk assessments

It is important that the person carrying out a risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments. They should:

- be competent
- have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- have knowledge and experience of how to solve problems identified by the assessment
- be in a position to give the commitment, co-operation and resources required to implement the assessment results.

The five stages of risk assessment (a risk assessment template is included below)

Step 1 - Identify the Hazards

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees as they may have noticed things that are not immediately obvious.

Examples of hazards include:

- Cables trailing over floors
- Filing cabinet drawers left open
- Work benches which are too high or too low
- Loads which have to be moved manually

Step 2 - Identify Who May Be Harmed and How

List groups of people and individuals who may be affected by the hazards e.g.:

- Members of staff
- Councillors
- Members of the public
- Agency workers or contractors' employees

Particular attention should be paid to vulnerable persons, e.g. those with protected characteristics, visitors, and young persons.

Step 3 - Evaluate and Control the Risk

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected. The formula is: Severity x Likelihood = Risk.

Even after all precautions have been taken some risk may remain.

Ensure the precautions in place meet standards set by legal requirements, comply with a recognised standard, represent good practice, and reduce (mitigate) the risk as far as is reasonably practicable.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

- Avoid the risk completely
- Evaluate risks which cannot be avoided
- Combat risks at source
- Adapt work to the individual
- Make use of technology
- Replace the dangerous with none or less dangerous
- Develop an overall prevention policy
- Give priority to measures which protect the greatest number of people
- Give appropriate information and instructions to members of staff.

Implement an Action Plan

Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

Step 4 - Record Your Findings

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that members of staff are informed of the findings and control measures, either existing or additional, that have to be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, e.g. councillors, visitors, agency workers, contractors' employees, etc.

Step 5 - Monitor and Review the Assessment

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following any accident or incident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid.

Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

Risk Assessment Template

Name of Parish Council.....

Address.....

.....

Assessment undertaken by.....

Date..... Review date.....

Area assessed.....

Under Additional Controls you should note the measures that are needed to reduce the risk to an acceptable level and record when they have been implemented.

Hazard/Risks	Existing Controls	Likelihood L	Severity S	Risk Rating L x S	Additional Controls

Likelihood Rating

1 = Low (Seldom) 2 = Medium (Frequently) 3 = High (Certain or near certain)

Severity Rating

1 = Low (Minor cuts and bruises) 2 – Medium (Serious injury – off 3 days)

3 = High (Fatality or a number of persons seriously injured)

Risk Rating = Likelihood x Severity

1 / 2 = Low Priority 3 / 4 = Medium Priority 6 / 9 = High Priority

APPENDIX C: FIRE RISK ASSESSMENTS

A Fire Risk Assessment (FRA) is a statutory requirement that involves a structured and methodical evaluation of premises, activities conducted within them, and the potential for fire to cause harm to individuals in or around the building.

The primary aim of the Fire Risk Assessment is to:

- Identify potential fire hazards;
- Evaluate the risk to people and property;
- Implement control measures to prevent or mitigate the risk;
- Ensure the safety of all building users, especially vulnerable persons.

Under the Building Safety Act 2022, the following legal duties apply:

The Responsible Person (as defined in the Regulatory Reform (Fire Safety) Order 2005) must:

- Maintain a fully completed Fire Risk Assessment, using a recognised checklist or template;
- Record the identity and competence of any individual or organisation engaged to carry out or review the FRA;
- Record the fire safety arrangements that demonstrate how fire safety is managed;
- Provide and update current contact information.

Competent Persons

- One or more competent persons must be appointed to carry out the fire risk assessment.
- Competency includes adequate training, experience, knowledge, and understanding of fire safety principles.
- The assessment must be conducted in a practical and systematic way and cover the entire premises, including:
 - Offices and workspaces
 - Storage areas
 - Corridors and stairways
 - Emergency exits
 - Outdoor locations
 - Infrequently used areas

The assessment must consider all relevant persons, especially those who may be vulnerable or at increased risk, including persons with disabilities. Significant findings and recommended actions must be communicated to all building users and, where necessary, to neighbouring premises to ensure coordinated emergency procedures.

Example of Fire Risk Assessment Checklist

Fire Risk Assessment Checklist – The Council must keep a copy of this completed fire risk assessment for its records. Premises Owner: Responsible Person: Address of Premises: Number of Floors: Number of Employees: Assessor: Date of Assessment:		
Electrical installations and equipment	YES	NO
Are fixed installations periodically inspected and tested every five years?		
Are electrical equipment and appliances periodically inspected and tested?		
Is the use of trailing leads and adaptors avoided where possible?		
Smoking	YES	NO
Are adequate measures in place to stop people from smoking on the premises?		
Are 'No smoking' signs provided?		
Are suitable arrangements in place for those who wish to smoke outside the premises?		
Arson	YES	NO
Are the premises adequately secured to prevent unauthorised access?		
Are combustible materials, waste and refuse bins stored safely?		
Heating systems and portable heaters	YES	NO
Are fixed heating systems subject to periodic maintenance?		
Are portable heaters subject to periodic inspection and used safely?		
Cooking	YES	NO
Are adequate measures taken to prevent fires from cooking?		
Housekeeping	YES	NO
Is the standard of housekeeping adequate to avoid accumulation of combustible materials and waste?		
Are combustible materials kept separate from ignition and heat sources?		
Is it ensured that all contractors who undertake work on the premises are competent and qualified?		
Dangerous substances	YES	NO
Are measures in place to control fire hazards arising from use and storage of dangerous substances?		
Other significant fire hazards	YES	NO
Are there any other significant fire hazards in the premises?		
If the answer to the above questions is yes, identify each hazard and control measures to reduce the likelihood of fire		
Means of escape	YES	NO
Are all escape routes kept clear of obstructions to enable people to escape safely?		
Are all fire exits easily and immediately openable?		
Are distances of travel considered reasonable?		
Are suitable precautions in place for all inner rooms?		
Is adequate fire protection provided to stairways, including provision of self-closing, fire-resisting doors?		
Are reasonable arrangements in place for the safe evacuation of any disabled persons on the premises?		
Means of giving warning in case of fire	YES	NO
Is there a suitable electrical fire alarm system?		
Are automatic smoke/heat detectors provided and is the extent and coverage considered adequate?		

Manual fire extinguishers	YES	NO
Is there reasonable provision of fire extinguishers?		
Emergency escape lighting	YES	NO
Is there a reasonable standard of emergency escape lighting to illuminate escape routes?		
Fire safety signs and notices	YES	NO
Is there a reasonable standard of fire exit signage and fire safety signs?		
Are fire action notices provided and sited in prominent locations?		
Management of fire safety	YES	NO
Has someone been appointed to manage fire safety?		
Are procedures in the event of fire appropriate and properly documented?		
Are all employees given regular instruction and training on the action to take in the event of a fire?		
Are fire wardens appointed and given additional training to carry out their roles?		
Are daily checks carried out to ensure exit routes are kept clear and fire exits remain easily openable?		
Are monthly and annual testing routines in place for the emergency escape lighting?		
Are weekly testing and maintenance and servicing routines in place for the fire alarm system?		
Are fire extinguishers subject to annual maintenance?		
Are records of testing and maintenance maintained?		

FIRE SAFETY ACTION PLAN

If any of the above boxes are ticked with a NO, the deficiencies should be described below, along with a proposed action for rectification.

ITEM:

DEFICIENCY:

PROPOSED ACTION:

TIMESCALE:

PERSON RESPONSIBLE:

ENVIRONMENT AND PLANNING COMMITTEE

TERMS OF REFERENCE

Purpose

The Planning and Environment Committee represents Brandon and Byshottles Parish Council in its dealings with planning, environmental, highways, and associated matters. It values the heritage of the Parish and its natural surroundings. The Committee seeks to review the condition, maintenance needs, and usage of, and where appropriate conserve or improve, the outdoor assets entrusted to the Council for the benefit of present and future generations.

It gives careful consideration to all planning applications received in the context of national and local planning policies and guidance, always seeking to serve the best interests of the Parish and its communities, taking account of the need for sustainable development, biodiversity, climate resilience, and environmental and heritage protection.

Number of Councillors: The Working Group will include up to 7 councillors. Substitutions are permitted if a member is unable to attend a meeting.

Chair: The Chair of the Parish Council shall have automatic membership and full voting rights. At the first meeting of the Committee following the Annual Meeting of the Council, the Committee shall elect a Chair and Vice-Chair for the forthcoming municipal year. Re-election is permitted.

Quorum: A quorum shall be one-third of the membership, but no fewer than 3 councillors.

Meeting Frequency: A minimum of six meetings per year shall be held. Additional meetings may be convened as required to meet the time constraints of the Planning Authority. The schedule of meetings will be agreed at the Annual Meeting of the Council in May.

Notice Requirements: At least three clear days' notice must be given for all meetings, in line with statutory requirements.

Public Participation: Yes

Minutes of Meetings: The Committee shall submit its minutes to the next Full Council meeting for adoption and inclusion in the official Council record.

Officer Support: The Clerk or Assistant Clerk may support the Committee where appropriate, but they are not required to attend each meeting.

- Attendance may be requested depending on the agenda or administrative needs.
- When an officer is not present, the Committee is responsible for:
 - Recording minutes
 - Reporting decisions or recommendations to Full Council.

Operational Framework: The Committee will operate under Brandon and Byshottles Parish Council's Standing Orders and relevant governance policies.

Delegated Authority and Role

The Committee has delegated authority to discuss, debate, and record the Parish Council's responses to planning and licensing applications, environmental and highway proposals. It may submit responses directly to the relevant planning authority to ensure that comments are received within statutory deadlines.

The Committee is also authorised to delegate a councillor or council represent the Parish Council at Local Network planning meetings, site visits, public enquiries, and at any other planning or environment-related groups or organisations, as appropriate.

To consult individuals, community groups, and relevant organisations within the Parish where necessary, ensuring that legitimate local concerns are identified, represented, and taken into account in the Committee's responses and recommendations.

Its role will include:

Asset Management

Regularly review the condition, usage, and maintenance needs of outdoor community assets; recommend maintenance schedules or improvements to Full Council.

Strategy Development

Propose and recommend strategies to promote biodiversity, climate resilience, and sustainable land use across the parish.

Planning Applications (to include tree applications)

- Review planning applications referred to the Council and draft responses aligned with the Parish's environmental interests.
- Make recommendations to Full Council where possible.
- Comment on any developments outside the Parish boundary that may impact the Parish.
- Consider the impact of proposed developments on local infrastructure, including public services, green spaces, community wellbeing, and environmental sustainability.
- Where time constraints prevent committee or Full Council consideration, the Parish Clerk shall have delegated authority to submit a response on behalf of the Committee, in consultation with the Chair and Vice Chair, and having solicited views of Committee members by email.

Planning Policies

- Stay informed on relevant planning policies and legislation, including the Town and Country Planning Acts, the National Planning Policy Framework (NPPF), the County Council's Local Planning Policy, and the Local Network's Planning Strategy.
- Make recommendations where appropriate to statutory and non-statutory planning policy bodies to ensure that the interests of the Parish and its communities are represented and considered.

Highways, Infrastructure and Amenity Oversight

- Review and report on issues related to traffic control, car parking, street lighting, signage, street furniture, planters, grass cutting, and public waste bins.

- Liaise with the Highway Authority, County Council, Northumbria Water, and other bodies on concerns such as drainage, flooding, and accessibility to services.
- Pursue relevant enforcement matters with the appropriate authorities until resolution.

Environmental Risks and Threats

- Identify and raise awareness of local environmental threats such as flooding, pollution, or invasive species.
- Monitor non-domestic activities, particularly those near residential areas, to ensure they are not intrusive or harmful to community wellbeing or the environment.
- Monitor and comment on proposals for telecommunication masts, power lines, and other similar structures within the Parish, ensuring any impact on visual amenity and safety is considered.

Neighbourhood and Emergency Planning

- Develop and maintain Parish, Ward, and Neighbourhood Plans that support the Parish's Business Plan
- Promote cooperation with neighbouring Parish Councils, Local Networks, and relevant public/private sector organisations on planning, conservation, and development issues.

Heritage Assets Register

Maintain and update a list of non-designated heritage assets; advise on their preservation and integration into planning considerations.

Delegation and Budgeting

Prepare project proposals and cost estimates for submission to Full Council by October, for consideration in the Council's budget setting process.

Section 106

- Explore and manage potential projects to be funded through Section 106 and/or Community Infrastructure Levy (CIL).
- Make formal representations to higher tier authorities to secure funding for Parish initiatives and community enhancements.

Expert Advice

Where specialist knowledge is required, the Committee may seek advice from external experts in planning or environmental matters. **Note:** Any associated costs must be approved by Full Council before proceeding.

Adoption and Review

Brandon and Byshottles Parish Council formally adopted these Terms of Reference at its meeting held on 19th September 2025, recorded under Minute _____.

These Terms of Reference shall be reviewed annually, preferably in line with the Annual Meeting of the Council.

Meadowfield Cemetery Seats

Background:

Two timber seats were installed at Meadowfield Cemetery:

- One standard bench purchased in 1993.
- One memorial bench dedicated to Gordon Curry, installed in 1994.

These benches have served the community for over 30 years, providing seating for visitors to the cemetery.

Issue Reported:

The Council has recently received a complaint from a member of the public stating that the benches are damaged, unsightly, and require attention.

Inspection:

Following the complaint, the Community Highways Worker was asked to attend the cemetery and assess the condition of the seating.

His report confirmed that both benches are in a poor state of repair, with visible damage, rendering them unsuitable for continued public use (photographs attached).

Recommendation:

Given the age and current condition of the benches located in the cemetery (which is owned and maintained by Durham County Council), the Council is asked to consider the following options:

1. **Repair** – Assess whether restoration of the existing benches is structurally viable and cost effective.
2. **Replacement** – Purchase and install new benches, potentially including a new memorial bench to acknowledge the original dedication.
3. **Removal** – Remove the benches entirely if they are deemed beyond repair and replacement is not considered necessary.

Next Steps:

Council is requested to review the options and decide on the preferred course of action. Consideration may also be given to consulting with the family of Gordon Curry regarding the memorial bench, should removal or replacement be proposed.





Browney Village Green

Background

Following correspondence sent to residents regarding:

- No parking on the village green, and
- The requirement for removal of the concrete base

The council has since received responses from multiple residents. This report outlines the feedback and seeks direction on next steps.

Resident Feedback:

- **Resident 1:**
Contacted the council to clarify ownership of the concrete base and advised that, according to property deeds, residents have a 6ft access across the land for airing purposes.
- **Resident 2:**
Claimed ownership of the concrete base and stated they did not agree to its removal. They advised:
 - The base has been in place for a significant number of years without previous issue.
 - It acts as a deterrent to vehicles driving onto and parking on the green.
 - Originally, the base was installed to secure a pole after the previous one snapped.

The resident was advised that while the concrete base needs to be sunken into the ground for safety reasons, the poles may remain. The resident informed that if the Council wished to carry out this work, it would be responsible for the cost of installing a new washing pole.
- **Resident 3:**
Raised concerns regarding cars parking on the village green, citing a lack of parking outside properties due to the number of vehicles owned by residents. Additionally, the resident noted that the placement of washing lines across the green prevents children from using the area for play.

Next Steps / Recommendation:

The original letter issued to the resident allowed 30 days for removal of the concrete base, which would have ended on the 3rd September 2025. Attached are photographs taken on 10th September 2025 which shows the concrete base is still in situ and has now been painted white.

The Council is asked to consider:

1. Does the Council wish to proceed with enforcing the removal of the concrete base?

- If yes, a follow-up letter will be sent to the resident outlining the Council's intended actions.
- If no, the matter will be closed, and residents informed accordingly.



Sculpture site at Ushaw Moor – Bollard

An accident was reported to have occurred on 13th August 2025, involving two vehicles. During the incident, one of the vehicles was struck at the junction adjacent to the sculpture, causing it to collide with a bollard that had been installed by the Council.

The impact resulted in the bollard being damaged beyond repair, and it has since been removed from the site.

The bollard in question was supplied and installed by DK Horticulture on 16th September 2024, at a total cost of £398.77.

A crime reference number has been received from the police in connection with the incident.

The Clerk has contacted the insurance company to obtain information regarding the excess amount and it has been confirmed that the excess is £100.

Mr Ben Elsey,
Northumbrian Water Wastewater Team,
Northumbria House,
Abbey Road,
Pity Me,
Durham, DH1 5FJ

Dear Mr Elsey,

We are writing with reference to your letter dated 19/8/25 headed "SEWERS IN DH7 8 BLOCKED BY WIPES" received by residents of the Parish of Brandon & Byshottles which we serve as Parish Councillors.

We are surprised that the Parish Council was not alerted to this issue prior to you writing to our constituents who have drawn it to our attention, several of whom have reacted negatively to your letter's threats of covert surveillance and consequential punitive action, including possible prosecution. We would appreciate being informed in advance of any further action affecting our constituents that you intend to take in this case.

Sewer blockages are obviously not in anyone's interests but, as far as we are aware, this is the first time that Northumbrian Water has appraised our constituents of this problem, and had we been consulted about it we may have been able to assist in raising awareness of it and by providing practical guidance to encourage a more positive response to eliciting the behavioural change required to avert future blockages. To this end, kindly inform us of:

- 1) the locations within our Parish to which you attribute the sewer blockages referred to in your letter.
- 2) any steps being taken by Northumbrian Water (and presumably other water companies) to get wet wipe manufacturers to remove assurances of flushability on their packaging, if it contravenes the law as you claim, which users can hardly be blamed for trusting.
- 3) any consultation with the environmental health authority and/or Durham County Council waste contractor for our Parish regarding our constituents' concerns about your instruction to them to dispose of soiled wipes, potentially contaminated by infectious faeces, into general waste bins without any health protection, e.g. double-wrapping (as required for disposal of animal faeces), or hygienic methods for disposing of "offensive waste" contaminated with body fluids (e.g. the Sangenic bin system).

When we receive this information from you, we will endeavour to communicate with our constituents and residents' associations to constructively address this problem within our Parish Council boundary, if necessary in liaison with our County Council colleagues.

Yours sincerely,

Councillors for Brandon & Byshottles Parish

In your area, this is an ongoing problem: you are at risk unless people stop flushing wipes down the toilet.

We are sending this letter to everyone in this hotspot area. We would like to request that you, your family, and your neighbours never flush wipes down the toilet. Toilet wipes, baby wipes, make-up wipes, and cleaning wipes should all be binned after use - even ones that say they are flushable on the packaging or state they do not contain plastic. Please always bin the wipes you use.

The reason for the letter is to give the household(s) flushing wipes information about the problems this habit causes, give them an opportunity to stop, and to explain that we'll continue to investigate and work with them to stop this happening. We are now using innovative techniques that enable us to pinpoint exactly which household(s) flush wipes that cause this sewer to block. **When we can pinpoint the households responsible for flushing wipes, we will be looking to fully recover our blockage clearance and any clean-up costs from them.** Under **Section 111 of the Water Industry Act 1991**, it is a criminal offence to dispose of wet wipes in this way.

The work needed to unblock sewers is significant and costs can easily reach several hundreds of pounds. We will also look to prosecute repeat offenders: we are within our rights to do this, but to date have not taken this action. However, if we must, we will.

Again, we would like to take this opportunity to thank our customers who already do not flush wipes, and instead dispose of them in a bin. For those who were unaware of the problems caused by flushing wipes, we hope this information has been useful. In other areas that have received this communication from us we have seen wipes in the network decrease by up to 91%, and external flooding reductions of up to 100%.

If you require any further advice, please contact our Customer Centre on 0345 717 1100.

Photo: Internal sewer flooding caused by wipes, TS19.



Yours sincerely

Benn Elsey
Northumbrian Water Wastewater Team
For more information, please visit www.nwl.co.uk/binthewipe

Northumbrian Water Limited
Registered in England and Wales No 2366703
Registered office: Northumbria House,
Abbey Road, Pity Me, Durham, DH1 5FJ

Our Ref: W06539 /IPS**Date:** 9th September 2025**AGENDA ITEM 93**Brandon & Byshottles Parish Council
c/o Parish Clerk
6 Goatbeck Terrace
Langley Moor
Durham
DH7 8JJ**Direct Dial:** 07730303397**Email:** paul.sinclair@nwl.co.uk**RECORDED DELIVERY**

Dear Sirs

WATER INDUSTRY ACT 1991: BROWNEY P REMOVAL & SO AMP 8
MANHOLE SURVEY & CCTV SEWER SURVEY

We are writing to you to make you aware that as part of a wider Water Improvement National Environment Programme (WINEP), Northumbrian Water propose to reduce the occurrence of spills from Storm Overflows within the area of Browney Lane, Meadowfield.

The Consultants appointed to design this scheme would like to undertake surveys of parts of the existing sewer network, some of which are located within land in your ownership/occupancy, to establish its depth and condition, and this will be in the form of a visual survey of the existing manholes and a CCTV survey of the sewer. This information will help with the design of our transfer scheme.

To formalise the above I have enclosed Notice of Northumbrian Water Limited's ("NWL") intention to carry out a topographical survey in land owned/occupied by you the approximate location(s) of which is shown in yellow on the plan accompanying the Notice. The attached plan is for identification purposes only and may vary if circumstances dictate. In carrying out this work we undertake to do as little damage as possible and to be responsible for all works of restoration and reinstatement. Full compensation will be paid for any damage not made good.

I enclose a copy of the provisions of schedule 12, paragraph 2 and 3, and schedule 6 part II paragraph 11 of the Water Industry Act 1991 dealing with the right to compensation. Claims for compensation will be dealt with by this office. Should you wish to appoint an Agent to act on your behalf NWL undertakes to reimburse a reasonable fee in accordance with Ryde's Scale (1996) +20%.

If for any reason this letter and Notice are incorrectly addressed, for example you may have sold or given up all or part of the relevant land, I would be grateful if you could contact me by return and provide the correct details.

If you wish to discuss any land and property issues, please contact either myself or Andrew Bradley at this office. Should you have any queries regarding the proposed works please contact Chris Bond (NWL Project Manager) via the above address or telephone number.

Yours sincerely,

**I P SINCLAIR**
ESTATES TECHNICIAN

WATER INDUSTRY ACT 1991 ("The Act")

Section 168 and Schedule 6 Part II

NOTICE OF ENTRY ONTO LAND TO CARRY OUT A TOPOGRAPHICAL SURVEY

TO: Brandon & Byshottles Parish Council

OF: c/o Parish Clerk
6 Goatbeck Terrace
Langley Moor
Durham
DH7 8JJ

WHEREAS you are the owners/occupiers of certain land situated and being land off Browney Lane, Meadowfield, Durham ("the Land").

AND WHEREAS Northumbrian Water Limited proposes to carry out surveys in the Land.

NOW THEREFORE Northumbrian Water Limited **HEREBY GIVES YOU NOTICE** that, **on or after** 17th September 2025, being seven days' notice in accordance with The Act, it will take entry onto the Land to carry out a manhole survey and CCTV sewer survey in the approximate position and or location(s) shown in red on the accompanying plan.

DATED the 9th day of September 2025



A BRADLEY
ESTATES MANAGER

Northumbrian Water Limited
Head Office
Abbey Road
Pity Me
Durham
DH1 5FJ

Water Industry Act 1991
Schedule 12 Paragraphs 2 and 3
Compensation in respect of pipe-laying works in private land

2.—(1) If the value of any interest in any relevant land is depreciated by virtue of the exercise, by any relevant undertaker, of any power to carry out pipe-laying works on private land, the person entitled to that interest shall be entitled to compensation from the undertaker of an amount equal to the amount of the depreciation.

(2) Where the person entitled to an interest in any relevant land sustains loss or damage which—

- (a) is attributable to the exercise by any relevant undertaker of any power to carry out pipe-laying works on private land;
- (b) does not consist in depreciation of the value of that interest; and
- (c) is loss or damage for which he would have been entitled to compensation by way of compensation for disturbance, if his interest in that land had been compulsorily acquired under section 155 of this Act,

he shall be entitled to compensation from the undertaker in respect of that loss or damage, in addition to compensation under sub-paragraph (1) above.

(3) Where any damage to, or injurious affection of, any land which is not relevant land is attributable to the exercise by any relevant undertaker, of any power to carry out pipe-laying works on private land, the undertaker shall pay compensation in respect of that damage or injurious affection to every person entitled to an interest in that land.

(4) The Secretary of State may by regulations make provision requiring a relevant undertaker, where it is proposing or has begun, in a prescribed case, to exercise any power to carry out pipe-laying works on private land, to make advance payments on account of compensation that will become payable in respect of the exercise of that power.

(5) In this paragraph "relevant land", in relation to any exercise of a power to carry out pipe-laying works on private land, means the land where the power is exercised or land held with that land.

(6) In this paragraph the references to a power to carry out pipe-laying works on private land are references to any of the powers conferred by virtue of sections 159, 161(2) and 163 of this Act.

Assessment of compensation under paragraph 2

3.—(1) Any question of disputed compensation under paragraph 2 above shall be referred to and determined by the Lands Tribunal; and in relation to the determination of any such compensation the provisions of sections 2 and 4 of the Land Compensation Act 1961 shall apply, subject to any necessary modifications.

1961 C. 33.

(2) For the purpose of assessing any compensation under paragraph 2 above, so far as that compensation is in respect of loss or damage consisting in depreciation of the value of an interest in land, the rules set out in section 5 of the Land Compensation Act 1961 shall, so far as applicable and subject to any necessary modifications, have effect as they have effect for the purpose of assessing compensation for the compulsory acquisition of an interest in land.

(3) Where the interest in land in respect of which any compensation falls to be assessed in accordance with sub-paragraph (2) above is subject to a mortgage—

- (a) the compensation shall be assessed as if the interest were not subject to the mortgage;
- (b) a claim for compensation may be made by any mortgagee of the interest, but without prejudice to the making of a claim by the person entitled to the interest;
- (c) no such compensation shall be payable in respect of the interest of the mortgagee (as distinct from the interest which is subject to the mortgage); and
- (d) any such compensation which is payable in respect of the interest which is subject to the mortgage shall be paid to the mortgagee or, if there is more than one mortgagee, to the first mortgagee, and shall in either case be applied by him as if it were proceeds of sale.

(4) Where, apart from this sub-paragraph, any person entitled to an interest in any land would be entitled under paragraph 2 above to an amount of compensation in respect of any works, there shall be deducted from that amount an amount equal to the amount by which the carrying out of the works has enhanced the value of any other land which—

- (a) is contiguous or adjacent to that land; and
- (b) is land to an interest in which that person is entitled in the same capacity.

Water Industry Act 1991
Schedule 6 Part II

Compensation

11.—(1) Where any person exercises any right or power to which this Part of this Schedule applies, it shall be the duty of the relevant authority to make full compensation to any person who has sustained loss or damage by reason of—

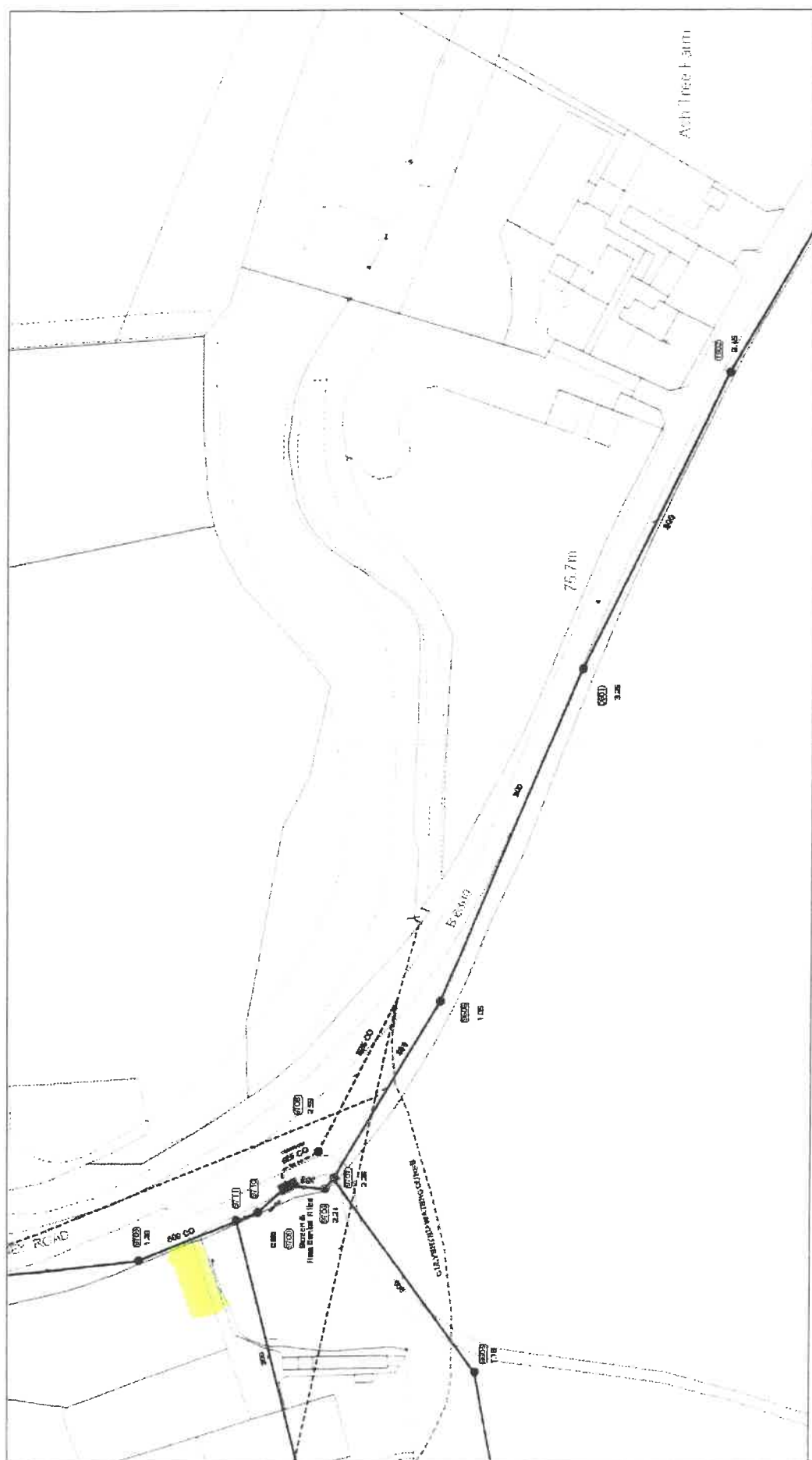
- (a) the exercise by the designated person of that right or power or of any power to take any person or equipment with him when entering the premises in relation to which the right or power is exercised; or
- (b) the performance of, or failure of the designated person to perform, the duty imposed by paragraph 10 above.

(2) Compensation shall not be payable by virtue of sub-paragraph (1) above in respect of any loss or damage if the loss or damage—

- (a) is attributable to the default of the person who sustained it; or
- (b) is loss or damage in respect of which compensation is payable by virtue of any other provision of this Act.

(3) Any dispute as to a person's entitlement to compensation under this paragraph or as to the amount of any such compensation, shall be referred to the arbitration of a single arbitrator appointed by agreement between the relevant authority and the person who claims to have sustained the loss or damage or, in default of agreement—

- (a) by the President of the Lands Tribunal where the relevant authority is the Secretary of State; and
- (b) by the Secretary of State, in any other case



Proposal for Additional Christmas Lighting

Background

At Christmas we currently have 3 paid for Christmas Trees, 2 along the A690 near Black Road and Browney Lane, and another at New Brancepeth.

Residents regularly ask for more lighting and in particular, Brandon (Commercial Street) currently misses out.

Previously it was the case that decorations needed to connect with an existing power supply and this created multiple barriers including:

- Northern Power Grid have a blanket policy of refusing any request to attach decorations to their infrastructure
- Use of private buildings required a bespoke connection solution for every anchor point.

Proposal

Recently Durham County Council have sent details of a new provider called Christmas Plus who erect most of the lighting for Barnard Castle. They mainly use festoon lighting. This is basically a string of lights (that can stay up all year) that only need to plug into one power source but may span 5 – 10 premises. This would be much cheaper and easier to gain permissions than erecting multiple individual decorations.

Recommendation

That Christmas Plus and the Parish Clerk are asked to join a fact finding visit to Langley Moor High Street where we can ask Christmas Plus how the idea might go forwards in this location as an example.

That based on this site visit, a costed proposal is developed, to be funded by the County Councillors and Brandon & Byshottles Parish Council.