



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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13th March 2026

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 20th March 2026, at 6.30pm

Mrs Claire Dixon
Clerk to the Council

AGENDA

- 216. Apologies for Absence** – to consider for approval.
- 217. 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.
- 218. Public Participation** – to receive any questions or representations from members of the public.
- 219. Minutes of the previous meeting** – to consider for approval the minutes of the Meeting held on 20th February 2026 (attached).
- 220. Donations to be presented:**
 - a. Durham Hospitals Radio**
- 221. Ushaw College Woodland Management Plan** – to provide members with further information - Guest speaker – Ady Davis.
- 222. Invoices for Payment** – To consider invoices for approval (attached).
- 223. Bank Transfer** – to approve transfer of funds from CCLA to current account.
- 224. Planning Applications** – To consider any response to applications received between 6th February and 13th March 2026 (attached).
- 225. Carrside** – To note the report (to follow).
- 226. Browney Residents Association** – to consider the request to use Browney Village Green (attached).
- 227. Browney Residents Association** – to consider the request to paint the community garden fence (attached).
- 228. Internal Audit Report** – to consider the report (attached).
- 229. Review of the Effectiveness of Internal Controls** – to review the 2025/26 internal controls (attached).
- 230. Risk Management Review 2025/26** – to review strategic and financial risk management (attached).
- 231. Anti-Fraud and Corruption Policy** – to consider the policy (attached).
- 232. Publication Scheme** – to consider the report (attached).
- 233. Goats Beck Bridge** – to consider the report (attached).
- 234. Brancepeth Neighbourhood Plan** – to consider the report (attached).

- 235. Planning Consultation Land to the North East of Brandon United Football Club** – to consider a response to the amendments (attached).
- 236. Draft Order Sawmills Lane/Lowland Road** – to consider a response (attached).
- 237. New Premises Licence Meadowfield and District Social Club** – to consider a response (attached).
- 238. 106 Monies Application** – to consider a response (attached).
- 239. TRO's Langley Moor, Meadowfield, Brandon and Browney** – to consider a response (attached).
- 240. Letter of Support Brandon Village TRO** – to consider the letter of support (attached).
- 241. Parish Paths application for funding** – to consider the funding application (attached).
- 242. Schools Art Competition** – to approve a theme and arrangements for the competition.
- 243. Annual Parish Meeting** – to consider a date for the Annual Parish meeting.
- 244. Friends of the North East War Memorials** – to consider a response (attached).
- 245. Press and Public Exclusion** - To consider passing a resolution to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be discussed in Item 214.
- 246. Community Highways Worker** – to note the information.
- 247. Grounds Maintenance** – to consider the report (to follow).
- 248. Grass Cutting** – to consider the report (to follow).

BRANDON & BYSHOTTLES PARISH COUNCIL
MINUTES OF THE MEETING OF THE COUNCIL HELD IN
THE COUNCIL CHAMBERS, 6, GOATBECK TERRACE,
LANGLEY MOOR, DURHAM, DH7 8JJ
ON FRIDAY 20th FEBRUARY 2026, AT 6.30 PM

Present:

Councillor J Jamieson (Chair)

Councillors Cllr P Askill, D Bell, A Bonner, J C Chapman, P A B Elmer, J Grantham, D Hindmarch, D Rowland, S Leckenby, E H Simpson, F D Simpson, C J Smith, P Stoddart, J A Turnbull, and M Wall.

ALSO PRESENT: Mrs C Dixon (Clerk), Mrs S Cash (Assistant Clerk), and 2 members of the public.

A minute's silence was observed in memory of Jennifer Hayes.

194. Apologies for Absence

Apologies received from Cllr J E Hirst, Cllr J S Burt and Cllr M Wilson. There were no apologies received from Cllr D Bregazzi.

RESOLVED: To **RECEIVE** the apologies.

195. By-Election Results

- a) To welcome Cllr F Bonner.
- b) To **NOTE** the information.

196. Declarations of Interest & Requests for Dispensations

Declarations of interest were received from the following:

- Item 204 - Cllr J Grantham Brandon Carrside - Committee Member;
- Item 204 - Cllr S Leckenby - Brandon Carrside - Committee Member;
- Item 204 - Cllr J Turnbull - Brandon Carrside - Committee Member;

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

197. Public Participation

RESOLVED: There was **NO** public participation.

198. Minutes of the Meeting held on 16th January 2026.

RESOLVED: The minutes of the Meeting held on 16th January 2026 were **CONFIRMED** as a correct record and signed by the Chair.

199. Donation

- a) **Durham Hospitals Radio** - Requesting funding of £500 towards operating costs.

RESOLVED: The clerk advised that certain wards were overspent on their budget for community support. To **APPROVE** £250 from Central Fund.

200. Invoices for Payment

Authorisation was requested to pay accounts for £14,683.92.

RESOLVED: To **APPROVE** payment of the accounts amounting to £14,683.92. The accounts to be checked and verified by two councillors before payment.

201. Bank Transfer

To approve a bank transfer of funds from CCLA to the current account.

RESOLVED: To **APPROVE** the transfer of £17,500.

202. Chairs Civic Functions

The report detailing the Chair's attendance at civic functions was noted.

RESOLVED: To **APPROVE** the chairs attendance at the civic functions.

203. Planning Applications

Week ending 16 January 2026

DM/25/03280/FPA - R5 Care Ltd - Change of use from single dwelling (C3) to children home (C2) for maximum of 2 children aged 7 to 1735 Dorlonco Villas, Meadowfield, Durham, DH7 8RZ

RESOLVED: It was **APPROVED** for the clerk to contact planning and obtain information on safeguarding measures for residents, and who residents would contact if any issues arose.

Week ending 23 January 2026

DM/26/00142/FPA - Mr Jak Beresford - Two storey rear pitched roof extension. 27 Coupland Way, Stonebridge, DH1 3SA

RESOLVED: It was **NOTED** that no objections were raised to the application.

204. Carrside

The written report was received. Eva Leckenby provided an up-to-date verbal report.

RESOLVED: To **NOTE** the reports.

205. Fire Risk Assessment

The Fire Risk Assessment was discussed.

RESOLVED: To **APPROVE** the replacement of the smoke detectors and the fire door to the council chambers.

206. Ushaw College Woodland Management Plan

RESOLVED: To **APPROVE** the clerk to find out additional information.

207. National Association of Councillors

a. **RESOLVED:** To **NOTE** delegates attendance.

b. **RESOLVED:** To **NOTE** delegates attendance.

c. **RESOLVED:** The Clerk advised that the budget allocated for Members' training conferences was overspent and requested clarification from Members regarding where within the budget the additional funds would be taken. No confirmation was provided as to the source of funding. To **APPROVE in Principle** for Cllrs D Bell, P Stoddart and S Leckenby attend.

208. Broompark Rowing Machine

The report was considered. Discussion took place regarding the possibility of other contractors carrying out the works. It was suggested that any contractors may need to be RoSPA-approved, but officers would obtain further information. Cllr Stoddart requested an onsite visit with Streetscape to review the play area, as Cllr Stoddart may seek to obtain funding from Section 106 monies.

RESOLVED: To **APPROVE** the Clerk’s recommendation that the Council consider removal or replacement of the play equipment.

209. Remembrance Poppies

Cllr E. Simpson request was discussed. It was confirmed that, in the past, the Council has placed wreaths on the name plates but has not installed poppies on lamp posts; such displays are usually carried out by community groups.

RESOLVED: To **RECEIVE** the request and leave the matter for community groups to arrange in the wards.

210. Business Plan Update

The report was discussed.

RESOLVED: To **APPROVE** the skills analysis questionnaire being sent to all members and the vision statement – “To support and engage with residents through inclusive, caring and transparent delivery of quality services. These will enhance an environment where our communities can flourish now and, in the future”.

211. Grant Awarding Policy

Policy discussed.

RESOLVED: To **APPROVE** a further meeting as further amendments are required.

212. External Auditor Action Plan

RESOLVED: To **APPROVE** the action plan.

213. CDALC Special General Meeting (SGM)

RESOLVED: To **APPROVE** Cllrs D Bell and Cllr P Stoddart to attend and that Cllr Stoddart be the voting representative.

214. Exclusion of the press and public

RESOLVED: To **APPROVE** Exclusion of the press and public.

215. Grounds Maintenance

The clerk provided the Council with an update regarding the floral displays and tubs within the Parish.

RESOLVED: To **NOTE** the information.

The meeting closed at 19.23 PM

Signed

Date

Payee	Date	Description	Payment Method	Amount	Credit	Date taken to Council	Decision	Invoice/ev idence in folder
Amazon	12/02/2026	Photo frame strips for Chambers	CARD	£ 21.99		PAID BY CARD		<input checked="" type="checkbox"/>
Amazon	12/02/2026	Photo frames for Chambers	CARD	£ 33.99		PAID BY CARD		<input checked="" type="checkbox"/>
Arbor Timber	10/03/2026	Materials to fix gate Broompark	CARD	£ 12.05		PAID BY CARD		<input checked="" type="checkbox"/>
Brandon Carrside	25/02/2026	Feb wages	BACS	£ 3,443.02				<input checked="" type="checkbox"/>
British Gas	04/03/2026	Parish Electric	DD	£ 103.85				<input checked="" type="checkbox"/>
Daisy Communications	13/03/2026	Parish phone	DD	£ 226.16				<input checked="" type="checkbox"/>
Durham County Council	04/03/2026	Pest control High Browney	BACS	£ 596.93				<input checked="" type="checkbox"/>
E On Next	03/03/2026	Electric xmas tree Ushaw Moor	DD	£ 12.64				<input checked="" type="checkbox"/>
E On Next	04/03/2026	Electric xmas tree M'field	DD	£ 16.96				<input checked="" type="checkbox"/>
E On Next	04/03/2026	Electric xmas tree New Brancep	DD	£ 16.76				<input checked="" type="checkbox"/>
E On Next	02/03/2026	Electric xmas tree Esh Winning	DD	£ 18.23				<input checked="" type="checkbox"/>
E On Next	02/03/2026	Electric xmas tree Langley Moor	DD	£ 18.49				<input checked="" type="checkbox"/>
Learning Ltd	05/03/2026	Interim Internal Audit	BACS	£ 243.36				<input checked="" type="checkbox"/>
Lidl	05/02/2026	Parish supplies	CARD	£ 2.87		PAID BY CARD		<input checked="" type="checkbox"/>
Robert Chappell	02/03/2026	Ham Row allot fence repair	BACS	£ 240.00				<input checked="" type="checkbox"/>
Total Energies	02/03/2026	Parish Gas	DD	£ 166.17				<input checked="" type="checkbox"/>
UMAG	09/03/2026	Hut hire for dog bags	BACS	£ 22.00				<input checked="" type="checkbox"/>
Ward Bros Skip Hire	28/02/2026	Skip - Commerical ST Allots	BACS	£ 288.00				<input checked="" type="checkbox"/>
Wave	26/02/2026	Water - Alder Park allots	BACS	£ 26.88				<input checked="" type="checkbox"/>
TOTAL				£ 5,483.47				

BRANDON & BYSHOTTLES PARISH COUNCIL
PLANNING APPLICATION

Week ending 13 February 2026

There are no planning applications listed for Brandon and Byshottles Parish Council.

Week ending 20 February 2026

There are no planning applications listed for Brandon and Byshottles Parish Council.

Week ending 27 February 2026

DM/26/00022/FPA	Mr Jonathan Bell	Retention of garden structures. Honey Pot Cottage, Newhouse Road, Esh Winning, Durham, DH7 9LG
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Week ending 6 March 2026

There are no planning applications listed for Brandon and Byshottles Parish Council.

Week ending 13 March 2026

DM/26/00390/FPA	Pragmatic Semiconductors	New sprinkler tank, pump house, store and associated works. Pragmatic Semiconductor Limited, St Johns Road, Meadowfield Industrial Estate, Meadowfield, Durham, DH7 8RJ
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Info - Brandon and Byshottles Parish Council

From: Clerk
Subject: FW: Permission Request

Dear Parish Councillors

Following successful events that we have previously held on Browney Village Green celebrating the King's Coronation and VE 80 day we would like to request permission to hold an annual 'Browney Bash' event on the village green following requests from local residents.

The 'Browney Bash' event will be roughly along the same remit with a childrens entertainer, games, crafts, competitions and closed with a singer that everyone can enjoy.

The proposed date to hold the event is Saturday 6th June starting at 12 noon.

The necessary insurance, risk assessment and Safety Advisory Group procedure will be followed and a more detailed itinerary can be provided once all activities are finalised.

Regards

Joanne
Secretary
Browney Resident Association

Info - Brandon and Byshottles Parish Council

From: Clerk
Subject: FW: Fair Exchange Community Garden

From: Browney Residents Association <browneyresidentsassoc@gmail.com>
Sent: 27 February 2026 10:07
To: Info - Brandon and Byshottles Parish Council <Info@brandonandbyshottlesparishcouncil.gov.uk>
Subject: Fair Exchange Community Garden

This email originated from outside of Brandon and Byshottles Parish Council. Please be vigilant.

Morning

I'm writing to ask on behalf of the Association for permission to paint the front fence of the community garden.

The plan is to hold a workshop with local artist Lewis Hobson with involvement from the community and especially local children, in a design that incorporates our link with our mining history as 'Fair Exchange' is also the wording on the Browney Lodge Mining banner.

The final design will then be painted onto the fence.

For information the fence will be primed prior to the painting which will last approx 5 years.

Regards

Joanne
Secretary
Browney Residents Association

Internal Auditor Report – Interim Review

The Council's interim internal audit report has now been received. The report is very positive overall, with only a small number of areas identified for review or improvement.

The following actions have been taken in response to the auditor's comments:

IT Risk Assessment

The auditor recommended that IT risks be included within the Council's Risk Assessment review. This has now been completed by the Clerk and IT risks have been incorporated into the updated Risk Assessment.

Insurance Review

The Council's insurance policy with Zurich Municipal is due for renewal in June 2026. As part of the renewal process, the Council will review the policy and ensure that all relevant items are accurately reflected within the Asset Register.

Risk Assessment Register

The Risk Assessment Register has now been reorganised, with risks grouped into appropriate categories to improve clarity and monitoring.

Website Accessibility

The Clerk has contacted Transcendit regarding the accessibility of the Council's website and has requested that this be reviewed to ensure compliance with accessibility requirements.

Recommendation

Members are asked to:

- a) Note the interim internal audit report and the actions taken in response to the recommendations.
- b) Provide any comments on the report, if they wish.

Claire Dixon
Clerk to the Council

REPORT OF THE INTERNAL AUDITOR FOR YEAR 2025-2026: BRANDON & BYSHOTTLES PARISH COUNCIL

David Newman, Internal Auditor

Internal Audit Report February 2026

Overview:

This report acknowledges the issues which existed historically, the Internal Audit Report for 2024-25, and the significant progress which has been made over recent months. Rialtas came into use relatively recently and is being used effectively for the recording of transactions, production of financial data, and hence as an effective control tool.

Please see the comments regarding the asset register, risk assessment and website accessibility. Some elements of the reporting requirement will be covered at the year-end.

Internal Audit Actions for expected controls:

A & I: Appropriate accounting records have been kept properly through the year.

Suggested Testing	Control & Evaluation	Comments						
<ul style="list-style-type: none"> • Ensure the correct roll forward of the prior year cashbook balances to the new financial year • Check a sample of financial transactions in cashbooks to bank statements, etc: the sample size dependent on the size of the authority and nature of accounting records maintained 	<p>Balances from the AGAR as at 31/3/25 have been brought forward correctly:</p> <p>Cash & ST investments: £250,758 Fixed & LT investments: £387,677</p> <p>The Bank account balances as at 1/4/25 were (prior to adjustments for unrepresented items):</p> <table data-bbox="743 762 1211 863"> <tr> <td>Co-op Instant Access.</td> <td>£114,043.85</td> </tr> <tr> <td>CCLA</td> <td><u>£141,283.90</u></td> </tr> <tr> <td>Total</td> <td>£255,327.75</td> </tr> </table> <p>All transactions for October & November 2025 were checked against the bank statements, cashbook (Rialtas) and invoices. These are complete and have been correctly recorded in all three.</p>	Co-op Instant Access.	£114,043.85	CCLA	<u>£141,283.90</u>	Total	£255,327.75	
Co-op Instant Access.	£114,043.85							
CCLA	<u>£141,283.90</u>							
Total	£255,327.75							

<ul style="list-style-type: none"> • Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members • Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, section 2, line 8. • Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy. 	<p>Prepared routinely and presented at quarterly finance committee meetings.</p> <p>To be done at year-end Internal Audit Report</p> <p>Bank balances are in excess of £100,000.</p> <p>Investment strategy to be reviewed at year-end.</p>	
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B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for

Suggested Testing	Control & Evaluation	Comments
<ul style="list-style-type: none"> • Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the SOs and FRs which should be based on the latest version. • Ensure that consistent values are in place for the acquisition of formal tenders between SOs and FRs (frequently different limits are recorded in the two documents). • Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation. • Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments. 	<p>Tender process will be covered at the year-end audit.</p> <p>Financial Regulations were adopted. Minutes of meeting 16/5/25 refer.</p> <p>Standing Orders (based on NALC model) last reviewed June 2025. Minutes of meeting 20/6/25 refer.</p> <p>These have been reviewed for a sample period and are effective.</p> <p>Will review at year-end audit.</p>	

<ul style="list-style-type: none"> • Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements • Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place 	<p>Checked and operating effectively.</p> <p>To be reviewed at year-end. Cards are in use with individual limits.</p>	
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C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these

Suggested Testing	Control & Evaluation	Comments
<ul style="list-style-type: none"> • Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc • Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security • Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation • Review the effectiveness of internal control carried out by the authority 	<p>There is a Risk Assessment document (March 2025. Minute reference 182).</p> <p>There are no IT risks included (e.g. cyber risks, loss of data, etc) – these should be considered.</p> <p>The Zurich Insurance policy (add details) seems comprehensive but it would be helpful to show these values on the asset register against specific or groups of assets.</p> <p>To be reviewed at year-end.</p> <p>Conducted in March 2025 (minute reference 181)</p>	

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate

Suggested Testing	Control & Evaluation	Comments
<ul style="list-style-type: none"> • Ensure that the full Authority, not a committee, has considered, approved and adopted the annual precept for the coming year in accordance with the required parent Authority timetable • Ensure that current year budget reports are prepared and submitted to Authority / Committees periodically during the year with appropriate commentary on any significant variances • Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances • Ensure that the Authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget 	<p>Correct.</p> <p>These are done.</p> <p>Appears to be effective – review again at year-end.</p> <p>Earmarked reserves are in place for a number of requirements.</p> <p>Precept for 2025-26 appears to be £257,552 as agreed by the Finance Committee (see minutes 21/1/25) but amount</p>	

<p>assessment process</p> <ul style="list-style-type: none"> • Ensure that the precept received in the accounts matches the prior year submission form to the relevant authority and the public record of precepted amounts 	<p>not specified at the full council meeting in absolute £ terms but rather as amount per Band D property.</p> <p>Payments were received 3/4/25 - £121,191.43 (3/4/25) and £121,224 (6/10/25).</p>	
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E. Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for

Suggested Testing	Control & Evaluation	Comments
<ul style="list-style-type: none"> • Review “Aged debtor” listings to ensure appropriate follow up action is in place • Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored. • Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates) 	<p>To be reviewed at year-end audit.</p> <p>To be reviewed at year-end audit.</p>	

<ul style="list-style-type: none">• Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised• Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time• Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income• Where amounts are receivable on set dates during the		
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year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked		
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F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for

Suggested Testing	Control & Evaluation	Comments
<ul style="list-style-type: none"> • A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a “Not covered” response is frequently required in this area. • Review the systems in place for controlling any petty cash and also cash floats (used for bar, catering, etc) • Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held • Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held • Ensure that VAT is identified wherever incurred and 	<p>Not reviewed – will be covered at year-end.</p>	

<p>appropriate</p> <ul style="list-style-type: none">• Physically check the petty cash and other cash floats held• Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total readings		
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G. Salaries to employees and allowances to members were paid in accordance with the authority’s approvals, and PAYE and NI requirements were properly applied

Suggested Testing	Control & Evaluation	Comments
<ul style="list-style-type: none"> • Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract • Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability • Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and also with the contracted hours • Ensure that appropriate tax codes are being applied to each employee • Where free or paid for software is used, ensure that it is up to date. • For the test sample of employees, ensure that tax is calculated appropriately 	<p>Contracts are in place for the two employees, Claire Dixon and Sarah Cash.</p> <p>Appropriate procedures are in place.</p> <p>Samples payslips seen for both employees.</p> <p>These appear to be correct.</p> <p>Calculations appear to be correct.</p>	

<ul style="list-style-type: none"> • Check the correct treatment of Pension contributions • For NI, ensure that the correct deduction and employer's contributions are applied: NB. The employers allowance is not available to councils but may be used by other authorities • Ensure that the correct employers' pension percentage contribution is being applied • Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies. 	<p>Calculations appear to be correct. Form s35 seen.</p> <p>Calculations appear to be correct.</p> <p>Calculations appear to be correct.</p> <p>Calculations appear to be correct.</p>	
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H. Asset and investment registers were complete and accurate and properly maintained. This section/assurance should be extended to include loans to or by the authority

Suggested Testing	Control & Evaluation	Comments
<p>Tangible Fixed Assets:</p> <ul style="list-style-type: none"> • Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets • Physically verifying the existence and condition of high value, high risk assets may be appropriate • Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement • Additions and disposals records should allow tracking from the prior year to the current • Ensure that the asset value to be reported in the AGAR at section 2, line 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and / or disposals 	<p>Fixed asset register is maintained, showing purchase price and/or proxy value. Totals are carried forward and the register shows additions and disposals during the year.</p> <p>It would be helpful to organise spreadsheet with category totals for each type of asset (e.g. memorials, seats, play areas, etc).</p> <p>Ideally the insured amount for each asset or group of assets should be included. This would make it easier to identify where there is adequate insurance cover. Asset values total £387,677 in register but insured values (Zurich policy) are approx £760,000.</p> <p>To be confirmed at year-end.</p>	<p>!</p>

<ul style="list-style-type: none"> • Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the Authority <p>Fixed asset investments:</p> <ul style="list-style-type: none"> • Ensure that all long-term investments (i.e., those for more than 12 month terms) are covered by the “Investment Strategy” and reported as Assets in the AGAR at section 2, line 9. <p>Borrowing and Lending:</p> <ul style="list-style-type: none"> • Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired • Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt 	<p>See asset values above</p> <p>Not applicable.</p> <p>No borrowings.</p>	
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| <ul style="list-style-type: none">• Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at section 2 line 5
• Ensure that the outstanding loan liability as at 31stMarch each year is correctly recorded in the AGAR at section 2, line 10 (value should be verified via the DMO website)
• Where the Authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt | | |
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I. Periodic bank account reconciliations were properly carried out during the year

Suggested Testing	Control & Evaluation	Comments
<ul style="list-style-type: none"> • Ensure the correct roll forward of the prior year cashbook balances to the new financial year • Check a sample of financial transactions in cashbooks to bank statements, etc: the sample size dependent on the size of the authority and nature of accounting records maintained • Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members • Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, section 2, line 8. • Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy. 	<p>See Section A</p>	

J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded

Suggested Testing	Control & Evaluation	Comments
<ul style="list-style-type: none"> • Whilst IAs are not required to verify the accuracy of detail to be disclosed in the AGAR, this assertion, together with the expectation of most Authorities, effectively requires IAs to ensure that the financial detail reported at section 2 of the AGAR reflects the detail in the accounting records maintained: • Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein • Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end 	<p>To be covered at year-end audit</p> <p>Correct basis (income and expenditure) is now being used.</p> <p>Yes.</p>	

K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt

Suggested Testing	Control & Evaluation	Comments
<ul style="list-style-type: none"> • IAs should ensure that, all relevant criteria are met (receipts and payments each totalled less than £25,000): • the correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline • that it has been published, together with all required information on the Authority's website and noticeboard 	<p>Not applicable – receipts and payments in excess of £25,000.</p>	

L. The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with the relevant legislation

Suggested Testing	Control & Evaluation	Comments
<ul style="list-style-type: none"> • IAs should review the Authority's website ensuring that all required documentation is published in accordance with the relevant legislation. 	<p>Relevant information is available on the website.</p> <p>The parish does have a gov.uk website and clerk's email.</p> <p>The website does not appear to be fully accessible and this should be reviewed in the light of the new Assertion 10 and the need to meet Web Content Accessibility Guidelines 2.2.</p>	

M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit regulations

Suggested Testing	Control & Evaluation	Comments
<ul style="list-style-type: none"> • IAs should acquire / examine a copy of the required "Public Notice" ensuring that it clearly identifies the statutory 30 working day period when the Authority's records are available for public inspection. • IAs may also check whether councils have minuted the relevant dates at the same time as approving the AGAR 	<p>This does appear to have been done late but the information is published on the website.</p>	

N. The authority complied with the publication requirements for the prior year AGAR

Suggested Testing	Control & Evaluation	Comments
<ul style="list-style-type: none">• IAs should ensure that the statutory disclosure / publication requirements in relation to the prior year's AGAR have been met as detailed on the front page of the current year's AGAR	To be covered at the year-end audit.	

O. Trust funds (including charitable) - the Council met its responsibilities as a trustee

Suggested Testing	Control & Evaluation	Comments
<ul style="list-style-type: none"> • Confirm that all charities of which the council is a Trustee are up to date with CC filing requirements • that the council is the sole trustee on the Charity Commission register • that the council is acting in accordance with the Trust deed • that the Charity meetings and accounts recorded separately from those of the council • review the level and activity of the charity and where a risk based approach suggests such, review the Independent Examiners report 	<p>Does not appear to be applicable – to be checked at year-end.</p>	

Brandon and Byshottles Parish Council Review of the Effectiveness of Internal Controls 2025/26

1. Introduction

Brandon and Byshottles Parish Council (BBPC) have a statutory duty to conduct its affairs in accordance with the law and proper standards of governance, and to ensure that public funds are safeguarded, properly accounted for, and used economically, efficiently and effectively.

The Parish Council must therefore ensure that it has a sound system of internal control to support the effective delivery of its financial, operational and risk management responsibilities.

The Practitioners' Guide 2025 is provided to smaller authorities by the Smaller Authorities' Proper Practices Panel (SAPPP) as guidance on proper practices and their statutory responsibilities.

With reference to The Practitioners Guide 2025, the Council must be able to provide a positive response to - Assertion 2 - Internal control which forms part of the external audit and its Annual Governance Statement in the Annual Governance and Accountability Return (AGAR).

We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

The purpose of this report is to:

- outline the Council's internal controls.
- ensure there are effective systems and procedures in place to manage risk, protect assets, and ensure accurate and reliable financial reporting.
- support compliance with statutory and regulatory requirements; and
- provide assurance to Councillors, the Clerk/RFO, internal and external auditors.

2. Responsibilities

The responsibility for ensuring the effectiveness of internal control arrangements is carried out by:

- **The Council** – regularly reviewing the internal control arrangements and overseeing the systems and procedures in place to ensure compliance with governance and financial requirements.
- **The Clerk / Responsible Financial Officer (RFO)** – implementing and maintaining the internal control systems and reporting to the Council.

- **The Internal Auditor** – providing independent advice on the adequacy and effectiveness of the internal control arrangements.
- **The External Auditor** – Conducts the final audit by reviewing the Council’s financial transactions to provide independent assurance of accuracy and compliance.

3. Internal Control Procedures

3.1 The authority needs to have in place standing orders and financial regulations governing how it operates. Financial regulations need to incorporate provisions for securing competition and regulating the way tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to.

The Parish Council reviewed its Financial Regulations and Standing Orders which were based upon the NALC model version 2025. Financial Regulations were reviewed and approved on 16 May 2025 (Minute 14). Standing Orders were reviewed on 16 May 2025 (Minute 13) and subsequently amended and approved on 20 June 2025 (Minute 17).

3.12 Financial Regulations should include a limit for the purchase of goods and services above which three estimates or quotes should be invited from persons or firms competent to do the work. Standing Orders will state a higher value above which competitive tenders by sealed bid should be invited.

Financial Regulation 5, and Standing Order 18 covers the procedures for ordering and limits for procurement for works, goods or services.

3.13. It is the responsibility of authorities to determine their own limits but they should not exceed the model except in the very largest authorities.

Limits were reviewed and approved at the May 2025 meeting. Limits are currently adequate for the Councils needs.

3.14. As far as possible, a fully priced official order should be sent to suppliers in advance of delivery of goods. Official orders both commit a supplier to a price and help prevent unauthorised credit being granted in the authority’s name. Officers and practitioners should keep up to date with VAT Guidance issued by HM Revenue and Customs.

Although purchase orders were not previously in use, officers are now in the process of implementing this system. VAT is reclaimed under Section 126, and the Clerk receives regular updates and guidance on VAT matters from SLCC, NALC, and CDALC.

3.2 Safe and Efficient Arrangements to Safeguard Public Money - Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments, and handles receipts. Authorities need to have in place safe and efficient arrangements to safeguard public money.

Where doubt exists over what constitutes money, the presumption is that it falls within the scope of this guidance.

3.2.1 Authorities need to have in place safe and efficient arrangements to safeguard public money.

Arrangements are in place in accordance with Financial Regulations and Standing Orders for the safeguarding of public money. The Council employs an internal auditor who reviews current practices. The Council has an approved Anti-Fraud and Corruption Policy which was last reviewed on 19th July 2024 (Minute 43a). It is advised that the policy be updated and reviewed. Scheduled for March 2026.

3.2.2 Authorities need to review regularly the effectiveness of their arrangements to protect money. Every authority needs to arrange for the proper administration of its financial affairs and ensure that one of its officers (the RFO) has formal responsibility for those affairs.

The Clerk to the Council is appointed as the Responsible Financial Officer (RFO), and both the RFO and the Internal Auditor regularly monitor compliance with the Financial Regulations to ensure sound financial governance and control.

3.2.3 Authorities need to ensure control over money is embedded in Standing Orders and Financial Regulations.

Standing Orders and Financial Regulations are up to date in accordance with NALC models.

3.2.4 Section 150(5) of the Local Government Act 1972 required cheques or orders for payment to be signed by two elected members. Whilst this requirement has now been repealed, the ‘two-member signatures’ control needs to remain in place until such time as the authority has put in place safe and efficient arrangements in accordance with paragraphs 1.15.3 to 1.15.6 of the SAPP Practitioners’ guide.

Payments are presented to the Council on a monthly basis, and the Council nominates two councillors who attend the office to ‘sign off’ invoices prior to payments being made.

3.2.5 Authorities need to approve the setting up of, and any changes to, accounts with banks or other financial institutions. Authorities also need to approve any decisions to enter ‘pooling’ or ‘sweep’ arrangements whereby the bank periodically aggregates the authority’s various balances via automatic transfers.

The Council’s main bank account is with Co-operative Plc and banking arrangements were updated in July 2025 to include the new clerk as a banking signatory and the Assistant Clerk as an Authorised User. The Council reviewed its sweeping arrangements, and they were subsequently cancelled in April 2025.

The Council also holds an account with the CCLA Public Sector Deposit Fund. The Council approved on 17th October 2025 (Minute 107) the transfer of the majority of funds from The Co-operative Bank PLC to CCLA Public Sector Deposit Fund. Each month, at the Council meeting, the RFO requests a sum of money to be transferred into the current account for the payment of invoices.

- 3.2.6** If held, corporate credit card accounts need to have defined limits and be cleared monthly by direct debit from the main bank account. Credit card balances are not acceptable reconciling items for bank reconciliation purposes.

The Council do not have a credit card. The Clerk to the Council and Assistant Clerk has a debit card, currently Councillors D Bell and A Bonner hold debit cards for the Council's main bank account. Council is recommended to remove these. Council previously approved this as an interim measure following the resignation of the Clerk to the Council. Use should be restricted to the Clerk to the Council as governed under FR9.1. Financial Regulations should also be reviewed to include the Assistant Clerk.

- 3.2.7** The authority needs to approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates.

The Co-operative Bank and the CCLA Public Sector Deposit Fund mandates were last reviewed on 16th May 2025 (Minute 10).

- 3.2.8** Risk assessment and internal controls need to focus on the safety of the authority's assets, particularly money. Those with direct responsibility for money need to undertake appropriate training from time to time.

Review completed annually last review 21st March 2025 (Minute 182). Regular reports are provided to the Finance Committee. To be reviewed on 20th March 2026.

- 3.2.9** The payments process should always be carried out in accordance with the authority's Financial Regulations. All payments made since the last meeting should be reported to the next authority meeting. Members should never sign blank cheques or authorise funds transfers which are presented to them unsupported by the appropriate documentation.

Accounts for payment are presented at each monthly Council meeting. Proposed payments are approved. The Council nominates two councillors to attend the office, scrutinise and "sign off" invoices prior to payments being made. In exceptional circumstances, due to urgency or to avoid additional charges, payments are made in advance and notification given. Financial Regulation 7 covers electronic payments.

3.2.10 Should be kept to a minimum and should not be used when a traceable payment method is available. Complete records of the receipts and payments should be maintained including VAT analysis, and regular reconciliation performed, and reported at each authority meeting.

The Council currently holds £250 in petty cash. This is reconciled monthly and approved by the Finance Committee at quarterly meetings. A member is then approved by the Finance Committee to 'sign off' bank reconciliations. At the Finance meeting on 11th March 26, it should be considered that the petty cash limit be lowered to £50.

3.2.11 Effective debt collection is an essential part of proper financial management. Authorities should ensure that invoices raised are paid promptly or that appropriate recovery action has been taken.

The only invoices issued are for allotments. The 2025 invoices were raised in January for payment by 1 February. Invoices for 2026 will be raised in March with a payment date of 1 April. A report will be run at year end to show outstanding amounts and a process followed in accordance with Tenancy Agreements. FR13 covers income and is reviewed by the internal audit.

3.2.12 Irrecoverable debts should be written off, after full consideration of the possibilities for, and the likely costs of, pursuing the debt. Uncollectable amounts, including bad debts, should only be written off with the approval of members, or under delegated authority, by the RFO. The approval should be shown in the accounting records
FR13.3 covers process.

3.2.13 The remuneration payable to all employees needs to be approved in advance by the authority. In addition to having robust payroll arrangements which cover the accuracy and legitimacy of payments of salaries and wages, and associated liabilities, the authority needs to ensure that it has complied with its duties under employment legislation and has met its pension obligations.

The Council approved a new Clerk and Assistant Clerk on 1st April 2025.

Remuneration payable to employees for 2025/26 was reviewed by the LGRC Consultant and the Personnel Committee.

Payroll is HMRC Basic PAYE Tools, the RFO processes salaries. Council should ensure that staff processing payroll have adequate knowledge of payroll procedures.

Back pay for the pay settlement approved by the Personnel Committee on 28th August 2025 (Minute 4). Payments of salaries and wages covered by Financial Regulations (FR11) and monitored by Internal Auditor. Employees have access to the Local Government Pensions Scheme and have met its obligations in relation to Pension Reform and Automatic Enrolment, which has been renewed in February 2026.

3.2 Employers

3.2.1 Authorities are, by definition, employers. The clerk of any Local Council is always an employee if they are remunerated for the role. Authorities are required to be registered with HMRC.

Clerk is an employee; Council is registered with HMRC.

3.2.2 Authorities should pay particular attention to situations where contractors are engaged to carry out the authority's services. Occasions may arise when contractors cease to be self-employed and become employees for tax purposes.

No contractors engaged who should be employed.

3.2.3 All employers are required by law to take out employers' liability insurance and decide the appropriate level of fidelity guarantee insurance. All cover should be risk-based and kept under constant review to make sure it adequately reflects changes in circumstances.

Insurance effected with Zurich Municipal policy number YLL-122007-7623 including Employers' Liability with a limit of £10m; fidelity guarantee of £500,000. Fidelity insurance should be kept under review to take account of balances.

3.2.4 Authorities should have regard to guidance on employment matters issued jointly by NALC and SLCC.

A new Model Contract of Employment for Clerks was issued in 2024 which has been used for employment of the new Clerk. The Clerk to the Council is a member of the SLCC with subscription paid by the Council.

3.3 VAT

The authority needs to have robust arrangements in place for handling its responsibilities with regard to VAT.

3.31 This can be a complex area and authorities are advised to refer to guidance issued by HMRC.

The Council is not VAT registered and currently does not require registration. VAT is reclaimed under a S126 arrangement. The Council did not correctly account for VAT in 2024/25 and subsequently on 5th August 2025, VAT for 1 April 2024 until 31 March 2025 was reclaimed.

3.3.2 Those authorities which are VAT registered, submitting quarterly returns, are, from April 2022, included within the MTD regulations. It would be expected that all such authorities are using HMRC compliant software to prepare their returns.

N/A.

3.3.3 Authorities carrying out building projects or managing income generating properties need to ensure that they seek up to date advice about Opting to Tax and Partial Exemption each time they undertake a project.

N/A.

3.4 Fixed Assets and Equipment

3.4.1 The authority's assets need to be secured, properly maintained and efficiently managed. Appropriate procedures need to be followed for any asset disposal and for the use of any resulting capital receipt.

Staff are currently reviewing assets to ensure that they are maintained correctly, and the register is being updated accordingly. Council approves asset registers annually. Processes are checked by the Internal Auditor.

3.4.2 An asset register is the starting point for any system of financial control over tangible assets as it:

- facilitates the effective physical control over assets
- provides the information that enables the authority to make the most cost effective use of its capital resources
- supports the AGAR entry for fixed assets by collecting the information on the cost or value of assets held
- forms a record of assets held for insurance purposes.

Asset list in use which is used for the AGAR. Insurance reviewed annually. Council approves asset registers annually. Processes checked by Internal Auditor.

3.4.3 The asset register should contain in its most simple form the date of acquisition, cost of acquisition, useful life estimate and location along with value held for investments; however, it is desirable for the register to contain other such supplementary information to enable the user to better understand the nature and scope of the use of the fixed asset. It is therefore recommended to show insurance value, replacement value, custodian, date last physically vouched.

Asset register information to be reviewed and updated to meet guidance and reviewed upon acquisition/disposal or annually as required.

3.4.4 Each authority may choose an appropriate minimum value for deciding between fixed assets and general consumables. The limit chosen will relate to expected useful life, whether the item would be included on an insurance claim and whether

it is included in the risk assessment of the authority in any way. This minimum level is to be minuted and reviewed at least annually. The rationale and methodology should be recorded in the minutes.

The Council does not currently have an Asset Management Policy. This should be reviewed.

- 3.4.5** One item or group of similar items shall be regarded for inclusion in the fixed asset register.
Some items, such as seats, flagpoles and computers have been grouped, these will be reviewed to ensure consistency.
- 3.4.6** Assets should be first recorded in the asset register at their actual purchase cost.
The majority of assets are registered at their original cost, where assets were transferred at nil cost or cost was unknown such as land held, this is recorded as a community asset with value of £1.
- 3.4.7** Assets that are either under construction or have not been brought into use should be included on the asset register only once complete and they benefit the community.
Not applicable at this time.
- 3.4.8** Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded as such.
The Council's Asset register has a column for disposal.
- 3.4.9** Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one-pound (£1) value as a proxy for the zero cost.
Where assets were transferred at nil cost or cost was unknown such as land held, this is recorded as a community asset with value of £1.
- 3.4.10** Assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial) are often referred to as 'community assets'. Authorities should record community assets in the asset register in the same way as gifted assets.
No assets currently listed under this criteria.
- 3.4.11** The particular method of asset valuation is not specified in proper practices so authorities may use any reasonable approach to be applied consistently from year to year. The method of asset valuation adopted should be set out in a policy

approved by the authority and recorded in the authority's minutes and in the asset register

The Council does not currently have an Asset Management Policy. This should be reviewed.

3.4.12 JPAG guidance states “the most appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that the recorded value of the asset will not change from year to year, unless it is materially enhanced”.

This approach is applied by the Council.

3.4.13 Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate for this method of asset valuation.

Depreciation and other adjustments are not applied.

3.4.14 The total value of an authority's assets recorded on the asset register as of 31 March each year is reported at Line 9 on the authority's AGAR. Authorities should be able to track and explain fully any changes in the asset register from year to year.

The value of assets is recorded in line 9 of the AGAR using the Council's asset register. Tracking is with comparison to the previous year.

3.5 Loans and Long Term Liabilities

Authorities need to ensure that any loan or similar commitment is only entered into after the authority is satisfied that it can be afforded and that relevant approvals have been obtained. Proper arrangements need to be in place to ensure that funds are available to make repayments of capital and any associated interest and other liabilities. Long-term loans will normally be associated with capital projects and these require borrowing approval before they can be arranged. For local councils, this is obtained by applying to the DMO through their county association

Covered by Financial Regulation 12. The Council has no loans.

3.6 Review of effectiveness

Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct each financial year a review of the effectiveness of the system of internal control. The review needs to inform the authority's preparation of its annual governance statement.

The purpose of this report is ensure that the council complies for the year 2025/26.

4. Recommendation

The Council is recommended to **CONSIDER** the matters covered in the report and **APPROVE** the effectiveness of the review of internal control for the 2025/26 financial year.

BRANDON & BYSHOTTLES PARISH COUNCIL
Risk Assessment and Management

AGENDA ITEM 230

Topic	Risk Identified	H/M/L	Management/Control of Risk	Staff action	Review.
Financial and Management					Months
Precept	Not submitted	L	Full PC Minute – RFO follow up. Signed by Chair	Approved in January each year & submitted to DCC	12
	Not paid by County Council	L	Check & Report to Finance Comm.	Check in April & September	12
	Adequacy of precept	M	Monthly review of budget to actual. Reported to Finance Comm quarterly.	Month end procedures completed and reviewed	12
Charges – Allotments	Rental invoices	L	Invoice generated by software package Receipt issued to allotment holder, reconciled to allotment software Review of charges made annually at Allotment Finance Committee	Checked by Allotment Officer Assistant Clerk Bad debt procedure followed Tenants evicted if non payment	12
	Cash handling	L	Council has financial regulations which set out requirements Plot holders encouraged to use BACS	Adhere to financial regs.- keep cash in locked safe. Insurance value for cash	12
	Cash banking	L	Financial regs. set out requirements	Reconcile takings to receipts. Bank cash promptly	12
Grants received	Claims procedure	L	Clerk/RFO check procedure Ensure prompt reclaim	Check payment to P.C. bank account	12
	Receipt of grant when due	L	Check & Report to Finance Comm.	Agenda when necessary	12
Salaries	Wrong salary paid	L	All employees appointed through the Personnel Cttee. Salary rates assessed annually by same Cttee & applied on 1 st April each year. Employees to submit monthly timesheets. All have contract of employment & job description.	Members are be appointed to verify documentation and payments Any overtime to be explicitly approved by	12

**BRANDON & BYSHOTTLES PARISH COUNCIL
Risk Assessment and Management**

AGENDA ITEM 230

			Payment of monthly salaries approved at monthly meetings.	Personnel Committee or Council prior to payment	
	Wrong hours paid	L	Assessed annually by Finance Committee. Monthly salaries approved at monthly meetings	Members be appointed to verify payments Any overtime to be explicitly approved by Personnel Committee or Council prior to payment	12
	Wrong rate pay	L	Assessed annually by Finance Committee. Monthly salaries approved at monthly meetings.	Member be appointed to verify payments Any overtime to be explicitly approved by Personnel Committee or Council prior to payment	12
	False employee	L	Check to records	Member be appointed to verify payments	12
	Wrong deductions – NI	L	Worked out using HMRC Basic Tools updated when notification received.	Member be appointed to verify payments	12
	Wrong deductions – Income tax	M	As above	Member be appointed to verify payments	12
Direct Costs and overhead expenses	Goods not supplied but billed	L	ensure order is issued in accordance with FR, contact supplier	Clerk/ Assistant Clerk check	12
	Invoice incorrectly calculated	L	Check arithmetic	Clerk/ Assistant Clerk check	12
	Cheque payable is incorrect	L	Signatory initials Stub & Voucher	Member signatory checks Invoices to cheques	12
	Cheque payable to wrong party	L	Signatory initials Stub & Voucher	As above	12
	Stock loss	L	P.C. has minimal stocks	Stock checked & monitored by Clerk	12

BRANDON & BYSHOTTLES PARISH COUNCIL

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Risk Assessment and Management

Cllrs Training Course Allowances	Councillor overpaid	L	Courses approved by full council. Claim form completed by Member	RFO to verify	12
Grants & support	Power to pay	L	All such expenditure goes through council.	RFO to verify	12
	Agreement of Council to pay	L	Minute	Council to verify	12
	Cheque & voucher	L	Signatory initials etc Stub & Voucher	Member to verify	12
	Follow up verification	L	RFO check and consider budget	RFO to verify	12
Election Costs	Risk of an election cost	L/M	Risk is higher in election year. When an election is due Clerk obtains an estimate of costs from the County Council for a full election and budgets accordingly. Budget made for possible Bye-election	RFO to verify	When necessary
VAT irrecoverable	VAT analysis	L	All items listed in cash book Finance software has been to be introduced from April 2025	RFO to verify	12
	Charged on purchases	L	Consider all items per cash book lists	RFO to verify	12
	Claimed within time limits	L	Agree returns submitted-financial regulations set out procedures for annual submission	RFO to verify Finance Committee report	12

**BRANDON & BYSHOTTLES PARISH COUNCIL
Risk Assessment and Management**

AGENDA ITEM 230

Topic	Risk Identified	H/M/L	Management/Control of Risk	Staff action	Review
					Months
Reserves - General	Adequacy	L	Consider at Budget setting	RFO opinion Policy to be drafted	12
	Earmarked or Contingent liability	L	Review minutes with Chair Finance Committee Report to Finance Committee Council to approve at year end	RFO/member view	12
	Loss of reserves due to Bank going into administration	L	Reserves kept low in Co-op bank Majority of reserves have been to be transferred to CCLA to gain better rate of interest. <u>RFO requests transfer of funds from CCLA at monthly meeting.</u>	RFO to monitor balances and report to Finance Committee	Ongoing
Staff	Loss of key personnel	L	Hours, health, stress, training mangt.	Contact locum clerks	12
			Long term sickness, early departure	Locum clerk cover	
	Fraud by staff	L	Fidelity Guarantee value	Finance Cttee review	12
			Insurance Co conditions		12
Cash	Loss through theft or dishonesty	L	Cash received is banked regularly. Financial Regs. set out requirements. Review insurance to ensure adequacy of Fidelity guarantee	Finance Cttee review	12
Borrowing/lending	Adequacy of finances to be able to repay loans	L	Financial review and cashflow forecasting monthly when required. <u>No loans currently</u>	Diary	12
Legal Powers	Illegal activity or payment	L	Ensure all activity and payments within the powers of the Parish Council. <u>Council holds GPC until 2029. GPC to be reconfirmed after elections</u>	Clerk Monitor & report	Ongoing

BRANDON & BYSHOTTLES PARISH COUNCIL
Risk Assessment and Management

AGENDA ITEM 230

Accountability	Work awarded incorrectly Overspend on services	L M	Parish Council embraces the principles of Best Value. Financial regs. set out practice for obtaining estimates, quotations and tenders. Problems relating to these would be investigated by the Clerk and reported to Council	Ongoing <u>Review of FR to set limits in accordance with new procurement legislation</u> <u>Limits have been set in accordance with procurement legalisation</u>	12
<u>IT</u>					
<u>Data Loss</u>	<u>Risk of losing council records, financial data or correspondence due to hardware failure or accidental deletion.</u>	<u>L</u>	<u>Council records are backed up. The Council is able to access its files on various computers.</u>	<u>IT Support</u> <u>Clerk/Assistant Clerk</u>	<u>ongoing</u>
<u>Cyber Security Threats</u>	<u>Risk of hacking, malware or phishing attacks which could compromise council systems or data.</u>	<u>M</u>	<u>Council has antivirus software. Updating of software and anti-virus protection.</u>	<u>IT Support</u> <u>Clerk/Assistant Clerk</u>	<u>Ongoing</u>
<u>Unauthorised access</u>	<u>Risk of sensitive information being accessed by unauthorised individuals.</u>	<u>L</u>	<u>Officers and members use password protection on computers or devices.</u>	<u>Clerk/Assistant Clerk</u> <u>Members</u>	<u>Ongoing</u>
<u>Data Protection Breaches</u>	<u>Risk of personal data being lost, shared incorrectly or accessed without permission.</u>	<u>L</u>	<u>Data Protection Policy in place. Secure storage of data. Password Protection. Shredding of personal data.</u>	<u>Cler/Assistant Clerk</u> <u>Members</u>	<u>Ongoing</u>

BRANDON & BYSHOTTLES PARISH COUNCIL
Risk Assessment and Management

AGENDA ITEM 230

Topic	Risk Identified	H/M/L	Management/Control of Risk	Staff action	Review
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L L L M	Annual review is undertaken before policy renewal ensuring adequacy of cover.	Agenda at March Council Finance Cttee.	Months 12
Financial Records	Inadequate records	L	RFO/clerk check quarterly plus annual internal audit-Financial Regs. set out requirements Introduce f Financial accounting software has now been introduced (Rialtas Software)	Diary	12
Minutes/Agendas/ Notices	Accurate and legal	L	Notices, agendas and minutes are displayed according to legal requirements Minutes are approved and signed at next Council meeting	Diary Clerk/Chair	12
Members interests	Conflict of interest Register of Members Interests	L M	Declaration of interests made at meeting and recorded in file for that purpose. Update declarations of interest	Diary Members take responsibility to update register.	12
Equipment or Land					
Assets	Loss, Damage etc	L	Annual or more regular inspection, update insurance and asset registers	Diary Community Highways Worker to carry out inspections	24
	Risk or damage to third party property or individuals	L	Review adequacy of Public Liability Insurance	Agenda March Finance Cttee	12
Maintenance	Poor performance of assets or amenities loss of income or performance	L	Annual or more regular maintenance inspection to be carried out. All repairs and expenditure	Diary Community Highways Worker to carry out repairs	12

BRANDON & BYSHOTTLES PARISH COUNCIL
Risk Assessment and Management

AGENDA ITEM 230

			for repairs are actioned or authorised in accordance with Council procedures		
Allotments	Risk/damage to fences or injury to third parties Risk/damage to fences as they are next to a public footpath at the following sites: Black Road Station Avenue Folds Close Langley Grove Commercial Street Cockhouse Lane	M L M	Sites inspected on regular basis, repairs carried out when necessary. Review adequacy of public liability insurance	Agenda March Finance Cttee Inspections to be carried out by Assistant Clerk and Allotment Comm Repairs to be carried out by Community Highways Worker	12
Notice Boards	Risk/damage to third parties Roadside Safety	L L	3 Notice Boards sited in Meadowfield, Esh Winning and 6 Goatbeck Terrace. Locations approved by former District Council. Notice boards have insurance cover and are inspected regularly. Keys held by the Clerk. 1 Notice board at Brandon Library .1 Notice Board at New Brancepeth maintained on behalf of Residents Group and 1 at Durham Road, Ushaw Moor and 1 notice board at Silver Trees school maintained on behalf of school	Inspections to be carried by the Community Highways Worker	12
Street Furniture	Risk/damage/injury to third parties	L	The Parish Council is responsible for a number of 44 seats including commemorative seats situated around the Parish, 1 fingerpost at Brandon Park, 6 WW1 Commemorative seats and 2 miners	Review insurance at March Finance Cttee Assistant Clerk to set up schedule of works.	12

BRANDON & BYSHOTTLES PARISH COUNCIL
Risk Assessment and Management

AGENDA ITEM 230

			tubs, at Ushaw Moor, sculptures, pit man mining statue, war memorials, village name plates. 1 cableway at Broompark Play area. The seats are covered for all risks. Formal programme of inspection will be carried out and acted upon where necessary.	Inspections are being carried by the Community highways Worker	
<u>Play Areas</u>	<u>Risk/damage/injury to third parties</u>	<u>H</u>	<u>The Parish Council is responsible for two play areas, Broompark and Waterhouses.</u> <u>Check cover on insurance policy</u>	<u>Community Highways Worker holds inspection certification and carries out weekly inspections.</u> <u>RoSPA carries out annual inspections.</u> <u>Clerk/Assistant Clerk to monitor</u>	<u>12</u>

BRANDON & BYSHOTTLES PARISH COUNCIL

Anti-Fraud and Corruption Policy

1.—Statement of Intent Purpose and Scope

1.1 Brandon and Byshottles Parish Council have assets, interests and annual transactions amounting to hundreds of thousands of pounds each year. In administering its responsibilities, the Council will operate robust financial control systems designed to mitigate the risk of fraud and corruption, whether attempted from within the organisation or externally.

1.2 In carrying out its functions and responsibilities the Parish Council will promote a culture of honesty, openness and fairness and requires its elected members and employees at all levels to conduct themselves in accordance with the Nolan pPrinciples contained in The Relevant Authorities (General Principles) Order 2001 throughout their term of office and employment with the Council. The principles contained in the Order are detailed in Appendix A.of this Policy.

~~Consequently the Council recognises and accepts the need for an Anti-Fraud and Corruption Policy:~~

1.3 The Council will not tolerate fraud and corruption in the administration of its responsibilities or undertaking of its affairs and will deal equally with offenders whether from inside or outside the Council.

1.41.2 Fraud and corruption are defined as follows:

- **Fraud** is the intentional distortion of financial statements, accounts or other records by persons internal or external to the authority which is carried out to conceal the misappropriation of assets or otherwise for gain or to mislead or misrepresent
- **Corruption** is the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person to act against the interests of an organisation
- In addition, corruption is hereby defined to also include the deliberate failure to disclose an interest in order to obtain a financial or other pecuniary gain for oneself or another.

~~This policy identifies a series of measures designed to frustrate any attempted fraudulent or corrupt acts and the steps to be taken if such action occurs:~~

1.5 Consequently the Council recognises and accepts the need for an Anti-Fraud and Corruption Policy, the intent of which is designed to:

- Encourage prevention
- Promote detection
- Identify a clear pathway for investigation

~~The policy is presented in six areas as follows:-~~

~~Section 1 – Statement of Intent~~

~~Section 2 – Culture~~

~~Section 3 – Prevention~~

~~Section 4 – Deterrence~~

~~Section 5 – Detection and Investigation~~

~~Section 6 – Awareness and Training~~

2 Culture

2.1 The Parish Council ~~has promotes~~ a culture of honesty, openness and fairness which supports its opposition to fraud and corruption. The prevention and detection of fraud and corruption and the protection of the public purse are the responsibility of everyone. The elected members and employees play an important role in creating and maintaining this culture. All are ~~positively encouraged~~ **required** to raise concerns regarding fraud and corruption in the knowledge that such concerns will wherever possible be treated in confidence.

2.2 The Parish Council will ensure that any allegations received will be taken seriously and investigated in an appropriate manner. Those who defraud the Council or who are corrupt or who instigate financial malpractice will be dealt with firmly. There is however a need to ensure that any investigation process is not misused and, therefore, any abuse may, where appropriate, be dealt with as a disciplinary matter ~~-, including any unfounded malicious allegations. It is likely that any disciplinary matters will be viewed as gross misconduct.~~

2.3 Where fraud and corruption have occurred due to a breakdown in systems or procedures, arrangements will be made to ensure that the appropriate improvements in systems of control are implemented to prevent a re-occurrence.

3 Prevention

3.1 Role of Elected Members

As elected representatives all Members of the Council have a duty on behalf of their electorate to protect the Council from all forms of fraud and corruption. This is

reflected through the adoption of this Policy and compliance with the Code of Conduct for elected Members, the Council's Standing Orders and Financial Regulations and other relevant legislation.

When they take office elected Members are required to operate within the constraints of the adopted Code of Conduct; Chapter 7 of the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I. 2012/1464). sign the Code of Conduct. The Code requires elected Members, inter alia, to declare and register interests and to register receipt of gifts and hospitality. In addition, elected members are given the opportunity to attend periodic update sessions on matters of conduct and standards provided by the County Council's Monitoring Officer.

3.2 ~~Role of Clerk and~~ Employees

3.2.1 ~~The Clerk~~

The work of employees is governed by the Council's Standing Orders and Financial Regulations and other relevant policies i.e. Health and Safety etc.

The Clerk is responsible for the communication and implementation of this Policy within the Council. ~~He/she They are is~~ also responsible for ensuring that employees are aware of the Council's Financial Regulations and Standing Orders and that the relevant requirements of each are being met in the day to day conduct of Council business.

The Clerk will strive to create an environment in which employees feel able to approach ~~him/her them~~ with any concerns they may have regarding suspected irregularities.

Special arrangements will apply where employees are responsible for cash handling or are responsible for financial systems and systems that generate payments. Checks are carried out on a regular basis to ensure that proper procedures are being followed.

The Council recognises that a key preventative measure in dealing with fraud and corruption is ensuring that effective steps are taken at the recruitment stage to establish, as far as possible, the honesty and integrity of potential employees whether for permanent, temporary or casual posts.

3.2.2 ~~Employees~~

The work of employees is governed by the Council's Standing Orders and Financial Regulations and other relevant policies i.e. Health and Safety etc.

In addition to the above employees are responsible for ensuring that they follow the instructions given to them by the Clerk particularly with regard to the safekeeping of the Council's assets.

Employees are expected to be aware of the possibility that fraud, corruption and theft may occur in the workplace and consequently must feel able to share their concerns with the Clerk, in the first instance, the Chairman or signatories.

3.2—Conflicts of Interest

~~Elected Members and employees must ensure that they avoid situations where there is a potential for a conflict of interest. Effective role separation will ensure that decisions made are seen to be based on impartial advice and therefore avoid questions regarding improper disclosure of confidential information. The Council has produced a Protocol on Member/Officers Relations which provides advice on this and related issues.~~

3.2 Role of Internal Audit

The Clerk is responsible for ensuring that there is an adequate and effective system of internal audit of the Council's accounting, financial and other systems in accordance with the provisions of the relevant Accounts and Audit Regulations. Internal audit plays a significant preventative role in ensuring that the relevant systems deter fraud and corruption and will work with Officers management to identify the procedural changes necessary to prevent the Council from exposure to losses. ~~Internal audit will also investigate cases of suspected irregularity or fraud.~~

3.3 Role of External Audit

The external auditor has a responsibility to review the Council's arrangements for preventing and detecting fraud and irregularities and arrangements designed to limit the opportunity for corrupt practices. This responsibility is satisfied by undertaking a number of specific reviews and tests of the adequacy of the relevant financial systems and other arrangements for the prevention and detection of fraud. The outcome of these reviews and tests is reported each year in the Annual audit letter which is presented to elected Members by the external auditor.

4. Deterrence

4.1 Fraud, corruption and theft are considered to be serious offences against the Council and employees will face a disciplinary investigation if there is an allegation that they have been involved in any of these activities. Where necessary, disciplinary action will be taken in addition to, or instead of, criminal proceedings depending on the circumstances of each individual case in a consistent manner.

4.2 Similarly any elected Member will face appropriate action under this policy if it is shown that they have been involved in fraud, corruption or theft against the Council or have otherwise acted illegally.

4.3 The Council will not seek to cover up cases of fraud and corruption but conversely will try to ensure that the results of any action taken, including prosecutions, are notified to the media.

4.4 In all proven cases where financial loss has occurred and it is in the public's interest to do so the Council will seek to recover such loss and will give consideration to publicising the fact.

4.5 All anti-fraud and corruption activities, including the adoption of this policy, will be publicised to make employees and the public aware of the Council's commitment to taking appropriate action on fraud and corruption when it occurs.

5 Detection and Investigation

5.1 Systems of internal control have been established together with Financial Regulations and Standing Orders to deter fraud and corruption. These are complemented by the work undertaken by Internal Audit in the review of systems and financial controls.

5.2 In addition it is often the vigilance of employees and members of the public that aids detection. Employees are to be encouraged to raise their concerns without the fear of recrimination.

5.3 Frauds are, in some cases, discovered by chance or 'tip-off' and arrangements are in place to enable such information to be properly dealt with.

5.4 All suspected irregularities should be reported directly, or via an intermediary, to the Clerk or Chairman. This is essential to ensure the consistent treatment of information regarding fraud and corruption and will facilitate a proper and thorough investigation.

~~5.5 Investigations will normally be conducted by the Council's internal audit and reported to the Clerk/Chairman and the Council will determine whether or not referral to the Police is appropriate. The outcome of all investigations where loss has been suffered will be reported to the Council's external auditor.~~

5.5 The clerk is responsible for implementing the investigation of any allegation of fraud or corruption and will do so through clearly defined procedures. Where appropriate the clerk will appoint an independent investigator and will inform the Police at the appropriate and earliest possible stage of the investigation.

The clerk will also:

- Deal promptly with the matter.
- Record all evidence received.
- Ensure that evidence is sound and adequately supported.
- Ensure security of all evidence collected.
- Contact Internal and External Auditors
- Implement Council disciplinary procedures, where appropriate to any employee found to be guilty of improper behaviour
- The clerk will determine whether or not the referral to the Police is appropriate.

5.6 Following the completion of an investigation, the circumstances will be assessed to determine the need for procedural and system changes to ensure that future risks are eliminated.

5.7 Where necessary, following the investigation, the Council’s disciplinary procedures will be applied to any employee found to be guilty of improper behaviour.

6 Awareness and Training

6.3 The Council recognises that the sustained success of this policy and its general credibility will depend upon the effectiveness of its training programmes and awareness on the part of elected members and employees throughout the organisation.

6.4 Employees will be made aware of their responsibilities and the procedures to be followed for the safekeeping of Council’s assets and will be advised that failure to adhere to the specified procedures may lead to disciplinary action being taken.

7 Conclusion

The Council has in place a network of systems and procedures to assist in the prevention and detection of fraud and corruption. The Council is determined to ensure that these arrangements will keep pace with future developments in prevention and detection techniques regarding fraudulent or corrupt activity that may affect its operations.

The Clerk has day to day responsibility for the successful operation of the relevant systems supported by internal and external audit and will ensure that this policy is reviewed annually in order to be satisfied that the Councils exposure to potential fraud and corruption is minimised.

~~Adopted 20th March 2009~~ ~~Reviewed 15th July 2022 Min 44a~~
~~Reviewed 19th March 2010~~ ~~Reviewed 21st July 2023 Min 45a~~
~~Reviewed 18th March 2011~~ ~~Reviewed 19th July 2024 Min 43a~~
~~Reviewed 16th March 2012~~
~~Reviewed 15th March 2013~~
~~Reviewed 21st March 2014~~
~~Reviewed 20th March 2015~~

~~Reviewed 18th March 2016~~

~~Reviewed 17th March 2017~~

~~Reviewed 16th March 2018~~

~~Reviewed 15th March 2019~~

~~Reviewed 31st July 2020 Min 14f~~

~~Reviewed 16th July 2021 Min 55a~~

Policy Review and Updates

This Anti-Fraud and Corruption Policy will be reviewed at least every three years to ensure it remains up to date and effective. It will also be reviewed earlier if there are significant changes in legislation, governance guidance, or if new risks are identified.

APPROVED:

MINUTE REF:

REVIEW: not later than

Appendix 'A'

THE NOLAN ~~GENERAL~~ PRINCIPLES

Selflessness

~~Members should only serve the public interest and should never improperly confer an advantage or disadvantage on any person~~

Holders of public office should act solely in terms of the public interest.

Honesty and Integrity

~~Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour~~

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

~~Members should make decisions on merit, including when making appointments, awarding contracts or recommending individuals for rewards or benefits~~

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

~~Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office~~

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this

Openness

~~Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions~~

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty~~***Personal Judgement***~~

~~Members should take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions~~

Holders of public office should be truthful.

Respect for Others~~***Leadership***~~

~~Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or gender disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees~~

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

Duty to Uphold the Law

~~Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them~~

Stewardship

~~Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law~~

Leadership

~~Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence~~

Publication Scheme – Information Report

Purpose

Under the Freedom of Information Act 2000, parish councils are required to adopt and maintain a Publication Scheme. The purpose of the scheme is to ensure transparency by setting out the information the Council routinely makes available to the public and how that information can be accessed.

Most parish councils adopt *the* Model Publication Scheme issued by the Information Commissioner's Office.

Brandon and Byshottles Parish Council have previously adopted the Model Publication Scheme Version 2. The Model Publication Scheme has now been updated to Version 3.

What a Publication Scheme Includes

The Publication Scheme outlines the classes of information that the Council publishes and makes available. These typically include:

- 1. Who we are and what we do**
- 2. What we spend and how we spend it**
- 3. What our priorities are and how we are doing**
- 4. How we make decisions**
- 5. Policies and procedures**
- 6. Lists and registers**
- 7. Services we provide**

Access to Information

Information listed within the Publication Scheme should be made available through the Council's website where possible. Information can also be requested by contacting the Council via email or by writing to the Clerk.

Charges

Most information is provided free of charge when accessed electronically. A reasonable fee may be charged for printing, photocopying or postage where applicable.

Recommendation

Members are asked to consider the updated Publication Scheme (V3).

Claire Dixon

Clerk to the Council

AGENDA ITEM 232

Information available Brandon and Byshottles Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts) Current information only</p>	<p>Hard copy</p> <p>Website</p>	<p>Printed and postage costs as per schedule of costs. Free</p>
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Website</p>	<p>Free</p> <p>Free</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Website, noticeboards, inspection</p>	<p>Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Website</p>	<p>Free</p>
<p>Staffing structure</p>	<p>Website</p>	<p>Free</p>

<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Website Accounts in hard copy</p>	<p>Free Printed and postage costs as per schedule of costs.</p>
<p>Statement of accounts and internal audit report in the format included in the Annual Return form</p>	<p>Website Hard Copy</p>	<p>Free Printed and postage costs as per schedule of costs.</p>
<p>Finalised budget</p>	<p>Website</p>	<p>Free</p>
<p>Precept</p>	<p>Website</p>	<p>Free</p>
<p>Borrowing Approval letter</p>	<p>Not held</p>	
<p>All items of expenditure above £100</p>	<p>Website</p>	<p>Free</p>
<p>Financial Standing Orders and Regulations</p>	<p>Website</p>	<p>Free</p>
<p>Grants given and received</p>	<p>Website</p>	<p>Free</p>
<p>List of current contracts awarded and value of contract</p>	<p>Website</p>	<p>Free</p>
<p>Members' allowances and expenses</p>	<p>Website</p>	<p>Free</p>
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	<p>Website Hard Copy</p>	<p>Free Printed and postage costs as per schedule of costs.</p>

Annual governance statement in format included in the Annual Return form	Website Hard copy	Free Printed and postage costs as per schedule of costs.
Parish Plan	Not held	
Annual Report to Parish or Community Meeting	Website Hard copy	Free Free
Quality status	Website Hard copy	Free Printed and postage costs as per schedule of costs.
Local charters drawn up in accordance with DLUHC's guidelines	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy	Printed and postage costs as per schedule of costs.
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website	Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website, noticeboards	Free

Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	Free
Responses to consultation papers	Hard copy Maybe included in minutes.	Printed and postage costs as per schedule of costs. Free
Responses to planning applications	Hard copy Included on the planning portal website.	Printed and postage costs as per schedule of costs. Free
Bye laws	Not held	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website Hard copy	Free Printed and postage costs as per schedule of costs.
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct Policy statements	Website Hard copy Hard copy Website Website	Free Printed and postage costs as per schedule of costs. Free Free

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy</p> <p>Website Website Website</p> <p>Website Website</p>	<p>Printed and postage costs as per schedule of costs.</p> <p>Free Free Free</p> <p>Free Free</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Website</p>	<p>Free</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>	<p>hard copy or website; some information may only be available by inspection)</p>	
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>Hard copy</p>	<p>Printed and postage costs as per schedule of costs.</p>
<p>Assets register, including details of public land and building assets</p>	<p>Hard copy</p>	<p>Printed and postage costs as per schedule of costs.</p>
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	<p>Hard copy</p>	<p>Printed and postage costs as per schedule of costs.</p>

Register of members' interests	Hard copy Website via Durham County Council	Printed and postage costs as per schedule of costs. Free
Register of gifts and hospitality	Hard copy	Printed and postage costs as per schedule of costs.
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Website	free
Burial grounds and closed churchyards	Not held	
Community centres and village halls	Not held	
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	Not held	
Markets	Not held	
Public conveniences	Not held	

Agency agreements	Hard copy	Printed and postage costs as per schedule of costs.
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Hard copy Website	Printed and postage costs as per schedule of costs. Free
Additional Information Information not itemised in the lists above		

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 50p per A4 sheet (black & white/ colour)	Actual cost
	Photocopying @ £1 per sheet A3 (black & white / colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred

Contact Details for Brandon and Byshottles Parish Council

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Clerk to the Council

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Goats Beck Bridge Report

Background

At the Parish Council meeting on 19 December 2025, Motion 172 was passed to approve Friends of Langley Moor (FOLM) to review whether they were able to adopt Goats Beck Bridge. This decision was made under the understanding that the Parish Council was unable to meet the insurance requirements for the bridge.

At the end of the meeting on 19 December 2025, after all other resolutions had been made, a discussion took place regarding Agenda Item 172. Cllr Hirst raised concerns that the decision had been made based on incorrect information relating to the insurance position, as outlined in the Clerk's report.

Notice to Rescind and Proposed New Motion

Written notice has been provided to the Clerk requesting:

1. Rescission of Motion 172.
2. Proposal of a new motion that the Parish Council takes full responsibility for the insurance and maintenance of Goats Beck Bridge.

Insurance Requirements

The insurance requirements are: -

- The bridge being inspected on a two-yearly basis, with a formal report provided.
- Regular inspections in addition to the two-yearly check.

The Insurance Company (Zurich) advised that these inspections were to be carried out by the Community Highways Worker, who was RoSPA qualified.

Current Situation

Unfortunately, circumstances regarding the Community Highways Worker have changed. The current worker is not qualified to RoSPA standard, which now has implications for the insurance requirements:

- Who will carry out regular inspections.
- Who will carry out the two-yearly inspections and provide the required report.

Recommendation

It is recommended that the Parish Council:

- a) Consider rescinding Motion 172.
- b) Consider the new motion and discuss whether it is prepared to assume responsibility for insurance and maintenance of Goats Beck Bridge.
- c) If the Council accepts the above motion to identify who will carry out inspections (regular and two-yearly) to ensure compliance with insurance requirements.

Claire Dixon
Clerk to the Council

Report Title: Summary of the Brancepeth Neighbourhood Plan

Date: 12th March 2026

1. Purpose of the Report

The purpose of this report is to provide councillors with a summary of the key elements of the Brancepeth Neighbourhood Plan, including the vision, objectives, planning policies and community actions identified through consultation and evidence gathering.

2. Overview of the Neighbourhood Plan

The Brancepeth Neighbourhood Plan contains three planning policies and ten community actions developed following community engagement and supporting evidence work.

The Plan aims to guide future development in the parish while protecting the distinctive character of the village and supporting the wellbeing of residents.

3. Key Issues Identified

Early engagement with residents and supporting evidence identified several key issues for the Plan. These are not presented in priority order:

- The importance of protecting, valuing and enhancing the historic and rural character of the parish.
- Safeguarding open spaces that are valued by the local community.
- Building on the existing strong sense of community by improving the range of activities available to promote residents' health and wellbeing.
- Projects to improve highway safety, particularly in relation to high levels of on-street parking and speeding traffic.
- Opportunities to improve mobile phone and broadband services.
- Supporting the installation of electric vehicle charging points and increasing the use of solar panels on existing buildings.

4. Vision for Brancepeth

The vision for the parish is:

Brancepeth will continue to be a great place to live. Our community will be sustainable and committed to addressing climate change. Our unique built, historic and natural environment will be conserved and enhanced for future generations. Existing green infrastructure will be protected and lost access restored.

5. Plan Objectives

Objective 1 – Sustainable Development

To ensure new development makes a positive contribution to social, environmental and economic needs while preserving or enhancing the character or appearance of conservation areas.

Objective 2 – Distinctive Environment

To protect and enhance the distinctive natural, built and historic character of the parish, including valued open spaces.

Objective 3 – Accessibility

To promote sustainable modes of transport that connect the community to services, facilities and employment opportunities, while improving highway safety and digital connectivity.

6. Planning Policies

Policy 1 – Brancepeth Village Envelope

Development outside the village envelope, as defined on the policies map, will be considered open countryside. In such cases, the intrinsic character of the countryside will be a key consideration in decision-making. Proposals must comply with Policies 6 and 10 of the County Durham Plan and other relevant development plan policies.

Policy 2 – Local Green Space

The following areas are designated as Local Green Space due to their importance to the local community for their beauty, historic significance, recreational value, tranquillity or wildlife value:

- LGS01 – The Cricket Field
- LGS02 – Brandon to Bishop Auckland Railway Path
- LGS03 – Deerness Valley Railway Path
- LGS04 – Stockley Gill Burn Wood
- LGS05 – Brancepeth Allotments
- LGS06 – Brancepeth Castle Grounds
-

Policy 3 – Protected Open Space

The following areas of open space contribute to local amenities and character and will be protected from development:

- POS01 – Brancepeth Golf Course
- POS02 – The Horse Field
- POS03 – Brancepeth Golf Club Driving Range

Development resulting in the loss of protected open space will only be supported where it can be demonstrated that:

- a) The space is surplus to requirements; or
- b) Equivalent or better-quality open space will be provided in a suitable location; or
- c) Alternative recreational facilities are provided that clearly outweigh the loss.

7. Community Actions

During the development of the Neighbourhood Plan, residents raised several issues that cannot be addressed directly through planning policies. These have been identified as community actions supported by the Parish Council and, where appropriate, delivered in partnership with other organisations.

Community Action 1 – Electric Vehicle Charging

Explore opportunities for a private organisation, such as Brancepeth Castle Golf Club Limited, to install electric vehicle charging points and develop a scheme that allows flexible payment and access for both parish residents and golf club members.

Community Action 2 – Environmental Enhancements to the Cricket Field

Identify and implement environmental improvements including the creation of wildflower areas, maintained walking paths, and careful vegetation management to protect the surrounding stone wall.

Community Action 3 – Roadside Planting

Continue roadside bulb planting and the installation of wooden planters to enhance the appearance of the parish, reinforce village boundaries and discourage littering.

Community Action 4 – Identification of Non-Designated Heritage Assets

Undertake work to identify locally important heritage assets not currently listed, potentially including the Village Hall, the cricket field boundary wall and gate, the village crossroads lamppost, and the original road sign to the station.

Community Action 5 – Improving Access to the Cricket Field

Secure more permanent access and improve facilities for informal recreation, including a mowed central area, removable goalposts, seating and broader community use.

Community Action 6 – Brancepeth Village Hall

Work in partnership with the Brancepeth Community Association to support the long-term sustainability of the Village Hall.

Community Action 7 – Improving Mobile Phone Coverage

Work with relevant organisations to improve mobile connectivity across the parish,

including gathering evidence on coverage issues, exploring potential infrastructure solutions and engaging with mobile network operators.

Community Action 8 – Improving Broadband

Promote the rollout of high-speed broadband to households and businesses, including working with the County Council’s Digital Durham initiative.

Community Action 9 – Physical Connectivity and Tourism

Improve walking and cycling connectivity within the parish and strengthen links with nearby visitor attractions through better signage, promotion of walking routes and collaboration with tourism initiatives.

Community Action 10 – Access to Golf Facilities

Support Brancepeth Castle Golf Club Limited in promoting golf locally and encouraging greater community use of clubhouse facilities for social events, subject to monitoring any traffic implications.

8. Recommendation

Members are asked to

- a) Note the contents of this report summarising the Brancepeth Neighbourhood Plan.
- b) To consider a response.

Claire Dixon
Clerk to the Council

Contact: Amber Windle
Direct Tel: 03000 262963
email: Planning@durham.gov.uk
Our ref: DM/25/02911/FPA



The Owner/Occupier
Brandon And Byshottles Parish Council

9th March 2026

Dear Sir/Madam

Town and Country Planning Act 1990 - Planning Consultation

Proposed Erection of 36no. dwellings with associated infrastructure and landscaping
(as amended 06.03.2026)
At Land North East Of Brandon United Football Club Commercial Street
Brandon
For DCC Housing Delivery Team

I have now received amendments relating to this proposal which are available to view on the Council's website by using the following link: <http://publicaccess.durham.gov.uk/online-applications/>

If you have already commented on the proposals those views will be considered and taken into account by the Council when a decision is made. However, if you wish to make any further comments on the application you can do so by one of the following methods only: using the link above; via email to Planning@durham.gov.uk or, in writing to the address below. Comments should be made within 14 days from the date of this letter. Under the Local Government (Access to Information) Act 1985 any views received and taken into account will be recorded on our website, although personal information, such as signatures and telephone numbers, will be obscured. Please note we cannot accept representations made on a confidential basis and any anonymous representations will be given little or no weight in the decision-making process. Please also note the terms of our Privacy Notice regarding the processing and retention of personal information: <http://www.durham.gov.uk/dataprivacy>.

Regeneration, Economy and Growth

Durham County Council, Planning Development (Strategic), PO BOX 274, Stanley, Co. Durham,
DH8 1HG
Main Telephone: 03000 262 830

If there is no reply from you within this period I will assume that you have no further comments to make.

In the case of householder applications, in the event of an appeal against a refusal of planning permission, which is to be dealt with on the basis of the representations in writing, any representations made about this application will be sent to the Secretary of State, and there will be no further opportunity to comment at appeal stage.

Yours faithfully

Amber Windle
Senior Planning Officer

Info - Brandon and Byshottles Parish Council

Subject: FW: Draft Order NE/6005: PROPOSED STOPPING UP OF HIGHWAY AT THE AREAS BOUND BY SAWMILLS LANE, LOWLAND ROAD AND AN UN-NAMED ACCESS ROAD BRANDON, COUNTY DURHAM DH7 8NR

Attachments: NE-6005-Draft Notice.pdf; NE-6005-Draft Order.pdf; NE-6005-SITE PLAN 1.pdf; NE-6005-SITE PLAN 2.pdf

OFFICIAL



National Transport Casework Team

PO Box 1393
Newcastle Upon Tyne
NE99 5FQ

www.gov.uk
nationalcasework@dft.gov.uk

Dear Sir / Madam

Our ref: NATTRAN/NE/S247/6005

**TOWN AND COUNTRY PLANNING ACT 1990 – SECTION 247
PROPOSED STOPPING UP OF HIGHWAY AT THE AREAS BOUND BY SAWMILLS LANE, LOWLAND ROAD
AND AN UN-NAMED ACCESS ROAD BRANDON, COUNTY DURHAM DH7 8NR
OS GRID REFERENCE: E: 423645 & N:539707**

Please find attached a copy of a draft Order proposed under the provisions of the above Act together with a copy of the related plan.

If you do not have any concerns with this proposal, you do not need to respond to this email, and if we do not hear from you by **2 April 2026** we will conclude that are content with this proposal.

If however, you do have concerns surrounding this proposal, we should be pleased to receive any comments and / or objections that you may have before the end of the **2 April 2026**. If possible, objections should be sent via email to NATIONALCASEWORK@dft.gov.uk, stating clearly that **you object**.

Kind regards

Karen
National Transport Casework Team



Ms Karen Tweddle

Casework Admin Officer, National Transport Casework Team,
PO Box 1393, Newcastle Upon Tyne, NE99 5FQ

Email: Karen.tweddle@dft.gov.uk

TOWN AND COUNTRY PLANNING ACT 1990

THE STOPPING UP OF HIGHWAYS (NORTH EAST) (NO.) ORDER 20..

The Secretary of State makes this Order in exercise of powers under section 247 of the Town and Country Planning Act 1990 ("the Act").

1. The Secretary of State authorises the stopping up of the highways described in the Schedule to this Order and shown on the site plan 1 numbered NATTRAN/NE/S247/6005, to enable development to be carried out in accordance with the planning permission granted by Durham County Council under reference,
2. The developer shall to the reasonable satisfaction of Durham County Council provide:-
 - (a) new highways as proposed and detailed in the approved planning permission, development plans and associated legal agreements with the Council, shown on site plan 2; and
 - (b) improvement of the highways as proposed and detailed in the approved planning permission, development plans and associated legal agreements with the Council, shown on site plan 2.
3. Where immediately before the date of this Order there is any apparatus of statutory undertakers under, in, on, over, along or across any highway authorised to be stopped up pursuant to this Order then, subject to section 261(4) of the Act, those undertakers shall have the same rights as respects that apparatus after that highway is stopped up as they had immediately beforehand.
4. This Order shall come into force on the 202 .

Signed by authority of
the Secretary of State

TIM BRIMELOW
An Official in the
National Transport Casework Team
Department for Transport

THE SCHEDULE

Description of highways to be stopped up

The highways to be stopped up are at Brandon in County Durham, shown on the plan and are:-

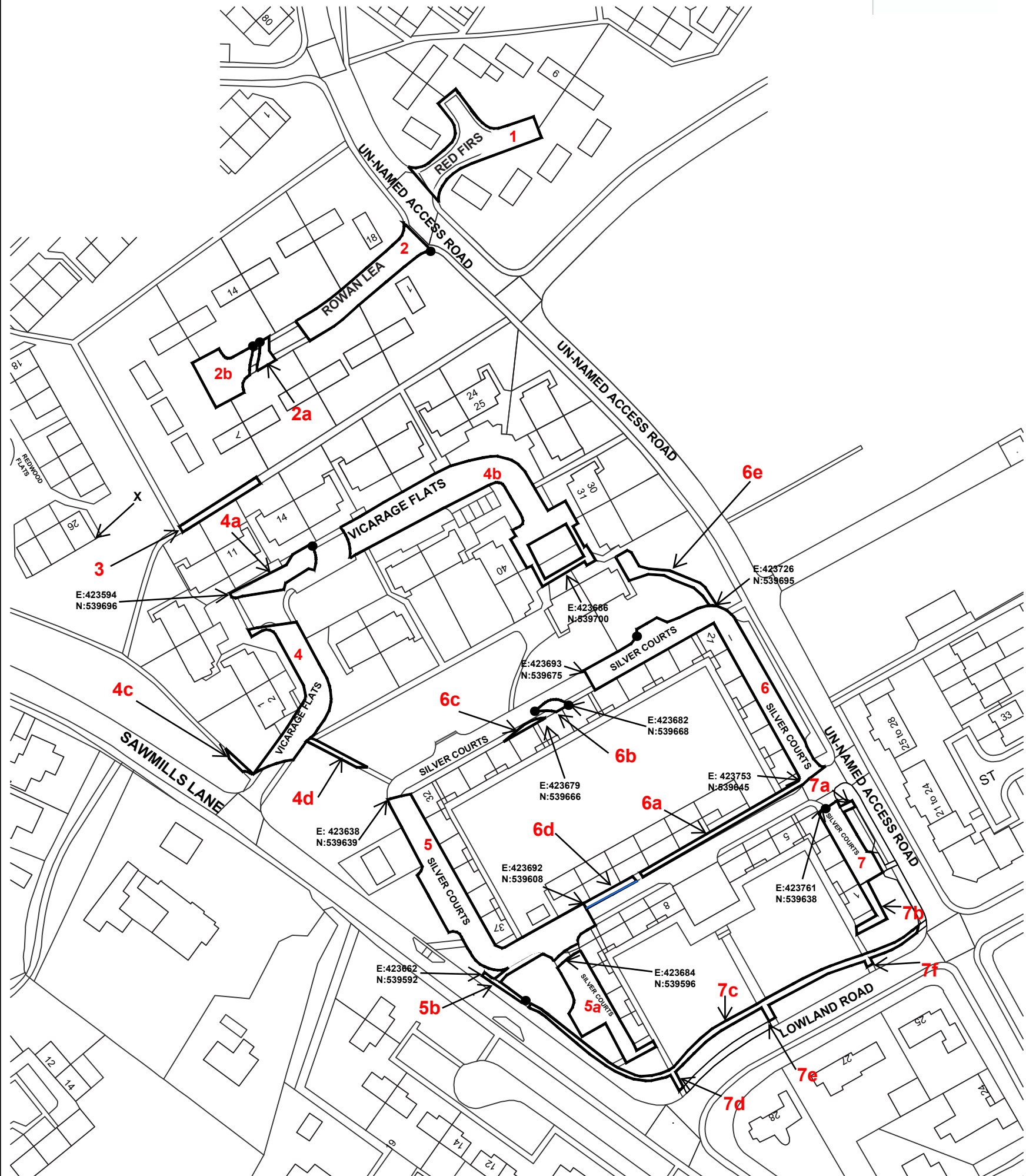
1. The whole of Red Firs (marked 1 on site plan 1).
2. A length of Rowan Lea. It commences at its junction with an unnamed access road and extends in a south westerly direction for a distance of 41.8 metres (marked 2 on site plan 1).

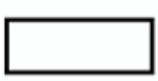
3. A length and part width of Rowan Lea. It commences 52.3 metres south west of its junction with an unnamed access road and extends in a south westerly direction for a distance of 6.8 metres and has a maximum width of 6.4 metres (marked 2a on the plan).
4. A length and part width of Rowan Lea. It commences 56.2m south west of its junction with an unnamed access road and extends in a south westerly direction for a distance of 16.7 metres and has a maximum width of 14.5 metres (marked 2b on site plan 1).
5. A length of unnamed footway as lies south of Rowan Lea. It commences 23.7 metres north east of the south eastern corner of no. 26 Redwood Flats (marked X on the plan) and extends in a north easterly direction for a distance of 25.8 metres (marked 3 on site plan 1).
6. A length and part width of Vicarage Flats. It commences 8.1 metres north east of its junction with Sawmills Lane and extends in a north easterly then north westerly direction for a distance of 45.83 metres when measured along its centre line and has a maximum width of 13.8 metres (marked 4 on site plan 1).
5. An irregular shaped northern part width of Vicarage Flats. It commences at grid reference E:423594, N:539696 and extends in a north easterly direction for a distance of 26.3 metres and has a maximum width of 5.9 metres (marked 4a on site plan 1).
6. An irregular shaped southern part width of Vicarage Flats. It commences at grid reference E:423686 N:539700 and extends in a north westerly then south westerly direction for a distance of 82.9 metres when measured along its centre line (marked 4b on site plan 1).
7. A length and part width of unnamed footpath as lies west of Vicarage Flats. It commences 8.6 metres north of its junction with Sawmills Lane and extends in a north westerly direction for a distance of 9.1 metres and has a maximum width of 1.4 metres (marked 4c on site plan 1).
8. A length and part width of unnamed footpath as lies south of Vicarage Flats. It commences from its junction with Vicarage Flats and extends in a south easterly direction for a distance of 17.1 metres and has a maximum width of 1.4 metres (marked 4d on site plan 1).
9. A length and part width of Silver Courts. It commences at grid reference E:423638 N:539639 and extends in a south easterly then north easterly direction for a distance of 84.1 metres when measured along its centre line and has a maximum width of 9.5 metres (marked 5 on site plan 1).
10. A length and part width of Silver Courts. It commences at grid reference E:423684 N:539596 and extends in a general south easterly direction for a distance of 33.5 metres and has a maximum width of 11.4 metres (marked 5a on site plan 1).
11. A length of unnamed footway as lies south of Silver Courts. It commences at grid reference E:423662 N:539592 and extends in a south easterly direction for a distance of 14 metres (marked 5b on site plan 1).
12. A length of Silver Courts. It commences at grid reference E:423693 N:539675 and extends in a north easterly then south easterly then south westerly direction for a distance of 94 metres when measured along its centre line (marked 6 on site plan 1).
13. A northern part width of Silver Courts. It commences from grid reference E: 423753

N:539645 and extends in a south westerly direction for a distance of 51.7 metres (marked 6a on site plan 1).

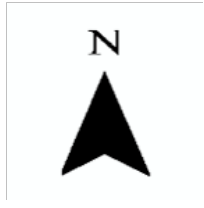
14. An irregular shaped southern part width of Silver Courts. It commences at grid reference E:423682 N:539668 and extends in a south westerly direction for a distance of 9.2 metres and has a maximum width of 3.7 metres (marked 6b on site plan 1).
15. An irregular shaped southern part width of Silver Courts. It commences at grid reference E: 423679 N:539666 and extends in a south westerly direction for a distance of 13.3 metres and has a maximum width of 1.3 metres (marked 6c on site plan 1).
16. A northern part width of unnamed highway as lies off Silver Courts. It commences at grid reference E:423692 N:539608 and extends in a north easterly direction for a distance of 16.5 metres (marked 6d on site plan 1).
17. The whole of the unnamed highway as lies off Silver Courts. It commences at grid reference E:423726 N:539695 and extends in a north westerly direction (marked 6e on site plan 1).
18. A length of Silver Courts. It commences at grid reference E:423761 N:539638 and extends in a south easterly direction for 23.7 metres when measured along its centre line (marked 7 on site plan 1).
19. The whole of an unnamed footpath as leads off Silver Courts (marked 7a on site plan 1).
20. The whole of an unnamed footpath as leads off Silver Courts (marked 7b on site plan 1).
21. A length of unnamed footway as lies off Lowlands Road. It commences 4.7 metres north west of the junction with Lowlands Road and extends in a south westerly then north westerly direction for a distance of 128 metres when measured along its centre line (marked 7c on site plan 1).
22. A length of unnamed footpath as lies off Lowlands Road. It commences 4.93 metres north east of the junction of Lowlands Road and Sawmills Lane and extends in a north westerly direction for a distance of 5 metres (marked 7d on site plan 1).
23. A length of unnamed footpath as lies off Lowlands Road. It commences 36.37 metres north east of the junction of Lowlands Road and Sawmills Lane and extends in a north westerly direction for a distance of 4.3 metres (marked 7e on site plan 1).
24. A length of unnamed footpath as lies off Lowlands Road. It commences 67.67 metres north east of the junction of Lowlands Road and Sawmills Lane and extends in a north westerly direction for a distance of 1.8 metres (marked 7f on site plan 1).



HIGHWAY AT BRANDON IN COUNTY DURHAM



<p>Key Scale 1:1250 @ A3</p> <p>Highways to be stopped up </p>	<p>National Transport Casework Team Department for Transport Plan No: NATTRAN/NE/S247/6005</p> <p>SITE PLAN 1</p>	<p>Signed by Authority of the Secretary of State</p> <p>on.....</p> <p>Signature.....</p> <p>TIM BRIMELOW An Official in the National Transport Casework Team Department for Transport</p>
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HIGHWAY AT BRANDON IN COUNTY DURHAM



Key	Scale	1:1250 @
Proposed highway to be improved		
Proposed new Highway to be provided		

National Transport Casework Team
 Department for Transport
 Plan No: NATTRAN/NE/S247/6005

SITE PLAN 2

Signed by Authority of the Secretary of State
 on.....
 Signature.....

TIM BRIMELOW
 An Official in the
 National Transport Casework Team
 Department for Transport

From: Valerie Evans <Valerie.Evans@durham.gov.uk>

Sent: 23 February 2026 13:16

Subject: New Premises Licence Application - Meadowfield and District Social Club, Frederick Street South, Meadowfield, Durham, DH7 8NA

Dear Sir/Madam,

The following application has been received/accepted by Durham County Council

Application Type - Application for a New Premises Licence

Applicant: - Meadowfield and District Social Club

Premises – Meadowfield and District Social Club, Frederick Street South, Meadowfield, Durham, DH7 8NA

Date of Application – 23rd February 2026 Last date for representations - 23rd March 2026

If you require further details in relation to this application, this information will be available to view on the Council's website within the next 5 working days via the following link:

<http://www.durham.gov.uk/article/2136/Licensing-Act-2003-applications>

Report – Section 106 Funding Application

Information Regarding Application

Application: Brandon Sports Club

Amount Requested: £14,367.35

Purpose: Two-lane fixed net cage and additional artificial lane

Background

Brandon Sports Club are seeking approval for the allocation of Section 106 monies presently held in the Authority's S106 account. Monies are available within the Electoral Division, and the proposal is therefore considered to have merit in principle.

A final decision on the request will only be made once the application has been considered by the Council's Section 106 Working Group. In accordance with standard procedures, comments from the Parish Council are invited within 21 days.

For any further clarification on the S106 process, the contact at the Authority is:

- Stephen Reed – stephen.reed@durham.gov.uk / 03000 263 870

Proposal Summary

Brandon Sports Club propose:

- To add a second artificial lane to the existing cricket practice facility.
- To install a fixed batting cage with netting, providing a safe environment for children using the practice area.
- To replace the existing carpeted concrete surface of the original single lane, which has been in use for eight years.

The club states that this project is essential due to the success of their coaching programmes, including:

- ECB All Stars programme (under 9s)
- Dynamos programme (ages 9–11)

These programmes attract 50+ children each year, many of whom are now progressing to hardball cricket and require a safe coaching area.

Supporting Documents Provided

1. Location plan from the club's lease
2. Detailed layout drawing of the proposal
3. Photograph of the existing single lane

Financial Information

- The club has obtained three quotations for the proposed works.
- Total funding requested from Section 106 monies: £14,367.35

Recommendation

Members are reminded that copies of all supporting documentation for the application have been provided for their consideration.

- Members are invited to review the application and decide if they wish to submit any comments to the Authority prior to the Working Group meeting.

Claire Dixon

Clerk to the Council

From: Ewan Brown <ewan.brown@durham.gov.uk>

Sent: 25 February 2026 15:34

Subject: Langley Moor, Meadowfield, Brandon & Browney TRO

Good afternoon,

Following recent correspondence regarding various parking and waiting restriction changes across Langley Moor, Meadowfield, Brandon & Browney, I can now advise that these changes will shortly be advertised formally as part of an amendment to the Traffic Regulation Order (TRO) for the area.

As you know, we conducted an informal consultation (letter drop exercise) last year with some properties in the immediate vicinity of the proposals. I have therefore also arranged for further correspondence (letters) to be sent to these properties as a follow up on the TRO process. Whilst we cannot letter drop each and every property in the area, for clarity, I have included much of the information below:

Should you wish to object to these proposals, objections must be raised through the formal advertising stage. As part of this, the TRO will be advertised on site (via notices), online and in the local press for a period of 3 weeks between 05/03/26 & 26/03/26. Information and direction on how to do so will be provided on the advert.

Should valid objections be received at any point during the advertising stage then the scheme will be referred to the County Council's Highways Committee where Elected Members will make a recommendation to the Council on this scheme's introduction or withdrawal.

For more information on how we use and share information, please refer to our Privacy Notice via the link below:

<https://www.durham.gov.uk/article/33662/Privacy-notice-for-Traffic-Regulation-Orders>.

In the meantime, if you would like to discuss any of this information in more detail, please feel free to contact me.

Many Thanks,

Ewan Brown
Traffic Engineer
Neighbourhoods & Environment
Corten House
Aykley Heads Business Park
DH1 5TS

' 03000 263 953

* ewan.brown@durham.gov.uk

**THE COUNTY COUNCIL OF DURHAM
(LANGLEY MOOR, MEADOWFIELD, BRANDON AND BROWNEY)
(PARKING AND WAITING RESTRICTIONS)
(CONSOLIDATION NO. 1) ORDER 2015 (AMENDMENT NO. 1) ORDER 2026**

The Council intend to make an Order under Sections 1, 2, 4 32 and 34 and Pt. IV of Sch. 9 to the Road Traffic Regulation Act 1984, as amended, the effect of which proposes to introduce the following restrictions:- **'No Waiting At Any Time' restrictions on:** a) the northern side of the junction from Pit Lane onto Sawmill Lane, starting from a point on Pit Lane 22.5 metres west of the junction, for a distance of 31 metres in a north-easterly direction. b) the southern side of the junction from Pit Lane onto Sawmill Lane, starting from a point on Pit Lane 22.25 metres west of the junction, for a distance of 37 metres in a south-easterly direction. c) the southern side of Brandon Lane, starting from a point adjacent to No. 29 Linden Park, for a distance of 78.5 metres in an easterly direction. d) the eastern side of the junction from Brandon Lane into Midhill Close, starting from a point adjacent to Brandon Community Association Hall, for a distance of 60 metres in a westerly then northerly direction. e) the western side of the junction Brandon Lane into Midhill Close, starting from a point adjacent to 18 Midhill Close, for a distance of 50 metres in a northerly direction. f) the western side of Midhill Close, starting from a point adjacent to No. 6 Midhill Close, for a distance of 14 metres in a northerly direction. g) the western side of the junction from Brandon Lane into Commercial Street North Back, starting from a point 3 metres east of No.32 Commercial Street, for a distance of 35 metres in a northerly direction. h) the eastern side of the junction from Brandon Lane into Commercial Street North Back, starting from a point 15 metres east of the junction, for a distance of 19 metres in a westerly direction. i) the western side of the junction from Brandon Lane onto Stack Garth, starting from a point adjacent to No.35 Commercial Street, for a distance of 26 metres in a south-westerly direction. j) the eastern side of the junction from Brandon Lane into Stack Garth, starting from a point adjacent to No.35 Commercial Street, for a distance of 20 metres in a south-easterly direction. k) the northern side of the junction from Church Meadows onto the A690 High Street, starting from the western boundary of No.1 Church Meadow, for a distance of 37 metres in a northerly direction. l) the south-western side of the junction from High Street South Back onto the A690 High Street, starting from a point adjacent to No.74 High Street South, for a distance of 13 metres in a westerly direction. m) the north-eastern side of the junction from High Street South Back onto the A690 High Street, starting from a point adjacent to No.74 High Street South, for a distance of 12 metres in a northerly direction. n) the north-western side of the A690 Low Willington, starting from a point adjacent to No.29 Lobley Hill Road, for a distance of 140 metres in a south-westerly direction. o) the southern side of the junction from St John's Road onto the A690 Low Willington, starting from a point adjacent to St John's Hall, for a distance of 210 metres in a northerly then easterly direction. p) the northern side of the junction from St John's Road onto the A690 Low Willington, starting from a point adjacent to No.25 Lobley Hill Road, for a distance of 180 metres in a south-easterly direction. q) the western side of the junction from Beech Park onto Scriptor Gill Road, starting from a point adjacent to No.3 Beech Park, for a distance of 23 metres in an easterly/ south-easterly direction. r) the eastern side of the junction from Beech Park onto Scriptor Gill Road, starting from a point adjacent to No.1 Alder Park, for a distance of 18 metres in a southerly direction. s) the southern side of Leesfield Gardens, starting from existing restrictions at its junction with Sawmill Lane, for a distance of 61 metres in an easterly direction. t) the southern side of Leesfield Gardens, starting from a point adjacent to No.6 Leesfield Gardens, for a distance of 55 metres in an easterly direction. u) the northern side of Leesfield Gardens, starting from a point adjacent to No.9 Leesfield Gardens, for a distance of 21 metres in a northerly direction. v) the northern side of Leesfield Gardens, starting from a point adjacent to No.8 Leesfield Gardens, for a distance of 35 metres in an easterly direction. **'No Waiting and No Loading/Unloading At Any Time restrictions on:** a) the northern side of the junction from Browney Lane (Rear) onto Harle Street, starting from a point 4.5 metres northwest of No.15 Browney Lane, for a distance of 10 metres in a northerly direction. b) the northern side of the junction from Browney Lane (Rear) onto Harle Street, starting from a point adjacent to No.32 Browney Lane, for a distance of 10 metres in an easterly direction. c) the southern side of the junction from Harle Street (South Back) onto Harle Street, starting from a point adjacent to No.33 Harle Street, for a distance of 10 metres in an easterly direction. d) the northern side of the junction from Harle Street (South Back) onto Harle Street, starting from a point adjacent to No.33 Harle Street, for a distance of 10 metres in a northerly direction. e) the southern side of the junction from Harle Street (South Back) onto Harle Street, starting from a point adjacent to No.1 Harle Street, for a distance of 10 metres in a southerly direction. f) the northern side of the junction from Harle Street (South Back) onto Harle Street, starting from a point adjacent to No.1 Harle Street, for a distance of 10 metres in an

easterly direction. g) the southeastern side of Harle Street, starting from a point adjacent to No.34 Harle Street, for a distance of 10 metres in an easterly direction. h) the southwestern side of Harle Street, starting from a point adjacent to No.2 Harle Street, for a distance of 10 metres in a southerly direction. i) the southern side of Browney Lane (Rear), starting from a point adjacent to No.53 Browney Lane, for a distance of 10 metres in a southerly direction. All other restrictions locally remain the same. A copy of the draft Order and supporting documents may be viewed at Brandon Library & County during normal opening hours and via the Council website. Any person wishing to object to the proposals should send their grounds of objection, in writing, to Sharon Renwick, Legal Assistant, Legal and Democratic Services PO Box 717, Durham, DH1 9RB or by email to highways.orders@durham.gov.uk (quote ref: 14344724) by no later than 26 March 2026.

Dated: 5/3/2026.

Helen Bradley
Director of Legal & Democratic Services
County Hall, Durham DH1 5UL

**THE COUNTY COUNCIL OF DURHAM, LANGLEY MOOR, MEADOWFIELD,
BRANDON AND BROWNEY, (PARKING AND WAITING RESTRICTIONS) TRAFFIC
REGULATION AMENDMENT ORDER 2026**

Statement of Reasons

Durham County Council as Highway Authority propose to make the above order in discharge of its duty under Section 122 of the Road Traffic Regulation Act 1984, “to secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians)”, in accordance with the provisions of Section 1(1) of the Road Traffic Regulation Act 1984 namely:-

- | | | |
|-----|---|-------------------------------------|
| (a) | for avoiding danger to persons or other traffic using the road or any other road or for preventing the likelihood of any such danger arising, or | <input checked="" type="checkbox"/> |
| (b) | for preventing damage to the road or to any building on or near the road, or | <input type="checkbox"/> |
| (c) | for facilitating the passage on the road or any other road of any class of traffic (including pedestrians), or | <input checked="" type="checkbox"/> |
| (d) | for preventing the use of the road by vehicular traffic of a kind which, or its use by vehicular traffic in a manner which, is unsuitable having regard to the existing character of the road or adjoining property, or | <input type="checkbox"/> |
| (e) | (without prejudice to the generality of paragraph(d) above) for preserving the character of the road in a case where it is specially suitable for use by persons on horseback or on foot, or | <input type="checkbox"/> |
| (f) | for preserving or improving the amenities of the area through which the road runs; or | <input type="checkbox"/> |
| (g) | For any of the purposes specified in paragraphs (a) to (c) of subsection (1) of section 87 of the Environment Act 1995 (air quality). | <input type="checkbox"/> |

Additional Information: None

**THE COUNTY COUNCIL OF DURHAM
(LANGLEY MOOR, MEADOWFIELD, BRANDON AND BROWNEY)
(PARKING AND WAITING RESTRICTIONS)
(CONSOLIDATION NO. 1) ORDER 2015 (AMENDMENT NO. 1) ORDER 2026**

The County Council of Durham (“the Council”) in exercise of their powers under Sections 1, 2, 4, 32 and 35 Part IV of Schedule 9 to the Road Traffic Regulation Act 1984, as amended (“the Act”) and Part 6 of the Traffic Management Act 2004, as amended and of all other enabling powers and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act, hereby make the following Order:-

1. General

This Order may be cited as The County Council of Durham (Langley Moor, Meadowfield, Brandon and Browney) (Parking & Waiting Restrictions) (Consolidation No.1) Order 2015 (Amendment No.1) Order 2026 and shall come into operation on the day of
20 .

2. Amendments

The following amendments apply to:

The County Council of Durham (Langley Moor, Meadowfield, Brandon and Browney) (Parking and Waiting Restrictions) (Consolidation No.1) Order 2015.

3. Purpose of Amendments

The following brief synopsis of amendments should be viewed in conjunction with the plans identified within the Schedules to the above Order, however the plan(s) should prevail in the event of any discrepancy:

To introduce ‘No Waiting At Any Time’ restrictions on:

- a) the northern side of the junction from Pit Lane onto Sawmill Lane, starting from a point on Pit Lane 22.5 metres west of the junction, for a distance of 31 metres in a north-easterly direction. **Plan DP130 refers.**
- b) ~~on~~ the southern side of the junction from Pit Lane onto Sawmill Lane, starting from a point on Pit Lane 22.25 metres west of the junction, for a distance of 37 metres in a south-easterly direction. **Plan DP130 refers.**
- c) the southern side of Brandon Lane, starting from a point adjacent to No. 29 Linden Park, for a distance of 78.5 metres in an easterly direction. **Plans DQ129 & DR129 refer.**
- d) the eastern side of the junction from Brandon Lane into Midhill Close, starting from a point adjacent to Brandon Community Association Hall, for a distance of 60 metres in a westerly then northerly direction. **Plans DQ129, DQ130 & DR129 refer.**
- e) the western side of the junction Brandon Lane into Midhill Close, starting from a point adjacent to 18 Midhill Close, for a distance of 50 metres in a northerly direction. **Plans DQ129 & DQ130 refer.**
- f) the western side of Midhill Close, starting from a point adjacent to No. 6 Midhill Close, for a distance of 14 metres in a northerly direction. **Plan DQ130 refers.**

- g) the western side of the junction from Brandon Lane into Commercial Street North Back, starting from a point 3 metres east of No.32 Commercial Street, for a distance of 35 metres in a northerly direction. **Plan DR130 refers.**
- h) the eastern side of the junction from Brandon Lane into Commercial Street North Back, starting from a point 15 metres east of the junction, for a distance of 19 metres in a westerly direction. **Plan DR130 refers.**
- i) the western side of the junction from Brandon Lane onto Stack Garth, starting from a point adjacent to No.35 Commercial Street, for a distance of 26 metres in a south-westerly direction. **Plan DS130 refers.**
- j) the eastern side of the junction from Brandon Lane into Stack Garth, starting from a point adjacent to No.35 Commercial Street, for a distance of 20 metres in a south-easterly direction. **Plan DS130 refers.**
- k) the northern side of the junction from Church Meadows onto the A690 High Street, starting from the western boundary of No.1 Church Meadow, for a distance of 37 metres in a northerly direction. **Plan DT130 refers.**
- l) the south-western side of the junction from High Street South Back onto the A690 High Street, starting from a point adjacent to No.74 High Street South, for a distance of 13 metres in a westerly direction. **Plan DT131 refers.**
- m) the north-eastern side of the junction from High Street South Back onto the A690 High Street, starting from a point adjacent to No.74 High Street South, for a distance of 12 metres in a northerly direction. **Plan DT131 refers.**
- n) the north-western side of the A690 Low Willington, starting from a point adjacent to No.29 Lobley Hill Road, for a distance of 140 metres in a south-westerly direction. **Plan DT129 refers.**
- o) the southern side of the junction from St John's Road onto the A690 Low Willington, starting from a point adjacent to St John's Hall, for a distance of 210 metres in a northerly then easterly direction. **Plan DT129 refers.**
- p) the northern side of the junction from St John's Road onto the A690 Low Willington, starting from a point adjacent to No.25 Lobley Hill Road, for a distance of 180 metres in a south-easterly direction. **Plan DT129 refers.**
- q) the western side of the junction from Beech Park onto Scampton Gill Road, starting from a point adjacent to No.3 Beech Park, for a distance of 23 metres in an easterly/south-easterly direction. **Plan DP128 refers.**
- r) the eastern side of the junction from Beech Park onto Scampton Gill Road, starting from a point adjacent to No.1 Alder Park, for a distance of 18 metres in a southerly direction. **Plan DP128 refers.**
- s) the southern side of Leesfield Gardens, starting from existing restrictions at its junction with Sawmill Lane, for a distance of 61 metres in an easterly direction. **Plan DR127 refers.**

- t) the southern side of Leesfield Gardens, starting from a point adjacent to No.6 Leesfield Gardens, for a distance of 55 metres in an easterly direction. **Plan DR127 refers.**
- u) the northern side of Leesfield Gardens, starting from a point adjacent to No.9 Leesfield Gardens, for a distance of 21 metres in a northerly direction. **Plan DR127 refers.**
- v) the northern side of Leesfield Gardens, starting from a point adjacent to No.8 Leesfield Gardens, for a distance of 35 metres in an easterly direction. **Plan DR127 refers.**

To introduce 'No Waiting and No Loading/Unloading At Any Time restrictions on:

- a) the northern side of the junction from Browney Lane (Rear) onto Harle Street, starting from a point 4.5 metres northwest of No.15 Browney Lane, for a distance of 10 metres in a northerly direction. **Plan DS127 refers.**
- b) the northern side of the junction from Browney Lane (Rear) onto Harle Street, starting from a point adjacent to No.32 Browney Lane, for a distance of 10 metres in an easterly direction. **Plan DS126 refers.**
- c) the southern side of the junction from Harle Street (South Back) onto Harle Street, starting from a point adjacent to No.33 Harle Street, for a distance of 10 metres in an easterly direction. **Plan DS127 refers.**
- d) the northern side of the junction from Harle Street (South Back) onto Harle Street, starting from a point adjacent to No.33 Harle Street, for a distance of 10 metres in a northerly direction. **Plan DS127**
- e) the southern side of the junction from Harle Street (South Back) onto Harle Street, starting from a point adjacent to No.1 Harle Street, for a distance of 10 metres in a southerly direction. **Plan DS126 refers.**
- f) the northern side of the junction from Harle Street (South Back) onto Harle Street, starting from a point adjacent to No.1 Harle Street, for a distance of 10 metres in an easterly direction. **Plan DS126 refers.**
- g) the southeastern side of Harle Street, starting from a point adjacent to No.34 Harle Street, for a distance of 10 metres in an easterly direction. **Plan DS127 refers.**
- h) the southwestern side of Harle Street, starting from a point adjacent to No.2 Harle Street, for a distance of 10 metres in a southerly direction. **Plan DT127 refers.**
- i) the southern side of Browney Lane (Rear), starting from a point adjacent to No.53 Browney Lane, for a distance of 10 metres in a southerly direction. **Plan DT126 refers.**

4.Schedules

Plan DR127, DR129, DS126, DS217, DT126, DT129, DT130 and DT131 have been amended to reflect the changes to those restrictions noted in Article 3 above. Where these plans are referenced in the Schedules to the Order described in Article 3 above, new plan DP128, DP130, DQ129, DQ130, DR130, DS130 and DT127 bearing the seal date as at the date of this Amendment Order has been inserted.

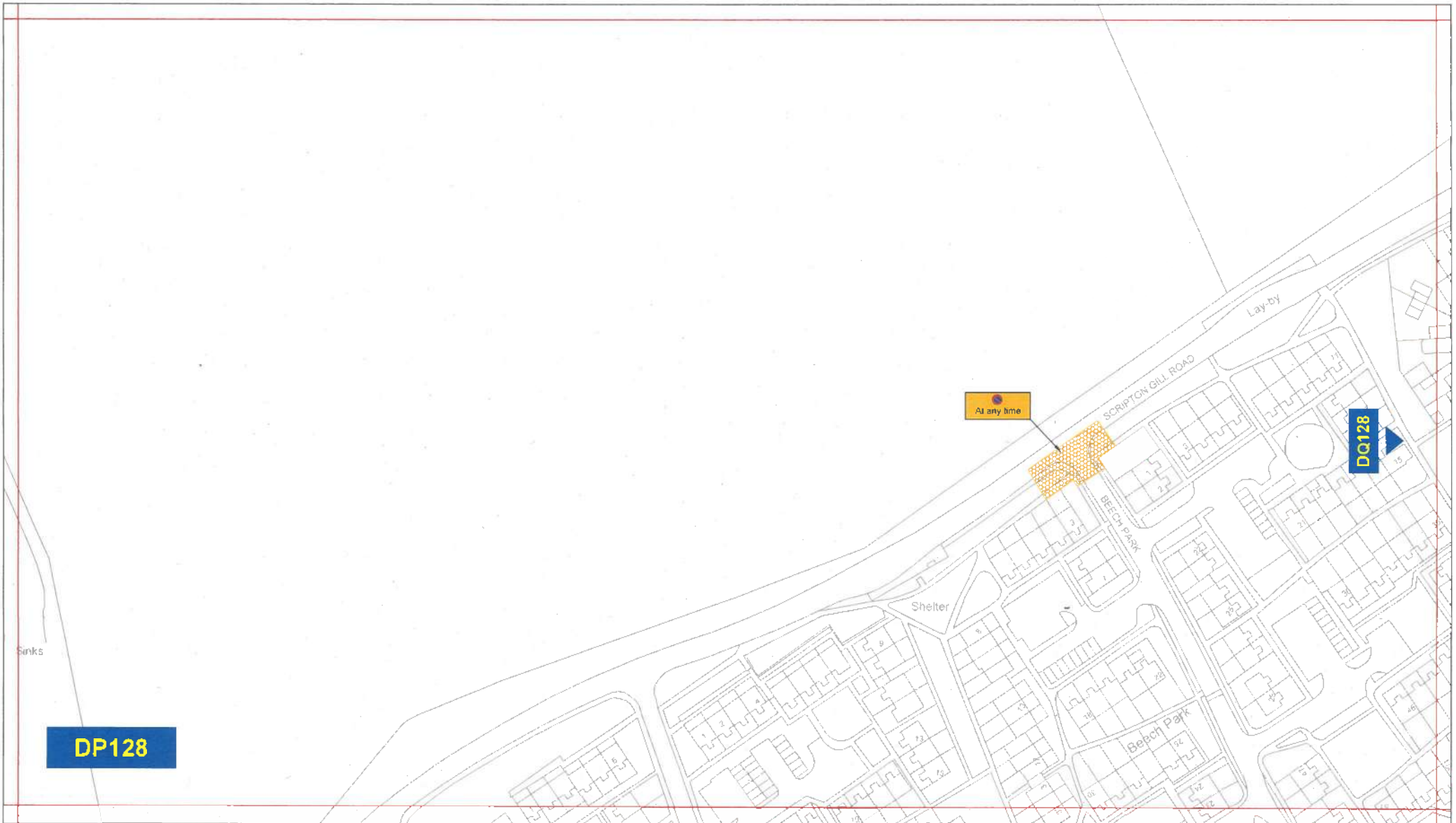
5.Saving

In so far as any provision of this Order conflicts with any provision which is contained in an Order made or having effect as if made under the Act or by or under any other enactment then the provisions of this Order shall prevail.

The prohibitions and restrictions imposed by this Order shall be in addition to and not in derogation from any restriction or requirement imposed by any regulations made or having effect as if made under the Act or by or under any other enactment.

**MADE THIS DAY OF 202 BY
THE AFFIXING OF THE COMMON SEAL OF THE COUNTY COUNCIL
OF DURHAM BY ORDER:**

.....
**AUTHORISED SIGNATORY
(A PERMANENT OFFICER OF THE COUNTY COUNCIL)**



Key to Types of Restriction

 Proposed No Waiting At Any Time


 Individual Reference Number

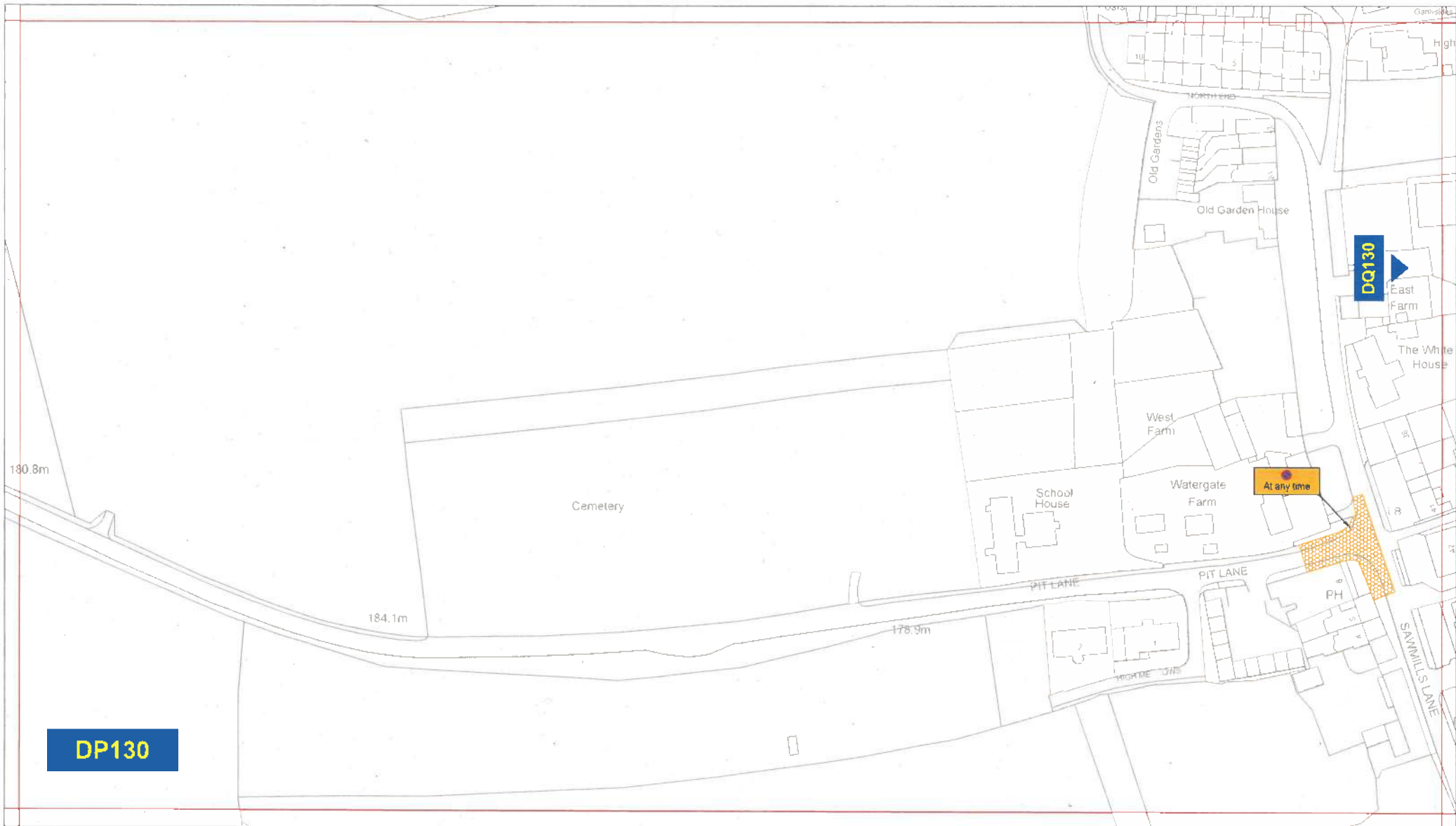


Corporate Director
Neighbourhoods & Environment
Strategic Traffic Management
Corten House, Durham DH1 5TS

THE COUNTY COUNCIL OF DURHAM
LANGLEY MOOR, MEADOWFIELD, BRANDON AND BROWNEY
(PARKING AND WAITING RESTRICTIONS)
TRAFFIC REGULATION ORDER
PROPOSED



Scale:	1:1250 @ A3		
Date:	December 2025		
Drawn by:	E. Brown	Signature:	
Date Sealed:		Map Schedule:	DP128



Key to Types of Restriction

 Proposed No Waiting At Any Time

 Individual Reference Number





Durham
County Council

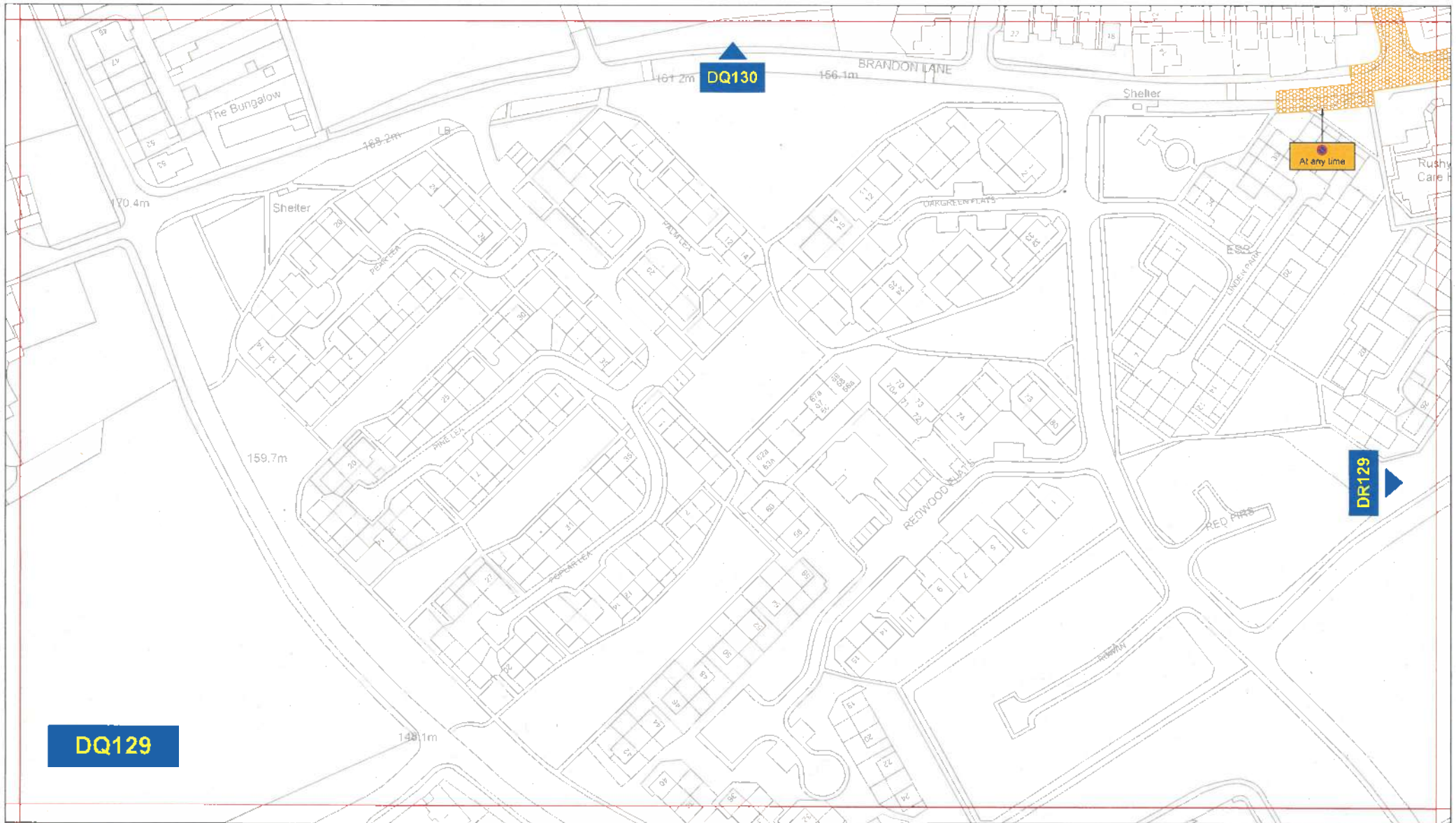
Corporate Director
Neighbourhoods & Environment

Strategic Traffic Management

Corten House, Durham DH1 5TS

THE COUNTY COUNCIL OF DURHAM
LANGLEY MOOR, MEADOWFIELD, BRANDON AND BROWNEY
(PARKING AND WAITING RESTRICTIONS)
TRAFFIC REGULATION ORDER
PROPOSED

	Scale:	1:1250 @ A3		
	Date:	December 2025		
	Drawn by:	E. Brown	Signature:	
	Date Sealed:		Map Schedule:	DP130



Key to Types of Restriction

 Proposed No Waiting At Any Time


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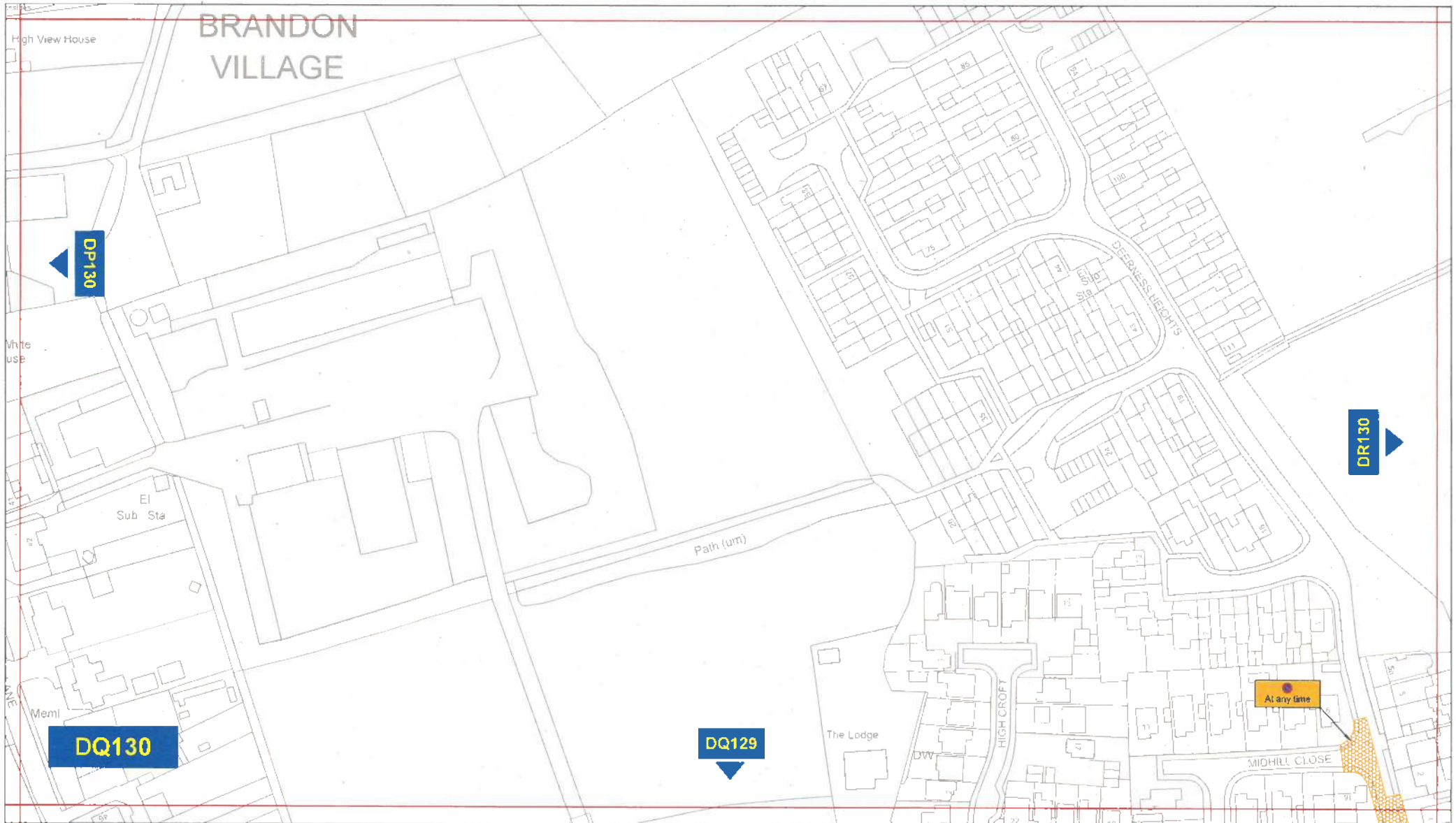


Corporate Director
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Strategic Traffic Management
Corten House, Durham DH1 5TS

THE COUNTY COUNCIL OF DURHAM
LANGLEY MOOR, MEADOWFIELD, BRANDON AND BROWNEY
(PARKING AND WAITING RESTRICTIONS)
TRAFFIC REGULATION ORDER
PROPOSED



Scale	1:1250 @ A3		
Date	December 2025		
Drawn by:	E. Brown	Signature:	
Date Sealed:		Map Schedule:	DQ129



Key to Types of Restriction

 Proposed No Waiting At Any Time

 Individual Reference Number





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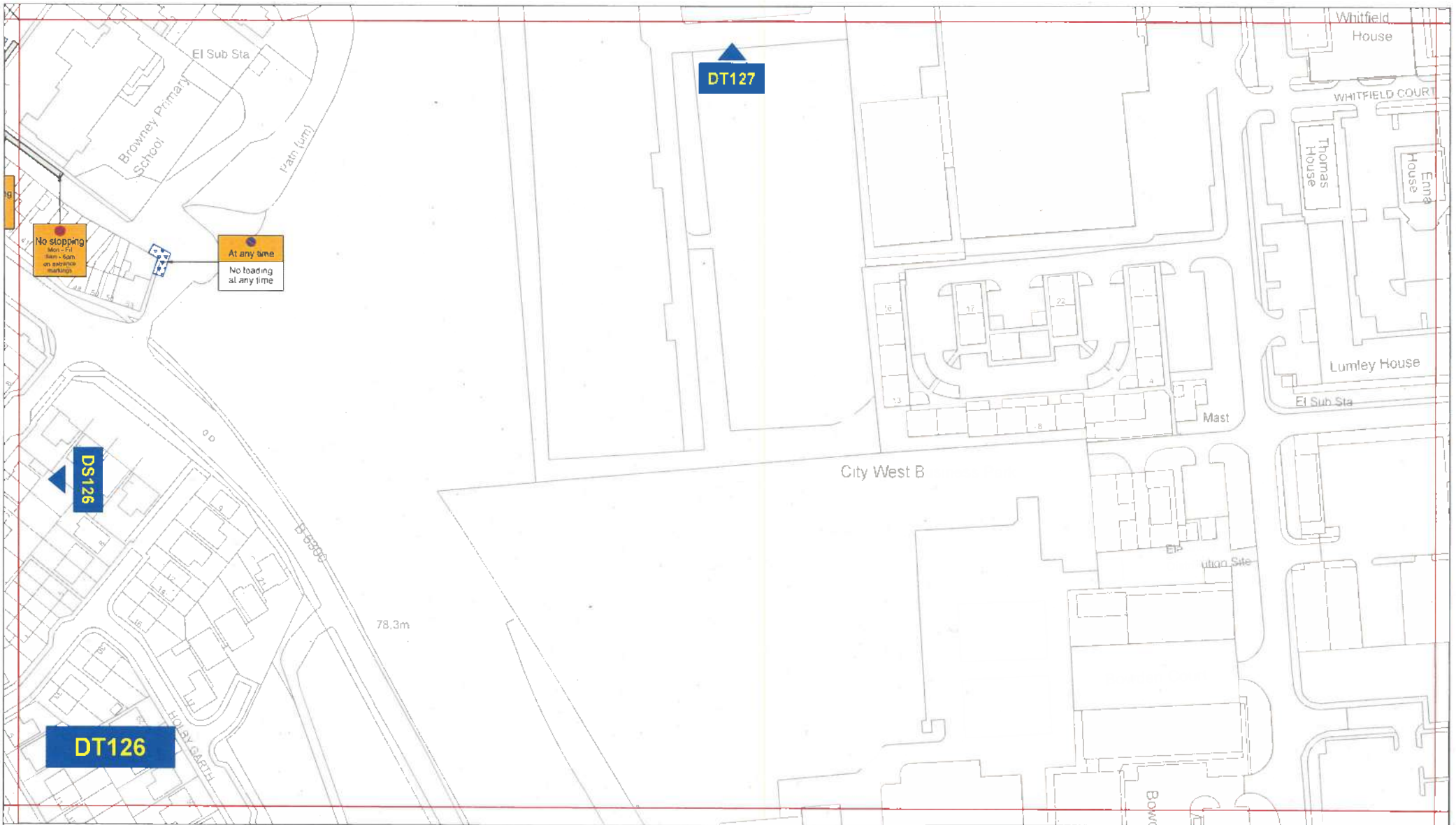
Corporate Director
Neighbourhoods & Environment

Strategic Traffic Management



Corten House, Durham DH1 5TS

THE COUNTY COUNCIL OF DURHAM
LANGLEY MOOR, MEADOWFIELD, BRANDON AND BROWNEY
(PARKING AND WAITING RESTRICTIONS)
TRAFFIC REGULATION ORDER
PROPOSED

	Scale:	1:1250 @ A3	
	Date:	December 2025	
	Drawn by:	E. Brown	Signature: 
	Date Sealed:		Map Schedule: DQ130



Key to Types of Restriction

-  Proposed No Waiting and No Loading/Unloading At Any Time
-  Existing No Stopping

 Individual Reference Number



Durham
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Corporate Director
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Strategic Traffic Management

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THE COUNTY COUNCIL OF DURHAM
 LANGLEY MOOR, MEADOWFIELD, BRANDON AND BROWNEY
 (PARKING AND WAITING RESTRICTIONS)
 TRAFFIC REGULATION ORDER
PROPOSED

	Scale:	1:1250 @ A3	
	Date:	December 2025	
	Drawn by:	E. Brown	Signature: <i>E. Brown</i>
	Date Sealed:		Map Schedule: DT126



Key to Types of Restriction

 Proposed No Waiting At Any Time

 Individual Reference Number




Durham
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Corporate Director
Neighbourhoods & Environment

Strategic Traffic Management



Corten House, Durham DH1 5TS

THE COUNTY COUNCIL OF DURHAM
LANGLEY MOOR, MEADOWFIELD, BRANDON AND BROWNEY
(PARKING AND WAITING RESTRICTIONS)
TRAFFIC REGULATION ORDER
PROPOSED

	Scale	1:1250 @ A3	
	Date	December 2025	
	Drawn by:	E. Brown	Signature: <i>E. Brown</i>
	Date Sealed		Map Schedule: DS130



Key to Types of Restriction

-  Proposed No Waiting At Any Time
-  Existing No Waiting and No Loading/Unloading At Any Time

 Individual Reference Number




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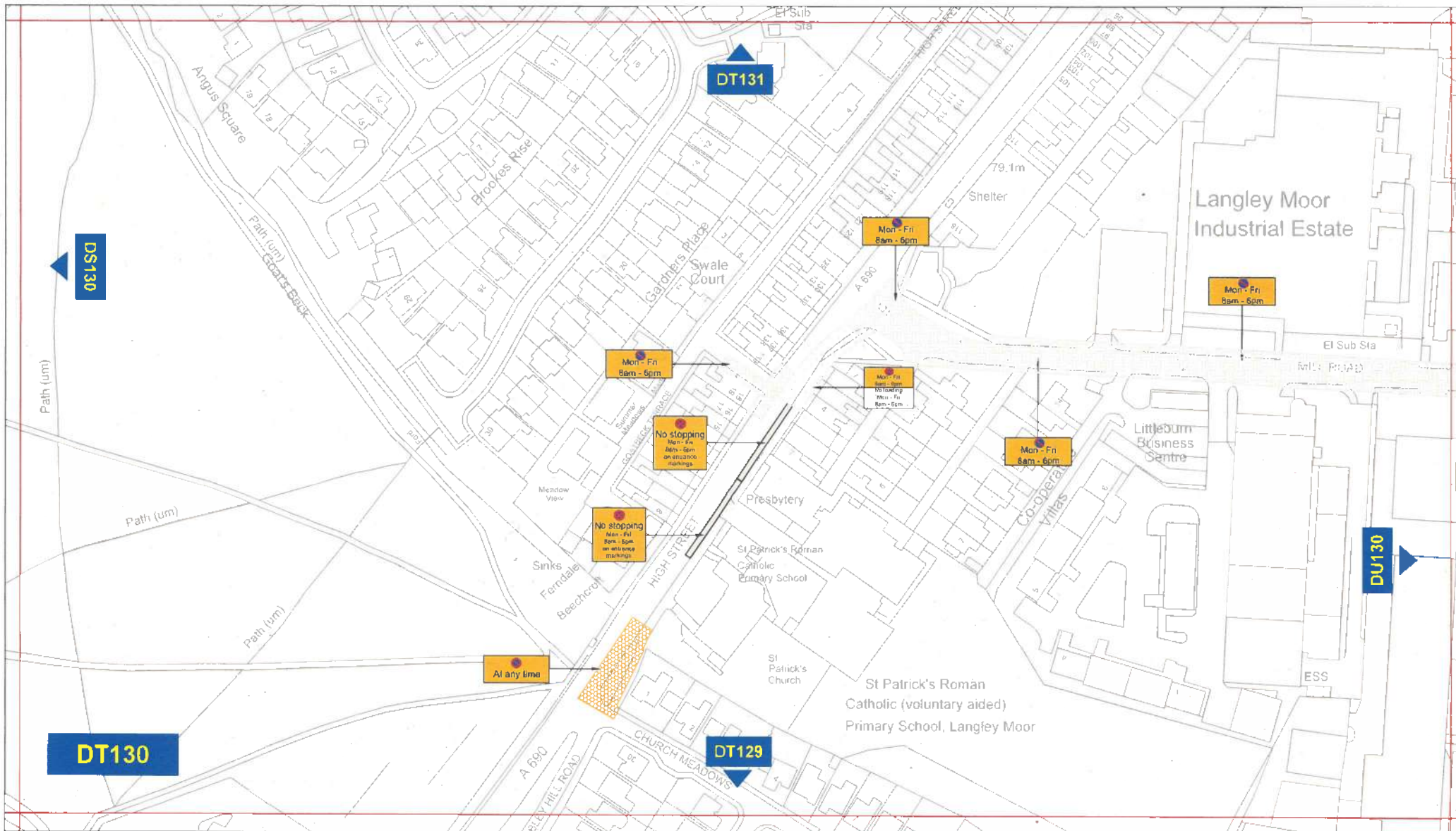
Corporate Director
 Neighbourhoods & Environment

Strategic Traffic Management





Corten House, Durham DH1 5TS

THE COUNTY COUNCIL OF DURHAM
 LANGLEY MOOR, MEADOWFIELD, BRANDON AND BROWNEY
 (PARKING AND WAITING RESTRICTIONS)
 TRAFFIC REGULATION ORDER
PROPOSED

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	Drawn by:	E. Brown	Signature:	
	Date Sealed:		Map Schedule:	DT129



Key to Types of Restriction

-  Proposed No Waiting At Any Time
-  Existing Restricted Waiting
-  Existing Restricted Waiting and Loading/Unloading
-  Existing No Stopping

 Individual Reference Number

PATH: TRAFPROJ06 REGULATION DESIGN & IMPLEMENTATION02. TROs\Langley Moor, Browney, Brandon & Meadowfield\2024 Oct

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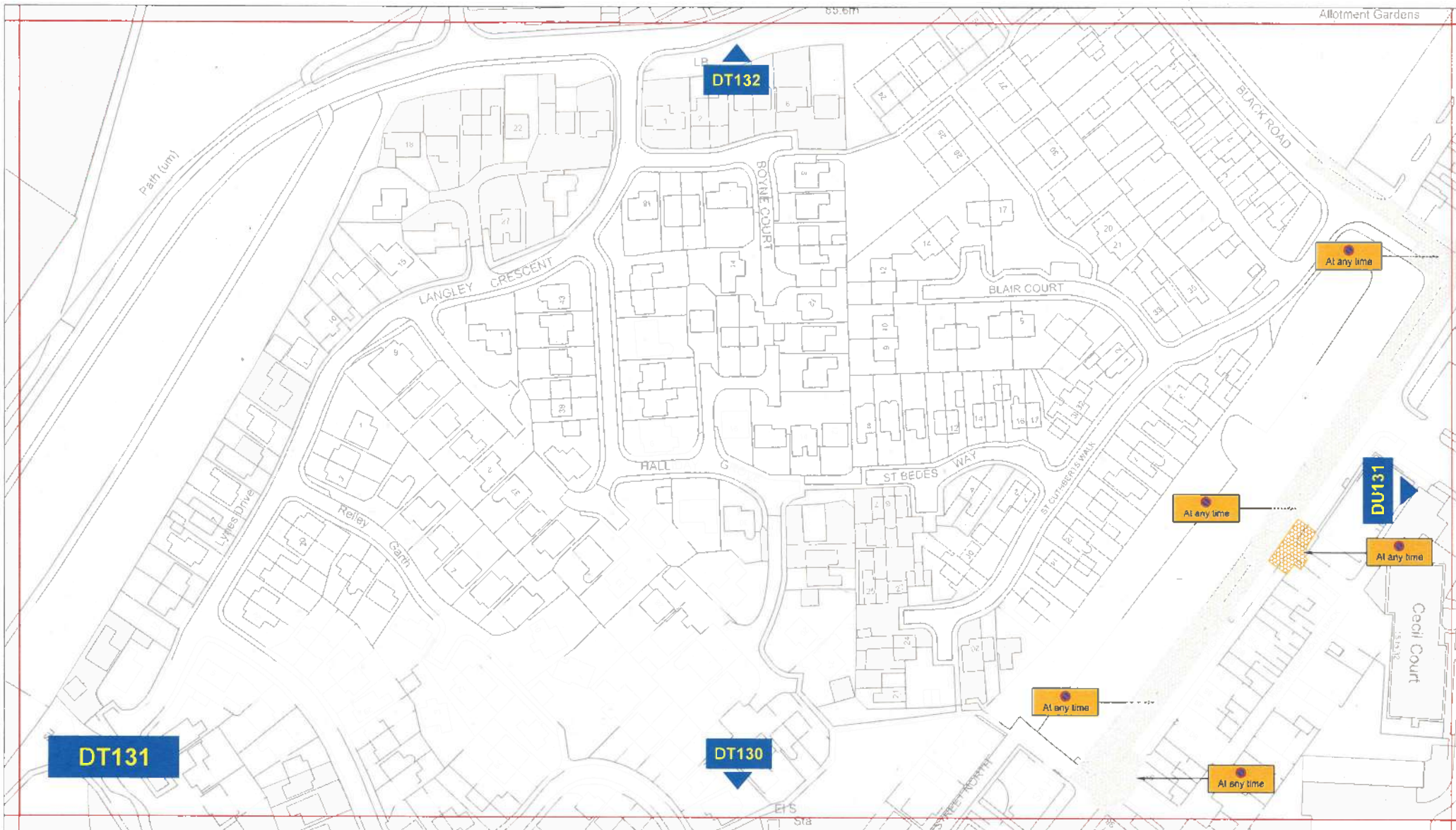
Corporate Director
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	Drawn by:	E. Brown	Signature:	<i>E. Brown</i>
	Date Sealed:		Map Schedule:	DT130



Key to Types of Restriction


-  Proposed No Waiting At Any Time
-  Existing No Waiting At Any Time

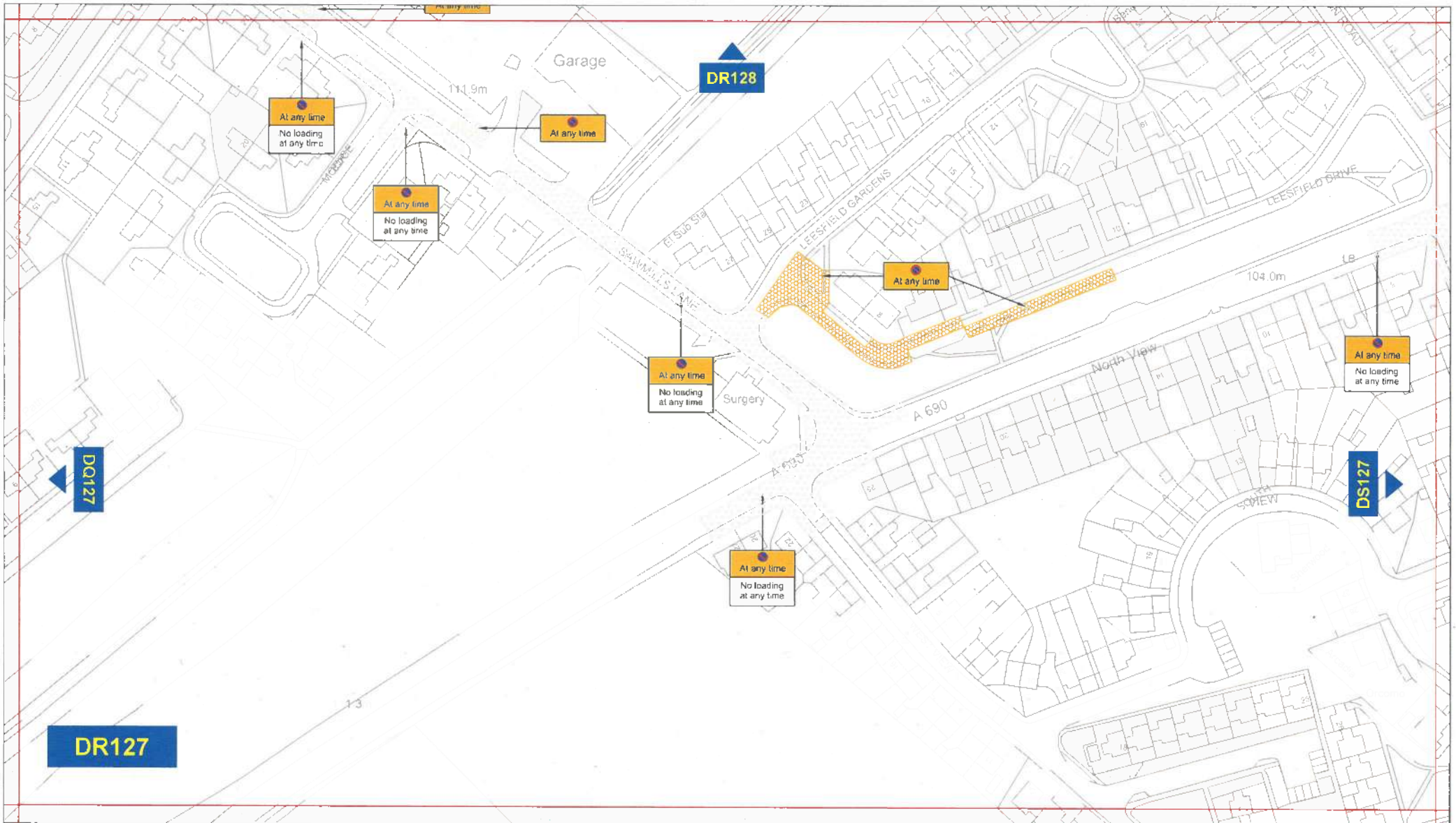
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Corten House, Durham DH1 5TS

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	Date:	December 2025	
	Drawn by:	E. Brown	Signature <i>E. Brown</i>
	Date Sealed:		Map Schedule: DT131



Key to Types of Restriction

-  Proposed No Waiting At Any Time
-  Existing No Waiting At Any Time
-  Existing No Waiting and No Loading/Unloading At Any Time

 Individual Reference Number



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County Council

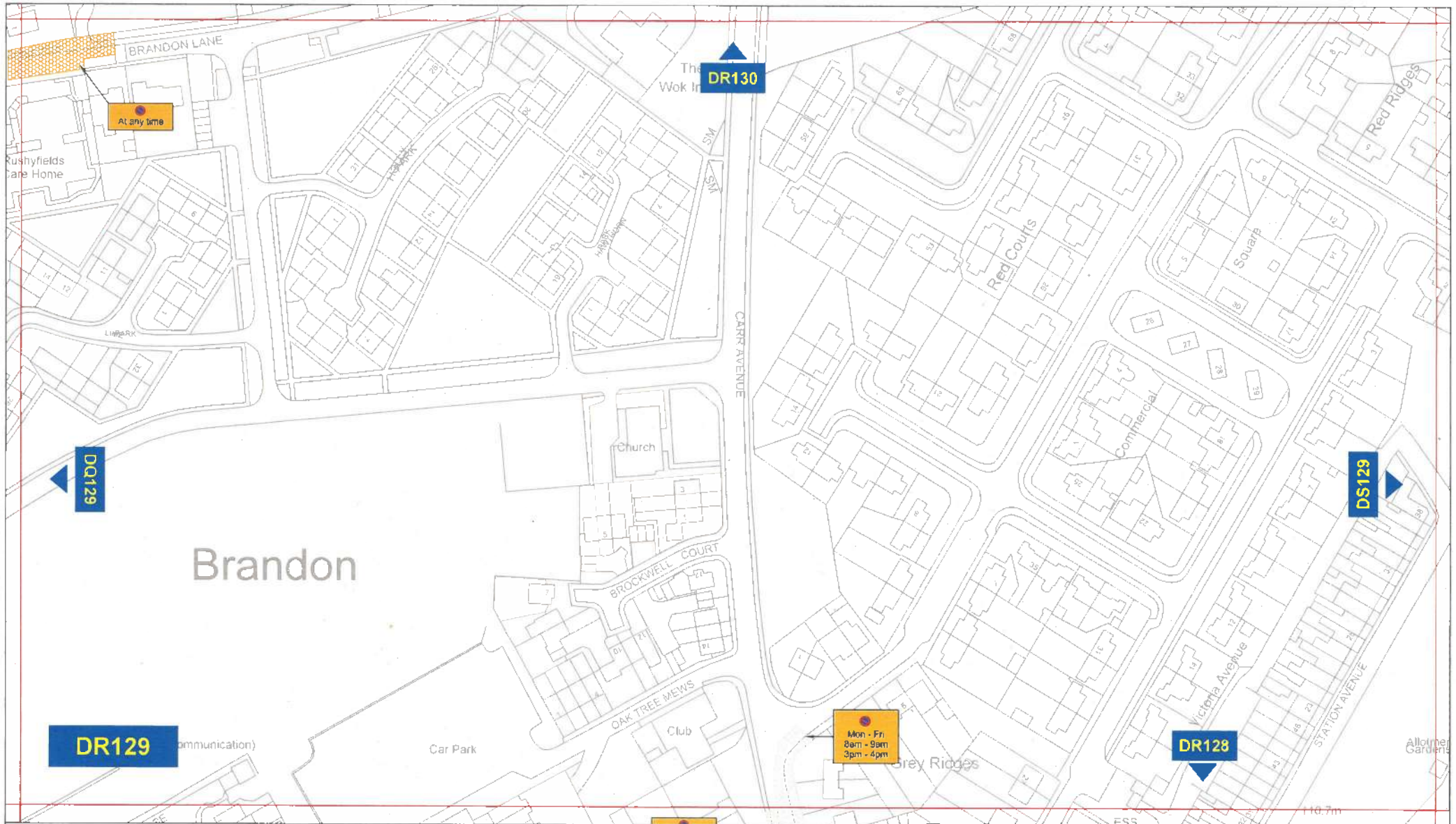
Corporate Director
Neighbourhoods & Environment

Strategic Traffic Management


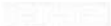
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THE COUNTY COUNCIL OF DURHAM
LANGLEY MOOR, MEADOWFIELD, BRANDON AND BROWNEY
(PARKING AND WAITING RESTRICTIONS)
TRAFFIC REGULATION ORDER
PROPOSED

	Scale:	1:1250 @ A3		
	Date:	December 2025		
	Drawn by:	E. Brown	Signature:	
	Date Sealed:		Map Schedule:	DR127



Key to Types of Restriction

-  Proposed No Waiting At Any Time
-  Existing Restricted Waiting


 Individual Reference Number

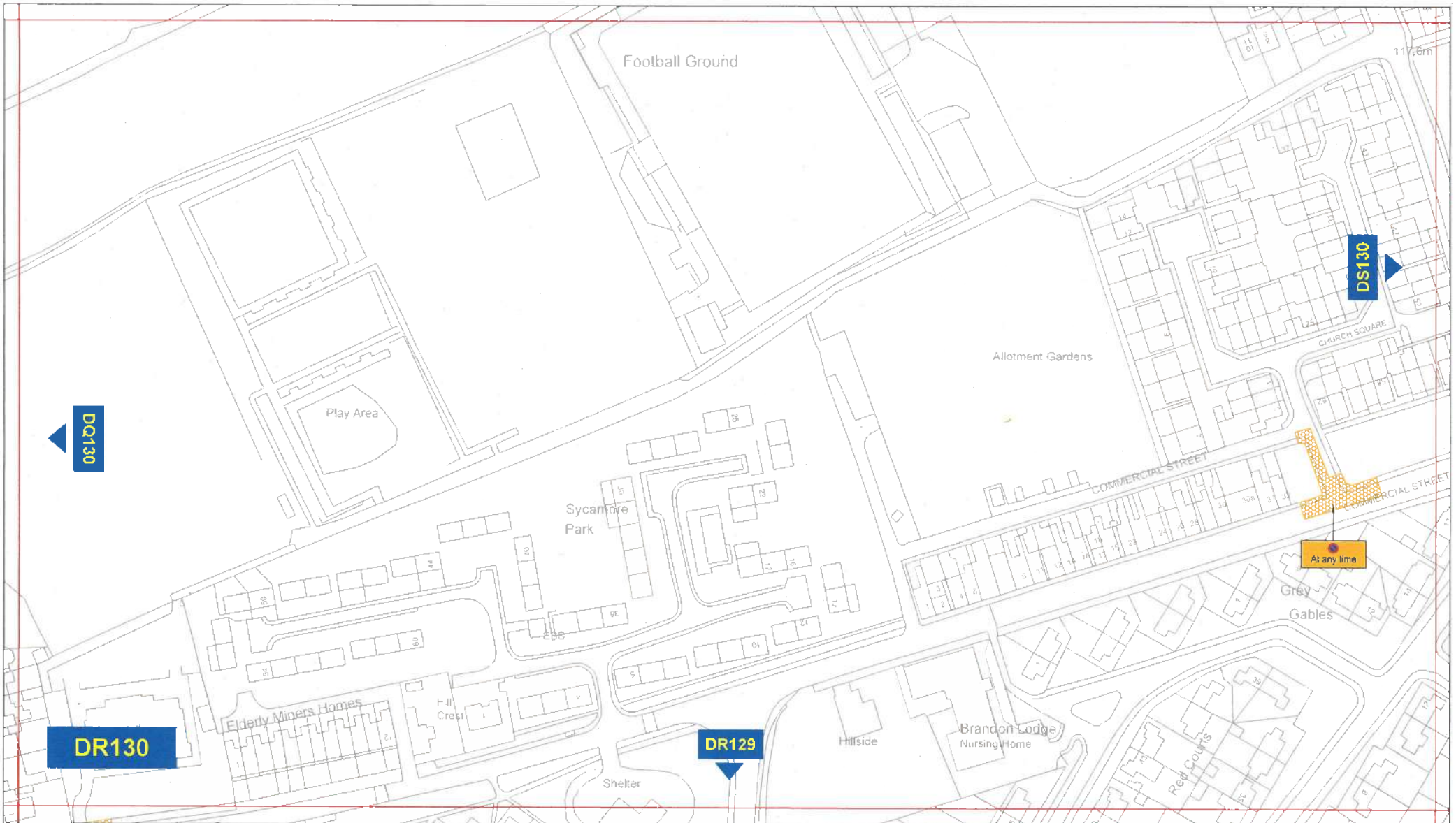


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Strategic Traffic Management
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THE COUNTY COUNCIL OF DURHAM
LANGLEY MOOR, MEADOWFIELD, BRANDON AND BROWNEY
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TRAFFIC REGULATION ORDER
PROPOSED



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Drawn by:	E. Brown	Signature:	
Date Sealed:		Map Schedule:	DR129



Key to Types of Restriction

 Proposed No Waiting At Any Time

 Individual Reference Number




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County Council

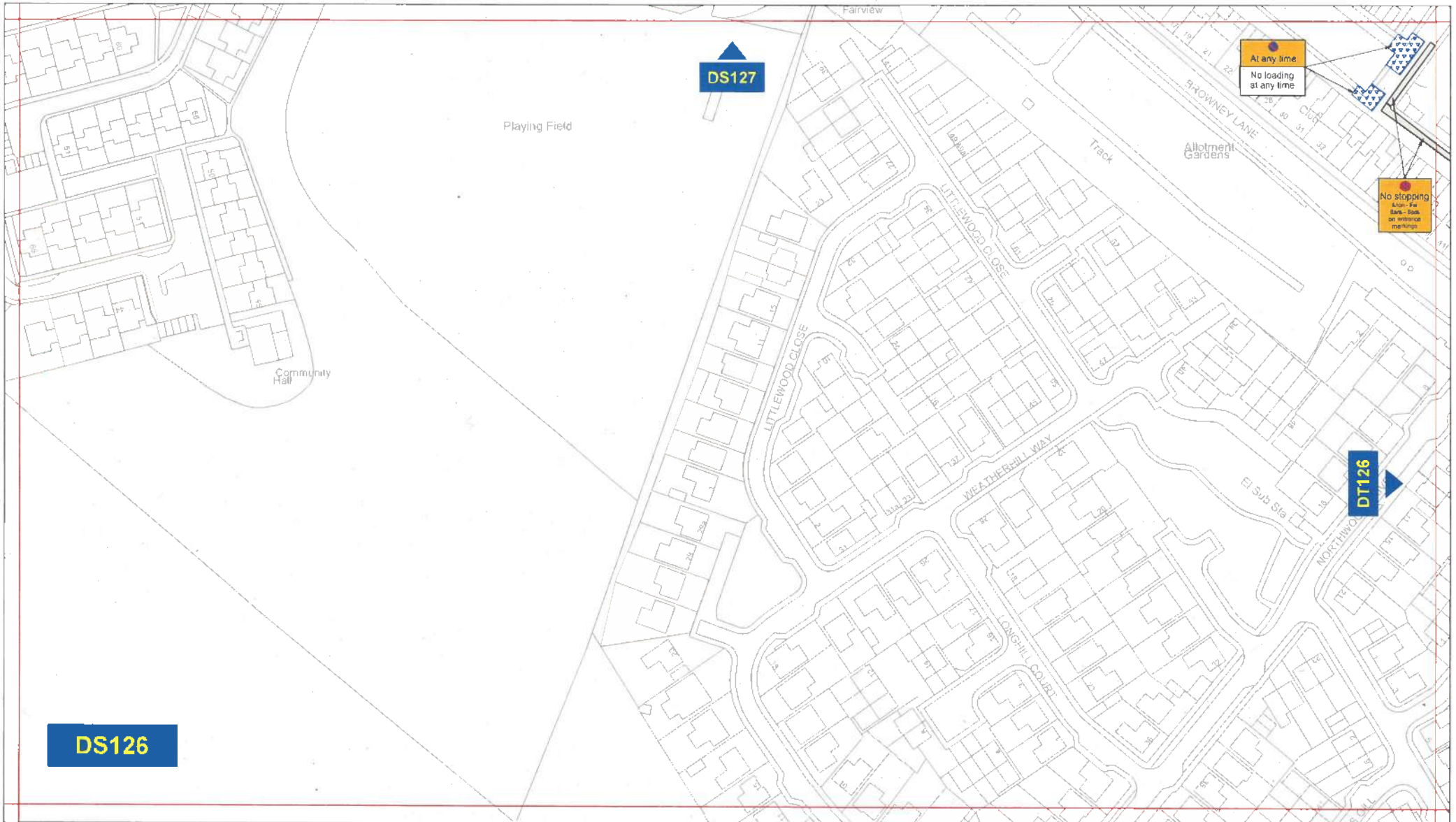
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Strategic Traffic Management

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THE COUNTY COUNCIL OF DURHAM
LANGLEY MOOR, MEADOWFIELD, BRANDON AND BROWNEY
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	Date Sealed:	Map Schedule:	DR130



DS126



DS127

At any time
No loading
at any time

No stopping
Mark the
Bays - Bays
on entrance
markings

DT126

Key to Types of Restriction

-  Proposed No Waiting and No Loading/Unloading At Any Time
-  Existing No Stopping


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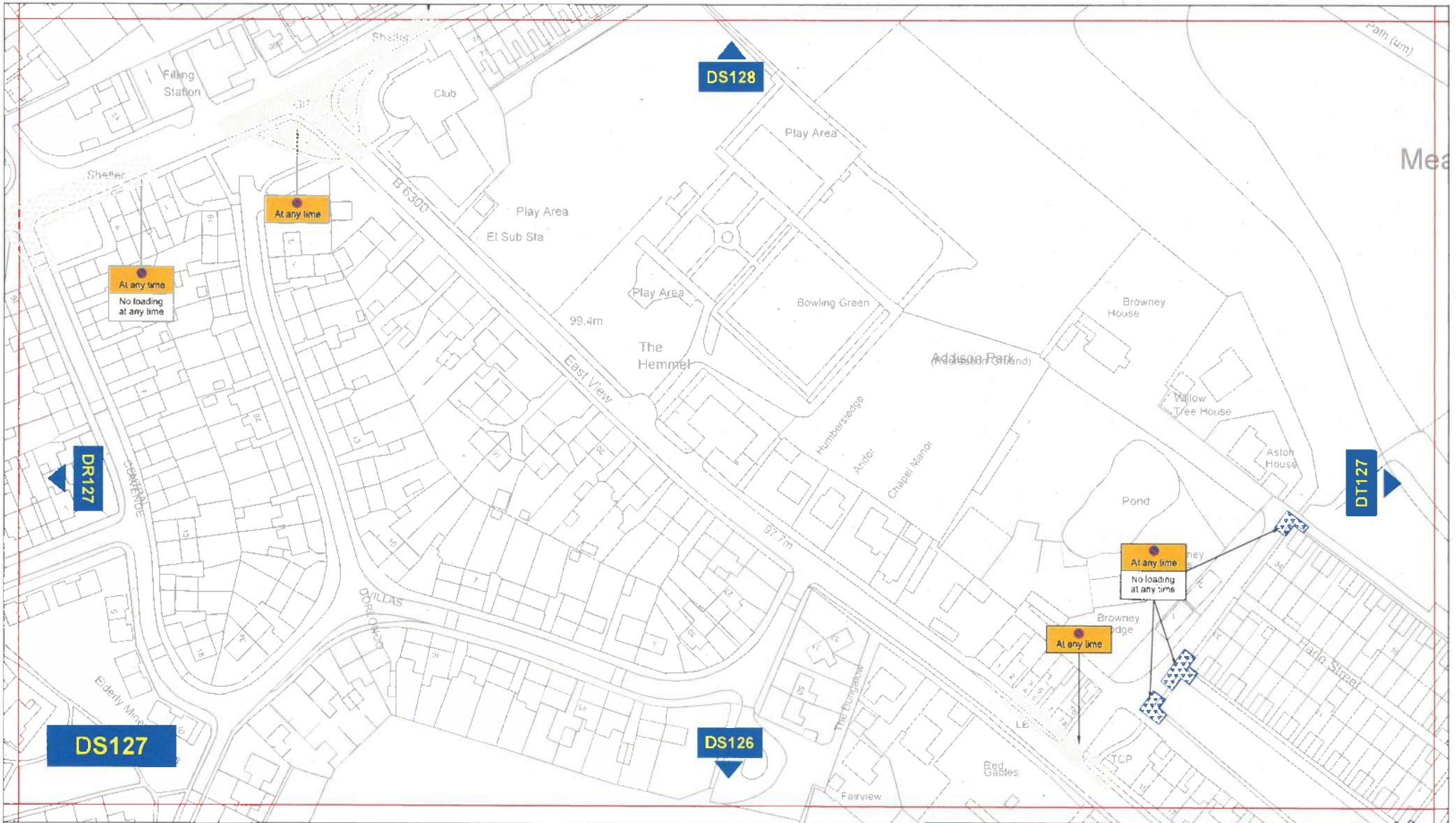


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Strategic Traffic Management
Corten House, Durham DH1 5TS




THE COUNTY COUNCIL OF DURHAM
LANGLEY MOOR, MEADOWFIELD, BRANDON AND BROWNEY
(PARKING AND WAITING RESTRICTIONS)
TRAFFIC REGULATION ORDER
PROPOSED



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Drawn by:	E. Brown	Signature:	
Date Sealed:		Map Schedule:	DS126



Key to Types of Restriction

-  Proposed No Waiting and No Loading/Unloading At Any Time
-  Existing No Waiting At Any Time
-  Existing No Waiting and No Loading/Unloading At Any Time

 Individual Reference Number



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Coten House, Durham DH1 5TS


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Date Sealed:		Map Schedule:	DS127



Key to Types of Restriction

 Proposed No Waiting and No Loading/Unloading At Any Time


 Individual Reference Number



Corporate Director
Neighbourhoods & Environment
Strategic Traffic Management
Corten House, Durham DH1 5TS

THE COUNTY COUNCIL OF DURHAM
LANGLEY MOOR, MEADOWFIELD, BRANDON AND BROWNEY
(PARKING AND WAITING RESTRICTIONS)
TRAFFIC REGULATION ORDER
PROPOSED



Scale:	1:1250 @ A3		
Date:	December 2025		
Drawn by:	E. Brown	Signature:	
Date Sealed:		Map Schedule:	DT127



Brandon & Byshottles Parish Council

Mrs C Dixon
Clerk to the Council

Council Offices
6 Goatbeck Terrace
Langley Moor
County Durham
DH7 8JJ
Tel: 0191 3789947
info@brandonandbyshottlesparishcouncil.gov.uk

AGENDA ITEM240

Dear Highways Authority,

Re: Proposed Yellow Lines – Pit Lane / Sawmills Lane, Brandon Village - Reference number 14344724

The Parish Council wishes to express its support for the concerns raised by residents of Brandon Village regarding the proposed installation of double yellow lines in the area around Pit Lane and Sawmills Lane.

Residents have advised that the installed white line markings appear to be working effectively in helping to manage parking within the village. As such, there is a strong feeling within the community that the introduction of yellow lines is unnecessary. Introducing double yellow lines would be a disproportionate response, particularly when existing measures appear to be working.

Brandon Village is located within a designated conservation area, and many residents are concerned that the introduction of yellow lines would have a significant visual impact on the character and appearance of the village.

In light of these concerns, the Parish Council supports the residents' request that the current white line markings remain in place and that the proposal to introduce yellow lines is reconsidered.

Yours sincerely,

Mrs Claire Dixon
Clerk to the Council
Brandon & Byshottles Parish Council

Locations

<i>Path No</i>	<i>No of cuts</i>	<i>Details</i>
23	2	Min 1.8m wide
26	1	Min 1.8m wide
39	1	1.5-8m wide
27	1	1.8m wide
52	2	1.8m wide
53	2	North end of path near Ushaw College Field edge path 1.8m wide
65	2	Steep byway 1.5m wide
67	2	Min 1.5-8m wide
68a	2	Clear 3 stiles
90	2	1.5-8m wide
91	2	1.5-8m wide
92	2	1.5-8m wide
96	1	Wide well used path, overhead branches may need cutting back
50	2	First couple of metres only
73 & 75	2	Spray
88	1	Grove Terrace end
89	2	New Brancepeth road to Broompark road + hedge
78	2	Brandon end
63a	2	Ushaw Moor end
1	1	Waterhouses
59	2	Pringle to crop fields
114	2	Old line from pit-house bank



NORTH EAST WAR MEMORIALS PROJECT

REGISTERED CHARITY NO: 1113088

Chair: Janet Brown, Bilsdale, Ulgham, Morpeth, Northumberland, NE61 3AR. janet@newmp.org.uk

Secretary: Dorothy Hall, 14 Park Road North, Chester-le-Street, Co. Durham, DH3 3SD. dorothy@newmp.org.uk

Friends Email: john@newmp.org.uk

Friends of the North East War Memorials Project

The North East War Memorials Project (Registered Charity No. 1120080) was formed in 2004 with the aim of recording all War Memorials between the River Tweed and Tees.

2026 marks the thirtieth eighth anniversary of systematic recording of the North East's War Memorials. This early venture developed into the North East War Memorials Project. So far over 5,000 War Memorials have been listed. We cover all wars, from Otterburn and Flodden, Crimea, South Africa, the Great War and World War II to the conflicts of the present day, Iraq and Afghanistan.

Our website www.newmp.org.uk was set up nineteen years ago, with Heritage Lottery funding. Everything we can find on the memorials themselves and other information which has a relevance, is to be found on the website. Our "Every Name a Story" section, for each place, is where we tell the individual stories of those whose names are remembered in our local communities. We also include the stories of those who are not listed, for whatever reason, on the memorials. The 70th Infantry Brigade pages give details of a local TA unit, raised entirely in County Durham in 1939.

www.newmp.org.uk is unique in the country because of the size of the area we cover and the details we provide about our War Memorials. The website is well respected and well used not only by people in our local communities but across the world by people with North East roots.

However, we need to raise funds to keep the website going. If you are interested in the local history of the North East and would like to support the Project, you can become a Friend of NEWMP by giving an annual donation.

We request that this donation be a minimum of £15.00, and we are grateful for any donations above that amount that you choose to send.

I would like to become a Friend of NEWMP

Name.....Title.....

Address.....

.....

Post Code.....

Email address.....

Date.....

Amount.....

Gift Aid Declaration –

Do you wish your donation to be included in our Gift Aid returns Yes/No

Bank Details Account Name North East War Memorials Project

Sort Code: 20-27-43 Account Number: 60173444

By **PayPal** via the www.newmp.org.uk website Friends page on News and Events

Or by **cheque** made payable to **North East War Memorials Project**

NEWMP Treasurer 14 Park Road North, Chester-le-Street, Co. Durham, DH3 3SD