



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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10th July 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 17th July 2026, at 6.30pm

C. Dixon

Mrs Claire Dixon
Clerk to the Council

AGENDA

- 59. Apologies for Absence** – to consider for approval.
- 60. 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.
- 61. Minutes of the previous meetings**– to consider for approval the minutes of the meeting held on 19th June 2026 (attached).
- 62. Public Participation** – to receive any questions or representations from members of the public.
- 63. Presentation Of Trophies to Schools Art Competition Winners**
- 64. Presentation of Donations** – Chair to present donations to:
 - a. **Mayor of Durham** – in relation to funding towards St Cuthberts Hospice and Point North.
 - b. **Browney Residents Association**
- 65. Donations** (attached)
 - a. **Waterhouses Community Association** – requesting funding towards improving the fire escape at Waterhouses Village Hall (attached).
 - b. **Building Better Community Partnerships** – requesting funding towards baby and nursery essentials helping local families in the community. (attached).
 - c. **Friends of Addison Park** – requesting funding towards annual fun day (attached).
- 66. Brandon Carrside** – to consider report (to follow).
- 67. Planning Applications** – to consider any response to applications received between 1st June to 26th June 2026 (attached).
- 68. Invoices for payment** – to consider invoices for approval (attached).
- 69. Bank Transfer** – to approve transfer of funds from CCLA to current account.
- 70. NALC Standing Order Review** – to consider a response to the NALC online survey.
- 71. Notice of Motion - Business Forum** – submitted by Cllr J Hirst (attached).

- 72. Notice of Motion – Ponderosa** – submitted by Cllr J Hirst (attached).
- 73. Electricity Renewal Festive Lights, Ushaw Moor** – (information to follow)
- 74. Section 106 Money** – to consider commencing an application for funding towards Waterhouses Play Area (attached)

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 19th JUNE 2026, AT 6.30 PM

Present:

Councillor S Leckenby (Chair)

Councillors P Aske, D Bell, A Bonner, F Bonner, D Bregazzi, J S Burt, J C Chapman,
P A B Elmer, J Grantham, D Hindmarch, J E Hirst, J Jamieson, D Rowland, E H Simpson,
F D Simpson, C J Smith, P Stoddart, J A Turnbull, M Wall and M Wilson.

ALSO PRESENT: Mrs S Shippen (LGRC Partner) Mrs S Cash (Assistant Clerk) and 9 members of the public

36. Apologies for Absence

Apologies received from Mrs C Dixon (Clerk to the Council)

RESOLVED: To **NOTE** the apologies.

37. Declarations of Interest & Requests for Dispensations

Declarations of interest were received from the following:

Item 43 - Cllr J Grantham Brandon Carrside - Committee Member.

Item 43- Cllr S Leckenby - Brandon Carrside - Committee Member.

Item 43 - Cllr J Turnbull - Brandon Carrside - Committee Member.

Item 51 – Councillor P Elmer – Friends of Langley Moor – Committee Member.

Item 51 – Councillor J Chapman – Friends of Langley Moor – Committee Member.

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

38. Minutes of the Meetings held on 15th May and 4th June 2026.

RESOLVED: The minutes of the Meetings held on 15th May, with the alteration of 25/26 to 26/27 and 4th June 2026 with the inclusion of the words “with minor amendments” in minute 34 were **CONFIRMED** as a correct record and signed by the Chair.

39. Finance Committee Meeting Minutes

RESOLVED: The minutes of the Meeting held on 11th March 2026 be **RECEIVED**.

40. Public Participation – to receive any questions or representations from members of the public.

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

41. Presentation of Donations

- a. **St Cuthbert’s Hospice** – the 2025/26 Chair, Councillor J Jamieson presented a cheque for £2,438.95, the proceeds of his chair’s fundraising.
- b. **Esh Winning Residents Association** – the Chair presented a cheque for £750.
- c. **Durham Jets Netball Club** – the Chair presented a cheque for £200.

42. Donations

- a. **Browney Residents Association**

RESOLVED: To **APPROVE** a donation of £300 from the Meadowfield & Browney ward budget.

b. M Charlton

RESOLVED: To **DECLINE** a donation as both the requestor and school are outside of the Parish boundary; and advise the requestor to approach Bearpark PC.

c. Mayor of Durham

RESOLVED: To **APPROVE** a donation of £600, being £100 from each ward budget.

43. Brandon Carrside

RESOLVED: to **NOTE** that there is nothing in reference to the Environment, therefore it was suggested that councillor support be offered to Brandon Carrside and the matter referred to the Environment Committee and to **RECEIVE** the remainder of the report.

44. Planning Applications

During the discussion, it was raised that councillors were of the opinion that DCC was not providing full information in relation to planning matters related to works on the A690 adjacent to Meadowfield Sports Centre.

DM/26/01250/FPA Daren Grooms -replacement detached garage. Ragpath Cottage
Deerness Valley, Durham DH7 9QE

RESOLVED: to **NOTE** there were no comments or objections raised to the planning application.

45. Invoices for payment

Authorisation was requested to pay accounts for £25,949.49 and additional list of £4,532.21.

RESOLVED: To authorise payment of the accounts amounting to £30,481.70 to be checked and verified by two Councillors.

46. Bank Transfer

RESOLVED: To **APPROVE** the request of £23,000 being transferred.

47. Pit Tub Esh Winning

Councillors queried the 50% discount available to parish councils, the LGRC Partner advised that it is usually done via a refund as payment needs to be made online.

RESOLVED: to **APPROVE** the obtaining of pre-planning advice at a cost of £120 from the Esh Winning ward budget, for which the Clerk should seek a discount.

48. Purchase and Installation of Seat at Deerness Valley Way, Esh Winning

Councillors queried the cost of the proposed seat.

RESOLVED: To **APPROVE** the purchase and installation of the lowest cost seat from DCC; with the cost being met from the Esh Winning ward budget.

49. Grant Award Policy

RESOLVED: To **APPROVE** the Amended Version subject to:
the inclusion of:

- “Charity Number” adjacent to the charity tick box in the Legal Status of the Organisation section of the application form;

- “If your organisation is in direct supervision of children or vulnerable adults, please confirm that DBS checks and safeguarding procedures are in place” with a tick box, after the section Who will benefit from the project? on the application form;
- “more than one award per year” under the section in the policy of The Council cannot normally fund.

The deletion of the Christmas Donations section.

FURTHER RESOLVED: that the Clerk drafts a separate Christmas Donations Policy and application procedure to be presented as a future agenda item.

50. Mileage Allowance

RESOLVED: To **APPROVE** the increase to the HMRC approved rate of 55p per mile backdated to 1 April 2026 and in future to link the approved rate to that advised by HMRC.

51. Dr. Claire Ogah - Talk – "Strong Enough to Be Just"

RESOLVED: To **RECEIVE** the information.

52. Insurance Renewal

A discussion took place regarding several of the insurance headings and costs.

RESOLVED: to **APPROVE** insurance being placed with company B – Clear Councils at a cost of £4,056.18 and a review of cover be undertaken in sufficient time for council to consider more fully in 2027.

53. Waterhouses Play Area Swing Frame

RESOLVED: to **APPROVE** the quotation from company B – D K Horticulture at a cost of £1,2450 plus VAT to be met from the Esh Winning ward budget.

54. Waterhouses Play Area Baby Cradle Seat

RESOLVED: to **APPROVE** the quotation from company C – DCC at a cost of £118.32 plus VAT to be met from the Esh Winning ward budget.

55. 6 Goatbeck Terrace – Security Alarm

RESOLVED: to **APPROVE** the quotation from Company B - Casa Installations at a cost of £985 plus any required additional items as quoted.

56. 106 Funding Application East Hedleyhope Parish Council

RESOLVED: to raise no objection to the S106 funds from DM/15/037074/FPA, but to object to any funds being utilised from DM/16/03568/FPA as this Council believes that fund should be allocated to Waterhouses play area.

57. Representation of the Parish Council

RESOLVED: to unanimously **AGREE** that councillors understand that individual councillors cannot act or make commitments on behalf of the Parish Council unless authorised to do so by the Council or under delegated powers. Attendance by councillors at meetings, events, site visits or discussions should not be presented as

official Parish Council involvement unless the Council has formally agreed to participate, support or be represented in the matter.

58. Annual Governance & Accountability Return for the year ended 31.3.26

a) Internal Audit Report

RESOLVED: to **APPROVE** the report and the action plan as prepared by officers in the comments boxes;

b) Annual Governance Statement

RESOLVED: that Council **APPROVE** the responses:

- 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements – yes;**
- 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness – yes;**
- 3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances – yes;**
- 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations – no, with an explanation of the known late submission of accounts and electors rights period in July 2025;**
- 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required – yes;**
- 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems – yes;**
- 7. We took appropriate action on all matters raised in reports from internal and external audit – yes;**
- 8. We considered whether any litigation, liabilities or commitments, events or transactions occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements – yes;**
- 9. Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit – N/A;**
- 10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review – no, with an explanation that whilst the council has put measures in place for effective IT and Data Management, the Council's website is still not fully meet Web Content Accessibility Guidelines 2.2 AA.**
and **APPROVE** signature of the Annual Governance Statement by the Chair and the LGRC Partner, Mrs S Shippen, as clerk to the meeting.

c) Annual Accounting Statements

RESOLVED: to **APPROVE** the Annual Accounting Statements for 2025/26 to be signed by the Chair;

FURTHER RESOLVED: that the Clerk to the Council and the LGRC Partner be thanked for the work undertaken in the year and the clarity with which the Council’s financial records are now being presented.

d) Notice of Electors’ Rights

RESOLVED: to **APPROVE** the announcement be made on 25th June with rights commencing 26th June 2026.

The meeting closed at 19.35 PM

Signed

Date



Waterhouses Community Association

Claire Dixon

Brandon and Byshottles Parish Council

6 Goatbeck Terrace

Langley Moor

Durham

DH7 8JJ

26th June 2026

Dear Claire,

Charity No. 1064926

We would like to apply to the Council for a donation towards improving our fire escape at the rear of the Hall, making it more accessible to wheelchair users, pushchairs etc. We have community groups which regularly use the Hall (Toddler Group, Scouts, Coffee Mornings, Social Nights etc.) and feel this is a necessary improvement.

At present time it is a slab wide with an incline one side and a wall at the other. We would like to increase the width to two slabs, making it safe for all users. The appropriate cost will be £850, and we are asking for a £500 contribution.

I enclose a copy of our bank statement and Constitution, and would be grateful if this could be considered at the next Council Meeting.

Yours Sincerely,

Angela Collinson

Hon. Treasurer

Hello

My name is Amy Rennie and I'm the secretary for the local baby bank in Langley park county Durham, the only local one this side of [County Durham](#).

We provide baby/nursery essentials to families who are struggling due to circumstances out of their control/ refugees and people who are fleeing domestic violence.

Friends of Addison Park – Funding Request

AGENDA ITEM 65c

Dear Secretary,

Please can you put our request to the parish council:

On Saturday 1st August our group is hosting our annual event for the community. We have an exciting afternoon planned once again and will attract many visitors from the Brandon and Byshottles area.

We wondered if the parish council would consider supporting us with some funding of £500 to cover

1. License to occupy (£60)
2. Portaloos (£200)
3. Bottled water for visitors to the event (£200)
4. Consumables for our craft tent (£40)

Since our pavilion was burned down we have no access to water or toilets on site which continues to be a challenge. Assistance for this event would be greatly appreciated.

Thank you for your consideration,

Kindest regards
FOAP Committee

BRANDON & BYSHOTTLES PARISH COUNCIL

PLANNING APPLICATION

Week ending 5 June 2026

DM/26/01379/FPA

27A High Street North
Langley Moor
Durham
DH7 8JG

Replacement of existing timber shop front with new slimline UPVC shopfront.

Date received 5 June 2026.

Week ending 12 June 2026

DM/26/01213/CEU

19 Fredrick Street South
Meadowfield
Durham
DH7 8LZ

Certificate of lawfulness for use of the property as an operational seven bedroom house in multiple occupation (with a license for 10 tenants, large HMO Sui Generis)

Date received 12 June 2026.

Week ending 19 June 2026

DM/26/01424/RM

Blenmere Homes Limited
Brandon & Meadowfield Royal British Legion Club
Back John Street North
Meadowfield
Durham
DH7 8RT

Reserved matters application (access, appearance, landscaping, layout and scale) for the erection of 9no. dwellings and associated infrastructure pursuant to planning permission
DM/23/02660/OUT

DM26/01537/FPA
15 Lexington Court

Brandon
Durham
DH7 8UD
Two storey side extension

DM/26/00742/FPA

Esh Winning Pharmacy
1 Newhouse Road
Esh Winning
Durham
DH7 9JU

Replace existing extension

DM/26/01454/AD

Durham Academy
Bracken Court
Ushaw Moor
Durham
DH7 7NG

Advertisement consent for building mounted signage comprising of Halo illuminated built up lettering reading Durham Academy, with Durham in brushed stainless steel and Academy and associated logo element in powder coated aluminium with LED trough lighting positioned above the logo only. Non illuminated, powder coated aluminium shaped logo elements. Non illuminated, built up brushed stainless steel lettering.

Week ending 26 June 2026

DM/26/01277/FPA

J & J Property
Land to the west of Scouts House Farm
Rock Terrace
New Brancepeth
DH7 7ES

Residential development comprising of 8no. dwellings with associated access and landscaping.

DM/26/01569/FPA

Northumbrian Water Ltd
Land south east of Winchester Drive
Brandon

Durham
DH7 8UG

Retention of access track and hardstanding area including associated boundary treatments.

Comments circulated to members from Cllr J Hirst regarding the application.

"From the documentation on the planning portal, this property is clearly a C4 HMO permitted to be occupied by a maximum of six unrelated persons. In 2020 the landlord applied for planning permission to extend the property and change its use from a small (C4) HMO to a large HMO with seven lettable rooms for seven occupants. In the face of numerous objections, and the planning consultant's delegated report which clearly stated that the property was only permitted to have six unrelated occupants (a restriction of which the report stated that the landlord was fully aware), the change of use application was withdrawn and the plans amended to redesignate bedroom 7 as a "store room", as noted by Cllr. Paul Taylor (cited below) who strongly objected to the application.

The maximum occupancy was stipulated as six in all the planning documents in 2020, thereby contradicting any claim that has been in continuous use as a large HMO for 10 years. However, if the property has been occupied by more than 6 persons since then without the necessary change of use, which incomplete records submitted by the applicant is now claiming, to justify change of use by way of a Certificate of Lawfulness, then it must have been knowingly done so illegally, thereby committing an offence under the Housing Act, liable to prosecution (for which issuance of HMO licences by the Community Protection Team in 2022 (conveniently backdated to 2020) and 2025, provides no mitigation). While it could be argued that applying to increase the occupancy to seven in 2020 was not materially significant, the planner's stated position (as cited below), and assurances provided to numerous objectors, including Cllr. Taylor was that no such increase was permitted.

The Planning Consultant's Delegated Report dated 9/9/2020, signed off by the Case Officer, in response to application DM/20/01823/FPA (submitted on 8/7/2020) for planning consent to modify the rear extension of the property stated the following:

"Consent was originally sought for the change of use of the property from a small HMO to a large HMO with the erection of an extension to the rear of the site. Given concerns however regarding the use of the property, the change of use element has been removed, and the extension is being applied for only. Originally the application proposed the change of use of the site to a large HMO however, given concerns that have been raised the proposal has been amended to not include the change of use and therefore, only proposes the extension to the rear."

Cllr. Paul Taylor's letter of objection dated 17/8/2020 noted that on the amended plans "the room which was called bedroom No.7 is now called Store Room".

The Planning Consultant's Delegated Report also stated that:

- "The [property] proposal has been in use as a C4 use and can be used as such without a formal planning application given the permitted development rights which are in place."
- "The authorised use of the site is use class C4, which allows for no more than 6 people who are unrelated to occupy the site."
- "The applicant is aware of the restriction and will be reminded of this through informatives, it is not considered that a condition is necessary given a C4 use is restricted to no more than 6 residents."

Planning permission for the ground floor extension was duly approved on 20/9/2020, but an earlier requirement of the HMO Team (dated 24/7/2020) still does not appear to have been complied with, i.e. that “each occupant shall have use of a kitchen separate from the sleeping room and wherever possible on the same floor but shall generally be not more than one floor distant”. The drawings (plans) submitted in 2026 show that the kitchen is two floors below sleeping rooms in the loft conversion, and also that the “store room” referred to by Cllr. Paul Taylor in 2020 (cited above) has now reverted to being “bedroom 7” again.

HMO licences dated 28/1/2022 (for occupancy by up to 7 persons, conveniently backdated to 20/3/2020 until 20/3/2025) and 7/8/2025 (for occupancy by up to 10 persons, covering the period 30/1/2025 to 29/1/2030) were issued by the Community Protection team but they provide no guarantee that the property meets the required standards. Furthermore, letting the property for occupation by more than 6 persons would still have been illegal and liable to prosecution without obtaining planning permission for a change of use. There is no evidence that planning permission for change of use has ever been applied for since the 2020 application was withdrawn, until now.

The new application (DM/26/01213/CEU) for change of use to permit 10 occupants, obviously represents an even more “material” increase over the original 2020 application from the number permitted to date, and clearly breaches all the stipulations, understandings and assurances set out in the delegated report in 2020 (cited above), accepted by planners and provided to objectors, which there is no apparent justification to rescind

Agenda Item 68

Payee	Date	Description	Payment		Credit	Date taken to Council	Decision
			Method	Amount			
Aldi	23/06/2026	Office supplies	CARD	£ 7.25			paid
Arbor timber	24/06/2026	Allotments - Staple gun	CARD	£ 32.40			paid
British Gas	19/06/2026	Electric Parish	DD	£ 53.33			
Clear Councils	22/06/2026	Insurance Premiun	BACS	£ 4,056.18		19/06/2026	approved
D Bell	25/03/2026	Train fare	BACS	£ 75.50			Paid
DK Horticulture	01/07/2026	Grass cutting & floral displays	BACS	£ 5,118.58			
DU Clean	30/06/2026	Parish clean	BACS	£ 117.00			
Durham Miners Gala	26/06/2026	Brochure picture	BACS	£ 400.00			
E On Next	01/04/2026	Xmas tree electric Meadowfield	DD	£ 18.76			Missed off April list
E On Next	02/07/2026	Xmas tree electric Ushaw Moor	DD	£ 19.03			
E On Next	01/07/2026	Xmas tree M'field	BACS	£ 18.20			
HMRC	26/06/2026	6 June - 5 July	BACS	£ 896.29			Paid
Ivy & Violet flower shop	15/04/2026	Flowers A Bonner	CARD	£ 46.45			Missed off April list
Kevin Wilson	19/06/2026	PROW Maintenance	BACS	£ 387.00			
Kevin Wilson	19/06/2026	PROW Maintenance	BACS	£ 835.00			
LGRC	06/07/2026	Consultancy services	BACS	£ 1,733.00			
O2	08/07/2026	O2 Mobile	DD	£ 45.00			
Pension	26/06/2026	Pension Contributions	BACS	£ 800.58			Paid
Petty Cash	04/06/2026	Window clean - Parish x2	CASH	£ 10.00			Paid
Petty cash	17/06/2026	Hamilton Row allots screw fix tap fitting	CASH	£ 19.99			Paid
Petty cash top up		Cash withdrawl	CASH	£ 6.93			
Post Office	15/08/2026	Cash withdrawl for charity night float	CARD	£ 100.00			Missed off April list
Salaries	26/06/2026	Salaries	BACS	£ 3,121.88			Paid
Sunderland City Council	23/07/2026	Civic function	BACS	£ 60.00			
Total Energies	01/07/2026	Parish gas	DD	£ 77.68			
Transcendit	03/07/2026	IT Support 1 year	BACS	£ 630.78			
UKOS	01/07/2026	Confidential waste	BACS	£ 78.79			

We have commissioned the Association of Democratic Services Officers (ADSO) to carry out a review of our Model Standing Orders, and we are inviting parish and town councils to help shape the next version.

As one of the most widely used governance resources in the sector, the Model Standing Orders play a vital role in supporting effective parish and town council decision-making and governance. The review will ensure they remain practical, accessible and fit for purpose for councils across England.

There are two opportunities to contribute to the review. The first is to take part in the [online event on 23 July](#), where you can discuss your experiences and identify areas for improvement. The second is to [complete the survey](#), which will gather feedback from users across the sector. Together, the findings from both will inform recommendations for the next iteration of the Model Standing Orders.

We encourage everyone with experience of using the Model Standing Orders to take part and help ensure this essential resource continues to meet the needs of the sector.

8th July 2026

Business Forum

AGENDA ITEM 71

Business Forum: propose that, following reports of an inaugural meeting of the Brandon Business Forum coordinated by Business Durham, the Parish Council resolves to request that officers of Business Durham (e.g. Lisa Wall or Kerry Walker) be invited to a meeting with Councillors to provide details of this initiative within our Parish, explore opportunities to support the initiative for the benefit of our business community, and potentially incorporate it into the Parish Council's forthcoming Business Plan.

Cllr John Hirst

Business Forum

AGENDA ITEM

Email received from Lisa Wall with further information about Business Durham.

Hi Claire

I hope you are well.

An initial scoping meeting was held with Jonathan, Business Durham, and several local businesses to explore establishing a business network for Meadowfield, Littleburn, and surrounding areas. Engaging with businesses on the Industrial estates and small local businesses ([Retail Support is Separate to BD](#))

The aim was to assess demand for collaboration, identify shared challenges, and discuss how a business network could add value.

It was established there was strong support for a local business network that would improve communication, collaboration, awareness of support services, and provide a collective voice for local businesses. Attendees stressed that the network must be practical, and outcome focused.

The next steps are for Business Durham (Myself)

- Feedback to the retail team regarding comments received regarding the high street.
- Enquire if there are any existing funding projects which may support the delivery of a business network
- Scope out possible venues and associated costs (catering and venue hire)
- Devise a schedule of events
- Receive management sign off
- Marketing and network deployment

We are in the early stages of developing the business network; I'd be happy to have a chat though if you would like any additional information.

Many thanks

Lisa

Lisa Wall
Business Engagement and Account Manager
Durham Business Growth Programme

Ponderosa

AGENDA ITEM 72

Ponderosa: propose that, further to passing Cllr Turnbull's resolution that the Council request the County Council to disclose what is under consideration for development of the site in Meadowfield (incorporating the Ponderosa, Annand House, and the Leisure Centre), if no satisfactory response has been received, the Council resolves to submit a further disclosure request, in the public interest, along with the County Council's justification for any continuing non-disclosure.

Cllr J Hirst