

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