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

13th November 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 November 2026, at 6.00 pm.

Mrs Claire Dixon
Clerk to the Council

A G E N D A

133. **Apologies for Absence –** to consider for approval.
134. **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.
135. **Public Participation –** to receive any questions or representations from members of the public.
136. **Councillor A Husband** – to provide an update regarding the Deerness County Councillors.
137. **Minutes of the previous meetings**– to consider for approval the minutes of the meeting held on 16th October, and the extraordinary meeting held on 10th November 2026 (attached).
138. **Minutes of the Environment Committee Meeting –** to note the minutes of the meeting held on 21st July 2026 (attached).
139. **Minutes of the Allotment Committee Meeting** – to note the minutes of the meeting held on 8th September 2026 (attached).
140. **Donations**
    a. **The Allotment Project, Waterhouses** – to consider the request for £1500 (attached).
    b. **Little Treasures** – To consider the request for £500 (attached).
    c. **Brandon Boxing Club** – To consider the request for £849.98 (attached).
    d. **Friends of Langley Moor (FOLM)** – To consider the request for £200 (attached).
141. **Brandon Carrside –** to consider report (attached).
142. **Planning Applications** – to consider any response to applications received between 2nd October - 6th November 2026 and (attached).
143. **Invoices for Payment –** to consider invoices for approval (attached).
144. **Bank Transfer** – to consider the transfer of funds from the CCLA to The Co-operative account.
145. **Register of Delegated Decisions** - to note the delegated decisions (attached).
146. **Chairs Civic Functions** – to consider the report (attached).
147. **Floral Tubs and Displays 2027 - 2028** – to consider the information (attached).
148. **Members Allowances, Travel and Subsistence Policy** – to consider the Policy (attached).

149. **Durham City Parish Council's Correspondence** – To consider the attached correspondence and the motion submitted by Cllr J Hirst arising from it.
150. **Introduction to Local Council Administration Certificate** – to note the Assistant Clerk has passed obtained the certificate.
151. **Tax Base and Local Council Tax Reduction Scheme Grant allocation 2027/28 to Town and Parish Councils** – To approve a working group to discuss the budget for 2027/2028.
152. **Appointment of Internal Auditor** – to consider approval of the Internal Auditor (attached).
153. **Making Meetings Matter** – to consider the motion submitted by Cllr J Hirst (attached).
154. **Training** – to consider attendees (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 16th OCTOBER 2026, AT 6.30 PM

Present:
Councillor S Leckenby (Chair)
Councillors P Askell, D Bell, A Bonner, F Bonner, D Bregazzi, J S Burt, J C Chapman, 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 C Dixon (Clerk) and Mrs S Cash (Assistant Clerk).

109. Apologies for Absence
Apologies received from Councillor P Elmer
RESOLVED: To **NOTE** the apologies.

110. Declarations of Interest & Requests for Dispensations
Declarations of interest were received from the following:
Item 113 - Cllr J Grantham - Brandon Carrside - Committee Member.
Item 113- Cllr S Leckenby - Brandon Carrside - Committee Member.
Item 113 - Cllr J Turnbull - Brandon Carrside - Committee Member.
Item 113 – Cllr D Simpson – Brandon Carrside – Observer.
Item 113 – Cllr J Jamieson – Brandon Carrside – Observer.

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

111. Minutes of the previous meeting held on 18th September 2026
RESOLVED: The minutes of the meeting held on 18th September 2026 were **CONFIRMED** as a correct record and signed by the Chair.

112. Public Participation – to receive any questions or representations from members of the public.
RESOLVED: There was **NO** public participation.

113. Brandon Carrside
RESOLVED: to **NOTE** the report. To **REQUEST** the report to be submitted earlier than it is currently received. The Clerk advise the Council that this has been asked in the past, and the report continues to arrive late.

114. Planning Applications – To consider a response to applications received between 9th September 2026 – 2nd October 2026.

DM/26/02261/RM - Barrat Homes North East
Application for reserved matters in relation to layout only for the primary spine roads and SUD's infrastructure within phase 2a only, pursuant to hybrid consent DM/25/00762/FPA

Initials .....

DM/26/00455/FPA- Retention of retaining walls, raised platform, boundary fences in excess of 1 metre adjacent to B6302 | White House Cockhouse Lane Ushaw Moor Durham DH7 7PW

DM/26/02301/PIP - Conversion of former agricultural storage building to 1no residential dwelling. Barn to the north of Langley Wood House, Sleetburn Lane, Langley Moor, Durham, DH7 8LQ

DM/26/02449/PIP - Permission in principle for 4no residential dwellings. Woodside, Sleetburn Lane, Langley Moor, Durham, DH7 8LQ.

DM/26/02511/FPA- Retention of freestanding raised deck and gazebo. 87 Braunespath Estate, New Brancepeth, Durham, DH7 7JQ.

RESOLVED: To submit an **OBJECTION** to planning application DM/26/02449/PIP on the grounds that there is an unsafe exit unless modifications are made.

It was further **RESOLVED** to **DELEGATE** authority to the Clerk to submit the Parish Council's objection on behalf of the Council, reflecting the concern raised by Members.

115. Invoices for Payment

Authorisation was requested to pay accounts for £18,442.26 and £6,087.35 additional accounts. Two Councillors to verify the invoices.

RESOLVED: To **APPROVE** authorisation of the accounts.

116. Register of Delegated Decisions

RESOLVED: To **NOTE** the list of delegated decisions.

117. CDALC AGM

To consider attendees.

RESOLVED: To **APPROVE** attendance by Councillors D Bell, A Bonner and F Bonner.

118. Local Networks Nominations

To consider the information.

RESOLVED: To **APPROVE** Councillors D Bell, A Bonner and E H Simpson be put forward for nomination.

119. Ward Budgets Income and Expenditure Report

To consider the information prior to the Christmas donations being approved.

The clerk confirmed that before making any decisions regarding Christmas donations members were aware of what funds they had available for community support. If there were no community support available funds would be allocated from ear marked reserves.

RESOLVED: To **NOTE** the information.

120. Christmas Donations List

To confirm the list of Christmas donations. See attached list.

RESOLVED: To **REMOVE** Ushaw Moor Catholic Club as this has now closed.
To **AMEND** the venue of the 2-4 Club, Ushaw Moor from St Joseph's Parish Hall to St Luke's Church.
To **AMEND** Esh Winning Group to Esh Winning Association.
To **ADD** Esh Winning Academy and donate the amount of £100.
To **AMEND** St Andrew's Youth Group to St Andrew's SPA Group, contact St Andrew's Church for them to approve this.
To **REDUCE** the amount to Browney Club to £200 from £400 as the amount of £400 was a one off.

121. Christmas Trees

To consider the purchase of the Christmas trees and confirmation of location.
RESOLVED: To **APPROVE** Christmas trees, same locations as last year, Waterhouses, Ushaw Moor and Brandon Carrside Youth Club.

122. Motion from Cllr J Hirst regarding Open Spaces within the Parish

To consider the proposal.
Cllr D Bell proposed to defer this item as it was unclear what the members would like to do.
RESOLVED: To **AGREE** in principle and depute to the Environment Committee and incorporate into the Business Plan.

123. Browney Banner

To consider the correspondence.
RESOLVED: To **APPROVE** the correspondence. Cllr A Bonner thanked the Clerk for working on this matter as it had been ongoing for some time.

124. County Councillors Report

RESOLVED: Cllr P Elmer to submit a written report and the Clerk will forward to members.

125. Community Highways Worker

To consider the information attached.
RESOLVED: To **APPROVE** a working group consisting of Councillors J Jamieson, D Hindmarch, J Grantham, A Bonner and E H Simpson to review a programme of works and prepare a job description with a view to appointing a sub-contractor.

126. Annual Governance and Accountability Return 2025/2026

To consider the report of the external auditor on the conclusion of the audit
RESOLVED: To **APPROVE** the report.

127. Internal Auditors Appointment

RESOLVED: To DEFER this item.

The meeting closed at 19.06 PM

Signed ..... Date .....

Initials .....

BRANDON & BYSHOTTLES PARISH COUNCIL
MINUTES OF THE EXTRAORDINARY MEETING OF THE COUNCIL HELD IN THE COUNCIL CHAMBERS, 6, GOATBECK TERRACE, LANGLEY MOOR, DURHAM, DH7 8JJ
ON TUESDAY 10th NOVEMBER 2026, AT 11.00 AM

Present:
Councillor D Bell (Vice Chair)
Councillors, P Askell, A Bonner, F Bonner, J E Hirst, J Jamieson, E H Simpson, F D Simpson, C J Smith, P Elmer, M Wall

ALSO PRESENT: Mrs C Dixon (Clerk) and Sarah Cash (Assistant Clerk)

128. Apologies for Absence
Apologies received from Councillors S Leckenby (Chair), J Turnbull, P Stoddart, M Wilson, D Bregazzi.
RESOLVED: To **RECEIVE** the apologies. To **NOTE** there were no apologies received from Councillors D Hindmarch, J Burt, D Rowland, J Grantham and J Chapman.

129. Declarations of Interest & Requests for Dispensations
RESOLVED: To **NOTE** there were none received.

130. Public Participation
RESOLVED: There was **NO** public participation.

131. NAC AGM and Annual Conference
To consider attendance at the National Association of Councillors AGM and Annual Conference on 21st November 2026.
RESOLVED: Councillors D Bell, J Grantham and A Bonner to attend.

132. Local Networks Nominations – To consider the report.
Cllr D Bell withdrew his interest in being nominated as a representative. Cllr E H Simpson and Cllr A Bonner each expressed their interest and provided a brief statement in support of their nomination. Following a vote.
RESOLVED: That Cllr E H Simpson be nominated as the Council's representative on the Local Network. The vote was carried by 6 votes to 4.

The meeting closed at 11.15 AM

Signed .....

Date .....

BRANDON & BYSHOTTLES PARISH COUNCIL
MINUTES OF THE ENVIRONMENT MEETING HELD IN
THE COUNCIL CHAMBERS, 6, GOATBECK TERRACE,
LANGLEY MOOR, DURHAM, DH7 8JJ
ON TUESDAY 21st JULY 2026, AT 6.30 PM

Present:
Councillor C J Smith (Chair)
Councillors D Bell, F Bonner, J S Burt, J C Chapman, E H Simpson

ALSO PRESENT: Mrs C Dixon (Clerk) and 1 member of the public (Cllr J Grantham)

1. **Apologies for Absence**
   Apologies received from Cllr D Rowland.
   RESOLVED: To **RECEIVE** the apologies.

2. **Declarations of Interest & Requests for Dispensations**
   Declarations of interest were received from the following:
   RESOLVED: To **NOTE** there were no declarations of interest.

4. **Welcome by the Chair**
   RESOLVED: The Chair welcomed everyone to the newly formed committee and advised members she is looking forward to working together.

5. **Responsibilities of the Environment Committee**
   RESOLVED: The Committee **APPROVED** that in the short term until the group is more established it would look at issues such as anti-social behaviour, fly tipping, litter, dog fouling, concerns about fires being lit on open spaces, areas of concern to residents' safety due to overgrown footpaths or walkways.

6. **Anti-Social Behaviour**
   RESOLVED: The Chair concluded that all issues with ASB should be reported to the police. It was **DELEGATED** to the Chair to speak to the Police at the next PACT meeting and request that they provide the Parish with a report.

7. **Fly-Tipping**
   RESOLVED: The Chair concluded that all issues with fly-tipping should be reported to Durham County Council. It was **DELEGATED** to the Chair to write correspondence to Durham County Council to request further information from them about the issues of fly-tipping. The Chair will write a letter and send it to the clerk who will forward it to Members for approval before the clerk sends the letter.

8. **Litter**
   RESOLVED: For Officers to use social media frequently to promote litter picking by community groups and encourage residents to clean up their litter.
9. **Young Peoples Environmental Awareness**
   RESOLVED: Discussion around how to encourage young people to become more involved.

10. Play Area Inspection Reports
RESOLVED: Information was **NOTED.**

The meeting closed at 19.24 PM

Signed .....

Date .....

BRANDON & BYSHOTTLES PARISH COUNCIL

MINUTES OF THE ALLOTMENT COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBERS
6 GOATBECK TERRACE, LANGLEY MOOR, DURHAM
ON TUESDAY 8 SEPTEMBER 2026, AT 10.00 AM

PRESENT
Councillor D Bell (Chair)
Councillors J Jamieson, D Bregazzi, J Turnbull, M Wall and P Elmer

ALSO PRESENT: C Dixon (Clerk to the Council), S Cash (Assistant Clerk to the Council) and 1 member of the public

25. Apologies For Absence
RESOLVED: NONE.

26. Declarations Of Interest
RESOLVED: There were no declarations of interest.

27. Public Participation
One member of the public attended.
RESOLVED: Member of the public did not participate.

28. Minutes Of the Previous Meeting
To consider for approval the minutes of the meeting held on 14th July 2026.
RESOLVED: Members **APPROVED** the minutes and they were signed by the Chair.

29. High Browney
The tenant of Plot 1 at High Browney has requested that an additional tap be installed nearer to their plot. The tenant has advised that they are finding it difficult to transport water from the existing tap, which is located some distance from their plot. There was a tap near by but was turned off due to a leak and never fixed. A price has been obtained for the installation and connection of a tap nearer to Plot 1. The cost provided is £700.

RESOLVED: Members **APPROVED** request.

30. Black Road
For information, the padlock at the Black Road allotment site was found to be broken. A replacement padlock has since been purchased and fitted to the site.

RESOLVED: Members **NOTED** the information.

31. Recent Site Inspections

Recent inspections have been undertaken at the Empire Fields and Cockhouse Lane allotment sites. Cllr J Jamieson and Cllr D Bregazzi gave verbal updates and noted quite a few plots were not in an acceptable condition.

RESOLVED: To **APPROVE,** the Assistant Clerk to write to tenants requesting them to tidy their plots and reinspect in 30 days.

32. Subletting Plots – Empire Fields

Concerns have been raised regarding the possible subletting of allotment plots at the Empire Fields site.

It was previously arranged for Cllr J Jamison and Lee Pallister (Community Highways Worker) to meet with the tenant on site to discuss the matter. The meeting was arranged; however, the tenant did not attend.

As the tenant did not attend the arranged meeting, Members are asked to consider what further action should be taken regarding the suspected subletting of the plot(s).

RESOLVED: To **APPROVE** Assistant Clerk to inform the tenant.

33. Durham Road

The Parish Council's pest control arrangements at the Durham Road allotment site are due to be considered.

Cllr M Wall was not present at the previous meeting and therefore did not have the opportunity to provide his input regarding whether the existing pest control contract should be renewed.

RESOLVED: To **APPROVE** not to renew the pest control contract.

34. Commercial Street Plot 13

Request to house 2-3 ducks.

RESOLVED: Members **APPROVED** the tenant to keep a maximum of 3 ducks. Assistant Clerk to inform the tenant they must be housed and secured appropriately, use water butts for majority of their water and should the Parish receive noise complaints they may need to be removed.

34A – Cockerels present on site

Clerk and Assistant Clerk informed members that 2 plots have cockerels. Both Tenants given 2 chances to remove them and requested to cultivate the plot. Cockerels were not removed nor were the plots being cultivated. Notice to quits were issued. Both tenants telephoned requesting to keep the plots and cockerels now removed. Members to decide next steps.

RESOLVED: Members **APPROVED** tenants 30 days to improve the plots.

35. High Browney – Plot 14

New tenant request to house hens and ducks and to erect a coop and cage.

RESOLVED: to request the size of the chicken coop.

36. High Meadowfield – Plots 54 & 55

Concerns have been raised regarding the condition of Plots 54 and 55 at High Meadowfield.
The Parish Council receives frequent complaints from a fellow tenant regarding the condition of the plots.

RESOLVED: Members Cllr D Bell and Cllr P Elmer to inspect the plots and feedback to S Cash.

37. Key Deposit

The current deposit for allotment site keys is £5.
Members are asked to consider whether the key deposit should be increased to £10.
An increase in the deposit may provide greater protection for the Parish Council against the cost of replacing keys or locks where keys are not returned.

RESOLVED: Members **APPROVED** to increase the key deposit to £10.

38. Amount of Livestock on plots

The Committee is asked to consider whether a limit should be introduced on the amount of livestock that tenants are permitted to keep on individual allotment plots.
Members are also asked to consider introducing a specific provision within the allotment tenancy agreement relating to the breeding of livestock.
The purpose of considering these changes is to ensure that the number of animals kept on individual plots remains appropriate for the size and use of the allotment and does not result in nuisance, welfare concerns or unreasonable impact on neighbouring tenants.
RESOLVED: Members decided to arrange a separate meeting to amend the current tenancy agreements.

39. Hamilton Row – Vacant Plots

S Cash provided a verbal update informing Members that 2 out of the 3 vacant plots have now been let.
RESOLVED: Members to **NOTE** the information.

40. Langley Grove – Vacant Plots

S Cash provided a verbal update informing Members that 5 out of the 7 vacant plots have now been let.
RESOLVED: Members to **NOTE** the information.

41. Low Browney – Plots 43 & 44

Tenant of plots 43 & 44 has not conformed to the action plan they presented to the Council previously following numerous notices to quit being issued.
RESOLVED: Members **APPROVED** Clerk to issue final notice to quit.

42. Any Matters Relating to the Allotments a Member Wishes to Discuss

NONE

Meeting concluded 10.59 am

Signed .....

Date .....

Community Grant Form

1. Organisation Details

Name of Organisation: ____The Allotment Project CIC_____

Address of Organisation: __

Contact Name: ___

Sol Walker___ Contact Phone Number: _ _

Email Address: __theallotmentproject@hotmail.com___

Legal Status of Organisation:

☐ Unregistered group
☐ Charity
☒ Community Interest Company (CIC)
☐ Charitable Incorporated Organisation (CIO)
☐ Other: _____

If applicable, please include charity number: ____**12896690**_____

2. What will the funding be used for? Must be used for Christmas activities, events or initiatives.

The Allotment Project is seeking funding to improve the facilities used by our youth club and contribute towards the cost of delivering activities for young people. We support up to 16 young people each week, many of whom live in poverty, have disabilities or experience poor mental health and isolation.

Many families cannot afford activities and young people with disabilities can be excluded from mainstream activities that are not designed around their needs. Our youth club provides a welcoming environment where activities are adapted so everyone can participate, develop friendships and feel part of their community.

The grant will fund new equipment to improve our facilities and enhance the quality of activities available. This will be a long-term investment that can be used for many years. Funding will also contribute towards staff costs and resources for horticulture, cooking, arts, crafts, games and physical activities. The Allotment Project will provide the venue and contribute towards fuel and other running costs.

Young people will take part in planting, growing and harvesting fruit and vegetables, caring for our chickens and collecting eggs. These activities develop practical skills, confidence, responsibility and an understanding of where food comes from. Creative and physical activities provide positive ways to express themselves, be active and improve their wellbeing.
Experienced staff provide consistent support and adapt activities to participants' abilities and interests.

We ensure young people have access to food through the project. Young people receive food during sessions, helping to address food insecurity and ensuring hunger does not prevent participation. We use eggs and seasonal produce from the allotment alongside food purchased for our community pantry. Surplus produce and pantry items are provided to families experiencing financial hardship, extending the project's benefit into the wider household.

The project will reduce isolation, improve wellbeing and give young people opportunities they could not otherwise access. They will develop practical and social skills, make friends and build confidence in a supportive setting. By improving our facilities and contributing towards delivery costs, the grant will strengthen a local youth club and help us continue providing inclusive, affordable activities for years to come.

Funding Proposal for Young Peoples Project in County Durham

Executive Summary

The Allotment Project (CIC No. 12896690) is seeking a £1,500 grant from the Parish Council towards our Youth Provision, which supports disadvantaged children and young people aged 4–18 across County Durham. The project provides a safe, inclusive environment where children affected by poverty, disability, neurodiversity, poor mental health and social isolation can build confidence, develop practical skills and improve their physical and emotional wellbeing through nature-based activities.

Many of the young people we support face significant barriers to participation. Families often experience financial hardship, limiting access to healthy food, recreational opportunities and positive activities outside school. Our weekly youth club and school holiday programme ensure every child can participate regardless of their family's circumstances by providing free sessions, nutritious meals and opportunities to learn, socialise and thrive. Activities include horticulture, cooking, outdoor learning, animal care, environmental projects, sports, joinery and groundworks, helping young people develop essential life skills, resilience and healthy lifestyles while improving food security through growing, preparing and sharing fresh produce.

The project also equips young people with practical skills, confidence and real-life experience in horticulture, construction and groundworks, helping them progress towards apprenticeships, training and meaningful employment in sectors experiencing significant workforce shortages. Alongside supporting children, our project provides holistic support for the whole family. Parents and carers regularly access our adult wellbeing programme, enabling families to build stronger support networks, improve their wellbeing and access ongoing help when it is needed.

Demand for the project continues to grow, with sessions fully booked within minutes of opening and increasing referrals from families, schools and partner organisations. A grant will contribute towards staffing, food, resources and venue costs, enabling us to continue delivering this vital programme and ensuring vulnerable children and families can access the opportunities, support and trusted relationships they need to build brighter futures.

About The Allotment Project

The mission of The Allotment Project is to provide an alternative education and community engagement initiative for disadvantaged teenagers, young offenders, and at-risk youth in County Durham. Through a combination of structured educational activities and recreational opportunities, our goal is to support personal development, promote sustainability, enhance mental health and wellbeing, and reduce social isolation. Our programs focus on personal and skill development, as well as building social connections, designed to improve educational outcomes, enhance well-being, and combat social isolation. By offering outdoor activities, we aim to empower young people with the skills and knowledge they need to succeed academically and socially,

while fostering a connection to nature, encouraging environmental stewardship, and promoting sustainable living practices.

We work with a total of 173 young people through long-term comprehensive programs, specifically targeting children and young people aged 8-18, representing all ethnicities and genders. These programs focus on personal and skill development, as well as building social connections, designed to improve educational outcomes, enhance well-being, and combat social isolation. We use a combination of structured educational activities and recreational opportunities to achieve these goals. We are committed to creating a safe, inclusive, and supportive environment for all participants. Our team comprises of qualified teachers and experienced support workers with expertise in supporting neurodiverse individuals and those with behavioural challenges.

Need for Continued Support

The Allotment Project addresses economic disadvantage, particularly poverty, which affects young people in County Durham by limiting access to essential resources and opportunities. In the area, 22.5% of children live in poverty, leading to educational challenges, social isolation, and restricted personal development. These children often require alternative environments to thrive, as they cannot access mainstream education. Food insecurity is a significant concern, with a more than 250% increased risk of mental health issues and nearly three times the risk of job loss.

Disabilities can impact academic skills like reading, writing, and math, affecting confidence and progress in mainstream schools. Autistic individuals may struggle with social interaction, communication, and repetitive behaviours, causing disengagement and underachievement. Many young people struggle with mental health issues like anxiety, depression, or behavioural disorders, hindering their success in traditional education. We offer a therapeutic education approach through outdoor activities, nature-based therapies, gardening, and cooking experiences. These activities promote emotional well-being, resilience, and coping skills for young people facing mental health challenges.

Project Description

Our youth programme delivers weekly evening sessions and school holiday activity days throughout the year, engaging local children and young people aged 4–18 years old. The sessions provide a safe, inclusive environment where young people can learn, socialise, and have fun while developing key life skills. Activities are tailored to different age groups and abilities, ensuring accessibility for all participants, including those with sensory or physical disabilities.

Each session supports 20 young people, with a total of 77 unique individuals having attended the youth club to date and 35 regular users over the past 12 months. Demand is exceptionally high and sessions are fully booked within minutes of opening. The sessions are led by experienced, qualified staff and supported by volunteers. Activities

take place in an accessible, nature-based environment that fosters personal growth, inclusion, and responsibility. Sessions include:

- Gardening and growing food, helping young people learn where food comes from and how to care for plants.
- Cooking and nutrition, teaching practical skills and promoting healthier eating.
- Arts, crafts, and construction, encouraging creativity and confidence.
- Games and physical activities, supporting fitness and teamwork.
- Community food sharing, where children take home surplus produce to share with their families.

Activities include horticulture, cooking, gym sessions, arts and crafts, and social games such as pool and board games. All sessions include nutritious food, supporting healthy eating and tackling food insecurity in our community.

Outcomes and Impact

The youth provision delivers measurable outcomes that align with the original goals of community wellbeing and resilience. The project provides local children with safe, structured, and engaging activities that prevent isolation and promote healthier lifestyles. The data collected from parents and participants clearly demonstrates the positive outcomes and strong need for continuation:

- **70%** of parents reported healthier eating behaviours at home.
- **50%** of parents of autistic children reported improved communication skills.
- **60%** observed better social interaction among peers.
- **50%** noticed improved behaviour and more positive attitudes.
- **50%** reported increased interest in horticulture and cooking.

During our holiday sessions, which welcomed 121 unique children overall (60 in the past year):

- **95%** said they felt happy.
- **100%** felt safe on site.
- **80%** felt included and part of a group.
- **80%** felt more confident cooking at home.
- All participants enjoyed creating and sharing food with their families.

This evidence highlights the project's vital role in supporting physical and emotional wellbeing, building resilience, and giving young people opportunities to connect with others and learn valuable skills.

Conclusion

We are requesting a grant of £1,500 to contribute towards the funding required to fully deliver our programme of 60 youth sessions over the next 12 months. This contribution will enable us to provide accessible, nature-based activities for disadvantaged children and young people across County Durham, improving mental and physical wellbeing, reducing social isolation, promoting healthy lifestyles, and equipping participants with practical skills that will benefit them throughout their lives. Securing this final

contribution will ensure the full programme can be delivered without reducing the number of sessions available to the young people who rely on this vital support.

Our programme has a proven track record of delivering positive outcomes and is trusted by families, schools and local partners. The consistently high demand for places demonstrates both the need for the project and the value it provides to our community. As a social enterprise, we are committed to sustaining and developing our services. We will contribute our own trading income towards the project, ensuring the grant represents excellent value and delivers maximum benefit for local children and families.

Your support will enable vulnerable young people to continue accessing a safe, welcoming environment where they can develop confidence, build friendships, improve their wellbeing and realise their potential. Thank you for considering our application and for investing in brighter futures for children and young people in County Durham.

Yours Sincerely,

Sol Walker (Founder/Director of The Allotment Project)

Community Grant Application Form

1. Organisation Details

Name of Organisation: Little Treasures

_____

Address of Organisation:

_____

_____

Contact Name: __Sarah Hardiman
Contact Phone Number: [redacted]
Email Address: littletreasuresfunding@gmail.com

Legal Status of Organisation:

X Unregistered group
☐ Charity
☐ Community Interest Company (CIC)
☐ Charitable Incorporated Organisation (CIO)
☐ Other:

_____

If applicable, please include charity number: _____1178397_____

2. About your Organisation

Please describe what your organisation does, when it was established, and who it supports.
Little Treasure was founded in October 2016 and became officially a charity in May 2018.
Little Treasures Autism Charity supports autistic children, young people and adults, as well as their parents, carers and siblings, across County Durham and Darlington.
We provide a friendly, understanding and inclusive community where families can meet others who understand their journey

3. Project Title - Sensory Sessions

What is the funding for? Please describe what you plan to do, including any equipment, services, refurbishment, or activities.
For over eight years, our monthly Ushaw Moor session at The Hut has provided a welcoming place for autistic children, young people and their families to come together, socialise and feel included. We would use this funding to purchase much-needed **new sensory equipment**, as well as helping towards the ongoing costs of **room hire and refreshments**. This support would help us continue a well-established local group that families can access month after month.

Why is the project needed? Explain the problem or issue your project addresses and how funding will make a difference.

Our Ushaw Moor session has been running once a month at The Hut for over eight years, providing a familiar and welcoming environment for autistic children, young people and their

families. The continued delivery of the group depends on meeting essential running costs and ensuring that the activities and equipment available remain suitable and engaging.

We are seeking funding to purchase **new sensory equipment and resources**, as well as contribute towards **room hire and refreshments**. New sensory equipment will improve the activities available during the sessions and give children and young people more opportunities to engage, play and socialise in a way that suits their individual needs.

Support towards room hire and refreshments will also help keep the group affordable and sustainable. This funding will allow Little Treasures to continue providing this long-established monthly session and maintain an inclusive community space where families can meet, build friendships and feel supported.

Who will benefit from the project? Include approximate numbers, age groups and any groups with specific needs.

The project will primarily benefit approximately **15 autistic children and young people and their families** who attend our monthly Ushaw Moor session. The group supports children and young people of different ages with a wide range of individual and sensory needs.

Our new sensory equipment will particularly benefit those who need **sensory stimulation, calming activities or additional support to engage comfortably in a group environment**. Parents, carers and siblings will also benefit by having a welcoming and inclusive place where families can meet, build friendships and feel part of their local community.

If your organisation is in direct supervision of children or vulnerable adults, please confirm that DBS checks and safeguarding procedures are in place. Yes X No ☐

4. Funding Request

Total amount requested: £ 500.00

Budget Breakdown

Item	**Cost (£)**
1. Room Hire	£162.00
2. Refreshments	£88.00
3. Sensory lights, tuff tuff trays, Messy play equipment	£250.00
4.	
5.	

5. Other Funding

Have you applied for funding elsewhere for this project? Yes ☐ No X

If yes, please provide details:

_____
_____

6. Measuring Success

How will you know your project has made a difference?

We will know the project has made a difference through **attendance, feedback from families and observations from our volunteers**. We will monitor how children and young people engage with and enjoy the new sensory equipment during our monthly sessions.

We will also speak regularly with parents and carers to gather feedback about the activities, equipment and overall session. We hope to see children becoming more comfortable engaging in activities, having opportunities to socialise and families continuing to return to the group.

We will record attendance and feedback so we can demonstrate the impact of the funding and identify any improvements families would like. Ultimately, success will mean continuing to provide a **welcoming, inclusive and affordable monthly session** where autistic children, young people and their families feel comfortable, supported and able to enjoy activities together.

Community Grant Application Form

1. Organisation Details

Name of Organisation: Brandon Boxing Club

Address of Organisation:

Contact Name: Alex Oliver BEM Contact Phone Number: _____

Email Address: _____

Legal Status of Organisation:

☐ Unregistered group
☐ Charity
☐ Community Interest Company (CIC)
☐ Charitable Incorporated Organisation (CIO)
☐ Other: Registered England Boxing

If applicable, please include charity number: _____

2. About your Organisation

Please describe what your organisation does, when it was established, and who it supports.

The Brandon Boxing Club has been operating for 13 years and is open to all members of the community. We have a zero discrimination policy. We have sessions for children aged 5 years to men and women in their 60's and 70's. We have sessions For everyone. We have a lot of disabled people who attend the club too.
We also have a very good competitive team who compete regionally, nationally and internationally.

3. Project Title Ring Canvas

What is the funding for? Please describe what you plan to do, including any equipment, services, refurbishment, or activities.

The club is in desperate need for some new ring canvases. The current ones are ripped and becoming threadbare.
We have been repairing them with strong adhesive tape but we have to be careful as they become a trip hazard to the club members using the rings. We can provide photographs of the canvases

Why is the project needed? Explain the problem or issue your project addresses and how funding will make a difference.

It's getting difficult to use the rings as they are tearing apart and are difficult to use as we worry the members will lose their Footing or slip. It would make a great difference to the club as it would ensure both the rings were suitable for activities

Who will benefit from the project? Include approximate numbers, age groups and any groups with specific needs.

All members of the club aged from 5 to 70 approximately 70 to 100 members
All members of the community use the facility as the coaches help them achieve their individual goals.

If your organisation is in direct supervision of children or vulnerable adults, please confirm that DBS checks and safeguarding procedures are in place. Yes ☒ X No ☐

4. Funding Request

Total amount requested: £ 849.98

Budget Breakdown

Item	Cost (£)
1. 12 foot ring canvas	£319.99
2. 16 foot ring canvas	£529.99
3.	
4.	
5.	

5. Other Funding

Have you applied for funding elsewhere for this project? Yes ☐ No ☒ C

If yes, please provide details:

6. Measuring Success

How will you know your project has made a difference?

It will have an instant impact on the club allowing the members to use both the rings without any issues and allowing them
To participate fully within the clubs sessions. It will prevent any slip and trip hazards too allowing everyone peace of mind

7. Declaration

I/we confirm that the information provided in the application form is true and accurate I/we understand that, if successful, funds must only be used for the purposes set out in this application.

Name: Alex P Oliver Position: _____

Signature: __ _____Date: _____

Please send your application to: **Brandon and Byshottles Parish Council, Council Offices, 6 Goatbeck Terrace, Langley Moor, County Durham, DH7 8JJ** or by email to **info@brandonandbyshottlesparishcouncil.gov.uk**

If you need to speak to us about the application, or require help in completing it, please contact us on **0191 378 9947**

Paper copies of this form are available upon request.

Please provide your bank account details for payment to be made by bank transfer.

Bank Account Name:
Account Number:
Sort Code:

Any bank account provided for the purpose of making a donation must be in the name of the organisation. Donations will not be made to individual or personal bank accounts.

GDPR Declaration

The information provided on this form will be collected and processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. It will be used solely for the purpose of administering a request for a donation and the processing of such donation. It will not be shared with any third parties except where required by law.

By submitting this form, you consent to the processing of your personal data for the purposes outlined above. You have the right to access, correct, or request deletion of your personal data at any time by contacting the Parish Clerk at info@brandonandbyshottlesparishcouncil.gov.uk

Community Grant Application Form

1. Organisation Details

Name of Organisation: FRIENDS of LANGLEY MOOR

Address of Organisation: c/o 6 GOATBECK TCE, DH7

Contact Name: J.C. Chapman Contact Phone Number: _____

Email Address: _____

Legal Status of Organisation:

- [x] Unregistered group
- [ ] Charity
- [ ] Community Interest Company (CIC)
- [ ] Charitable Incorporated Organisation (CIO)
- [ ] Other: _____

If applicable, please include charity number: _____

2. About your Organisation

Please describe what your organisation does, when it was established, and who it supports.

Community group of 25 members currently, with aims of improving the quality of life & the local environment for LM residents. Monthly Action Days (often litter picks), programme of talks, special events (as here) & major projects (Lord Boyne Mural)

3. Project Title LANGLEY MOOR CELEBRATIONS (2 events)

What is the funding for? Please describe what you plan to do, including any equipment, services, refurbishment, or activities.

(1) SWITCHING-ON LM XMAS LIGHTS (6/XII/26): refreshments (hot & soft drinks, hot & cold snacks) in Station pub after switching-on

(2) FOLM XMAS GAMES MORNING (12/XII/26): prizes, 2 extra games, Xmas decorations & refreshments

Why is the project needed? Explain the problem or issue your project addresses and how funding will make a difference.

Both events provide the opportunity for local residents to meet and enjoy each other's company. The Xmas Tree lighting-up is a regular, annual event, while we have held one successful 'Games Session' before.

Who will benefit from the project? Include approximate numbers, age groups and any groups with specific needs.

Xmas Tree Switching On : usual attendance = 70 - 80 (all ages) of which half go on to warm up / dry out inside; Games Session: 30-40 - mostly young families.

If your organisation is in direct supervision of children or vulnerable adults, please confirm that DBS checks and safeguarding procedures are in place. ~~Yes ☐ No ☐~~ N/A

4. Funding Request

Total amount requested: £ 200

Budget Breakdown

Item	Cost (£)
1. Refreshments, Xmas lights	100
2. Games Session - refreshments	60
3. " " decorations	20
4. " " games & prizes	20
5.	

5. Other Funding

Have you applied for funding elsewhere for this project? Yes ☐ No ☒

If yes, please provide details:

6. Measuring Success

How will you know your project has made a difference?

Size of attendance ; watch for signs of more FOLM members

7. Declaration

I/we confirm that the information provided in the application form is true and accurate I/we understand that, if successful, funds must only be used for the purposes set out in this application.

Name: JOHN CHAPMAN Position: ACTING CHAIR

Signature: Date: 2/XI/26

September / October 2026 Report
Autumn opening



Reopening all sessions After the summer – saw an influx of year 7 students all wanting to join across all sessions. We have held some awareness raising sessions around Stoptober, English food week and national curry week. The young people love to cooking across all 4 villages and this has become a staple part of the weekly activities.

Weekly clubs continue to thrive – with numbers at an all time high.

We opened our sensory room door again and have a few families coming in and enjoying the safe arm stimulating space for their treasured little ones.

We took part in the Big Autumn clean up with DCC. And have our die-hard group of litter pickers assisting John Chapman on a monthly basis. The group are proud of where they live and feel passionate about keeping as clean and tidy as possible.



Halloween / Half term

We had a spooky sleepover at Brandon where The Blondies used the Key funding to host them and their friends. Raising £500 through the key, the group went shopping planned the event raised the funds and had an amazing time at Psychopath – scare fright festival, then slept over in the youth club – on the night or the storm and left the place cleaner than when we started. 14 young people took part in the sleepover.



We then went to the Forbidden Corner for a spooktacular event. 36 young people from across the Parish took part in a fun filled day, even the weather – which was rain – did not stop play.



We held a Level 1 Youth Work training course here and 17 people attended - 15 YP and 2 adults form Youth Provisions across County Durham. The future is in the hands of our members.

The lunch club had a trip to Harrogate, and were very lucky with the weather!

We held a Halloween party for younger children – again with the seniors helping in packing goody bags and staffing the event. We had over 50 primary aged children attend the free event, which was a total of 36 families.



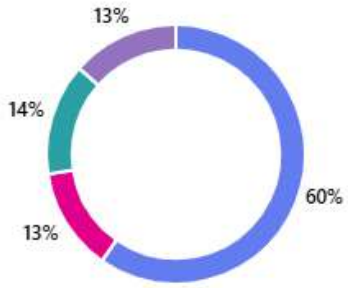




September / October 2026 Report
Statistics

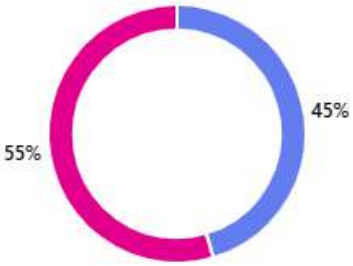
3. What youth club do you attend?

Brandon	111
Ushaw Moor	24
New Brancepeth	26
Esh Winning	25



5. Gender

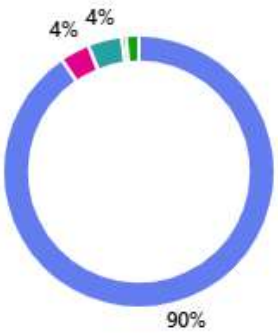
Male	90
Female	108
Non-binary	0
Prefer not to say	0



10. Do you live with?

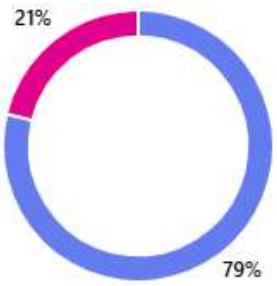
Parents	179
[illegible]	7
Looked After/In care	8
Independent	1
Other	3

Looked After/In care



14. Does your child have any disabilities or special needs?

No	156
Yes	42



September / October 2026 Report

21. Does your child receive free school meals?



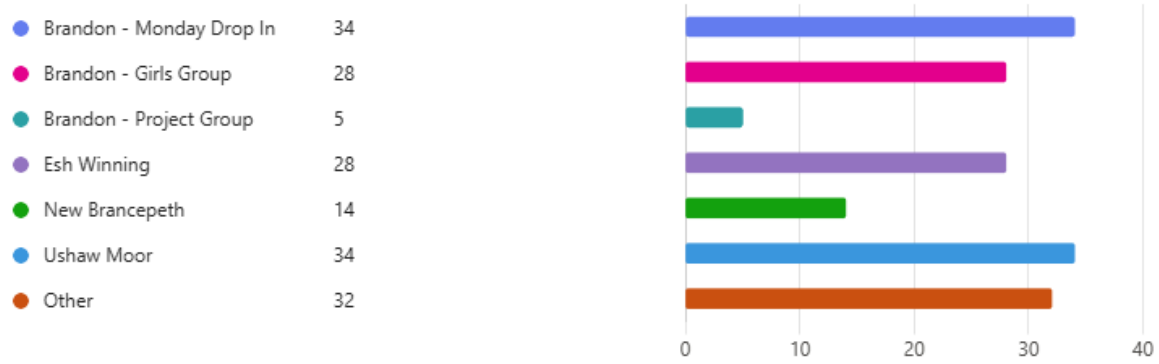
We have 198 young people registered with us since January 2026.

We have 18 adults registered with us for adult classes (not including ESOL these are to follow)

We had 29 surveys completed by parents at the Halloween event informing what other activities they6 would like to see.

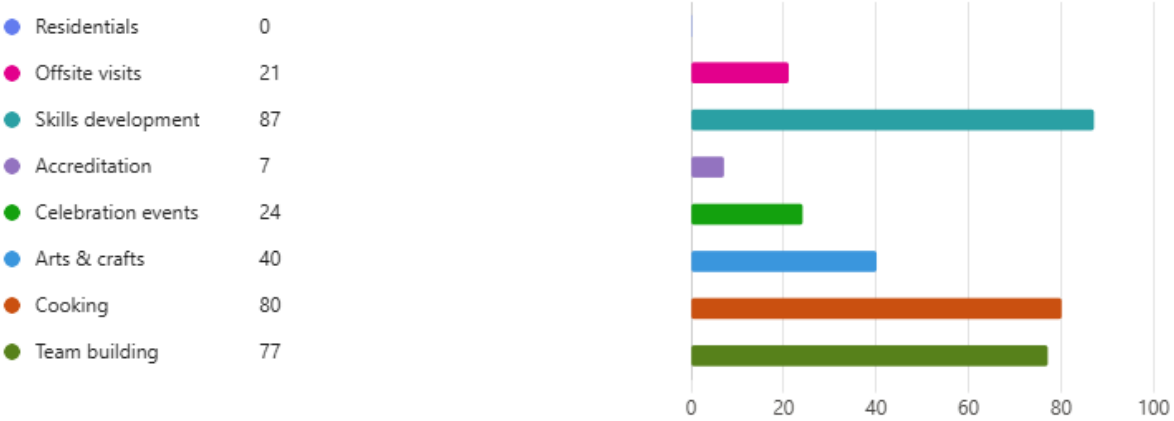
We have 22 toddler registrations from the sensory room.

1. Youth Work Unit



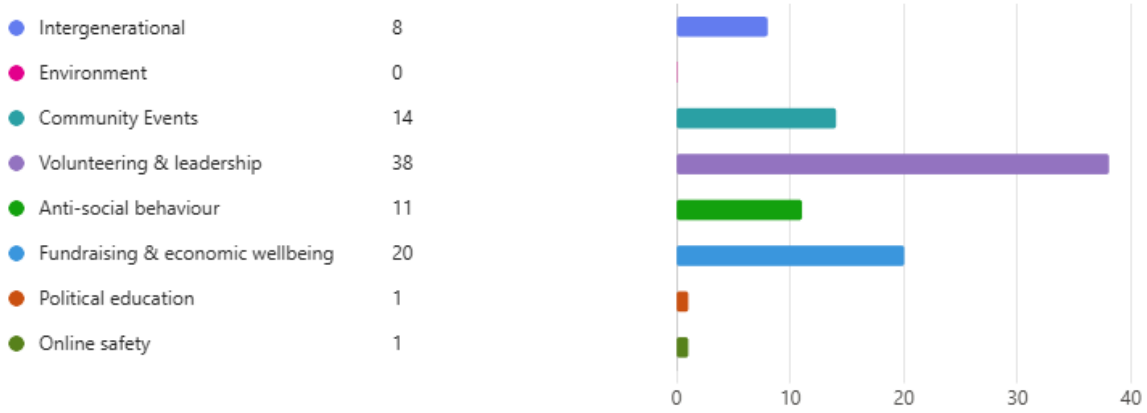
With regards to delivery, we have 175 sessions recorded, and a few outstanding from Esh Winning and New Brancepeth.

11. Curriculum Area (Enjoying, achieving & fun)



September / October 2026 Report

10. Curriculum Area (Citizenship & Community Safety)

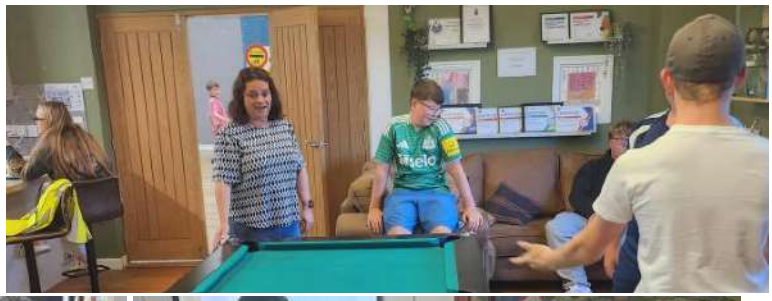


Some of the curriculum areas we cover in those sessions are listed above.















BRANDON & BYSHOTTLES PARISH COUNCIL

PLANNING APPLICATIONS

Week ending 16 October 2026

DM/26/02581/FPA
Retention of temporary buildings (offices, canteen, containers, bike store, gate house and ancillary accommodation) for a two year period during construction work on site. Pragmatic Semiconductor Limited, St Johns Road, Meadowfield Industrial Estate, Meadowfield, Durham, DH7 8RJ.

DM/26/02620/FPA
Retrospective application for retention of parcel locker and concrete base. Land south of Ushaw Moor Cricket Club, Highfield Terrace, Ushaw Moor, Durham, DH7 7QF.

DM/26/02687/CEU
Use of the site as a composite use for the purposes of agriculture, forestry, and land-based operations; a vegetable box scheme, craft and education courses, together with the construction and residential occupation of dwellings (use class C3) and other residential structures available to, and occupied by, persons by reason of and for so long as they are engaged in that use together with their families; such structures being identified on the annexed plan and schedule and marked thereon in green comprising: Houses 1, 2 and 3, the Yurt, the Well, and the Geodome, together with the use of further structures, identified on the annexed plan and schedule and marked thereon in yellow comprising: the Tunnel, the two Caravans, the Field Shelter, the Hen House, the Compost Toilet, the two Timber Stores, the Tool Shed, and the Summerhouse, being either incidental or ancillary to the said use where stated and including the accommodation on a transient basis of volunteers and visitors engaged in or assisting with that use, but excluding any use of the structures numbered [014] Tool Shed and [015] Summerhouse otherwise than as operational development by s171B(1), such composite use, taken as a whole, not falling within any use class specified in the Town and Country Planning (Use Classes) Order 1987 (as amended) and being accordingly a sui generis use and Operational Development: The erection of the operational development identified in the Buildings Schedule hereto and marked thereon [1] to [15] at their respective locations on the plan.
Cookes West Wood, Alum Waters, New Brancepeth, Durham, DH7 7JP

Week ending 23 October 2026

DM/26/02730/VOC
Variation of condition 2 (approved plans) pursuant to application ref DM/23/02397/FPA for replacement house types at plot 1 and plot 2 and revision of plots 3, 4 and 5. Land north of 1-4 Bow View, Ushaw Moor, DH7 7BY.

Week ending 6th November

DM/26/02821/RM

DM/26/02821/RM | Application for reserved matters in relation to appearance, layout, landscaping and scale pursuant to hybrid consent DM/25/00762/FPA, for 49no. dwellings within Phase 2a of the development. | Red Barns Brandon Durham DH7 8DA

November 2026 - Invoices							
Payee	**Date**	**Description**	**Payment Method**	**Amount**	**Credit**	**Decision**	**Invoice/evidence in folder**
A Bonner	10/11/2026	Mileage for conference	BACS	£ 158.40			☑
Amazon	24/09/2026	Credit - refund photo paper	BACS		10.99		☑
Brandon Carrside	October	October Salaries	BACS	£ 3,448.76			☑
Chaps P	09/10/2026	Missed off Oct list	BACS	£ 25.00			
DK Horticulture	23/10/2026	Grass cutting and floral displays	BACS	£ 3,618.58			☑
DU Clean	05/10/2026	Parish Cleaning	BACS	£ 93.60			☑
E On Next	03/11/2026	MF Xmas tree electric	DD	£ 17.88			☑
E On Next	03/11/2026	UM Xmas tree electric	DD	£ 18.25			☑
E On Next	02/11/2026	NB Xmas tree electric	DD	£ 17.69			☑
Expert Fire Solutions	09/11/2026	Deposit for fire door	BACS	£ 593.40		PAID	☑
Gov.uk	22/10/2026	Land search fee	CARD	£ 14.00		PAID	☑
Gov.uk	22/10/2026	Land search fee	CARD	£ 14.00		PAID	☑
Gov.uk	22/10/2026	Land search fee	CARD	£ 14.00		PAID	☑
Gov.uk	09/11/2026	Land search fee	CARD	£ 14.00		PAID	☑
KS Digital	23/10/2026	Wall map - Chambers	BACS	£ 71.00			☑
LGRC	11/11/2026	Consultant fees	BACS	£ 1,523.21			☑
O2	08/11/2026	Parish mobile phone	DD	£ 45.00			☑
Pear Technology	31/10/2026	Annual tech support	BACS	£ 306.00			☑
Post Office	15/10/2026	postage	CARD	£ 4.71		PAID	☑
Total Energies	02/11/2026	Parish Gas	DD	£ 141.97			☑
Transcendit	20/10/2026	M'soft 365 business standard	BACS	£ 15.55			☑
Transcendit	20/10/2026	M'Soft 365 back up	BACS	£ 118.80			☑
UMAG	11/11/2026	Hut Hire dog bags	BACS	£ 22.00			☑
Wave	02/10/2026	Water Ham Row	BACS	£ 74.66		missed from Oct list	☑
				£10,370.46	**£10.99**		

Delegated Decisions - November 2026

In accordance with the Openess of Local Government Regulations 2014 s7			
Date	**Details**	**Alternative options (if any)**	**Details of any consultees (if any)**
21/10/2026	Obtained electricity contracts for Christmas Lights at Langley Moor, Meadowfield, New Brancepeth and Esh Winning. Prices only valid for 1 day. As there was no standing charge due the clerk felt this was good value for money and would save funds for the council as we would only be paying for what was used.	none	The Chair of the council and finance Committee

Civic Functions November PCM

Council	Date of Function	Total Amount
Shildon	12 December 2026	£69.99

Review of Floral Tubs and Planters AGENDA ITEM 147

November 2026

Members have undertaken a review of the Council's floral tubs and planters within their wards over the past few months.

The review has considered the relocation and removal of certain planters, as well as the potential replacement of some existing seasonal planting with herbaceous plants. The aim is to ensure the best possible use of the Council's floral displays while identifying opportunities to achieve future cost savings in both planting and maintenance.

This work has been undertaken in conjunction with DK Horticulture, who currently hold the Council's contract for the maintenance and upkeep of the floral displays throughout the parish.

Members are asked to review the accompanying documentation, which sets out the proposed changes and associated costs. Subject to the Council's approval, the Clerk will liaise with DK Horticulture to finalise the arrangements and agree the implementation of the proposed changes for 2027-2028.

The Clerk has also contacted Clean and Green regarding the relocation of a number of tubs. Clean and Green have agreed to the majority of the proposed moves. However, a small number of tubs within Esh Winning Ward will require further liaison with Durham County Council Highways to establish whether the proposed relocations can be accommodated.

Recommendation: That Members review and approve the proposed changes and associated costs as detailed in the accompanying documentation, authorising the Clerk to progress the agreed arrangements with DK Horticulture, Clean and Green and, where necessary, Durham County Council Highways.

	Round Tubs	3 Tiers	4 Tiers	Coal Trucks	Rectangle Planter	Square Planter	Circle Bed	Marker Bed	TOTAL COST	ADDITIONAL COST for relocating etc	Total plus additional cost
Esh Winning	21	0	0	0	2	0	2	3	£2,840.76	£55.00	£2,895.76
Ushaw Moor	29	0	0	2	0	0	3	4	£3,924.11	£150.00	£4,074.11
Langley Moor	16	6	0	0	0	2	0	1	£3,141.60	£245.00	£3,386.60
Brandon	19	3	0	0	7	1	20	0	£6,610.83	£30.00	£6,640.83
Meadowfield	14	0	0	1	0	0	0	2	£1,648.90	£90.00	£1,738.90
New Brancepeth	5	0	0	1	0	0	0	1	£710.14	£0.00	£710.14
Total Item	104	9	0	4	9	3	25	11	**£18,876.34**	**£570.00**	**£19,446.34**
Cost per Item	£84.24	£240.75	£0.00	£108.34	£84.27	£84.33	£180.69	£180.60			
Total	**£8,760.96**	**£2,166.75**	**£0.00**	**£433.36**	**£758.43**	**£252.99**	**£4,517.25**	**£1,986.60**			

Brandon - Brandon & Byshottles Parish Council Bedding Plant Tubs, Planters and Beds Location 2027						
Bed Location/Name	**Round Tubs**	**3 Tiers**	**Rectangle Planter**	**Square Planter**	**Circle Bed**	**One off costs/notes**
Brandon, High Shaws					1	Change to herbacious
Brandon, Stack Garth					1	Change to herbacious
Brandon, Church Square					3	Change to herbacious
Brandon, Miners Statue					2	
Brandon, Grey Gables		3			3	
Brandon, Grey Gables/Red Courts Care Home					1	
Brandon, Sycamore Park Fronts					2	
Brandon, Sycamore Park Inner					2	
Brandon Community Centre					1	Already changed
Brandon Scripton Gill Road					1	
Brandon, Middle Grove Rd					3	
Brandon, Old Brandon Village	19		7	1		
	19	**3**	**7**	**1**	**20**	
Cost Per Item	£84.24	£240.75	£84.27	£84.33	£180.69	
Total Cost per Item	£1,600.56	£722.25	£589.89	£84.33	£3,613.80	
Total Overall Cost	**£6,610.83**	**plus £30**	**£6,640.83**			
Cost to move 3 beds - £30 However, there will be more savings on year 3 with 6 beds changing to herbacious Total additonal savings - £542.07						**£30.00**

Esh Winning - Brandon & Byshottles Parish Council					
Bed Location/Name	**Round Tubs**	**Rectangle Planter**	**Circle Bed**	**Marker Bed**	**One off costs/notes**
Waterhouses Road Sign Marker	1			1	
Waterhouses, Ivesley Cottages	1				
Waterhouses, Community Hall	3				
Waterhouses Junction	3				
Parkwood Cemetary			1		
Waterhouses Road Sign Marker				1	
Esh Winning Station View	2				
Esh Winning Stags Head Pub Corner	1				
Esh Winning Shop Fronts	4	2			
Esh Winning New House Rd	2				
Esh Winning Woodland Road (Communal Hall)	2				
Newhouse Road Club	2				
Esh Winning Castlefields			1		
Esh Winning Road Sign Marker				1	
TOTAL	**21**	**2**	**2**	**3**	
Cost per item	£84.24	£84.27	£180.69	£180.60	
TOTAL COST PER ITEM	£1,769.04	£168.54	£361.38	£541.80	
OVERALL TOTAL		**£2,840.76**	**PLUS £55**	**£2,895.76**	
Cost to relocate tubs - £40 and seed 1 circle bed £15					**£55.00**

Langley Moor - Brandon & Byshottles Parish Council					
Bed Location/Name	**Round Tubs**	**3 Tiers**	**Square Planter**	**Marker Bed**	**One off costs/notes**
Langley Moor Road Sign Marker				1	Removed tub
Langley Moor Holliday Park	2	1			Removed circle beds, 3 tiers and replace 2 entrance with tubs
Langley Moor Lord Boyne Hotel Corner	3	1			Removed circled beds
Langley Moor Wesley Ct	2				Potentially to remove
Langley Moor Aldi		1			Removed circle bed - Tesco/Aldi to fund or be removed
Langley Moor Salvation Army Front St	2	1			Removed circle bed
Langley Moor Black Rd Corner, Odd Apple		1	2		Removed circle bed
Langley Moor Tesco Courtyard	4				Tesco/Aldi to fund or be removed
Langley Moor Front St Grass Area	2				
Langley Moor Black Rd Bungalows	1	1			Removed circle bed
TOTAL ITEMS	**16**	**6**	**2**	**1**	
COST PER ITEM	£84.24	£240.75	£84.33	£180.60	
TOTAL COST PER ITEM	£1,347.84	£1,444.50	£168.66	£180.60	
TOTALS	**£3,141.60**	**plus £245**	**£3,386.60**		**£245.00**
Cost to relocate 6 tubs - £60, Cost to remove tier beds - £60, Seed all 7 circle beds - £105					

Meadowfield - Brandon & Byshottles Parish Council
Bedding Plant Tubs, Planters and Beds Location 2027

Bed Location/Name	Round Tubs	Coal Trucks	Marker Bed	One off costs/notes
Meadowfield Road Sign Marker coming from Brancepeth village			1	
Meadowfield Burnigill Rd	5			Remove 3
Browney road marker sign	1			Change of costs
Meadowfield Browney Lane, Browney Pub	2			
Meadowfield Addison Park		1		Tier and bed DCC
Meadowfield Browney Lane opp Petrol Station	2			
Meadowfield Station Rd	2			Remove 2
Meadowfield Sports Centre Lobley Hill Rd				Tier and bed DCC
Meadowfield Road Sign Marker coming from Brancepeth village			1	
Meadowfield Cemetary	2			Remove 4
	14	**1**	**2**	
Cost per item	£84.24	£108.34	£180.60	
Total Cost per item	£1,179.36	£108.34	£361.20	
Total Overall Cost	**£1,648.90**	**plus £90**	**£1,738.90**	
Cost to move tubs - £90				£90.00

New Brancepeth - Brandon & Byshottles Parish Council Bedding Plant Tubs, Planters and Beds Location 2027				
Bed Location/Name	**Round Tubs**	**Coal Trucks**	**Marker Bed**	**One off costs/notes**
New Brancepeth Cooperative Terrace, Club	2	1		
New Brancepeth Village Hall	3			
New Brancepeth Road Sign Marker			1	
	5	**1**	**1**	
Cost Per Item	£84.24	£108.34	£180.60	
Total Cost per Item	£421.20	£108.34	£180.60	

Total Overall Cost	**£710.14**

Ushaw Moor - Brandon & Byshottles Parish Council Bedding Plant Tubs, Planters and Beds Location 2027					
Bed Location/Name	**Round Tubs**	**Coal Trucks**	**Circle Bed**	**Marker Bed**	**One off costs/notes**
Ushaw Moor Raised Timber Sign Marker				1	
Ushaw Moor St Lukes Church	2				
Ushaw Moor Baptist Church	2				
Ushaw Moor, Esh Wood View	1				Removed 1 tub and tier
Ushaw Moor Raised Timber Sign Marker				1	
Ushaw Moor, Whitehouse Court	3				
Ushaw Moor, New Acres	4		1		
Ushaw Moor, Aldersons Funeral Services	2				
Ushaw Moor, The Flass	2				Removed 1 middle tub
Ushaw Moor, The Roundy	6	1	1		Removed 3 (Right side of benches and next to bin)
Ushaw Moor Cemetary	2				Removed 2 (right side of bench)
Ushaw Moor, Road Sign Marker				1	
Broompark Raised Timber Marker				1	
Broompark West Farm Ct	2				
Broompark The Loves Pub	2				Removed 1
Broompark, Cookes Wood	1	1	1		Removed 1
	29	**2**	**3**	**4**	
Cost per Item	£84.24	£108.34	£180.69	£180.60	
Total cost per Item	£2,442.96	£216.68	£542.07	£722.40	
Total Cost per Item	**£3,924.11**	**Plus £150**	**£4,074.11**		
Cost to move tubs - £130, Cost to move tier - £20					**£150.00**

Brandon & Byshottles Parish Council

Mrs Claire Dixon
Clerk to the Council

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

MEMBERS ALLOWANCES, TRAVEL AND SUBSISTENCE POLICY

Councillors and Employees

Parish Councillors

Parish Councillors are unpaid and do not receive an annual allowance for carrying out council duties. However, Councillors may be reimbursed for travel expenses when on council business outside the Parish of Brandon an Byhsottles as follows:

Councillors are permitted to claim for authorised journeys only.

Travelling and associated expenses on journeys on Council business (either usage of private vehicle or public transport) to include mileage at current HMRC rate and parking if relevant.

Subsistence payments for refreshments will only be paid when the Councillor is away from home for more than 4 hours, at an authorised event, where no refreshments are included. See Subsistence – No Overnight Absence.

All claims are to be made promptly to the Clerk (within 2 months of expenditure) and **MUST** be accompanied by a receipt for parking and subsistence.

Parish Council Employees

Brandon and Byshottles Parish Council will reimburse employees for reasonable expenses which are necessary, and exclusively, incurred in connection with Council business.

Employees should not be either financially disadvantaged or advantaged because of genuine Parish Council expenses.

Employees are responsible for the payment of all expenses they incur, and expense/ travel claims should be submitted for payment as soon as possible and in any event no later than six weeks after incurring the expenditure unless there are direct settlement arrangements with suppliers in place.

Chair's Allowance

Section 15 (5) of the Local Government Act 1972 provides for Town and Parish Councils to pay the chair 'for the purposes of enabling them to meet the expenses of their office such allowance as the Council think reasonable'.

Each year the Council will set an annual budget for the Chair's Allowance. Payments may be reimbursed to the Chair on production of a receipt, or the Chair may be paid the lump-sum allowance. If the allowance is paid as a round sum annually, the Chair is still required to provide receipts to the total of the allowance to the Responsible Financial Officer.

Permitted Expenditure

The Local Government Act 1972 does not stipulate the type or category of expenditure for which the Chair may use the Chair's allowance. However, it is commonly described as recompense for the expenses of maintaining dignity of office.

General items include:

- Mileage to and from events outside of the Parish
- Tickets for events
- Hospitality
- Providing support to Chair/Civic events (e.g., raffle prizes)
- Donations at events
- Donations to charities
- Reasonable clothing allowance for Civic events

Provisions made for the Chair's allowance in the Local Government Act 1972 do not extend to the Vice-Chair, who is treated the same in law as all other Parish Councillors. However, it is acknowledged that the Vice-Chair is likely to incur costs associated with officially representing the Chair in their absence. As such, the Vice Chair can be reimbursed any legitimate out of pocket expenses incurred whilst deputising for the Chair, out of the allowance.

Payments for items such as event tickets, prizes, food and refreshments provided for hospitality purposes may be reimbursed to the Chair where they have been purchased personally on behalf of the Council. Wherever possible, original receipts or other proof of purchase must be submitted with the claim. Where receipts are unavailable, the Chair must provide signed written details of the expenditure, including the date, amount, purpose, and reason why a receipt cannot be provided.

All claims for reimbursement must be submitted to the Clerk as soon as reasonably practicable and, in any event, within one month of the expenditure being incurred.

At the Chair's discretion, it is possible to pay the allowance as a round sum annually following the election of the Chair each May, however, it will be subject to the usual tax and national insurance deductions, this is because a basic allowance paid to any Councillor is not a salary but is treated by HM Revenue and Customs (HMRC) as taxable income. The Chair will be required to submit a self-assessment tax return to declare the taxable income.

If the allowance is paid as a round sum annually, the Chair is still required to provide receipts to the total of the allowance to the Clerk, and this should be done at the end of their term.

The Chair may wish to donate the remaining balance from their allowance to a nominated charity.

Travel

Travel expenses do not include travel between home and the office.

Employees should travel by the most cost-effective mode of transport taking in account of the journey time and the nature of the journey as well as the monetary cost.

Travel by own car/motorcycle

The mileage allowance is set by reference to the HMRC rules on Approved Mileage Allowance Payments and these should be referred to when paying mileage.

Where the Councillor/employee is using their own vehicle, they should ensure that the vehicle is in good working order, fully insured, taxed and MOT'd.

To claim milage allowance the car must also have business insurance and a copy of the certificate be provided to the Clerk.

Travel by Taxi

The use of taxis is only permitted in exceptional circumstances, when strictly necessary and where it is cost effective to do so. A receipt should always be obtained.

Travel by Train/Tube/Bus

Tickets should be retained where possible. Where an Oyster card is used evidence should be provided for the additional cost incurred (for example printing off the journey cost provided by the Oyster fare finder). Standard class should be used when travelling by train and where possible booked sufficiently in advance to obtain the best prices.

Overnight Accommodation

Hotel accommodation should be booked in advance at the best available rate and approved by the Council before booking. The location of the accommodation should be considered in relation to overall costs, including transport expenses and travel time to and from the venue.

The Council will reimburse the actual cost of overnight accommodation necessarily incurred on approved Parish Council business, provided the cost is reasonable and represents value for money.

Examples of reasonable accommodation include standard business or budget hotels. Luxury accommodation, room upgrades, minibar charges, room service, entertainment and other personal expenses will not be reimbursed unless specifically authorised by the Council in advance.
All claims must be supported by valid receipts.

Subsistence – Overnight Absence

The Council will reimburse reasonable out-of-pocket expenses incurred by a Councillor or employee where it is necessary to stay away from home overnight on official Parish Council business.

Reimbursable expenses include:

- Hotel accommodation (as detailed above)
- Breakfast, where not included in the accommodation cost
- Lunch, up to £10.00
- Evening meal, up to £20.00, where not included in the accommodation cost
- Non-alcoholic beverages, up to £5.00

Alcoholic drinks will not be reimbursed.

Reimbursement will be limited to the maximum amounts stated above. Any expenditure in excess of these limits will be the responsibility of the individual and will not be reimbursed unless exceptional circumstances have been approved by the Council in advance.

All claims must be supported by receipts and submitted in accordance with the Council's expenses claim procedure.

Subsistence – No Overnight Absence

An employee, or Councillor, may claim for meals and non-alcoholic beverages up to a maximum of £25.00 per day when travelling on Parish Council business. This is intended to reimburse the employee for additional expenditure as a result of having to travel on Parish Council business.

Personal incidental expenses cannot be claimed where there is no overnight stay.

Eye Tests and Spectacles

The Council recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (Amended 2002).

The Council will contribute to the cost of an eye test if the use of a computer monitor is a significant part of the employee's working day on Parish Council business.

The Parish Council will contribute £30 towards the cost of an eye test conducted by a suitably qualified optician and following sight of the receipt.

The Council will only reimburse for one eye test in any 12 month period.

If the test reveals that spectacles are required for exclusively computer work the Council will contribute £75 towards the cost of spectacles. Any additional cost for upgraded frames, coatings or varifocal lenses shall be met by the individual.

CITY OF DURHAM PARISH COUNCIL
Learning from the past. Building for the future.

To: the Parish Clerks of:

Bearpark Parish Council
Shincliffe Parish Council
Framwellgate Moor Parish Council
Brandon and Byshottles Parish Council
Witton Gilbert Parish Council
Belmont Parish Council

City of Durham Parish Council
c/o The Enginemen Secretary's Office
The Miners Hall
Flass Street
Durham
DH1 4BE

1st November 2026

RE: Proposed joint working to protect Durham's Green Belt

The City of Durham Parish Council has asked me to write to your Council to express its serious concerns regarding the potential loss of further designated Green Belt land in our area, through the preparation of the new County Durham Plan, and to invite your Parish Council to consider working collaboratively with us to protect this important and irreplaceable resource.

Durham County Council has undertaken a Call for Sites exercise as part of the preparation of its new Local Plan. The sites submitted include substantial areas of land currently designated as Green Belt. The scale and location of these submissions have caused considerable concern amongst our community and many of the concerns regarding traffic congestion, infrastructure, environmental protection, heritage and the separation of settlements are shared across our communities. The scale of these proposals can more easily be viewed here: https://maps.durhamcity.org.uk/ScopingSites.php

At present, only 3.8% of County Durham's land area is designated as Green Belt and its importance to our communities and environment cannot be overstated. We believe that the limited extent of Durham's Green Belt makes it especially important that any proposals to remove land from its protection are subjected to the most rigorous scrutiny.

The City of Durham Parish Council fully appreciates that the submission of land through the Call for Sites process does not mean that every site will be allocated for development, nor that development on any particular site is inevitable. Each submission will need to be assessed by Durham County Council, and decisions about potential allocations will be made as the new Local Plan progresses. Nevertheless, the number, scale and location of the sites being promoted demonstrate the considerable development pressure being placed upon Durham's remaining Green Belt.

We believe it is essential that Parish Councils engage with this process at the earliest opportunity, rather than waiting until proposals have reached an advanced stage. As you will know, Durham County Council has published its Local Plan Timetable, which identifies the key stages to preparing the new local plan:

https://www.durham.gov.uk/media/50183/Local-Plan-timetable/pdf/LocalPlanTimetable-June2026.pdf?m=1781794860323

These dates demonstrate that there is a relatively limited window in which Parish Councils can prepare their evidence, develop their representations and secure the professional support necessary to challenge any proposals that would result in the removal of further Green Belt land.

Although the published timetable does not specify the precise dates of the Examination in Public hearings, the submission of the Plan for examination is scheduled for 1 May 2028, with the publication of examination recommendations anticipated by 30 September 2028. The City of Durham Parish Council is firmly of the view that any proposals to alter the existing Green Belt boundaries must be robustly challenged through the statutory planning process, including at the Examination in Public.

We also recognise that the issues involved are likely to be legally and technically complex. They may require detailed consideration of national planning policy, the justification for altering Green Belt boundaries, housing and employment land requirements, reasonable alternatives, infrastructure capacity and the evidence underpinning the proposed allocations.

For this reason, we believe there is a strong case for obtaining specialist planning legal representation, potentially supported by independent planning consultants, to ensure that the interests of our communities are properly represented throughout the Local Plan process and, in particular, at the Examination in Public.

We therefore wish to explore whether your Parish Council would be interested in working collaboratively to establish a coordinated approach to the emerging County Durham Plan. In particular, the City of Durham Parish Council would welcome your Council's views on:

- Establishing a joint working group of Parish Councils to monitor the preparation of the County Durham Plan and scrutinise proposals affecting the Green Belt.
- Jointly commissioning specialist planning and legal advice on any proposed Green Belt releases.
- Exploring the feasibility of sharing the costs of legal representation at the Examination in Public, should this become necessary.

We believe that a collaborative approach would allow participating Parish Councils to pool their resources, avoid unnecessary duplication and ensure that the case for protecting Durham's Green Belt is presented as effectively as possible.

Given the timetable for preparing the new County Durham Plan, the City of Durham Parish Council considers it important that discussions begin well in advance of the formal examination process. We would therefore be grateful if you could bring this correspondence to the attention of your Parish Councillors and seek their views on whether your Council would be willing, in principle, to participate in a joint approach.

Our intention is not to prejudge the outcome of the Local Plan process, but to ensure that our communities are properly equipped to scrutinise and, where justified, challenge proposals that threaten the continued protection of Durham's Green Belt.

Once Green Belt land is lost to development, it is lost for good. We believe that the protection of Durham's remaining Green Belt is a responsibility shared by all those who represent the communities living within and around it.

We look forward to hearing from you.

Yours sincerely,

Adam Shanley
Clerk to the City of Durham Parish Council

CITY OF DURHAM PARISH COUNCIL
Learning from the past. Building for the future.

City of Durham Parish Council
c/o The Enginemen Secretary's Office
The Miners Hall
Flass Street
Durham
DH1 4BE

10th November 2026

Dear colleagues,

Re: Joint working to protect Durham's Green Belt – follow-up letter

Thank you for your Council's positive response to our letter of 1st November 2026. The City of Durham Parish Council very much welcomes your willingness to explore a collaborative approach to reviewing the emerging County Durham Plan and protecting Durham's Green Belt.

In relation to steps moving forward, City of Durham wishes to propose establishing a multi-parish working group, comprising one nominated Parish Councillor from each participating Council, to lead and coordinate this important work. The group would review emerging proposals, coordinate evidence and representations and develop recommendations for jointly commissioning specialist planning and legal advice. Any financial commitments would remain subject to approval by the participating Councils.

Although the Call for Sites submissions are already available, we will not know which sites Durham County Council proposes to allocate until Spring 2027. We understand that DCC will publish its site assessment findings alongside the consultation on proposed Local Plan content and evidence, scheduled to run from 1st March to 12th April 2027. This will allow us to identify the Green Belt sites being taken forward and assess the work required.

The subsequent consultation on the final proposed Local Plan, currently scheduled for 26th October to 21st December 2027, will be a critical opportunity to submit our coordinated representations, supporting evidence and associated documentation ahead of examination. Expenditure on preparing this case is therefore anticipated during the 2027/28 financial year, for which Councils are now considering their budgets.

At this stage, we can only use an indicative average barrister's fee of £2,000 per day for budgeting purposes. The total cost will depend on the proposals brought forward, the evidence required and the extent of professional support commissioned. The City of Durham Parish Council is presently looking to budget £25,000 towards scrutinising the County Durham Plan and presenting an effective case for protecting its Green Belt sites. This remains subject to formal budget approval and is not an estimate of the total cost of the joint work.

We would therefore invite your Council to nominate a Parish Councillor to the working group and attend an initial meeting in early December 2026. This would enable us to agree how the group will operate, consider the anticipated scope and costs and discuss an appropriate contribution from each Council for inclusion in its 2027/28 budget.

To move this forward, I would be most grateful if you could let me have your nominated representative's name and contact details so that we can arrange such a meeting by 20th November 2026 please.

Yours sincerely,

Adam Shanley
Clerk to the City of Durham Parish Council

Brandon & Byshottles Parish Council welcomes Durham City Parish Council's invitation to collaborate with it, and other neighbouring Parish Councils, on measures to protect areas designated as Green Belt within their boundaries. It authorises the Clerk, in liaison with the Environment Committee as appropriate, to enter into discussions to determine and report back to the Council on the scope and feasibility of the proposed collaboration, including its potential to also further the Council's plans (e.g. by means of cost savings, sharing resources, and collective lobbying) to obtain Local Green Space and Protected Open Space designations, as approved in principle at its October meeting minute number 122.

Contact: Town and Parish Council Precepts
Direct Tel:
email: townandparishprecepts@durham.gov.uk
Our ref: T&PC 27/28

Mrs C Dixon
Council Offices
6 Goatbeck Terrace
Langley Moor
Co Durham
DH7 8JJ

10 November 2026

Dear Parish / Town Clerk

Tax Base 2027/28 for Town and Parish Councils

On 18 November 2026, Cabinet will formally set the tax base for 2027/28.

For 2027/28, Durham County Council has calculated an overall council tax base of **152,833.6 Band D equivalent properties**. This represents a 0.79% increase from the previous year and reflects prudent assumptions around property growth, and changes in the incidence of exemptions, premiums and discounts impacting on the tax base calculations. There are no changes to any policies on discounts and exemptions that will take effect from April 2027.

Tax Base Position 2026/27

Your tax base is shown below for your council:

Brandon & Byshottles Parish Council	
Current Tax Base (2026/27) **[A]**	5,500.6
Tax Base for 2027/28 [B]	**5,485.8**
Tax Base Increase/(Decrease) from 2026/27 **[C] = [B] - [A]**	**- 14.8**
Current Band D Council Tax (2026/27) **[D] £**	53.40
***Net Position [E] = [C] x [D] £**	- 790.32

*This is the amount you would have to increase or decrease your precept by to give you a standstill position in terms of resource availability (in cash terms).

Resources
Durham County Council, The Rivergreen Centre, Durham DH1 5TS
Main Telephone 03000 26 0000

The Government assumes Town and Parish Councils, in setting their precepts, to consider all available options to mitigate the need for council tax increases. For a number of years, the Government has considered the introduction of a cap on council tax increases implemented by Town and Parish Councils.

There is no indication at this stage that a cap will be implemented for 2027/28, however, any Government proposals to do so would be set out at the time of the provisional local government finance settlement published by the Ministry of Housing, Local Government and Communities, which is due mid December 2026.

I would be grateful if you could submit your precept requirement **by 29 January 2027** to enable this to be incorporated into the 2027/28 budget and council tax setting reports to Cabinet and Council in February 2027. I have attached the relevant Official Precept Request forms within this letter for you to complete.

Precept payments will be paid directly into your bank account in accordance with the instalment profiles that applied in 2026/27. **Please ensure that all relevant bank account details are supplied on the attached form. Please also supply your current email address for remittance notification.**

If your precept is greater than £140,000 you must also comply with the requirements of the Council Tax Regulations 2003, which require additional information to be published as follows:

- **Gross expenditure breakdown by class of service provided;**
- **Income broken down by class of service provided;**
- **Net expenditure broken down by class of service provided;**
- **A statement of the effect of the aggregate gross expenditure and net budget requirement upon the level of precept issued.**

Should you require any further information with regards to this letter, please do not hesitate to contact my Technical Accountancy Team via email at **townandparishprecepts@durham.gov.uk**. Further information is provided in the 18 November 2026 Cabinet report, which is available on the Durham County Council website.

Yours sincerely



Paul Darby
Corporate Director of Resources

DURHAM COUNTY COUNCIL

OFFICIAL PRECEPT REQUEST 2027/28 –Brandon & Byshottles Parish Council

Please return a completed, signed electronic request via email to townandparishprecepts@durham.gov.uk.

1. Precept Requirement for 2027/28	£
2. Tax Base 2027/28	**5,485.8**
3. Band D Charge	£
Divide the precept figure in Box 1 by the tax base figure in box 2 to calculate the Band D charge for the year commencing 1st April 2027	
4. Date of Meeting	
This is the date of the parish/town council meeting where the precept in box 1 above was agreed. Please provide separate details below for both Chair and Clerk (Clerk details not required for Parish Meetings).	

Print Name (Chair)		**Signature**		**Date**	
Print Name (Clerk)		**Signature**		**Date**	

Bank details for payment:

Name of bank			
Bank address			
Sort code		**Account number**	

Email for remittance advice	

It is essential that all of the above information is provided. Failure to do so may result in a delay in your precept/grant being paid.

Resources
Durham County Council, The Rivergreen Centre, Durham DH1 5TS
Main Telephone 03000 26 0000

www.durham.gov.uk

Internal Audit 2026/27

The Clerk has contacted David Newman, the internal auditor from last year, to ascertain whether they are available to undertake the Council's Internal Audit for the 2026/27 financial year.

Details of the proposed audit costs are provided below for Members' consideration. A copy of the Internal Auditor's current Risk Assessment has also been circulated for information.

Costs for 26/27 would be: - £27.50 per hour + VAT and any travel expenses.

Last years costs were the same and we totalled 18 hours work and additional cost for travel expenses which amounted to £662.04.

Recommendation
Members are requested to consider the information and determine whether they wish to appoint the auditor for the current financial year.

David Newman: Internal Audit Risk Assessment **Brandon & Byshottles** **November 2026**

Risk Area	Assessment	Mitigation Plan		RFO Evidence / Tick
1. Competence of the Internal Auditor				
Qualifications & Experience	Does the auditor hold relevant qualifications and experience?	Request up-to-date certifications and examples of past work.	22 years experience in financial industry including extensive analysis of financial statements. Similar period of time as training and development consultant, training people at all levels in a wide range of business, financial and budgetary topics. MBA completed, with a range of banking and HR qualifications.	
Understanding of Local Government Finance	Is the auditor familiar with statutory obligations and accounting standards?	Ask for evidence of knowledge in relevant regulations.	Have completed FILCA and PIALC training. Employed as a parish council clerk in Northumberland.	
Continuous Professional Development	Does the auditor keep up with changes in auditing standards and laws?	Ensure participation in ongoing training.	Completed ILCA, FILCA and PIALC training. Member of SLCC, Local Council Cunsultancy (LCC) and Internal Audit Forum	
2. Independence and Objectivity				
Independence from Council Operations	Is the auditor free from council decision-making processes?	Verify the absence of operational involvement or conflicts of interest.	Completely independent from Brandon & Byshottles.	
Conflicts of Interest	Are there financial or personal interests that may compromise objectivity?	Obtain a formal declaration of any potential conflicts.	No potential conflicts of interest.	
Engagement Rotation	Has the auditor been with the Council too long, affecting objectivity?	Consider rotating auditors after several years of engagement.		
3. Audit Processes and Reporting				
Audit Plan	Does the internal auditor provide a comprehensive plan, covering high-risk areas?	Review the plan in advance to ensure thorough coverage.	Use of current templates produced by SLCC / NALC. Letter of Engagement used to clarify process, requirements and outcomes with the Council.	

Methodology	Is the auditor's approach suitable for identifying risks and testing controls?	Evaluate the methodology for completeness and rigour.	Follow process and guidance provided by SLCC / NALC in Practitioners' Guide.	
Communication of Findings	Are findings clearly communicated, with actionable recommendations?	Regular updates during the audit process and clear final reporting.	Completion of IAR will include visit(s) to Brandon & Byshottles and communication / discussion with clerk (and even the Council) prior to final report.	
4. Audit Resources and Capacity				
Staffing Levels	Does the auditor have adequate personnel to complete the audit on time?	Request confirmation of resource availability.	Relevant time is booked out in my schedule to avoid conflicts of requirements.	
Access to Expertise	Does the auditor have access to specialists, if needed (e.g., IT, fraud)?	Ensure arrangements for expert consultations where necessary.	Network of business colleagues and member of forums such as LinkedIn. Have access to SLCC, FILCA and NALC resources.	
5. Reputation and Track Record				
Past Performance	Has the auditor delivered quality audits in the past?	Review feedback from past clients or performance in previous audits.	Currently working with 12 town and parish councils in Northumberland.	
Feedback from Clients	Are there positive reviews from similar councils or organisations?	Seek references or feedback from other local authorities.		
6. Compliance with Regulatory Standards				
Internal Audit Standards	Does the auditor comply with PSIAS or other relevant local council audit standards?	Check adherence to relevant auditing frameworks.	Use of current templates and processes produced by SLCC / NALC.	
Legal Compliance	Is the auditor familiar with relevant laws, e.g., the Local Government Act?	Verify knowledge and compliance with all applicable regulations.	Use of current templates and processes produced by SLCC / NALC plus additional resources linked to these.	
7. Follow-Up on Past Audit Recommendations				
Implementation of Recommendations	Has the Council acted on past audit recommendations?	Document follow-up actions and review their effectiveness.		
8. Fraud Detection				
Fraud Risk Assessment	Does the auditor assess and detect potential fraud risks effectively?	Request details of fraud detection methodology and whistleblowing policies.	Professional Indemnity Insurance held.	

Motion submitted by Cllr J Hirst AGENDA ITEM 153

Brandon & Byshottles Parish Council notes the content of this report, and the recommendation that Council meeting agendas should include a standing item for the Clerk to deliver a progress report on previously agreed actions, preferably tabulated as a rolling Action Log. The benefit of this recommendation, endorsed by CDALC's officers, is to enable Town and Parish Councils to keep better track of their agreed actions without re-opening previous discussions. The Council welcomes this recommendation and agrees to implement it, for a trial period of three months in the first instance after which the realisation of intended benefits shall be reviewed.

Planning Training

Planning Training for Parish and Town Councillors – delivered by Town and Country Planning Association Weds 9th Dec 1.30-2.30pm £59

Session purpose:
The TCPA recognise the importance of Parish and Town Councils in giving a voice to people on planning issues particularly through the preparation of neighbourhood plans. This is becoming even more important as local Government reorganisation is set to make planning authorities larger and more distant from the people they serve.
The updated National Planning Policy Framework (NPPF) represents a significant change to the way local plans and planning decisions will be made in England.
The training will give a general introduction to planning and give an update on the planning system in the context of the updated NPPF.
The training will be suitable for parish councillors and councils interested or working in planning.

Who is this training for?
This session is targeted at parish council members that are involved in planning and want to learn more about planning policy, implementation and impact.

Format: Online, Zoom, December 9th 1:30pm-2:30pm

Recommendation
To consider any members for attendance.