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Conserving our Past: Building Our Future

Chair Cllr. Harvey Neve

Minutes of the Annual Parish Council Meeting held

Wednesday 13 May 2026 at 7.30pm

Location: Bishop Middleham Village Hall

Present: Cllr. H. Neve (Chair), Cllr. J Brownlee, Cllr. V. Cooke, Cllr. G. Jacobs, Cllr. M. MacCallam, Cllr. E. Sparks

Parish Clerk: Mrs. A. Hall

County Councillor: Cllr. I Catchpole

PCSO: PCSO J Walbey

Members of the Public: 0

1. [Notice of Meeting](#) - Public Notice of the Meeting has been given in accordance with Schedule 12 paragraph 10(2) of the LGA 1982. Cllr Neve opened the meeting at 7.30pm. Cllr Neve informed the Parish Council that Cllr. Turner had tendered his resignation from the Council verbally to him this evening. **Resolved:** Clerk to contact Cllr Turner to request resignation in writing.
2. [Apologies](#) - Cllr. A. Anderson, Cllr. G. Turner.
3. [Declarations of Interest](#) To notify of any items that appear in the agenda in which you may have an interest, including those that have previously been recorded in the Members Register of Interests. (Members are reminded of the need to declare any interest prejudicial or personal in accordance with the Code of Conduct as agreed by Council). No declarations made.
4. [Minutes of the Parish Council Meeting held on 8 April 2026](#)
The minutes of the meeting held on 8 April 2026 were reviewed and approved as a true record of the meeting. **Proposed:** Cllr Neve, **Seconded:** Cllr Brownlee
5. [Public Participation](#)
No members of the public were present.
6. [County Councillor Report](#)
Cllr Catchpole attended the Annual Assembly and the Annual Parish Council meeting. No formal report given. Any monthly report will be forwarded to Councillors.
7. [PCSO Report](#)
PCSO Walbey gave members a summary of incidents that had been reported and investigated since March, it was noted that there had not been many. PCSO Walbey informed the Council about some issues on the allotments, issues in the area with quad bikes. It was also noted that PCSO Walbey was working with St Michael's school on cybersecurity for the children.

8. Finance

a) Payments made from 9 April to 11 May 2026 reviewed and approved. See below

Bishop Middleham Parish Council - 9.4.26 - 11.5.26		
Who To	What For	Cost
Durham County Council	Payroll SLA 26-27	£152.03
Rainbow Fireworks	Deposit Nov 2026	£996.75
Phoenix	M'soft Feb-Mar 26	£10.63
Phoenix	M'soft Mar-Apr 26	£10.63
Amazon	Stationery Folders	£30.82
	CCTV Camera Accessories (batteries & SD Cards)	£92.36
SE Landscaping	Grounds April 2026	£2,937.32
BMVH	Mtng 8 April 2026	£24.00
Wages		£586.23
PAYE, Pension, NI	PAYE	£146.60
	EE Pension	£42.65
	ERS Pension	£151.22
	ERS NI	£53.77
EON	Electric Mar 26	£25.76
Unity Trust Bank	BACS Charges	£16.75
Unit Trust Bank	Monthly Fee	£7.00
O2	Mobile phone May 26	£22.22

b) Reserves Policy

The importance of reserves was discussed in light of significant spending on the play area and uncertainty around quarry-related contributions. The Council recognises that reserves need to be rebuilt prudently while avoiding unnecessary pressure on taxpayers. The report ensured that appropriate reserves were available.

c) Financial Report by the Clerk/RFO

The Responsible Financial Officer referred members to the finance information published on the parish website and summarised the Council's current position. The council noted that detailed Audit and finance documents were publicly available and that the council remained financially stable. The report recommended placing £12,000 into an EMR to cover potential funding shortfall for events.. It was also agreed that the EMR for The Green was no longer needed and that this should also be put into the EMR for events **AGREED: The report of the Clerk/RFO was approved**

d) AGAR and Audit Update

Members were informed that the accounts were currently with the Internal Auditor and the final documents would be forwarded once completed.

e) Annual Insurance Renewal

The annual insurance had increased from £1624.81 in 25/26 to £17802.28 for 26/27. Renewal due to begin 1/6/2026. **AGREED: Clerk to complete the renewal at the price quoted.**

f) Community Grant Applications

- The WI requested £500 to purchase wool to knit poppies to place around the village in November. Members thought this was a lovely idea and approved the request. **Proposed:** Cllr Neve, **Seconded:** Cllr Brownlee

Signed: _____

Dated: _____

- The Bloom and Craft event organisers had requested £200 to purchase advertising banners for the event in June - this was approved by the Council. **Proposed:** Cllr Neve, **Seconded:** Cllr MacCallam.

9. Events and Outdoor Activities

a) **Michaelmas Fair**

Members were shown the quote received from Bacchanalia and felt there were some items that were not needed, these were:

- Graffiti mural
- Some of the marketing was not required

Members wanted clarification on how the income would be calculated and collected.

APPROVED: Bacchanalia be commissioned to organise Michaelmas Fair 2026, which will take place on 12th September 2026.

- ### b) **Changing Rooms Update**
- members were informed that initial approval had been received from Durham County Council to build new changing rooms either on the current site or new site on the main field in front of the bushes/trees. Members were informed that a quote had been received that it was felt could not be matched by any company. A company, who use the changing rooms as part of the local football team have offered to update and renovate the current premises, which would give more time to look at potential new building. The quote is to be finalised and will be communicated to the Council when received.

- ### c) **Coronation Garden Update**
- The contractor confirmed that weedkiller will be applied to the newly planted areas during the current week. The scheduled works, as previously quoted, will commence in the week beginning 25 May 2026 and are expected to be completed by the first week of June. They also advised that the lower branches of the holly tree will be lifted as part of the works.

However, the planned height reduction will be deferred until Autumn due to an active nest at the top of the tree. This delay will not impact the completion of any other elements of the agreed work.

10. Planning - DM/26/00756/TPO – felling of 1 sycamore (Roast Calf Lane)

Members reviewed the planning application and felt it was appropriate. This is a very large tree and is causing problems. No objection required.

11. Policies

- ### a) **CCTV Policy**
- members were informed that this policy was important with the installation of the CCTV cameras in the park, which would be used to record anti-social behaviour, criminal activity and dog fouling incidents. **Approved:** Policy to be published on our website as soon as possible.

12. Member Sharing

- Cllr Brownlee updated Members on a meeting held with Cllr Catchpole on proposed works on The Green.
- Request to put Sedgefield Charities on the agenda for June.

Signed: _____

Dated: _____