

# Rokeby, Brignall and Egglestone Abbey Parish Council

Clerk: Lesley Hanson

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## Minutes of the Meeting of Rokeby, Brignall and

## Egglestone Abbey Parish Council

held on Wednesday, 17<sup>th</sup> June 2026 at

The Morrith, Greta Bridge at 7.00pm

In attendance: Cllr Stuart Harrison (Chair), Cllr Andrew Watson, Cllr Robin Errington, Cllr Simon Hare, Cllr Nick Hashagen, Cllr Matthew Alderson, Cllr Glen Turner, Cllr Peter Moss, Cllr Peter Gilbertson, Cllr Harvey Barkes, Lesley Hanson (Clerk)

The Chair opening the meeting by thanking Gemma Sanderson, the outgoing clerk, for her contribution and hard work over the last few months. It is much appreciated by all.

<b>1/2026</b>	<b>Apologies</b> Cllr Eddie Summers, Cllr Frank Errington
<b>2/2026</b>	<b>Minutes of the last Rokeby, Brignall and Egglestone Abbey Parish Council Meeting</b> The Chairman was authorised to sign, as a correct record, the minutes of the Parish Council Meeting held on 6 <sup>th</sup> May 2026 that had been previously circulated.
<b>3/2026</b>	<b>Councillors' Interests</b> The Clerk advised that she had check all councillors' ROI forms and they were up to date. A link to the relevant page on the Durham County Council's website has been placed on the Council's website.
<b>4/2026</b>	<b>Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)</b> None in attendance
<b>5/2026</b>	<b>Public Participation</b> No members of the public were present
<b>6/2026</b>	<b>Annual Governance and Accountability Return (AGAR)</b> The Clerk presented the revised AGAR forms and these were signed by herself and the Chair.
<b>7/2026</b>	<b>Financial Matters</b> 1) Receipt of the precept of £1,948.76 was noted 2) The Clerks submitted the following invoices for reimbursement: HP laptop £388.99 Printer ink £38.97 Printer paper £4.50 3) The following annual expenses were approved for payment as and when they occur: a) Insurance b) CDALC membership fee

	<p>c) Information Commissions Office fee</p> <p>d) Butler and Gee for internal audit and payroll</p> <p>e) L. Johnstone fee for website management</p> <p>Note 1: the Clerk will try and obtain a more competitive quote for insurance next year.</p> <p>Note 2: the Clerk advised that the renewal of McAfee antivirus, which is due in October, is now not necessary following the purchase of the Windows 11 laptop.</p> <p>4) The Clerk's salary of £118.65 per calendar month was approved. Payroll details to be forwarded to Butler and Gee.</p> <p>5) The cashbook to date was noted</p>
<b>8/2026</b>	<p><b>Clerk's contract</b></p> <p>The Clerk gave Councillors a brief overview of the contract. This was agreed by all and signed by the Chair.</p>
<b>9/2026</b>	<p><b>AOB</b></p> <p>1. The Chair commented on the height of the vegetation on the verges and central reservation along the A66 between the Greta Bridge and Cross Lanes turn offs, which is reducing visibility. The Clerk has already reported this to National Highways. <b>ACTION:</b> Clerk to chase up with National Highways next week if the vegetation hasn't been cut back.</p> <p>2. Councillors discussed the state of the vegetation and overhanging branches along Egglestone Abbey bridge and asked the Clerk to contact DCC to ask if this could be tidied up. <b>ACTION:</b> Clerk.</p> <p>3. Council bank account. The Clerk suggested that the Council considers changing banks to Unity Trust, as they are more familiar with the way parish councils operate than the current bank, Barclays. The intention would be to switch to Unity Trust and make all payments electronically, rather than by cheque. Councillors agreed that the Clerk could proceed with the application for a new online account with Unity Trust. The account can be setup online, but Unity Trust need to see a copy of the Council's Standing Orders, which it does not currently have. <b>ACTION:</b> The Clerk to produce a Standing Orders document for approval in time for the next meeting. She will then be able to apply for the new bank account.</p> <p>4. The Clerk stated that the Council does not have any of the mandatory governance documents in place. She will produce these ready for approval at the next meeting. <b>ACTION:</b> Clerk.</p> <p>5. The Clerk advised councillors of the new Assertion 10, which appears on the year's AGAR documents. Basically, there is now a requirement for every council to have a generic email account, hosted on an authority owned domain – i.e. our council outlook email address is non-compliant. Also, councils need to have a Data Protection and IT policy in place, along with confirmation that their website meets WCAG2.2AA and complies with the Public Sector Bodies 2018 Accessibility Regulations. The Clerk detailed three options with regard to the email address, and it was agreed to go with Durham Associates Ltd., who can provide a .gov.uk email address for use by the clerk at a cost of £50 + VAT in year 1, reducing to £25 + VAT in year 2 onwards. The Clerk will produce an IT and Data Protection policy, ready for approval at the next meeting. The Clerk has contacted Lisa Johnston regarding the website accessibility and Lisa has confirmed that it is compliant. She will forward on a statement to include on the council's website. <b>ACTION:</b> Clerk.</p> <p>6. There was a discussion about the proposed wind farm on Hope Moor and the Chair asked the Clerk to compose a letter of objection to send to our MP, Sam Rushworth. <b>ACTION:</b> Clerk.</p>

	<p>7. There was a discussion about the state of Brignall Road. The Clerk had received an email from Cllr Richard Bell stating that work on the road isn't scheduled until 2027. Councillors agreed that this was not acceptable and the Clerk to escalate. <b>ACTION:</b> Clerk.</p> <p>8. Cllr Hashagen commented on the recent vandalism to the packhorse bridge near Egglestone Abbey. He stated that the stones that had been dislodged are now missing and asked the Clerk to find out from DCC what their intentions were regarding the repair of the bridge. <b>ACTION:</b> Clerk.</p> <p>9. There was a discussion about the dog fouling round Egglestone Abbey and Brignall. The Clerk advised that she had contacted Salvins and the church warden respectively about putting up dog fouling stickers and the situation was in hand. <b>ACTION:</b> Clerk.</p>
<b>10/2026</b>	<p><b>Date of next Meeting</b></p> <p>Wednesday, 14<sup>th</sup> October 2026 at 7pm at the Morrith. Room to be confirmed.</p>

The meeting was closed at 20:16.

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