

# Whessoe Parish Council

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## MINUTES of the Annual Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 24<sup>th</sup> May 2021, at 7.00 pm.

**Present:** Councillor S Goldfinch (Chair) Councillor D Woodley  
Councillor J Bennett Councillor S Dawson (Vice Chair)  
Councillor F Minay  
Borough Councillor G Lee  
One member of the Public  
Parish Clerk – B Goldfinch

MINUTE NO.	ITEM	ACTION
1.21	<p><b><u>Election of Officers</u></b></p> <p>Chair: Councillor Goldfinch was elected unanimously. Proposed Councillor Woodley and seconded by Councillor Minay.</p> <p>Vice- Chair: Councillor Woodley was elected unanimously. Proposed Councillor Goldfinch and seconded by Councillor Minay.</p> <p>Hall Committee: Councillors Musson and Woodley. Social Committee: Councillors Minay, Dawson and Bennett.</p> <p>The Council agreed to provide more support to the Chair during the next year.</p>	
2.21	<p><b><u>Apologies for Absence</u></b></p> <p>Apologies were received from Councillor Musson, Borough Councillors Clarke and Crudass.</p>	
3.21	<p><b><u>Public Participation</u></b></p> <p>No issues were raised.</p>	
4.21	<p><b><u>Declarations of Interest</u></b></p> <p>There were no declarations of interest.</p>	
5.21	<p><b><u>Minutes of the Meeting of Whessoe Parish Council – 22<sup>nd</sup> March 2021</u></b></p> <p>The Minutes of the Meeting of Whessoe Parish Council held on the 22<sup>nd</sup> March were presented.</p>	

Signed..... Date.....  
Chair of the Parish Council

	<p>The Council <b>RESOLVED</b> that the Minutes of the Meeting of Whessoe Parish Council held on the 22<sup>nd</sup> March 2021 be approved.</p> <p><b><u>Action Points</u></b></p> <p>97.20 – Planning</p> <ul style="list-style-type: none"> <li>• Land acquisition at the Green. Covered at item 6.</li> <li>• DBC had been notified that the Council had no objections to Application 21/00205/RM1 (reserved matters at Berrymead Farm).</li> <li>• Taylor Wimpey consultation. The Council has made representations but has received no acknowledgement or response.</li> </ul> <p>98.20 – Parish Council Vacancy</p> <ul style="list-style-type: none"> <li>• The notice of the vacancy did not bring forward a request for elections to be held and that the Council could co-opt to fill the vacancy in the Whessoe Ward.</li> </ul> <p>99.20 – Clerk and RFO</p> <ul style="list-style-type: none"> <li>• Covered in Agenda item 8.</li> </ul> <p>100.20 – Finance</p> <ul style="list-style-type: none"> <li>• Kevin Pearce carried out the internal audit on 10<sup>th</sup> May. His findings will be discussed at Agenda item 10 as will the AGAR.</li> </ul> <p>101.20 – Policies</p> <ul style="list-style-type: none"> <li>• The Complaints policy has been published on the website.</li> <li>• Discussion on the Armed Forces Covenant will be taken at Agenda item 12.</li> </ul> <p>102.20 – GDPR</p> <ul style="list-style-type: none"> <li>• Covered at Agenda item 13.</li> </ul> <p>104.20 – Council Matters</p> <ul style="list-style-type: none"> <li>• LCAS is discussed at Agenda item 15.</li> <li>• The Council agreed to postpone the Equal Opportunities training until the July meeting.</li> </ul> <p>105.20 – Forward and Backward Look</p> <ul style="list-style-type: none"> <li>• Covered at Agenda item 16.</li> </ul> <p>107.20 – Hall Committee</p> <ul style="list-style-type: none"> <li>• Phase One has installed 2 screens at the hall.</li> <li>• Cleaning at the hall is being carried out 3 times a week.</li> </ul>	
6.21	<p><b><u>Planning</u></b></p> <p><b>Planning Application 21/00436/FUL</b>  The Council <b>RESOLVED</b> to raise concerns over the access arrangements contained in this application for the erection of 2 no. three bedroom dormer bungalows at the Paddock adjacent to Kitcheners Point, Burtree Lane. The Clerk will notify Darlington Borough Council.</p> <p><b>Traffic Noise on A167</b>  The Council considered a complaint that a local resident had made to Darlington Borough Council (DBC) about traffic noise on the A167 at the point where the speed limit reduces from 50 to 40mph.</p>	Clerk

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	<p>As well as the impact likely from the additional traffic generated by the planned development at Berrymead Farm there is an existing problem of drivers not slowing down in accordance with the limits.</p> <p>The Council RESOLVED to pursue this issue in the following way:</p> <ul style="list-style-type: none"> <li>• Ask DBC to let the Council have all the data from the speed survey that was done on the A167 in relation to the planned new development at Berrymead Farm.</li> <li>• Investigate a cost-effective way of carrying out a speed test if DBC has not got appropriate data.</li> <li>• Investigate the cost of installing a speed visor to invite vehicles to observe the speed limit.</li> <li>• Respond to the resident with our proposed course of action.</li> </ul> <p><b>Land acquisition at the Green</b></p> <p>Borough Councillor Jon Clarke had written to the Council to say that DBC were going to reject the application for the Council to take an interest in the Green. He was planning to take the matter back to them with a request to reconsider that decision.</p> <p>Borough Councillor Gerald Lee will also speak to DBC to see what the issue is and report back to the Council.</p> <p>[Post meeting note: BC Jon Clarke has since written to say that he has escalated the matter within the Borough Council.]</p> <p>The Clerk will write to Darlington Borough Council about the state of the grass on the Green.</p> <p><b>Planning Applications Log</b></p> <p>The Council RESOLVED to note the planning applications log.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>BC Lee</p> <p>Clerk</p>
<p><b>7.21</b></p>	<p><b><u>Parish Councillor Vacancy</u></b></p> <p>Mr Stephen Bell applied for the vacant Councillor role in the Whessoe Ward.</p> <p>He was proposed by Councillor Woodley and seconded by Fiona Minay. The Council unanimously agreed to co-opt Mr Bell to the Parish Council. The Clerk will pass the completed forms to DBC and share the induction plan with Councillor Bell.</p> <p>Mr Bell volunteered to sit on both the Hall and Social Committees.</p> <p>The Clerk will recover the hall keys from Kerri-Leigh Caley.</p>	<p>Clerk</p> <p>Clerk</p>
<p><b>8.21</b></p>	<p><b><u>Clerk &amp; Responsible Finance Officer</u></b></p> <p>The Council discussed the Clerk's paper on future training. It was accepted that the changes to the CiLCA qualification, to spread the course over a two-year period and introduce additional modules, would be too much of a commitment at this time.</p>	

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14/10/2020	Web Design deposit	£937.92	Design365 Solutions Ltd
16/11/2020	Noticeboard	£1,020.00	Noticeboards Online
16/11/2020	Cleaner October	£165.00	Jo Relton
19/11/2020	Christmas Tree	£168.00	Croft Christmas Trees
07/12/2020	Cleaning - November	£105.00	Jo Relton
14/12/2020	Cleaner - Allowance	£450.00	Jo Relton
15/12/2020	Gas - Sept-Dec	£161.07	Npower Business
21/12/2020	External Audit	£360.00	Mazars
04/01/2021	PAYE	£317.20	HMRC
04/01/2021	Quarter Payment January	£1,268.80	Clerks Salary
12/01/2021	Zoom & St Teresas	£168.88	Mrs Suzanne Goldfinch
25/01/2021	Website final invoice	£1,406.88	Design 365 Solutions Ltd
17/02/2021	Clerk's Membership	£130.00	SLCC
18/02/2021	Printer Ink Cartridges	£109.99	Amazon Business
04/03/2021	Grounds Maintenance	£552.00	S E Landscaping

The Council **RESOLVED** to note the financial/budget report for the last financial year.

**Asset Register**

The Council **RESOLVED** to approve the asset register, which now includes the additional noticeboard and TV screens.

Councillor Woodley would attempt to dispose of the old printer.

DW

**Direct Debits**

The Council **RESOLVED** to approve the direct debits for gas supply, electricity, broadband and Council rates.

**Bank Reconciliation April 2021**

Councillors Dawson and Minay confirmed they had reconciled the bank account against the cashbook for the month of April.

**Financial/Budget Statement to 30<sup>th</sup> April 2021**

The Clerk presented the Financial Statement for the period up to 30<sup>th</sup> April 2021.

Receipts totalled **£5,930** of which £5,650 came from the precept. The Council spent **£3,619** during the month.

Payments more than £100 are as follow.

Date Paid	Transaction Detail	Total	Payee Name
01/04/2020	2020-21 Q4 Pay	£1,268.80	Clerks Salary

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	01/04/2021	PAYE	£317.20	HMRC	
	08/04/2020	TV Screens for the hall	£1,878.59	Phase One	
	The Parish Council <b>RESOLVED</b> to note the financial/budget report for April 2021.				
<b>10.21</b>	<b><u>Annual Governance &amp; Accountability Return 2020-21</u></b>				
	<b>Internal Audit</b> The Council <b>RESOLVED</b> to accept the internal audit report. The Council noted that the report recommended that the insurance policy covered the contents listed in the asset register. The Clerk would take this forward.				Clerk
	<b>AGAR</b> The Council <b>RESOLVED</b> to certify itself exempt from limited assurance review, approve the annual governance statement and approve the accounting statements.				
	The Clerk will send the relevant documents to the external auditor, publish everything on the website and post the exercise of public rights notification at the appropriate time.				Clerk
<b>11.21</b>	<b><u>Insurance</u></b>				
	The Council <b>RESOLVED</b> to accept the insurance quotation from Norris and Fisher. The Council noted that the insurance covered the contents at the hall and items away from the hall including the laptop and printer.				
<b>12.21</b>	<b><u>Policies</u></b>				
	The Council <b>RESOLVED</b> to approve the following policies:				
	<ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Complaints Procedure</li> <li>• Data Protection Policy; renamed as Information and Data Protection Policy</li> <li>• Disciplinary Policy</li> <li>• Equal Opportunities Policy</li> <li>• Financial Regulations</li> <li>• Fire Risk Assessment</li> <li>• Freedom of Information Publication Scheme</li> <li>• Grievance Policy</li> <li>• Health and Safety Risk Assessment – with minor amendments and subject to the following actions being undertaken without delay: <ul style="list-style-type: none"> <li>○ S E Landscaping to remove moss and debris from the car park and</li> <li>○ Councillor Minay to check the COSHH register.</li> </ul> </li> <li>• Key Holding Policy to be rewritten and brought back to the next Council meeting.</li> <li>• Record Management, Retention and Disposal Policy</li> </ul>				Clerk FM Clerk

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	<ul style="list-style-type: none"> <li>• Risk Management Policy and Plan to be thoroughly reviewed by the Council and brought back to the next meeting</li> <li>• Social Media Policy</li> <li>• Standing Orders</li> </ul> <p>The Council's response to the Armed Forces Covenant is to be reviewed by the Social Committee.</p> <p>All revised and approved policies will be version controlled and put on the website.</p>	All  Social Cmtte  Clerk
<b>13.21</b>	<p><b><u>General Data Protection Regulations (GDPR)</u></b></p> <p>The Council <b>RESOLVED</b> to note the revised action plan and that the Clerk will be running an awareness session on the Regulations at the next meeting.</p>	Clerk
<b>14.21</b>	<p><b><u>Correspondence</u></b></p> <p>The Clerk advised that the latest edition of Clerks and Councils Direct is available.</p> <p>The request for funding from St Teresa's Hospice was passed to the Social Committee for them to consider with other good causes and to make recommendations to the Council as to who should be supported.</p>	Social Cmtte
<b>15.21</b>	<p><b><u>Council Matters</u></b></p> <p><b>Local Council Award Scheme:</b> An application for the foundation award has been made through CDALC and is now with NALC for assessment.</p> <p><b>Equal Opportunities Policy</b> – Councillor Minay will carry out a presentation at the next Council meeting in July.</p>	FM
<b>16.21</b>	<p><b><u>Forward and Backward Look</u></b></p> <p>The Council <b>RESOLVED</b> to note the training log and asked the Clerk to name Councillors rather than use first names.</p>	Clerk
<b>17.21</b>	<p><b><u>Marketing and social media</u></b></p> <p>There was nothing to discuss under this item.</p>	
<b>18.21</b>	<p><b><u>Whessoe Parish Hall Committee</u></b></p> <p>There has not been a meeting since the last full Council meeting.</p> <p><b>COVID Risk Assessment</b></p> <p>The Committee would review the risk assessment and plan and make recommendations to the next full Council meeting.</p>	Hall Cmtte

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	<p><b>Contracts</b></p> <p>The Clerk has been asked to ensure that S E Landscaping pressure wash and clear the moss from the car park.</p> <p><b>Hall bookings</b></p> <p>The hall is currently being used regularly by Kellen Dance Academy, Anvesaka Yoga, Looked After Through Care (Darlington Borough Council), Shaun York Dance and Junsui Shotokan Karate.</p> <p>The Women’s Institute are due to return in July and three parties have been booked.</p> <p>The Tai Chi classes have ended due to lack of support.</p>	Clerk
19.21	<p><b><u>Whessoe Parish Social Committee</u></b></p> <p><b>Update:</b></p> <p>The Committee has not met since the last full Council meeting.</p>	
20.21	<p><b><u>Date and Time of Next Meeting</u></b></p> <p>Dates for meetings were agreed as follows:</p> <p><b>Meetings of Whessoe Parish Council:</b>  Parish Council Meeting – Monday, 12<sup>th</sup> July 2021 – 7.00 pm  Parish Council Meeting – Monday, 27<sup>th</sup> September 2021 – 7.00 pm  Budget &amp; Precept Setting Meeting – Monday 29<sup>th</sup> November 2021 – 7.00 pm  Parish Council Meeting – Monday, 24<sup>th</sup> January 2022 – 7.00 pm  Parish Council Meeting – Monday, 28<sup>th</sup> March 2022 – 7.00 pm  Annual Meeting – Monday, 23<sup>rd</sup> May 2022 – 7.00 pm</p> <p><b>Annual Parish Meeting:</b>  Annual Parish Meeting – Monday, 23<sup>rd</sup> May 2022 – 6.30 pm to 7.00 pm</p> <p>The Council <b>RESOLVED</b> that the Parish Council will meet on the above dates during 2021-22.</p>	

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