

# Whessoe Parish Council

## MINUTES of the Meeting of Whessoe Parish Council held on the Zoom platform on Monday 22<sup>nd</sup> March 2021, at 7.00 pm.

**Present:** Councillor S Goldfinch (Chair) Councillor T Musson  
 Councillor Jo Bennett Councillor D Woodley  
 Councillor F Minay Councillor S Dawson (Vice-Chair)  
 Parish Clerk – B Goldfinch

MINUTE NO.	AGENDA ITEM	ACTION
93.20	<p><b><u>Public Participation</u></b></p> <p>There were no members of the public present.</p>	
94.20	<p><b><u>1. Apologies for Absence</u></b></p> <p>Apologies were received from Borough Councillors Clarke, Lee, Crudass and Bell.</p>	
95.20	<p><b><u>2. Declarations of Interest</u></b></p> <p>There were no declarations of interest.</p>	
96.20	<p><b><u>3. Draft Minutes of the Meeting of Whessoe Parish Council – 11<sup>th</sup> January 2021</u></b></p> <p>The Draft Minutes of the Meeting of Whessoe Parish Council held on the 11<sup>th</sup> January were presented.</p> <p>The Council <b>RESOLVED</b> that the Draft Minutes of the Meeting of Whessoe Parish Council held on the 11<sup>th</sup> January 2021 be approved.</p> <p><b><u>Action Points</u></b></p> <p><u>Item 4 Planning</u> – we hoped to get an update on progress from Borough Councillor Clarke.</p> <p><u>Item 6 Clerk and RFO</u> – we have budgeted for CiLCA and CDALC now suggests that two years should be allowed to get the qualification.</p> <p><u>Item 7 Finance</u> – the notice board has been delivered and installed.</p> <p><u>Item 7 Finance</u> – a system has been devised to check the debit card payments.</p> <p><u>Item 8 Policies</u> – the revised Complaints Procedure is submitted to this meeting.</p>	

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

	<p><u>Item 9 GDPR</u> – no action for this meeting but the whole process will be reviewed and reported on for the May meeting; now that we have a decent website.</p> <p><u>Item 11 Council Matters</u> – There is a paper for this meeting on the Local Council Award Scheme.</p> <p><u>Item 11 Council Matters</u> – Equal Opportunities training held until we can meet in person.</p> <p><u>Item 14 Hall Committee</u> – There is a paper on contracts and hall bookings for this meeting.</p>	
97.20	<p><b>4. Planning</b></p> <p>Land Acquisition at the Green – Borough Councillor Clarke was unable to attend this meeting but, in his apology, he says it had gone through scrutiny with no issues. The Clerk will follow up with him.</p> <p>The Council considered Planning Application 21/00205/RM1. Application for reserved matters relating to appearance, landscaping, layout and scale attached to outline planning permission 15/00804/OUT dated 6<sup>th</sup> February 2020 at Berrymead Farm. The Council <b>RESOLVED</b> not to raise any objections to the application. The Clerk will notify Darlington Borough Council accordingly.</p> <p>On 12 March 2021, Taylor Wimpey invited the Council to consider their proposed application for reserved matters on land at Berrymead Farm adjacent to the site in planning application 21/00205/RM1. The Council <b>RESOLVED</b> to respond to Taylor Wimpey on the following basis:</p> <ul style="list-style-type: none"> <li>• The proposal here and on the adjacent site will increase the size of the Parish by almost 50% and</li> <li>• We would like to know what they would be prepared to do or offer to improve community facilities.</li> </ul> <p>The Council would suggest a new hall/community centre or contribution to the same, improved access to the existing hall and, at the very least, a new fence surrounding the hall.</p> <p>However, the Council had no objections to the content of the reserved matter proposal.</p> <p><b>Planning Applications Log</b></p> <p>The Council <b>RESOLVED</b> to note the planning applications log.</p>	<p>Clerk</p> <p>Clerk</p> <p>SG/Clerk</p>
98.20	<p><b>5. Parish Councillor Vacancies</b></p> <p>Councillor Kerri-Keigh Caley has resigned from the Council.</p>	

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

	<p>A notice that the vacancy exists will be posted on the notice boards, website and Facebook page on 29<sup>th</sup> March 2021.</p> <p>Councillor Goldfinch announced that she plans to step down as Chair at the Annual Council meeting on 10<sup>th</sup> May 2021.</p>	Clerk																																
99.20	<p><b><u>6. Clerk &amp; Responsible Finance Officer</u></b></p> <p>The next applications for the CiLCA qualification start in July 2021. The costs are confirmed as £410 for registration and £250 for the training in portfolio building. The Council has budgeted for the qualification and the Clerk will apply in the summer. It is now expected the course will be spread over two years rather than one year.</p>	Clerk																																
100.20	<p><b><u>7. Finance</u></b></p> <p><b>Bank Reconciliation for January and February 2021</b></p> <p>Councillors Dawson and Minay confirmed they had reconciled the bank account against the cashbook for both months.</p> <p><b>Internal Audit</b></p> <p>The Council <b>RESOLVED</b> to use Kevin Pearce to carry out the internal audit for the year 2020-21. The Clerk will make arrangements for this to be undertaken as soon as it is safe to do so and once the March bank statement had been received.</p> <p><b>Financial/Budget Statement</b></p> <p>The Clerk presented the Financial Statement for the period up to 28<sup>th</sup> February 2021.</p> <p>Receipts totalled <b>£19,409</b> of which £5,539 came from the precept and £11,300 from the Rate Relief Grant. Other receipts come from hiring of the hall. The Council spent <b>£15,372</b> during the period.</p> <p>Payments more than £100 were as follows.</p> <table border="1"> <thead> <tr> <th>Date Paid</th> <th>Transaction Detail</th> <th>Total</th> <th>Payee Name</th> </tr> </thead> <tbody> <tr> <td>01/04/2020</td> <td>2019-20 Q4 Pay</td> <td>£1,238.70</td> <td>Clerks Salary</td> </tr> <tr> <td>21/04/2020</td> <td>Refund March and April</td> <td>£210.00</td> <td>Anvesaka Yoga</td> </tr> <tr> <td>30/04/2020</td> <td>CDALC/NALC Subscription</td> <td>£193.50</td> <td>CDALC</td> </tr> <tr> <td>20/05/2020</td> <td>Insurance</td> <td>£631.34</td> <td>Norris and Fisher</td> </tr> <tr> <td>02/06/2020</td> <td>Annual Subscription</td> <td>£148.80</td> <td>Rialtas Business Solutions</td> </tr> <tr> <td>03/06/2020</td> <td>Padlocks and Keys</td> <td>£147.44</td> <td>Nothing But Ltd</td> </tr> <tr> <td>04/06/2020</td> <td>Npower Business</td> <td>£190.03</td> <td>Npower Business</td> </tr> </tbody> </table>	Date Paid	Transaction Detail	Total	Payee Name	01/04/2020	2019-20 Q4 Pay	£1,238.70	Clerks Salary	21/04/2020	Refund March and April	£210.00	Anvesaka Yoga	30/04/2020	CDALC/NALC Subscription	£193.50	CDALC	20/05/2020	Insurance	£631.34	Norris and Fisher	02/06/2020	Annual Subscription	£148.80	Rialtas Business Solutions	03/06/2020	Padlocks and Keys	£147.44	Nothing But Ltd	04/06/2020	Npower Business	£190.03	Npower Business	Clerk
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	01/07/2020	1st Quarter Salary	£1,238.70	Clerks Salary	
	14/07/2020	Internal Audit	£200.00	Tees Valley Rural Action	
	28/08/2020	Printer Officejet 7740	£169.99	HP Inc UK Ltd	
	07/09/2020	Cleaning August	£150.00	Jo Relton	
	01/10/2020	Quarter payment October	£1,298.90	Clerks Salary	
	01/10/2020	PAYE October	£324.60	HMRC	
	12/10/2020	Cleaning September	£165.00	Jo Relton	
	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	
	<p>The Council <b>RESOLVED</b> to note the financial/budget report for period up to the end of February 2021.</p> <p><b>Annual Governance and Accounting Return 2021</b></p> <ul style="list-style-type: none"> <li>The Clerk presented the AGAR detailed report to the end of February 2021. He will present the full completed AGAR to the meeting in May.</li> <li>There is still some uncertainty about the date for submitting it but as the payments and receipts are under £25,000, the Council will be claiming exemption from external audit. The Council plan to submit it to the external auditors as soon as it is approved at a full Council meeting.</li> </ul>				Clerk
<b>101.20</b>	<p><b><u>8. Policies</u></b></p> <p><u>Complaints Procedure</u></p> <p>The Council <b>RESOLVED</b> to approve the revised Complaints Procedure and publish it on the website.</p> <p><u>Armed Forces Covenant</u></p>				Clerk

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	<p>The Clerk produced a draft covenant for consideration. The Council agreed to provide comments and suggestions on what should be in section 2 by 30<sup>th</sup> April 2021.</p> <p>A revised covenant would be presented for signature at the May meeting.</p>	<p>ALL</p> <p>Clerk</p>
102.20	<p><b><u>9. General Data Protection Regulations (GDPR)</u></b></p> <p>A paper reviewing latest guidance and updating the action plan would be submitted to the May meeting.</p>	Clerk
103.20	<p><b><u>10. Correspondence</u></b></p> <p>The March edition of Clerks and Councils Direct was circulated.</p>	
104.20	<p><b><u>11. Council Matters</u></b></p> <p><b>Local Council Award Scheme:</b> The Council considered the plan for applying for the Foundation award and <b>RESOLVED</b> to make the application and send to CDALC. The aim is to get the application to the accreditation panel before 7<sup>th</sup> May 2021.</p> <p><b>Equal Opportunities Policy</b> – Training is postponed until screens are available and the Council can meet face to face in the Hall.</p>	<p>Clerk</p> <p>FM</p>
105.20	<p><b><u>12. Forward and Backward Look</u></b></p> <p>The Council <b>RESOLVED</b> to note the events/meetings and separate training log.</p> <p>The Clerk will break down the training log by years and Councillor Goldfinch will draft an induction pack for new Councillors. Both will be published on the website.</p>	Clerk/SG
106.20	<p><b><u>13. Marketing and Social Media</u></b></p> <p>Facebook has been updated with notification of this meeting, the installation of the notice board, the consultation request reported under planning (97.20 above) and that there is a new hall booking form.</p> <p>The website has been updated similarly and will be further updated because of decisions taken at this meeting.</p>	
107.20	<p><b><u>14. Whessoe Parish Hall Committee</u></b></p> <p><b>Hall Committee Update</b></p> <p>The Committee met on 28 February 2021.</p> <ul style="list-style-type: none"> <li>• They are seeking a price for a sign to go on the back of the hall before seeking funding.</li> <li>• The COVID-19 risk register had been reviewed and did not need changing.</li> <li>• The hall booking form had been reviewed and updated.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• All regular hall users had been contacted to see what their plans were for returning.</li> <li>• The notice board had been installed on the Green.</li> <li>• A key safe had been installed at the hall.</li> </ul> <p><b>Contracts</b></p> <ul style="list-style-type: none"> <li>• Phase One have not managed to install the screens yet and are being chased for a date before users return.</li> <li>• From 12 April, cleaning would take place at the hall three times a week. The Clerk would arrange.</li> <li>• The Council were asked to approve the grounds maintenance contract, which was in two parts. One was for work at the hall and the other was for maintaining the Green. Although the Council does not have an interest in the Green now the potential aggregation of the costs exceeds £1,000. The Council <b>RESOLVED</b> to let the contract to S E Landscaping.</li> <li>• The Council noted the increase in the cost per unit for the supply of electricity. Gas and electric contracts are due for review in the summer.</li> </ul> <p><b>Hall bookings</b></p> <ul style="list-style-type: none"> <li>• There are confirmed bookings from Kellen Dance, Looked After Through Care, Jensui Shotokan Karate and Anvesaka Yoga. The first three will start from week commencing 12 April with Anvesaka returning from 17 May.</li> <li>• Other regular users are considering their options for return but have yet to confirm a start date.</li> <li>• There is a request from Africans in the North to hold an outdoor BBQ for less than 30 people on 30 May and for more than 30 on 1 August. They would also like to hold a couple of curry evenings in June. The Council agreed to the request, if suitable dates can be found that do not conflict with confirmed regular hirers.</li> </ul> <p><b><u>Anvesaka Yoga</u></b></p> <p>The Council discussed a request from Anvesaka Yoga to only pay for the time of actual usage of the hall. This is not allowed in the terms and conditions of the new hire agreement and other regular users have made provision for cleaning before and after their class and for setting up.</p> <p>The Council were concerned by this request and unanimously rejected it.</p> <p>They asked the Clerk to write to Anvesaka pointing out the new terms and conditions and insisting that they pay in advance for the time when they walk through the door and when they leave. That time must include cleaning for the safety of not just their users but those who follow.</p> <p>Bearing in mind other users have accepted the terms in full and in spirit and that we have a much larger cleaning bill there was no justification to accede to the request.</p>	<p>Clerk</p> <p>Clerk</p>
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108.20	<p><b><u>15. Whessoe Parish Social Committee</u></b></p> <p><b>Update:</b></p> <p>The Committee met on 25<sup>th</sup> January 2021.</p> <ul style="list-style-type: none"> <li>• Preparations have been made for a quiz night as soon as it is safe to do so.</li> <li>• Plans are being drawn up for a summer fete on the Green.</li> <li>• The next meeting of the Committee will consider the terms of reference for the Green area steering group.</li> <li>• Leaflets will be produced and circulated once we know whether an interest has been granted by the Borough Council.</li> <li>• A banner is being ordered for the front of the hall to publicise events there.</li> </ul>	
109.20	<p><b><u>16. 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> Annual Meeting – Monday, 10<sup>th</sup> May 2021 – 7.00 pm</p> <p><b>Annual Parish Meeting:</b> Annual Parish Meeting – Monday, 10<sup>th</sup> May 2021 – 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 2020-21.</p>	

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