

DRAFT

Whessoe Parish Council

MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 22nd January 2024, at 7.00 pm.

Present: Councillor S Goldfinch (Chair) Councillor S Patterson
 Councillor F Minay Councillor T Musson
 Councillor C Stewart Councillor A Blanchard

 Borough Councillor R Lawley Lucy Hatch
 Parish Clerk – B Goldfinch

MINUTE NO.	ITEM	ACTION
64.23	<p><u>Introduction</u> <u>Apologies for Absence</u></p> <p>Apologies were received and accepted from Councillor D Woodley and from Borough Councillor Crudass.</p>	
65.23	<p><u>Public Participation</u></p> <p>Street Scene had been contacted about the dog bin location on Trevone Way by both the Parish Council and Borough Councillor Lawley. Their response was that there was no issue. This will be considered by the Hall Committee at their next meeting.</p>	
66.23	<p><u>Declarations of Interest</u></p> <p>There were none.</p>	
67.23	<p><u>Minutes of the Meeting of Whessoe Parish Council – 27th November 2023</u></p> <p>The Minutes of the Meeting of Whessoe Parish Council held on the 27th November 2023 were presented.</p> <p>The Council RESOLVED that the Minutes of the Meeting of Whessoe Parish Council held on the 27th November 2023 be approved.</p> <p><u>Action Points</u></p> <p>All actions are covered in the Agenda.</p>	
68.23	<p><u>Anti-social Behaviour Action Plan</u></p>	

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	<p>Lucy Hatch from the Police and Crime Commissioners Office gave a clear and enthusiastic presentation on this initiative to tackle all forms of anti-social behaviour.</p> <p>Although this Parish is not one of the hot spots for the trailblazer pilot, funding is available from other PCC pots of money. There could even be some manual help with things like leaflet drops and work needed to the hall.</p> <p>Lucy will send a copy of the slides to the Clerk for circulation to councillors.</p>	
69.23	<p><u>Planning</u></p> <p>Planning Applications Log The Council RESOLVED to note the planning applications log.</p> <p>Planning Application 23/01215/FUL The Council considered this application for the erection of a two-storey extension to the rear elevation incorporating balcony and balustrade and erection of a single storey front extension and porch at 10 Durham Road and RESOLVED to raise no objections. The Clerk will notify Darlington Borough Council's (DBC) planning department accordingly. POST MEETING NOTE: Done 24th January 2024.</p> <p>Traffic Issues on Burtree Lane and Noise on A167</p> <ul style="list-style-type: none"> As the development at Berrymead Farm was underway, the Council RESOLVED to wait and assess the situation. As such, this will remain a standing item on future agendas. 	
70.23	<p><u>Parish Councillor Vacancy</u></p> <p>There are currently no vacancies.</p>	
71.23	<p><u>Clerk & Responsible Finance Officer</u></p> <p>Staffing Committee</p> <p>The Committee has not met since the last Council meeting as the required actions had not been completed. The Clerk will endeavour to complete these as quickly as possible.</p> <p>Terms of Reference – a draft was discussed, and amendments suggested. The Clerk will make those changes and review with Councillor Patterson.</p> <p>Annual Appraisal Form – the Clerk will complete the form and return it to the Staffing Committee with the intention of them carrying out an appraisal in January.</p>	<p>Clerk/SP</p> <p>Clerk</p>
72.23	<p><u>Finance</u></p> <p>Bank Reconciliation November and December 2023</p>	

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Councillors Patterson and Minay reconciled the bank account against the cashbook on 11th December and 12th January 2024 respectively.

Quarterly Audit

Councillor Musson had not completed the 3rd quarter's audit of receipts and payments against the bank account but would do so as soon as the Clerk could arrange it. POST MEETING NOTE: Completed successfully 24th January 2024.

Financial/Budget Statement to 31st December 2023

The Clerk presented the Financial Statement for the period.

Receipts totalled **£13,805** of which £7,200 came from the precept. The Council spent **£16,676** to the end of the period.

The Council noted that the budget analysis is suggesting a shortfall of between £2k and £3k for the year. Any shortfall would be met from the Council's reserve.

Payments more than £100 are as follow.

Date Paid	Transaction Detail	Total	Payee Name
05/04/2023	Cleaning March	£ 105.00	Jo Relton
20/04/2023	Gas March	£ 202.81	EDF
24/04/2023	CDALC/NALC Subscription	£ 199.24	CDALC
05/05/2023	Cleaning April	£ 135.00	Jo Relton
05/05/2323	Insurance	£ 666.73	Zurich Municipal
09/05/2323	Coronation Live Band	£ 300.00	Heather Bianchi
15/05/2023	Donation	£1,258.50	St Teresa's Hospice
19/05/2023	Gas April	£ 210.84	EDF
31/05/2023	Accounting Software Subscription	£ 181.64	Rialtas Business Solutions
05/06/2023	Cleaning May	£ 120.00	Jo Relton
05/06/2023	Internal Audit	£ 100.00	Kevin Pearce
19/06/2023	Gas May	£ 107.11	EDF
28/06/2023	Online Booking System Subscription	£ 238.80	Hallmaster
30/06/2023	PAYE 1 st Quarter	£ 435.20	HMRC
30/06/2023	Clerk's Salary 1 st Quarter	£1,741.00	Bill Goldfinch
03/07/2023	T V Licence	£ 159.00	T V Licencing
06/07/2023	Cleaning June	£ 105.00	Jo Relton
06/07/2023	Entertainer Summer Fete	£ 230.00	S W Enterprises
20/07/2023	Replacement Notice Board	£ 747.60	Noticeboards Online
24/07/2023	Five-year electrical test	£ 168.00	M H Gorman
03/08/2023	Cleaning July	£ 120.00	Jo Relton

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	15/08/2023	Replacement Ink cartridges	£ 132.07	Viking Direct	
	19/09/2023	Cleaning August	£ 120.00	Jo Relton	
	29/09/2023	PAYE 2 nd Quarter	£ 362.60	HMRC	
	29/09/2023	Clerk's Salary 2 nd Quarter	£1,450.90	Bill Goldfinch	
	14/11/2023	Gas October	£ 103.14	EDF	
	16/11/2023	Replacement Distribution Board	£ 734.40	M H Gorman	
	29/11/2023	Christmas Party Entertainer	£ 175.00	Graeme Shaw	
	12/12/2023	Gas November	£ 208.75	EDF	
	27/12/2023	Annual Grounds Maintenance	£1,368.00	S E Landscaping	
	29/12/2023	PAYE 3 rd Quarter	£ 445.80	HMRC	
	29/12/2023	Clerk's Salary 3 rd Quarter	£1,783.70	Bill Goldfinch	
	The Parish Council RESOLVED to note the financial/budget report to 31 st December 2023.				
73.23	<u>Policies</u> No action for this meeting. The Clerk will begin the review of all Council policies and circulate them to Councillors for comment.				Clerk
74.23	<u>Correspondence</u> Clerks and Councils Direct was passed to Councillor Patterson. Climate and Ecology Bill The Clerk had sought to join the supporters for this bill during its passage through Parliament without success – the link doesn't seem to be there. He has though signed up the Council for emails on progress. Royal Garden Party 2024 There were no nominations for any Councillor to attend this event.				
75.23	<u>Events and Training</u> Events The Council noted the events log. Councillor Musson would be attending the TVVHN event at Eggescliffe on 28 th February. Training No further training since the last meeting.				

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76.23	<p><u>Marketing and social media</u></p> <p>The Council agreed to review and update the newsletter and circulate it at all Council run events including quiz nights and the various Council run events.</p>	SG/Clerk
77.23	<p><u>Whessoe Parish Hall Committee</u></p> <p>The Hall Committee met on 11th December 2023.</p> <p>An update was provided by Councillor Goldfinch.</p> <ul style="list-style-type: none"> • Grant funding will have to be sought to implement the results of the condition survey. A Community Ownership Fund Expression of Interest was started, and the Clerk and Councillor Goldfinch will complete it as soon as possible. • The Clerk will approach the developers of Berrymead Farm to see if we can put a notice board at an appropriate location on the site. <p><u>Contracts – changes since the last meeting are shown in red.</u></p> <ul style="list-style-type: none"> • Gas <ul style="list-style-type: none"> ○ At their meeting on 25th July the full Council approved a new one-year fixed price contract with EDF. The contract is for 12 months, starting from 19th December 2022. The unit price will be 20.5p and the daily standing charge 25p. Based on current usage the cost to the Council in a full year would be £1,621. ○ As agreed at the last Hall committee meeting and confirmed at the full Council meeting on 27th March, I have taken a new fixed price contract from EDF, arranged through Bionic (one of our brokers). The unit price, from December 2023 will be 11.1p and the standing charge remains at 25p per day. The contract runs until December 2025. • Electric <ul style="list-style-type: none"> ○ At their meeting on 25th July the full Council approved a new two-year deal with Octopus Energy starting in August 2022. The unit cost is 47.37p and the standing charge is 43.36p per day. Based on current usage the cost to the Council in a full year would be £1,126. We have cancelled the digital renewal service provided by Bionic and the Clerk will seek new quotes for electricity in February. <p style="text-align: right;">ACTION: CLERK</p> <ul style="list-style-type: none"> • Water <ul style="list-style-type: none"> ○ We are with Wave which is Anglian Water Business National. Costs are currently on budget. 	Clerk/SG

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- **Grounds Maintenance**

- S E Landscaping provided a quote which was signed off by the full Council on 27th March 2023. The basic price is £1,250 plus VAT. They also quoted for removing the fence, but we have asked them to hold off doing this until we see what Taylor Wimpey is proposing to do. **The Committee agreed to seek to renew the contract with S E Landscaping.**

ACTION: CLERK

- **Cleaning**

- The cleaning contract has been scaled back to twice a week – on Mondays and Fridays, which started in October.
- Jo resigned. Her last day was Monday 28th August. Jean Bowyer started on 4th September and is cleaning once a week on a Monday.
- **The Clerk advised Jean that we only need one clean between 20th December and 4th January, ideally on 3rd January.**

ACTION: CLERK

- **Broadband**

- BT has installed a full fibre broadband connection at a price of £32.95 plus VAT. The contract period is for two years. This is within the budget we set for the year.

- **Insurance**

- We have taken insurance with Zurich on the basis on a three-year fixed term deal. This will end on 31 May 2025.

- **Statutory Testing**

- **Fire extinguisher testing was carried out in September 2023.**
- **Gas inspection and certification is due in January 2024 and was carried out on 16th January. It identified that we need a CO Alarm and some smoke detectors.**
- **PAT is due in February 2024.**
- The 5-year fixed electrical test was carried out on 4th July. A number of essential remedial works were identified, and M H Gorman carried out the work on 10th October.

Hall bookings

- We now have a regular Pilates class on a Thursday evening.
- The Council noted the latest hall opening and closing Rota for one-off hires. The Clerk will recirculate the updated Rota. Post Meeting note: Done 24th January 2024.

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78.23	<p><u>Whessoe Parish Social Committee</u></p> <p>The Social Committee has not met since the last Council meeting.</p> <p>Licence for use of the Green The Clerk will seek an extension to the licence for use of the Green. Borough Councillor Lawley asked for the request to be sent to him in the first instance.</p> <p>Quiz Nights</p> <p>The next quiz night is scheduled for 8th March. Caroline would be hosting as Bill wasn't available. The Clerk will arrange advertising the event.</p>	<p>Clerk</p> <p>Clerk</p>
79.23	<p><u>Date and Time of Next Meeting</u></p> <p>Dates for meetings were agreed as follows:</p> <p>Meetings of Whessoe Parish Council:</p> <p>Parish Council Meeting – Monday, 25th March 2024 – 7.00 pm Annual Meeting – Monday, 13th May 2024 – 7.00 pm</p> <p>Annual Parish Meeting:</p> <p>Annual Parish Meeting – Monday, 13th May 2024 – 6.30 pm to 7.00 pm</p> <p>The Council RESOLVED that the Parish Council will meet on the above dates during 2023-24.</p> <p>However, the Council noted that Monday 13th May needed to be changed as neither the Clerk, the Chair and Councillor Musson were available. The Council will consider alternative dates and make a decision at their March meeting.</p>	<p>All</p>

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