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Whessoe Parish Council

MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 25th March 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
Councillor D Woodley

Borough Councillor R Lawley
Parish Clerk – B Goldfinch

MINUTE NO.	ITEM	ACTION
80.23	<u>Introduction</u> <u>Apologies for Absence</u> None received.	
81.23	<u>Public Participation</u> None.	
82.23	<u>Declarations of Interest</u> There were none.	
83.23	<u>Minutes of the Meeting of Whessoe Parish Council – 22nd January 2024</u> The Minutes of the Meeting of Whessoe Parish Council held on the 22 nd January 2024 were presented. The Council RESOLVED that the Minutes of the Meeting of Whessoe Parish Council held on the 22 nd January 2024 be approved. <u>Action Points</u> All actions are covered in the Agenda.	
84.23	<u>Planning</u> Planning Applications Log The Council RESOLVED to note the planning applications log. Planning Application 24/00177/FUL	

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	<p>The Council considered this application for the enlargement of existing bungalow to create a two-storey dwelling including part demolition, erection of first floor habitable space, two storey extension to the north elevation, two storey extension with porch canopy to front elevation, single storey rear extension, alterations to windows/doors and associated works (Revised Scheme) at 60 Beaumont Hill and RESOLVED to raise no objections.</p> <p>Planning Application 24/00189/FUL</p> <p>The Council considered this application for the demolition of the existing garden room and erection of a single storey rear extension incorporating balcony area above with glazed balustrade, first floor rear bedroom extension and installation of render and cladding to elevations of dwelling. Erection of a detached double garage within front garden together with the provision of new hard standing at 24 Durham Road and RESOLVED to raise no objections.</p> <p>The Clerk will notify Darlington Borough Council’s (DBC) planning department accordingly. POST MEETING NOTE: Done 26th March 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. 	
85.23	<p><u>Parish Councillor Vacancy</u></p> <p>There are currently no vacancies.</p>	
86.23	<p><u>Clerk & Responsible Finance Officer</u></p> <p>Staffing Committee Update</p> <p>Terms of Reference – the draft had been reviewed and amended.</p> <p>Annual Appraisal Form – the Clerk had completed the form and returned it to the Chair of the Staffing Committee. An appraisal is scheduled for 17th April.</p>	Clerk/SP
87.23	<p><u>Finance</u></p> <p>Bank Reconciliation January and February 2024</p> <p>Councillors Patterson and Minay reconciled the bank account against the cashbook on 5th February and 7th March 2024 respectively.</p> <p>Financial/Budget Statement to 20th March 2024</p> <p>The Clerk presented the Financial Statement for the period.</p>	

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Receipts totalled **£16,430** of which £7,200 came from the precept. The Council spent **£18,184** 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
05/05/2023	Insurance	£ 666.73	Zurich Municipal
09/05/2023	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
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

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	<table border="1"> <tr> <td>29/12/2023</td> <td>PAYE 3rd Quarter</td> <td>£ 445.80</td> <td>HMRC</td> </tr> <tr> <td>29/12/2023</td> <td>Clerk's Salary 3rd Quarter</td> <td>£1,783.70</td> <td>Bill Goldfinch</td> </tr> <tr> <td>16/01/2024</td> <td>Gas December</td> <td>£ 235.22</td> <td>EDF</td> </tr> <tr> <td>26/01/2024</td> <td>Website upgrade</td> <td>£ 108.00</td> <td>White Digital</td> </tr> <tr> <td>28/02/2024</td> <td>Gas January</td> <td>£ 193.07</td> <td>EDF</td> </tr> </table> <p>The Parish Council RESOLVED to note the financial/budget report to 20th March 2024.</p> <p>Appointment of an Internal Auditor</p> <p>The Council RESOLVED to appoint Kevin Pearce as the internal auditor (proposed by the Clerk and seconded by Councillor Goldfinch – appointed unanimously).</p> <p>Annual Governance and Accountability Return (AGAR)</p> <p>There has been no communication from Mazars, our external auditor, at the time of this meeting. An online briefing has been scheduled for the 22nd April. POST MEETING NOTE: Received 28th March.</p>	29/12/2023	PAYE 3 rd Quarter	£ 445.80	HMRC	29/12/2023	Clerk's Salary 3 rd Quarter	£1,783.70	Bill Goldfinch	16/01/2024	Gas December	£ 235.22	EDF	26/01/2024	Website upgrade	£ 108.00	White Digital	28/02/2024	Gas January	£ 193.07	EDF	
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88.23	<p><u>Policies</u></p> <p>Standing Orders, Financial Regulations and Code of Conduct</p> <p>The Council noted that the Standing Orders had been updated to the latest model document and that only minor changes had been made to the other two policies and RESOLVED to approve the changes to all three policies. The Clerk will version control them and put them on the website.</p> <p>Risk Management Policy and Plan</p> <p>The Council agreed to raise the risk on no.3 (There is a risk that all rental income was lost as a result of a national crisis) to 2 plus 3 = 6 and to decrease no.17 (There is a risk of infection to hall users through transmissible diseases) to 2 plus 2 = 4.</p> <p>In addition, the Council agreed to include a section on “residual risks” showing how the mitigations were impacting the risk score and to add a risk around continuity in the event of losing the clerk. Councillor Goldfinch would make the necessary changes. POST MEETING NOTE: Completed and circulated 27th March.</p>	Clerk																				
89.23	<p><u>Correspondence</u></p> <p>Clerks and Councils Direct was passed to Councillor Woodley. A copy of the latest Tees Valley Village Hall Network newsletter was circulated to Councillors.</p> <p>Switching to a gov.uk domain name</p> <ul style="list-style-type: none"> The Clerk gave a short verbal presentation on the initiative to encourage parish councils to switch to a gov.uk domain name. 																					

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	<ul style="list-style-type: none"> After discussion the Council RESOLVED not to switch to a gov.uk domain name at this time. In their view there was no clear benefit to a change. 	
90.23	<p><u>Events and Training</u></p> <p>The training and events log had not been circulated prior to the meeting. The Clerk apologised and circulated the latest log on 27th March.</p> <p>Events Councillor Musson attended the TVVHN event at Eggescliffe on 28th February. He was impressed by the presentation from P C Hampson about identity theft, phishing and the like. The Council RESOLVED to book a community event on this topic and asked the Social Committee to organise.</p> <p>Training The Clerk would be attending an online briefing on the AGAR by Mazars on 18th April.</p>	Social Comtee
91.23	<p><u>Marketing and social media</u></p> <p>The Council agreed to produce an A5 double-sided flyer to promote use of the hall, the summer event on the Green and quiz nights which would be circulated to everyone on the Harrowgate Farm estate, the new estates at Berrymead Farm and other local residents.</p> <p>Councillor Goldfinch would make sure Councillor Blanchard was given administrator rights on the Council's Facebook page.</p>	SG SG
92.23	<p><u>Whessoe Parish Hall Committee</u></p> <p>The Hall Committee met on 26th February 2024.</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. 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</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. 	Clerk/SG Clerk

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	<ul style="list-style-type: none"> ○ BT has installed a full fibre broadband connection at a price of £32.95 plus VAT. The contract period is for 24 months starting in May 2023. This is within the budget we set for the year. ● Insurance <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ Fire extinguisher testing was carried out in September 2023. ○ The Gas inspection and certification was carried out on 16th January 2024. ○ We were advised that a CO alarm and smoke detectors are required by law. The Clerk discussed the requirement with M H Gorman and arranged a quote for the purchase and installation of smoke/fire alarms. The Council RESOLVED to accept their quote of £195 plus VAT to supply and fit wireless connected battery alarms. ○ A CO alarm has been purchased from Amazon and is located adjacent to the boiler in the kitchen. ○ PAT took place on 14th 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. The full Council ratified the decision. <p>Hall bookings</p> <ul style="list-style-type: none"> ● A local resident, who needed a large open space, has booked the hall on Monday morning for one hour to undertake physio on a child with cerebral palsy. The Council is providing this at no charge. 	Clerk
93.23	<p><u>Whessoe Parish Social Committee</u></p> <p>The Social Committee met on 6th March 2024. Councillor Minay provided an update.</p> <p>Quiz Nights</p> <p>Dates for Quiz nights have been scheduled and volunteers to host each one have been identified except for 30th August and 4th October 2024.</p> <p>Summer Event</p> <p>This will take place on Saturday 20th July on the Green. Councillor Patterson had identified entertainers, and the Clerk would be booking them.</p> <p>Christmas Party</p>	Clerk

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	<p>The party will take place at the hall on Saturday 7th December 2024. The Committee is seeking a different entertainer to previous years.</p> <p>Village Halls Week</p> <p>The committee decided there was not enough time to arrange anything for this year. The Clerk will add discussion around the topic as an agenda item for the Annual Parish Meeting.</p>	Clerk
94.23	<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>Annual Meeting – Wednesday 22nd May 2024 – 7.00 pm</p> <p>Annual Parish Meeting:</p> <p>Annual Parish Meeting – Wednesday 22nd 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>	

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