

DRAFT

Whessoe Parish Council

MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 25th September 2023, at 7.00 pm.

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

Borough Councillor R Lawley One member of the public
Parish Clerk – B Goldfinch

| MINUTE NO. | ITEM | ACTION |
|------------|--|-----------|
| 34.23 | <p>Introduction Apologies for Absence</p> <p>Apologies were received from Councillors S Patterson and D Woodley. Those apologies were accepted.</p> | |
| 35.23 | <p>Public Participation</p> <p>Borough Councillor Lawley was aware there is some funding available from the Stronger Communities Fund for community events. When he has more details he'll let us know whether some money may be available for the children's Christmas party on 2nd December 2023.</p> | BC Lawley |
| 36.23 | <p>Declarations of Interest</p> <p>There were none.</p> | |
| 37.23 | <p>Minutes of the Meeting of Whessoe Parish Council – 24th July 2023</p> <p>The Minutes of the Meeting of Whessoe Parish Council held on the 24th July 2023 were presented.</p> <p>The Council RESOLVED that the Minutes of the Annual Parish Meeting and the Annual Meeting of Whessoe Parish Council held on the 24th July 2023 be approved.</p> <p>Action Points</p> <p>27.23 – Policies</p> <ul style="list-style-type: none">The Clerk had updated the key log. <p>All other actions are covered in the Agenda.</p> | |

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| 38.23 | <p><u>Planning</u></p> <p>Planning Applications Log The Council RESOLVED to note the planning applications log.</p> <p>Planning Committee The Planning Committee met for the first time on 19th September 2023 to discuss the planning application 23/00047/FUL. The proposal was to validate the change of use of former agricultural buildings into storage units with the formation of an additional access road from the site. The Committee RESOLVED to object to the additional access road on the grounds that it was unnecessary and there was a more appropriate option. They had passed their objections to Darlington Borough Council's (DBC) planning department.</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. | |
| 39.23 | <p><u>Parish Councillor Vacancy</u></p> <p>Angela Blanchard was proposed by Councillor Goldfinch, seconded by Councillor Minay. Angela was unanimously co-opted to join the Council.</p> <p>The Clerk will send the completed acceptance of office and register of interest forms to DBC. Post meeting note: Done 26th September 2023.</p> <p>The Clerk will send the introduction to being a Councillor documents to Angela. Post meeting note: Done 26th September 2023.</p> <p>Councillor Goldfinch will provide a WPC email address, links to the website and Facebook page.</p> | SG |
| 40.23 | <p><u>Clerk & Responsible Finance Officer</u></p> <p>Staffing Committee</p> <p>The Council noted that the terms of reference have not been finalised and that the Clerk's appraisal has not been carried out.</p> <p>Councillor Goldfinch would see whether the Chair of the Committee could carry out some of the responsibilities through an online meeting.</p> | SG |
| 41.23 | <p><u>Finance</u></p> <p>Bank Mandate</p> <p>A bank mandate was submitted to Lloyds to remove former Parish Councillor Ian Thomas on 15th July. Confirmation from Lloyds that this has been done is awaited.</p> | |

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Bank Reconciliation July and August 2023

Councillors Patterson and Minay reconciled the bank account against the cashbook on 10th August and 21st September respectively.

Financial/Budget Statement to 30th June 2023

The Clerk presented the Financial Statement for the period up to 21st September 2023.

Receipts totalled **£11,376** of which £7,200 came from the precept. The Council spent **£9,129** to the end of the period.

The Council noted that the budget analysis is suggesting a shortfall of £2k for the year. This is a reduction from the last analysis at the end of June. Two main factors are the summer months and consequent reduction in fuel costs and the reduction in the Clerks hours.

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 | |
| | The Parish Council RESOLVED to note the financial/budget report to 21 st September 2023. | | | | |
| 42.23 | <u>Policies</u> | | | | |
| | No action. | | | | |
| 43.23 | <u>Correspondence</u> | | | | |
| | Clerks and Councils Direct was passed to Angela Blanchard. | | | | |
| | A copy of the latest newsletter from the Tees Valley Village Hall Network was given to each Councillor. | | | | |
| | The Council discussed the approach from Hedgehogs R Us. They agreed that due to shortage of funds they would not, at this time, purchase materials to create a hedgehog highway. They would though promote the message through their social media accounts. | | | | SG |
| | Councillor Goldfinch will write again to the parents of the children who vandalised the notice board requesting the outstanding contribution to cover the cost of the replacement. | | | | |
| 44.23 | <u>Events and Training</u> | | | | |
| | Events | | | | |
| | The Council noted the events log. | | | | |
| | Training | | | | |
| | There has been no training since the last meeting. | | | | |
| 45.23 | <u>Marketing and social media</u> | | | | |
| | A newsletter has been produced and was circulated at the Summer Fete held in August. The Council agreed to review and update the newsletter and circulate it at all Council run events including quiz nights and the Christmas party. | | | | SG/Clerk |
| 46.23 | <u>Whessoe Parish Hall Committee</u> | | | | |
| | The Hall Committee met on 14 th August 2023. | | | | |
| | Angela Blanchard joined the Committee. | | | | |
| | An update was provided by Councillor Goldfinch. | | | | |

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| | <ul style="list-style-type: none"> • Grant funding will have to be sought to implement the results of the condition survey. <p>Contracts</p> <ul style="list-style-type: none"> • The Cleaner retired at the end of August. Jean Bowyer took over and started on Monday 4th September. • The five-year fixed wiring test was carried out on 4th July. There are a few issues that need to be addressed. The quote for the work is £612 plus VAT. The Hall Committee agreed that the work needed to be done and have booked M H Gorman to carry it out on Tuesday 10th October. The Parish Council RESOLVED to ratify the Hall Committee’s decision. <p>Hall bookings</p> <ul style="list-style-type: none"> • With the loss of two regular hirers income has fallen from £600 per month to less than £500 per month. Post Meeting Note: The Karate class who meet on a Thursday evening have given notice that they will be leaving the hall at the end of October. They have been very successful and need a larger hall. • The Council noted the latest hall opening and closing Rota for one-off hires. Since the Committee meeting there have been more bookings. The Clerk will recirculate the Rota and ask for volunteers to open for the latest bookings. Post Meeting note: Done 27th September. | Clerk | | | | | | | | | | | | | | | | |
|-------------------------------------|---|-------|------|-------------------------------------|------|----------------------|-----|-----------------------|-------|----------------------------|-----------------|--------------------------|--------|-------------------------------|---------|----------------------------|------|--|
| 47.23 | <p><u>Whessoe Parish Social Committee</u></p> <p>The Social Committee has not met since the last Parish Council meeting.</p> <p>An update was provided by Councillor Minay.</p> <p>Quiz night hosts were allocated as follows, but are subject to change:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left;">DATE</th> <th style="text-align: left;">HOST</th> </tr> </thead> <tbody> <tr> <td>28th April – Race Night</td> <td>Bill</td> </tr> <tr> <td>2nd June</td> <td>Ian</td> </tr> <tr> <td>28th July</td> <td>Fiona</td> </tr> <tr> <td>22nd September</td> <td>Sharon/Caroline</td> </tr> <tr> <td>3rd November</td> <td>Trevor</td> </tr> <tr> <td>12th January 2024</td> <td>Suzanne</td> </tr> <tr> <td>8th March 2024</td> <td>Bill</td> </tr> </tbody> </table> <p>Other key points were:</p> <ul style="list-style-type: none"> • The summer fete took place on Saturday 26th August. Although it was relatively poorly attended, those that did come enjoyed the event and entertainment. The WI ran a tombola which raised some funds for them. | DATE | HOST | 28 th April – Race Night | Bill | 2 nd June | Ian | 28 th July | Fiona | 22 nd September | Sharon/Caroline | 3 rd November | Trevor | 12 th January 2024 | Suzanne | 8 th March 2024 | Bill | |
| DATE | HOST | | | | | | | | | | | | | | | | | |
| 28 th April – Race Night | Bill | | | | | | | | | | | | | | | | | |
| 2 nd June | Ian | | | | | | | | | | | | | | | | | |
| 28 th July | Fiona | | | | | | | | | | | | | | | | | |
| 22 nd September | Sharon/Caroline | | | | | | | | | | | | | | | | | |
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| 8 th March 2024 | Bill | | | | | | | | | | | | | | | | | |

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| | <ul style="list-style-type: none">• The Social Committee continues to self-fund this year using the proceeds from Quiz Nights.• The Christmas party is scheduled for 2nd December and the Committee will be meeting in early October to discuss the detailed arrangements. The entertainer has been booked for the event. | SC |
| 48.23 | <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>Budget & Precept Setting Meeting – Monday 27th November 2023 – 7.00 pm Parish Council Meeting – Monday, 22nd January 2024 – 7.00 pm 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> | |

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