

DRAFT

Whessoe Parish Council

MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 29th November 2021, at 7.00 pm.

Present: Councillor S Goldfinch (Chair) Councillor D Woodley (Vice Chair)
Councillor S Dawson Councillor Musson
Councillor F Minay Councillor Bennett
Borough Councillor G Lee One member of the public
Lewis Stokes – Banks Group James Seabury – Banks Group
Parish Clerk – B Goldfinch

MINUTE NO.	ITEM	ACTION
57.21	<u>Apologies for Absence</u> None.	
58.21	<u>Public Participation</u> No issues were raised.	
59.21	<u>Declarations of Interest</u> There were no declarations of interest.	
60.21	<u>Minutes of the Parish Council Meeting – 22nd September 2021</u> The draft Minutes of the Meeting of the Annual Parish Meeting held on the 22 nd September were presented. The Council RESOLVED that the Minutes of the Annual Parish Meeting held on the 22 nd September 2021 be approved. <u>Action Points</u> 46.21. Finance – the asset register has been updated to show that Dave Woodley has the old laptop and is using it on behalf of the hall committee. 46.21. VAT - the “lost” VAT from last year will be added to the next claim in December. 46.21. Budget Virements –the known budget overspends have been used to cover as many underspends as possible. This is shown on the budget statement to the end of October.	

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	All other actions are covered in the Agenda.	
61.21	<p><u>Planning</u></p> <p>Development at Beaumont Hill by the Banks Group.</p> <p>Lewis and James outlined the plans for this development. The Banks Group had originally consulted on development of part of the site in June 2019. The pandemic had delayed further progress until now.</p> <p>They now plan to apply for outline planning permission early next year for the whole site with up to 600 houses. They held a number of “design” sessions with interested parties including two sessions at the Parish Hall in November. They will, over the next few weeks, be distributing a newsletter to around 1,600 homes in and around the site setting out the plans in more detail.</p> <p>Both the Council and Borough Councillor questioned the development particularly in respect of access and how they plan to address the new climate initiatives being proposed by the government.</p> <p>The Council noted that there may be an opportunity to influence the use of Section 106 money and that annual grant applications under the Banks community fund would be welcome.</p> <p>Contact details for the Banks Group - Lewis Stokes, The Banks Group, Inkerman House, St John’s Road, Meadowfield, Durham DH7 8XL. Telephone: 0191 378 6100.</p> <p>Planning Applications</p> <p>The Chair reminded Councillors of their responsibilities to address applications that are passed to them, and to ensure that comments are based on planning issues.</p> <p>Darlington Borough Council Local Plan Proposed Modifications</p> <p>The Council RESOLVED to raise no objections to the modifications and noted that the changes seemed completely sensible. POST MEETING NOTE: I looked for an appropriate place on the planning portal to make our general comments, but it was clear that DBC are looking for specific comments on changes within paragraphs in the document.</p> <p>Planning Applications Log</p> <p>The Council RESOLVED to note the planning applications log.</p> <p>Land acquisition at the Green</p> <p>The Clerk will write to Councillor Clarke to ask whether there is any progress at all.</p> <p>Traffic Issues on Burtree Lane and Noise on A167</p> <ul style="list-style-type: none"> • The Council feels that, in the long term, these issues will be resolved by the new developments at Berrymead Farm/Burtree Lane and Beaumont Hill respectively. In the short term the Council will investigate the acquisition and installation of speed signs at suitable locations. Borough Councillor Lee 	<p>ALL</p> <p>Clerk</p> <p>BC Lee/Clerk</p>

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	<p>will provide the Clerk with details of a supplier and the Clerk will contact Sadberge Parish Council who use one that might also be suitable for us.</p> <ul style="list-style-type: none"> The residents who made the initial complaints are being kept informed of developments. <p><u>Solar Farm at Burtree Lane</u></p> <ul style="list-style-type: none"> Aura Power plan to apply to DBC for planning permission to build a Solar Farm at the north end of Burtree Lane. The proposal can be found on their website www.aurapower.co.uk. There has been no further developments since the last meeting. 	Clerk Clerk
62.21	<p><u>Parish Councillor Vacancy</u></p> <p>Following the official notice of the vacancy there was no request for an election. Councillor Minay proposed, and Councillor Woodley seconded the appointment of Sharon Patterson to the vacant position. The Council RESOLVED to appoint Sharon Patterson as the Parish Councillor for the Whessoe Ward. Keys to the hall and Committee Room were provided.</p> <p>The Clerk will provide Councillor Patterson with the necessary forms that need to be completed and returned to Darlington Borough Council.</p>	Clerk
63.21	<p><u>Clerk & Responsible Finance Officer</u></p> <p>The Clerk has completed 5 of the 6 webinar modules and submitted and passed one paper (Law). He hopes to complete all the papers and have them assessed by the mentors before Christmas.</p>	Clerk
64.21	<p><u>Finance</u></p> <p>Quarterly Audit</p> <p>The second quarterly audit was completed on 2 November by Councillor Musson.</p> <p>Bank Reconciliation to end of September and October 2021</p> <p>The bank account was reconciled on 18 October and 8 November respectively. There is a one penny discrepancy because we had an Amazon credit note for £84.90 but only £84.89 was paid into the bank. The Council RESOLVED to write off the discrepancy rather than pursue a reconciliation.</p> <p>Financial/Budget Statement to 31st October 2021</p> <p>The Clerk has transferred funds between budget headings to account for the TV screen installation and the planned painting of the hall in January.</p>	

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The Clerk presented the Financial Statement for the period up to 31st October 2021.

Receipts totalled **£12,108** of which £5,650 came from the precept with the rest coming from hall hires. Hall income will exceed budget expectations.

The Council spent **£11,460**.

Payments more than £100 are as follow.

Date Paid	Transaction Detail	Total	Payee Name
01/04/2021	2020-21 Q4 Pay	£ 1,268.80	Clerks Salary
01/04/2021	PAYE 2020-21 Q4	£ 317.20	HMRC
08/04/2021	Screens and Installation	£ 1,878.59	Phase One
10/05/2021	Cleaning April	£ 165.00	Jo Relton
21/05/2021	Internal Audit	£ 100.00	Kevin Pearce
01/06/2021	CDALC/NALC Subscription	£ 195.98	CDALC
02/06/2021	Insurance 2020-21	£ 631.34	Norris and Fisher
02/06/2021	Cleaning May	£ 180.00	Jo Relton
02/06/2021	Accounting Software Subscription	£ 148.80	Rialtas Business Solutions
04/06/2021	Hall Booking system subscription	£ 224.40	Hallmaster
14/06/2021	2021-22 Q1 Pay	£ 1,268.80	Clerks Salary
06/07/2021	PAYE 2021-22 Q1	£ 317.20	HMRC
06/07/2021	Cleaning June	£ 180.00	Jo Relton
23/07/2021	Clerk Training ILCA to CILCA	£ 144.00	SLCC
11/08/2021	Cleaning July	£ 180.00	Jo Relton
11/08/2021	Advertising Banner	£ 166.80	Newton Press
20/08/2021	T V License Annual	£ 159.00	T V Licensing
09/09/2021	Cleaning	£180.00	Jo Relton
30/09/2021	Pre-lit indoor Christmas Tree	£ 329.99	Amazon
01/10/2021	2021-22 Q2 Pay	£ 1,268.80	Clerks Salary
01/10/2021	PAYE 2021-22 Q4	£ 317.20	HMRC
12/10/2021	Cleaning	£165.00	Jo Relton

The Council **RESOLVED** to note the financial/budget report to the end of October 2021.

Budget Setting and Precept

The Council considered the budget for the Parish Council for the next year and **RESOLVED** to increase the precept by 2% (from £5,650 to £5,760) to cover increases in costs. The Clerk will notify DBC accordingly.

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	The Council discussed the outline proposals for both the Hall and Social Committees for the upcoming financial year and agreed that these would be finalised at the January meeting.	Clerk
65.21	<p><u>Annual Governance & Accountability Return 2020-21</u></p> <p>AGAR</p> <p>The relevant documents were sent to Mazars, the Council’s external auditors, on 1 June 2021. Mazars acknowledged receipt the same day.</p> <p>The notice of appointment of date for the exercise of public rights commenced on 2 June 2021 and ended on 14 July 2021. There were no requests to view the Council’s books.</p> <p>The result of the Audit was expected before this meeting, but we understand there are delays with the process due to the pandemic.</p>	
66.21	<p><u>Policies</u></p> <p>Code of Conduct</p> <p>Darlington Borough Council plan to adopt the latest model Code of Conduct with some amendments in January. The Council agreed to adopt the amended DBC version at their meeting in January.</p>	Clerk
67.21	<p><u>General Data Protection Regulations (GDPR)</u></p> <p>The awareness session was deferred until all Councillors are available and the meeting can take place in the main hall.</p>	Clerk
68.21	<p><u>Correspondence</u></p> <p>The latest edition of Clerks and Councils Direct was passed to the Councillor Patterson.</p>	
69.21	<p><u>Council Matters</u></p> <p>Local Council Award Scheme: An application for the foundation award has been made through CDALC and was passed to the National Association of Local Councils on 19th May 2021. The triage, by them, was completed on 2 August. There were several issues which could not be resolved by their deadline of 13 August. In the Council’s opinion some of these were petty and inconsistent with other Parish Councils who had attained the foundation award.</p> <p>Most of these have now been resolved but the links and application form are out of date. The County Durham Association of Local Councils has asked NALC to provide dates for a resubmission and have taken up the Council’s concerns. However, they have confirmed that only way forward is to reapply and incur further expenditure.</p>	

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	<ul style="list-style-type: none"> • Norris and Fisher. We have a 3-year fixed price contract with them that expires in June 2024. • It is likely that when this contract ends in 2024, we may need to find a new supplier as Norris and Fisher are no longer providing insurance to new councils and may not do existing ones either. <p>Painting</p> <ul style="list-style-type: none"> • We sought three quotes for painting the walls in the hall, kitchen and toilet area and received two. The Committee RESOLVED to accept the quote from Kenny Gibson Painting and Decorating. The price is £995 (they are not registered for VAT), and the start date is 3 January 2022. <p>Signage</p> <ul style="list-style-type: none"> • The Committee is purchasing a sign, saying Whessoe Parish Hall, to be installed on the back of the hall. • The Committee will seek a solution to the signage at the front of the hall to replace the existing banner. <p>Hall bookings</p> <p>The hall is currently well used, and the Committee has drawn up a rota of all current Councillors to open and close the hall for one-off users. Councillor Patterson has been added to the rota.</p>	
73.21	<p><u>Whessoe Parish Social Committee</u></p> <p>Meetings on 25 October and 22 November</p> <p>The quiz night on 29 October was well attended and raised £147 for our nominated charity. Another has been arranged for Friday 10 December.</p> <p>The Christmas lights switch on takes place on 4 December.</p> <p>There have been some issues with deploying the banner. The Hall Committee will look at options.</p> <p>The Committee plans to run the following activities during the year: Quiz nights x 4 – dates suggested are May/June, October, December/January and February/March, Christmas Party – with children’s entertainer, Christmas tree and new more sustainable and reusable lights, and Queen’s Platinum Jubilee – an event at the Hall to celebrate the event. Expenditure will be needed to renew the music licence and for publicity.</p> <p>The Council RESOLVED to agree to set the Social Committee budget at £2,000.</p>	HC

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74.21	<p><u>Date and Time of Next Meeting</u></p> <p>Dates for future meetings were agreed as follows:</p> <p>Meetings of Whessoe Parish Council: Parish Council Meeting – Monday, 24th January 2022 – 7.00 pm Parish Council Meeting – Monday, 28th March 2022 – 7.00 pm Annual Meeting – Monday, 23rd May 2022 – 7.00 pm</p> <p>Annual Parish Meeting: Annual Parish Meeting – Monday, 23rd May 2022 – 6.30 pm to 7.00 pm</p>	

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