

# Whessoe Parish Council

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## MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Wednesday 22<sup>nd</sup> September 2021, at 7.00 pm.

**Present:** Councillor S Goldfinch (Chair)                      Councillor D Woodley (Vice Chair)  
 Councillor S Dawson    Councillor Musson  
 Councillor F Minay  
 Borough Councillor J Clarke  
 Parish Clerk – B Goldfinch

MINUTE NO.	ITEM	ACTION
39.21	<u>Apologies for Absence</u>  Apologies were received from Councillor Bennett and accepted.	
40.21	<u>Public Participation</u>  No issues were raised.	
41.21	<u>Declarations of Interest</u>  There were no declarations of interest.	
42.21	<u>Minutes of the Parish Council Meeting – 26<sup>th</sup> July 2021</u>  The draft Minutes of the Meeting of the Annual Parish Meeting held on the 26 <sup>th</sup> July were presented.  The Council <b>RESOLVED</b> that the Minutes of the Annual Parish Meeting held on the 26 <sup>th</sup> July 2021 be approved.  <u>Action Points</u>  All other actions are covered in the Agenda.	
43.21	<u>Planning</u>  <b>Planning Application 21/00785/FUL</b> The Clerk has notified Darlington Borough Council that the Council has no objections to the application to erect front and rear extensions to the dwelling at 74 Beaumont Hill.  <b>Planning Application 21/00817/OUT</b>	

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

	<p>The Clerk has notified Darlington Borough Council that the Council resolved not to raise any objections but to point out continued concern over the number of single applications along this stretch of Burtree Lane.</p> <p><b>Planning Applications Log</b> The Council <b>RESOLVED</b> to note the planning applications log.</p> <p><b>Land acquisition at the Green</b> There was considerable discussion about the lack of communication from Darlington Borough Council on this issue. Borough Councillor Clarke will discuss it further with senior officials in the Borough Council and report back to the Council.</p> <p>Borough Councillor Clarke felt that the Council should be considering a new and bigger community centre to meet the needs of the community in the future in view of the many developments being carried out in the next few years.</p> <p><b>Traffic Noise on A167</b></p> <ul style="list-style-type: none"> <li>• The Clerk has acquired the relevant documentation used in the Local Plan relating to traffic surveys. These are large documents that will take some time to analyse.</li> <li>• The Clerk is in touch with another Parish Council who are looking at carrying out a similar exercise.</li> <li>• The resident who made the initial complaint is being kept informed of developments.</li> </ul> <p><b><u>Solar Farm at Burtree Lane</u></b></p> <ul style="list-style-type: none"> <li>• 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 <a href="http://www.aurapower.co.uk">www.aurapower.co.uk</a>.</li> <li>• From the presentation there are a few issues: <ul style="list-style-type: none"> <li>○ it will have an impact on residents who are adjacent to the site,</li> <li>○ there will be traffic disruption, for maybe four months, during the construction phase including 1.4km of Burtree Lane being dug up to accommodate the cable from the farm to the substation, and</li> <li>○ they propose that the Parish Council administers the Community Benefit Fund - up to £17,500 per year for 40 years.</li> </ul> </li> <li>• The current plan is for work to start in the summer of 2022.</li> </ul> <p>Aura Power plan to submit their planning application in October. They are willing to meet with the Council and interested residents. The Clerk will stay in contact and arrange a meeting once notified of a planning application.</p>	<p>BC Clarke</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>44.21</b></p>	<p><b><u>Parish Councillor Vacancy</u></b></p> <p>Following the official notice of the vacancy there was no request for an election. The Council is planning to co-opt another Councillor and has advertised the vacancy on Facebook, the website and all noticeboards</p>	

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

45.21	<p><b><u>Clerk &amp; Responsible Finance Officer</u></b></p> <p>The Clerk has begun the course for ILCA to CILCA and hopes to complete it in this calendar year.</p>																																					
46.21	<p><b><u>Finance</u></b></p> <p><b>Asset Register</b></p> <p>Councillor Woodley had repurposed the unused laptop and it is now being used by the hall committee. The Clerk would amend the asset register.</p> <p><b>Bank Reconciliation to end of July and August 2021</b></p> <p>Councillors Minay and Dawson reconciled the bank account and Amazon orders for these periods on 11 August and 17 September respectively.</p> <p><b>Financial/Budget Statement to 31<sup>st</sup> August 2021</b></p> <p>The Council made a VAT reclaim on 8<sup>th</sup> April 2021 for the last month of the previous financial year. The amount is £97.59. HMRC pointed out that if claiming less than £100 it must be for a <i>full</i> financial year. That claim has, therefore, not been processed.</p> <p>The Council asked the Clerk to make enquiries of HMRC to see whether the amount can be added to the next claim.</p> <p>The Clerk presented the Financial Statement for the period up to 31<sup>st</sup> August 2021.</p> <p>Receipts totalled <b>£11,161</b> of which £5,650 came from the precept with the rest coming from hall hires. Hall income will exceed budget expectations.</p> <p>The Council spent <b>£8,421</b>.</p> <p>Payments more than £100 are as follow.</p> <table border="1" data-bbox="335 1478 1284 1904"> <thead> <tr> <th>Date Paid</th> <th>Transaction Detail</th> <th>Total</th> <th>Payee Name</th> </tr> </thead> <tbody> <tr> <td>01/04/2021</td> <td>2020-21 Q4 Pay</td> <td>£ 1,268.80</td> <td>Clerks Salary</td> </tr> <tr> <td>01/04/2021</td> <td>PAYE 2020-21 Q4</td> <td>£ 317.20</td> <td>HMRC</td> </tr> <tr> <td>08/04/2021</td> <td>Screens and Installation</td> <td>£ 1,878.59</td> <td>Phase One</td> </tr> <tr> <td>10/05/2021</td> <td>Cleaning April</td> <td>£ 165.00</td> <td>Jo Relton</td> </tr> <tr> <td>21/05/2021</td> <td>Internal Audit</td> <td>£ 100.00</td> <td>Kevin Pearce</td> </tr> <tr> <td>01/06/2021</td> <td>CDALC/NALC Subscription</td> <td>£ 195.98</td> <td>CDALC</td> </tr> <tr> <td>02/06/2021</td> <td>Insurance 2020-21</td> <td>£ 631.34</td> <td>Norris and Fisher</td> </tr> <tr> <td>02/06/2021</td> <td>Cleaning May</td> <td>£ 180.00</td> <td>Jo Relton</td> </tr> </tbody> </table>	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	<p>Clerk</p> <p>Clerk</p>
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	02/06/2021	Software Subscription	£ 148.80	Rialtas Business Solutions	Clerk
	04/06/2021	Hall Booking subscription	£ 224.40	Hallmaster	
	14/06/2021	2021-22 Q2 Pay	£ 1,268.80	Clerks Salary	
	06/07/2021	PAYE 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	
	<p>The Council noted that the TV screens were not paid from last year's budget as planned. Adjustments to the budget will be made in November at the budget setting meeting.</p> <p>The Council <b>RESOLVED</b> to note the financial/budget report to the end of August 2021.</p>				
<b>47.21</b>	<p><b><u>Annual Governance &amp; Accountability Return 2020-21</u></b></p> <p><b>AGAR</b></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 is expected before the next meeting of the Council in November.</p>				
<b>48.21</b>	<p><b><u>Policies</u></b></p> <p><b>Key Holding Policy</b></p> <ul style="list-style-type: none"> <li>• Councillor Dawson has passed the cabinet key to Councillor Woodley.</li> <li>• All Councillor keys held were reconciled and old keys removed.</li> </ul> <p><b>Risk Management Policy and Plan</b></p> <p>Both policies were version controlled and put on the website.</p>				
<b>49.21</b>	<p><b><u>General Data Protection Regulations (GDPR)</u></b></p>				

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Chair of the Parish Council

	The awareness session was deferred until all Councillors are available and the meeting can take place in the main hall.	Clerk
<b>50.21</b>	<b><u>Correspondence</u></b>  The latest edition of Clerks and Councils Direct was passed to the Clerk.	
<b>51.21</b>	<b><u>Council Matters</u></b>  <b>Local Council Award Scheme:</b> An application for the foundation award has been made through CDALC and was passed to the National Association of Local Councils on 19 <sup>th</sup> 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.  Most of these have now been resolved but the links and application form will be 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.  The Council <b>RESOLVED</b> to have one more attempt to achieve the award.  <b>Equal Opportunities Policy</b> – Councillor Minay will carry out a presentation at the next Council meeting where all Councillors are available, and the meeting can take place in the main hall.	FM
<b>52.21</b>	<b><u>Forward and Backward Look</u></b>  The Council <b>RESOLVED</b> to note the training log.	
<b>53.21</b>	<b><u>Marketing and social media</u></b>  The Council <b>RESOLVED</b> to take up the offer of a free social media health check being offered by Microshade VSM. The Clerk will arrange.	Clerk
<b>54.21</b>	<b><u>Whessoe Parish Hall Committee</u></b>  <b>Meetings on 4 August and 21 September 2021</b>  The Committee were planning to complete a number of maintenance tasks and purchase equipment for the kitchen. In particular: <ul style="list-style-type: none"> <li>• Replace the microwave oven,</li> <li>• Replace the extractor fan in the store cupboard with one connected to a timer,</li> <li>• Arrange for portable appliance testing,</li> <li>• Buy side plates, chopping boards, dishcloths, tea towels and a knife, and</li> <li>• Seek quotes for painting the hall walls with a view to this being done just after Christmas.</li> </ul>	

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	<p>Instructions were being written for using all the sound and vision equipment and training in their use would be given to all Councillors.</p> <p><b>Contracts</b></p> <ul style="list-style-type: none"> <li>• <b>Gas</b> <ul style="list-style-type: none"> <li>○ A smart meter was installed but not working! Manual readings being supplied.</li> <li>○ Likely that unit charge will be significantly more next year due to fuel cost rise.</li> <li>○ Our existing contract expires in December. The Clerk will compare the market during October.</li> </ul> </li> <li>• <b>Electric</b> <ul style="list-style-type: none"> <li>○ We are on a rolling contract with a relatively low standing charge. Although the standing charge is remaining the same the unit cost increases from 1 October 2021 from 21p to 24.375p.</li> <li>○ The Clerk will look to compare prices during the utilities review in October.</li> </ul> </li> <li>• <b>Water</b> <ul style="list-style-type: none"> <li>○ We are with Wave which is Anglian Water Business National. The Clerk will look to compare prices during the review in October.</li> </ul> </li> <li>• <b>Grounds Maintenance</b> <ul style="list-style-type: none"> <li>○ We are currently with S E Landscaping. They have repaired the broken fences in the car park and are following the normal grass cutting schedule.</li> </ul> </li> <li>• <b>Cleaning</b> <ul style="list-style-type: none"> <li>○ The cleaner cleans the hall for around an hour three times a week at a cost of £15 per hour.</li> <li>○ We are trying to arrange a meeting with her to discuss several cleaning issues.</li> </ul> </li> <li>• <b>Broadband</b> <ul style="list-style-type: none"> <li>○ £22 per month with Plusnet. It's currently the cheapest fibre network for business users.</li> </ul> </li> <li>• <b>Insurance</b> <ul style="list-style-type: none"> <li>○ Norris and Fisher. We have a 3-year fixed price contract with them that expires in June 2024.</li> </ul> </li> </ul> <p><b>Hall bookings</b></p> <p>The Hall Booking forms have been amended and are being used for all new bookings.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>All</p>
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	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. The Council agreed to support the rota.	
<b>55.21</b>	<p><b><u>Whessoe Parish Social Committee</u></b></p> <p><b>Meetings on 27 July, 19 August and 16 September</b></p> <p>The Committee had purchased a promotional banner to fix to the car park fence. The Hall Committee would arrange to do this.</p> <p>There is a Quiz night on Friday 29<sup>th</sup> October between 7 and 9pm. The event had been advertised and one booking has been received so far. Any proceeds will go to St Teresa's Hospice (the Council's nominated charity).</p> <p>A Christmas party including the switching on of the lights will take place on Saturday 4<sup>th</sup> December. The Mayor has agreed to switch on the lights.</p> <p>The Hall Committee agreed to review on 28 September the current Christmas lights and replace any that do not work.</p> <p>There will be a colouring competition for children, to be judged at the Christmas Party, which will be advertised next week.</p> <p>The Committee made a case to buy a pre-lit Christmas tree for inside the hall. The Council <b>RESOLVED</b> to purchase a Christmas tree and notify regular users of its location in the hall.</p> <p>A newsletter had been drafted and would be finalised over the next month or so with the intention of distributing it during as soon as possible.</p>	<p>HC</p> <p>HC</p> <p>Clerk</p>
<b>56.21</b>	<p><b><u>Date and Time of Next Meeting</u></b></p> <p>Dates for future meetings were agreed as follows:</p> <p><b>Meetings of Whessoe Parish Council:</b>  Budget &amp; Precept Setting Meeting – Monday 29<sup>th</sup> November 2021 – 7.00 pm  Parish Council Meeting – Monday, 24<sup>th</sup> January 2022 – 7.00 pm  Parish Council Meeting – Monday, 28<sup>th</sup> March 2022 – 7.00 pm  Annual Meeting – Monday, 23<sup>rd</sup> May 2022 – 7.00 pm</p> <p><b>Annual Parish Meeting:</b>  Annual Parish Meeting – Monday, 23<sup>rd</sup> May 2022 – 6.30 pm to 7.00 pm</p>	

Signed..... Date.....  
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