

Whessoe Parish Council

MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 24th January 2022, at 7.00 pm.

Present: Councillor S Goldfinch (Chair) Councillor D Woodley (Vice Chair)
 Councillor S Dawson Councillor Musson
 Councillor F Minay Councillor Bennett
 Councillor Patterson

Borough Councillor J Clarke Two members of the public
 Parish Clerk – B Goldfinch

MINUTE NO.	ITEM	ACTION
75.21	<u>Apologies for Absence</u> None.	
75.21	<u>Public Participation</u> Concerns were raised about the planned development at Berrymead Farm. In particular, the apparent lack of parking for the new dwellings and the traffic flow onto Burtree Lane and the A167. It was thought that the lack of provided parking would lead to issues for delivery drivers and casual visitors to the area as parking was only being provided for each dwelling. The issues of traffic flow have been addressed in the latest applications through a comprehensive travel plan for the site. The residents were directed to the Darlington Borough Council planning portal to view the most recent documents for themselves with a request that if they still had concerns to raise them through the consultation process.	
76.21	<u>Declarations of Interest</u> There were no declarations of interest.	
77.21	<u>Minutes of the Parish Council Meeting – 18th November 2021</u> The draft Minutes of the Meeting of the Annual Parish Meeting held on the 18 th November were presented.	

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

MINUTE NO.	ITEM	ACTION
	<p>The Council RESOLVED that the Minutes of the Parish Council Meeting held on the 18th November 2021 be approved and signed.</p> <p><u>Action Points</u></p> <p>All actions are covered in the Agenda.</p>	
78.21	<p><u>Planning</u></p> <p>Planning Applications</p> <p>The Chair again 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>Application 21/01465/FUL – erection of a single storey rear extension at 72 Beaumont Hill.</p> <p>The Council RESOLVED no to raise any objections to this application.</p> <p>Application 21/01466/RM1 – reserved matters approval for the erection of 102 dwellings, landscaping, parking and associated infrastructure on land at Berrymead Farm.</p> <p>The Council RESOLVED no to raise any objections to this application.</p> <p>Application 19/00594/FUL – erection of 3 no. detached dwellings, 3 detached double garages with shared access drive at 20 Burtree Lane.</p> <p>The Council RESOLVED to object to this development on the grounds of creeping ribbon development, traffic issues and potential flooding.</p> <p>The Clerk will notify DBC of the decisions. POST MEETING NOTE: Done 27th January.</p> <p><u>Solar Farm at Burtree Lane</u></p> <p>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 have been no further developments since the last meeting.</p> <p>Planning Applications Log</p> <p>The Council RESOLVED to note the planning applications log.</p>	<p>ALL</p> <p>Clerk</p>

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

MINUTE NO.	ITEM	ACTION
	<p>Land acquisition at the Green Borough Councillor Clarke said there had been no progress while the main decision maker had been away. He would chase and asked the Chair to write to him setting out the Council's feelings about the ongoing situation.</p> <p>Traffic Issues on Burtree Lane and Noise on A167 Councillor Lee had provided the details of a company supplying traffic calming signs and the Clerk had found another. The likely cost per sign was £2,500 and upwards depending on the sign chosen.</p> <p>As the development at Berrymead Farm was likely to start in the next few months, the Council RESOLVED to wait and assess the situation later in the year.</p> <p>This will remain as an agenda item and kept under review.</p>	<p>SG/ BC Clarke</p> <p>Clerk</p>
79.21	<p><u>Parish Councillor Vacancy</u></p> <p>Councillor Patterson had completed the necessary forms which had been sent to Darlington Borough Council. They now appear on DBC's website and a link to them was on the Council's website.</p> <p>Councillor Woodley pointed out that her details were not on the Council website. The Clerk will put them on. POST MEETING NOTE: Done 27th January.</p>	Clerk
80.21	<p><u>Clerk & Responsible Finance Officer</u></p> <p>The Clerk has completed all the webinar modules and submitted and passed one paper (Law). He will complete all the assessment papers before the end of February.</p>	Clerk
81.21	<p><u>Finance</u></p> <p>Quarterly Audit</p> <p>The third quarterly audit was completed on 17 January by Councillor Musson.</p> <p>Bank Reconciliation to end of November/December 2021</p> <p>The bank account was reconciled on 12 December 2021 and 7 January 2022 respectively.</p> <p>Financial/Budget Statement to 31st December 2021</p> <p>The Clerk presented the Financial Statement for the period up to 31st December 2021.</p>	

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

MINUTE NO.	ITEM	ACTION																																																																																																																								
	<p>Receipts totalled £13,369 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 £13,442.</p> <p>Payments more than £100 are as follow.</p> <table border="1"> <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> <tr> <td>02/06/2021</td> <td>Accounting Software Subscription</td> <td>£ 148.80</td> <td>Rialtas Business Solutions</td> </tr> <tr> <td>04/06/2021</td> <td>Hall Booking system subscription</td> <td>£ 224.40</td> <td>Hallmaster</td> </tr> <tr> <td>14/06/2021</td> <td>2021-22 Q1 Pay</td> <td>£ 1,268.80</td> <td>Clerks Salary</td> </tr> <tr> <td>06/07/2021</td> <td>PAYE 2021-22 Q1</td> <td>£ 317.20</td> <td>HMRC</td> </tr> <tr> <td>06/07/2021</td> <td>Cleaning June</td> <td>£ 180.00</td> <td>Jo Relton</td> </tr> <tr> <td>23/07/2021</td> <td>Clerk Training ILCA to CILCA</td> <td>£ 144.00</td> <td>SLCC</td> </tr> <tr> <td>11/08/2021</td> <td>Cleaning July</td> <td>£ 180.00</td> <td>Jo Relton</td> </tr> <tr> <td>11/08/2021</td> <td>Advertising Banner</td> <td>£ 166.80</td> <td>Newton Press</td> </tr> <tr> <td>20/08/2021</td> <td>T V License Annual</td> <td>£ 159.00</td> <td>T V Licensing</td> </tr> <tr> <td>09/09/2021</td> <td>Cleaning</td> <td>£ 180.00</td> <td>Jo Relton</td> </tr> <tr> <td>30/09/2021</td> <td>Pre-lit indoor Christmas Tree</td> <td>£ 329.99</td> <td>Amazon</td> </tr> <tr> <td>01/10/2021</td> <td>2021-22 Q2 Pay</td> <td>£ 1,268.80</td> <td>Clerks Salary</td> </tr> <tr> <td>01/10/2021</td> <td>PAYE 2021-22 Q4</td> <td>£ 317.20</td> <td>HMRC</td> </tr> <tr> <td>12/10/2021</td> <td>Cleaning</td> <td>£ 165.00</td> <td>Jo Relton</td> </tr> <tr> <td>01/11/2021</td> <td>Replacement Ink Cartridges</td> <td>£ 148.95</td> <td>Amazon</td> </tr> <tr> <td>03/11/2021</td> <td>Christmas Tree</td> <td>£ 180.00</td> <td>Croft Farms</td> </tr> <tr> <td>03/11/2021</td> <td>Cleaning</td> <td>£ 180.00</td> <td>Jo Relton</td> </tr> <tr> <td>29/11/2021</td> <td>Annual Grounds Maintenance</td> <td>£ 780.00</td> <td>S E Landscaping</td> </tr> <tr> <td>02/12/2021</td> <td>Christmas Party Food and Drink</td> <td>£ 105.20</td> <td>Aldi</td> </tr> <tr> <td>03/12/2021</td> <td>Cleaning</td> <td>£ 180.00</td> <td>Jo Relton</td> </tr> <tr> <td>22/12/2021</td> <td>Cleaner Bonus</td> <td>£ 100.00</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	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	01/11/2021	Replacement Ink Cartridges	£ 148.95	Amazon	03/11/2021	Christmas Tree	£ 180.00	Croft Farms	03/11/2021	Cleaning	£ 180.00	Jo Relton	29/11/2021	Annual Grounds Maintenance	£ 780.00	S E Landscaping	02/12/2021	Christmas Party Food and Drink	£ 105.20	Aldi	03/12/2021	Cleaning	£ 180.00	Jo Relton	22/12/2021	Cleaner Bonus	£ 100.00	Jo Relton	
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																																																																																																																							
01/11/2021	Replacement Ink Cartridges	£ 148.95	Amazon																																																																																																																							
03/11/2021	Christmas Tree	£ 180.00	Croft Farms																																																																																																																							
03/11/2021	Cleaning	£ 180.00	Jo Relton																																																																																																																							
29/11/2021	Annual Grounds Maintenance	£ 780.00	S E Landscaping																																																																																																																							
02/12/2021	Christmas Party Food and Drink	£ 105.20	Aldi																																																																																																																							
03/12/2021	Cleaning	£ 180.00	Jo Relton																																																																																																																							
22/12/2021	Cleaner Bonus	£ 100.00	Jo Relton																																																																																																																							

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

MINUTE NO.	ITEM	ACTION
	<p>The Council noted that £71 had been refunded to those who had to cancel hall hires.</p> <p>The Council RESOLVED to note the financial/budget report to the end of December 2021.</p> <p>Budget Setting</p> <p>The Council RESOLVED to agree a budget for 2022-23 of £12,140 and £2,000 for the Hall and Social committees respectively.</p>	
82.21	<p><u>Annual Governance & Accountability Return 2020-21</u></p> <p>AGAR</p> <p>The AGAR has concluded with no issues raised.</p>	
83.21	<p><u>Policies</u></p> <p>Code of Conduct</p> <p>The Council RESOLVED to approve the revised Code of Conduct. The Clerk would put it on the website. POST MEETING NOTE: Done 27th January.</p> <p>There is a training/awareness session on this, run by Darlington Borough Council, at 5pm on Monday 31st January – all Councillors are encouraged to join the online meeting if they are available.</p>	Clerk
84.21	<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
85.21	<p><u>Correspondence</u></p> <p>The latest edition of Clerks and Councils Direct was passed to the Councillor Dawson.</p>	
86.21	<p><u>Council Matters</u></p> <p>Equal Opportunities Policy – 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.</p>	FM

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

MINUTE NO.	ITEM	ACTION
87.21	<p><u>Forward and Backward Look</u></p> <p>The Council RESOLVED to note the training log.</p>	
88.21	<p><u>Marketing and social media</u></p> <p>The Council RESOLVED to take up the offer of a free social media health check. The Clerk will arrange. POST MEETING NOTE: The Clerk has registered an interest with Breakthrough Communications, who were recommended by CDALC.</p>	Clerk
89.21	<p><u>Whessoe Parish Hall Committee</u></p> <p>Meeting on 18 January 2022</p> <p>The Committee were going to commission a condition survey to inform future maintenance and improvement programmes.</p> <p>An update was provided by the Chair of the Hall Management Committee. Key points were:</p> <p>Contracts</p> <ul style="list-style-type: none"> • Utilities contracts remain under review given current circumstances around pricing. The Committee are satisfied that the Council is achieving the best possible value for money in the circumstances. • The grounds maintenance contract will be tendered again at the end of January. • The Hall has been redecorated over the New Year period. • A sign has been purchased for the rear of the Hall, so it can be seen from the Harrowgate Farm estate. It will be installed over the coming weeks. <p>Village Halls Week</p> <ul style="list-style-type: none"> • The Council has submitted the following pledge as part of the national Village Halls week; “The Parish Council will carry out a condition survey to inform future maintenance and improvement programmes to improve the facilities for the community”. <p>Hall Bookings</p> <ul style="list-style-type: none"> • Hall hire is very popular and there is a rote in place for opening and closing for parties. 	

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

MINUTE NO.	ITEM	ACTION
	<p>Coderdojo</p> <p>The Council heard a presentation from a group who wish to set up a Coderdojo franchise at the hall. Their target audience is 7 to upper teens and it would be free to attend. They would be giving their time for free. Frequency would be once a month or fortnightly on a Friday between 4.30 and 6.30.</p> <p>The Committee asked them to investigate whether they needed insurance and questioned how they planned to run the gatherings. They were at the early stage of planning and were initially trying to get an idea of the likely costs involved. The Committee pointed them towards the Banks Group as a potential financial sponsor.</p> <p>The Council agreed that this type of activity was one that should be supported as a benefit to the local community and agreed to let them have the hall hire at no charge if they wished to proceed.</p> <p>Borough Councillor Clarke offered his help and support, and Councillor Woodley thinks he may be able to source a number of laptops.</p> <p>Anti-social behaviour</p> <p>Issues were raised concerning litter and dog mess not being picked up. The Council noted that there is someone who regularly can be seen litter picking and they would try and find out who he is and see if support can be offered.</p>	
90.21	<p><u>Whessoe Parish Social Committee</u></p> <p>Meeting on 10th January</p> <p>An update was provided by the Chair of the Social Committee. Key points were:</p> <p>The quiz night on 10 December was well attended. Others are arranged for Friday 4th February, Friday 8th April and Friday 3 June.</p> <p>The Committee plans to run the following activities during the year: <i>Quiz nights</i> – every six weeks or so throughout the year, <i>Christmas Party</i> – scheduled for Saturday 3 December 2022 with children’s entertainer, Christmas tree and new more sustainable and reusable lights, and <i>Queen’s Platinum Jubilee</i> – an event at the Hall to celebrate the event. The Council suggested asking those who attend the next quiz night what type of event they might like.</p>	

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

MINUTE NO.	ITEM	ACTION
91.21	<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, 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>	

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