

Whessoe Parish Council

MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 26th July 2021, at 7.00 pm.

Present: Councillor S Goldfinch (Chair) Councillor D Woodley (Vice Chair)
 Councillor J Bennett Councillor S Dawson
 Councillor F Minay
 Parish Clerk – B Goldfinch

MINUTE NO.	ITEM		ACTIO
21.21	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Councillor Dawson and accepted.</p>		
22.21	<p><u>Public Participation</u></p> <p>No issues were raised.</p>		
23.21	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>		
24.21	<p><u>Minutes of the Annual Parish Meeting – 24th May 2021</u></p> <p>The draft Minutes of the Meeting of the Annual Parish Meeting held on the 24th May were presented.</p> <p>The Council RESOLVED that the Minutes of the Annual Parish Meeting held on the 24th May 2021 be approved.</p> <p><u>Minutes of the Annual Meeting of the Parish Council – 24th May 2021</u></p> <p>The draft Minutes of the Annual Meeting of the Parish Council held on 24th May were presented.</p> <p>The Council RESOLVED that the Minutes of the Annual Meeting of the Parish Council held on 24th May 2021 be approved.</p> <p><u>Action Points</u></p> <p>16.21– Forward and backward look</p> <ul style="list-style-type: none"> • The Clerk has made changes to the training log. <p>All other actions are covered in the Agenda.</p>		

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

<p>25.21</p>	<p><u>Planning</u></p> <p>Planning Application 21/00436/FUL The Clerk had notified Darlington Borough Council on 27 May that the Council has objected to the proposal on the grounds that the existing dwelling is on a blind bend and that the addition of two more dwellings will exacerbate the risk of collisions.</p> <p>Planning Application 21/00785/FUL The Council RESOLVED to raise no objections to the application to erect front and rear extensions to the dwelling at 74 Beaumont Hill. The Clerk will notify Darlington Borough Council.</p> <p>Planning Application 21/00817/OUT The Council had objected to the original application in 2018 due to the number of applications being submitted along this section of Burtree Lane and the increased traffic and ribbon type development. It was clear from this revised application that the developer had taken those comments into account and, to a certain extent, had tried to mitigate the impact. In view of this, the Council RESOLVED not to raise any objections but to point out to the Borough Council our continued concern over the number of single applications along this stretch of Burtree Lane. The Clerk will notify Darlington Borough Council accordingly.</p> <p>Planning Applications Log The Council RESOLVED to note the planning applications log.</p> <p>Land acquisition at the Green There has been no communication from either Borough Councillor or Darlington Borough Council. The Clerk would chase.</p> <p>Traffic Noise on A167</p> <ul style="list-style-type: none"> • 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. • There are several companies that can provide traffic safety systems but most of the signs that would have the best effect are expensive. • The resident who made the initial complaint is 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. • From the presentation there are a few issues: <ul style="list-style-type: none"> ○ it will have an impact on residents who are adjacent to the site, 		<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
---------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	-----------------------------------------------------

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

	<ul style="list-style-type: none"> ○ 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 ○ they propose that the Parish Council administers the Community Benefit Fund - up to £17,500 per year for 40 years. ● The current plan is for work to start in the summer of 2022. <p>The Council RESOLVED to invite a representative from Aura Power to the next meeting of the Parish Council on 27th September 2021.</p>		Clerk
26.21	<p><u>Parish Councillor Vacancy</u></p> <p>Mr Stephen Bell resigned as a Councillor at the end of June. As his forms had been accepted by Darlington Borough Council another notice of vacancy advertisement was published on 12th July. The period ends on 30th July.</p> <p>After that date, if no-one has asked for an election, another Councillor can be co-opted.</p> <p>The Council RESOLVED to advertise the vacancy on Facebook, the website and all noticeboards.</p> <p>The hall keys had been recovered from Kerri-Leigh Caley. Stephen Bell did not receive a set of keys.</p>		Clerk
27.21	<p><u>Clerk & Responsible Finance Officer</u></p> <p>The Clerk has registered for ILCA to CILCA at a cost of £144 including VAT.</p> <p>The online course develops knowledge, confidence and skills and builds a portfolio ready for CILCA. There are several modules that can be completed over the months leading up to December and attracts 12 CPD points once completed.</p> <p>FILCA is not yet available.</p> <p>In addition, the Clerk has registered for a virtual training seminar on 8 September. This is focused on the Clerk's year calendar to support the tasks for the upcoming months including the budget process.</p>		
28.21	<p><u>Finance</u></p> <p>Quarterly Audit</p> <p>Councillor Musson completed the 1st quarter audit of receipts and payments against the bank account on 14th July 2021.</p> <p>Asset Register</p>		

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

Councillor Woodley had disposed of the old printer through Freecycle. He would attempt to dispose of the unused laptop.

Bank Reconciliation to end of June 2021

Councillors Minay and Dawson have reconciled the bank account and Amazon orders up to the end of June.

Financial/Budget Statement to 31st March 2021

The Council made a VAT reclaim on 8th 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 *full* financial year. That claim has, therefore, not been processed.

The Council asked the Clerk to make enquiries of HMRC to see whether the amount can be added to the next claim.

The Clerk presented the Financial Statement for the period up to 30th June 2021.

Receipts totalled **£7,818** of which £5,650 came from the precept with the rest coming from hall hires. The Council spent **£6,879** of which half represents the first two quarters salary payments to the Clerk. Hall income is on track to meet budget expectations.

The Council noted that the TV screens were not paid from last years budget as planned. Adjustments to the budget will be made in November at the budget setting meeting.

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	Software Subscription	£ 148.80	Rialtas Business Solutions
04/06/2021	Hall Booking subscription	£ 224.40	Hallmaster
14/06/2021	2021-22 Q2 Pay	£ 1,268.80	Clerks Salary

DW

Clerk

Clerk

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

	The Parish Council RESOLVED to note the financial/budget report to the end of June 2021.		
29.21	<p><u>Annual Governance & Accountability Return 2020-21</u></p> <p>Internal Audit The internal auditor was made aware of the extent of the insurance cover, which he accepted.</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>		
30.21	<p><u>Policies</u></p> <p>Key Holding Policy</p> <p>The Council RESOLVED to approve the key holding policy subject to the number of keys being inserted into paragraphs 1.1 and 2.1.</p> <p>Councillor Dawson would pass the cabinet key to Councillor Woodley.</p> <p>Risk Management Policy and Plan</p> <p>The Council RESOLVED to approve the Risk Management Policy and Plan.</p> <p>Both policies will be version controlled and put on the website.</p>		Clerk DW/S Clerk
31.21	<p><u>General Data Protection Regulations (GDPR)</u></p> <p>The awareness session was deferred until all Councillors are available.</p>		Clerk
32.21	<p><u>Correspondence</u></p> <p>The latest edition of Clerks and Councils Direct was passed to Councillor Woodley.</p>		
33.21	<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 NALC on 19th May 2021.</p> <p>Equal Opportunities Policy – Councillor Minay will carry out a presentation at the next Council meeting where all Councillors are available.</p>		FM

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

34.21	<p><u>Forward and Backward Look</u></p> <p>The Clerk will add and circulate all the known upcoming events.</p> <p>The Council RESOLVED to note the training log.</p>		Clerk
35.21	<p><u>Marketing and social media</u></p> <p>Tonight's meeting had been advertised on social media as had meetings of the WI. The What's on poster had been updated and posted on all notice boards.</p>		
36.21	<p><u>Whessoe Parish Hall Committee</u></p> <p>The Council RESOLVED to approve the Hall Management Committee's Terms of Reference and noted that Councillor Woodley had been elected Chair.</p> <p>Meeting 14 July 2021</p> <p>The Committee reviewed the Risk Management Policy and Plan which was approved by the full Council.</p> <p>The health and safety report shows that the car park fence needs repair and that at least two blinds need to be refitted. Repairs are in hand.</p> <p>The code to the key safe would be changed and users notified.</p> <p>Contracts</p> <p>The contractor had cleared the moss from the car park.</p> <p>Cleaning would continue based on three times a week for the foreseeable future. The Committee is arranging a meeting with the cleaner to see if she could carry out deep cleans and other extras, such as washing down walls.</p> <p>Hall bookings</p> <p>The hall is currently being 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.</p>		
37.21	<p><u>Whessoe Parish Social Committee</u></p> <p>Meetings on 15 June and 13 July</p> <p>The Council RESOLVED to approve the Social Committee's Terms of Reference and noted that Councillor Minay had been elected Chair.</p>		

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

	<p>The Council RESOLVED to approve and commit to the Armed Forces Covenant subject to minor change. The Clerk would submit the covenant through CDALC.</p> <p>The Council RESOLVED to approve St Teresa’s Hospice as this year’s charity.</p> <p>There would be a Quiz night on Friday 29th October between 7 and 9pm and a Christmas Party on Saturday 4th December.</p> <p>The Committee would be meeting on 27th July to plan for both events in more detail.</p> <p>There is an opportunity to enter a “wonderful villages” photography competition run by Allied Westminster which the Committee will advertise and promote.</p> <p>A banner promoting events in the hall would be purchased in the next few weeks and would be fixed to the fence at the front of the car park.</p> <p>A newsletter had been drafted and would be finalised over the next month or so with the intention of distributing it during the weekend of 2/3 October.</p>		Clerk
38.21	<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: Parish Council Meeting – Monday, 27th September 2021 – 7.00 pm Budget & Precept Setting Meeting – Monday 29th November 2021 – 7.00 pm 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> <p>The Council RESOLVED that the Parish Council will meet on the above dates during 2021-22.</p>		

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