

Whessoe Parish Council

MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 28th March 2022, at 7.00 pm.

Present: Councillor S Goldfinch (Chair) Councillor S Dawson
 Councillor Musson Councillor F Minay
 Councillor Patterson

Borough Councillors J Clarke and P Crudass
 Five members of the public
 Parish Clerk – B Goldfinch

MINUTE NO.	ITEM	ACTION
92.21	<u>Apologies for Absence</u> Councillor D Woodley (Vice Chair) and Councillor Bennett. Their apologies were accepted.	
93.21	<u>Public Participation</u> The Council was asked to put meeting agendas on the Facebook page. Several concerns were raised about the planned development on land to the east of Beaumont Hill. See also 96.21 - Planning below.	SG
94.21	<u>Declarations of Interest</u> Councillor Goldfinch and the Clerk expressed an interest in item 7 – Clerk and RFO Pay award (minute number 98.21).	
95.21	<u>Minutes of the Parish Council Meeting – 24th January 2022</u> The draft Minutes of the Meeting of the Parish Council held on the 24 th January were presented. The Council RESOLVED that the Minutes of the Parish Council Meeting held on the 24 th January 2022 be approved and signed. <u>Action Points</u> Planning – DBC were notified of the Council’s decisions on 27 th January.	

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

MINUTE NO.	ITEM	ACTION
	<p>Parish Councillor Vacancy – Councillor Patterson’s details were posted to the Council’s website on 27th January.</p> <p>All other actions are covered in the Agenda.</p>	
96.21	<p><u>Planning</u></p> <p>Presentation by the Banks Group – Application 22/00146/OUT. Outline application for a residential development of up to 600 dwellings etc.</p> <p>The Banks Group gave a short presentation relating to their outline planning application which was followed by public participation and questions. The main concerns of the public, Councillors and Borough Councillors present were:</p> <ul style="list-style-type: none"> • The proposed development is part of the Skerningham allocation, and applications will, according to the Local Plan, only be considered in accordance with the masterplan. • There appears to be confusion about the site plan which appears to show emergency/pedestrian access through an existing dwelling. • Pedestrian access on the plan (drawing PA11) might be dangerous to users due to restricted visibility, particularly when turning right. • The scheme should rely on the new bridge across the railway which forms part of the wider Skerningham allocation, and as such cannot stand alone from the Skerningham Masterplan and Design Code. • Public consultation on the proposals, particularly the latest which increased the number of dwellings to 600, has been inadequate. <p>For their part, the Banks Group responded:</p> <ul style="list-style-type: none"> • They had submitted the application in advance of the Skerningham masterplan so the Borough Council could address some of the technical issues. • They plan to continue to consult residents near to the site. This would start on 5th April and would involve knocking on doors to engage residents close to the site. • They agreed access was important and would review the existing plan and address the concerns raised by the public. • They believe this development stands alone from the Skerningham allocation. • They put the maximum number of houses on the site as a result of local consultation. • They confirmed that the layout was indicative and subject to change. • They confirmed the secondary access currently shown is only for emergency use. • They would provide an executive summary explaining how their traffic and travel plans would work. 	BANKS GROUP

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

MINUTE NO.	ITEM	ACTION
	<ul style="list-style-type: none"> • They would review their site boundary plans and let the Council know the findings so they can be passed on to those present. <p>After the Banks Group left the Council RESOLVED to object to the proposal on the following grounds:</p> <ul style="list-style-type: none"> • The application does not meet key Darlington Local Plan strategic policy H10 and is in breach of paragraph 6.10.3 of the Local Plan. In particular - “The finalised comprehensive masterplan including infrastructure phasing plan is to be prepared by the applicant(s) in consultation with the community and is to be agreed with the Council in advance of any planning application being submitted for the Skerningham allocation site, either as a whole or in part”. • That the consultation process was and continues to be flawed. The council is concerned that the plan to knock on the doors of selected residents is disingenuous and that the Banks Group should carry out a formal public consultation with all local residents, including those who will be affected by the Skerningham allocation. • There is a clear and obvious need for a road crossing across the railway line to offer alternative access for vehicles in the event of issues on the A167. <p>Planning Applications</p> <p>Application 22/00214/ADV – Display of various signs on land at Berrymead Farm.</p> <p>The Council RESOLVED not to raise any objections to this application.</p> <p>Application 22/00167/FUL – Demolition of outbuildings and erection of an extension to the rear at 30 Burtree Lane.</p> <p>The Council RESOLVED not to raise any objections to this application.</p> <p>Application 22/00213/FUL - Installation of a Solar Farm on land to the north of Burtree Lane.</p> <p>The Council RESOLVED not to raise any objections to this application and to ask DBC to note our support of the proposal.</p> <p>The Clerk will notify DBC of the decisions. POST MEETING NOTE: Done 29th March.</p> <p>Planning Applications Log The Council RESOLVED to note the planning applications log.</p> <p>Land acquisition at the Green It was confirmed that DBC has granted a 3-year licence to the Council for them to take an interest in the land known as the Green. There are conditions and once the documents are received the Council will address these as necessary.</p>	BANKS GROUP

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

MINUTE NO.	ITEM	ACTION
	<p>Borough Councillor Clarke asked the Council to continue with their plans to organise a “street party” on the Green. He will ensure that DBC will not cut the grass but will empty the dog mess bin.</p> <p>The Council will notify their grounds maintenance contractor that they can start to maintain the Green. POST MEETING NOTE: Done 30th March.</p> <p>The Council would organise a publicity campaign to encourage dog owners to pick up their dog’s poo.</p> <p>Traffic Issues on Burtree Lane and Noise on A167</p> <p>As the development at Berrymead Farm was underway, 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>BC Clarke</p> <p>Clerk</p> <p>SG</p>
97.21	<p><u>Parish Councillor Vacancy</u></p> <p>There are currently no vacancies.</p>	
98.21	<p><u>Clerk & Responsible Finance Officer</u></p> <p>Training - The Clerk has successfully completed all the ILCA to CILCA modules.</p> <p>Pay (the Chair and Clerk did not take part in this item) – Following the pay rise announced by the National Joint Council for Local Government Services, the Council RESOLVED to agree the increase (from £12.20 to £12.45 per hour) and backdate payment to April 2021.</p> <p>The Council RESOLVED to set up a staffing committee with immediate effect to manage all aspects of employment matters including pay, hours and performance for all and any of the staff employed by the Council. The composition of the committee would be Councillors Woodley, Patterson and Minay. The clerk will produce a draft terms of reference for the committee to consider at their first meeting.</p> <p>The Council asked the clerk to investigate and purchase a cost-effective mobile phone for use, primarily, by the clerk. This would enable others within the Council to take calls etc. when the clerk wasn’t available. It will also alleviate the Clerk taking calls on his personal number outside of his working hours.</p>	<p>DW, SP, FM and Clerk</p> <p>Clerk</p>
99.21	<p><u>Finance</u></p> <p>Bank Reconciliation to end of January/February 2022</p> <p>The bank account was reconciled on 7th February and 5th March 2022 respectively.</p> <p>Financial/Budget Statement to 28th February 2022</p>	

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	<p>The Clerk presented the Financial Statement for the period up to 28th February 2022.</p> <p>Receipts totalled £16,245 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 £18,034.</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 Q1 Pay</td> <td>£ 1,268.80</td> <td>Clerks Salary</td> </tr> <tr> <td>01/04/2021</td> <td>PAYE 2020-21 Q1</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 Q2 Pay</td> <td>£ 1,268.80</td> <td>Clerks Salary</td> </tr> <tr> <td>06/07/2021</td> <td>PAYE 2021-22 Q2</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 Q3 Pay</td> <td>£ 1,268.80</td> <td>Clerks Salary</td> </tr> <tr> <td>01/10/2021</td> <td>PAYE 2021-22 Q3</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> </tbody> </table>	Date Paid	Transaction Detail	Total	Payee Name	01/04/2021	2020-21 Q1 Pay	£ 1,268.80	Clerks Salary	01/04/2021	PAYE 2020-21 Q1	£ 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 Q2 Pay	£ 1,268.80	Clerks Salary	06/07/2021	PAYE 2021-22 Q2	£ 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 Q3 Pay	£ 1,268.80	Clerks Salary	01/10/2021	PAYE 2021-22 Q3	£ 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	
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	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	
	04/01/2022	PAYE 2021-22 Q4	£ 317.20	HMRC	
	04/01/2022	2021-22 Q4 pay	£1,268.20	Clerks Pay	
	07/01/2022	Painting the hall	£1,295.00	James Gibson Ltd	
	07/01/2022	Cleaning	£ 225.00	Jo Relton	
	07/01/2022	Website Hosting	£ 208.80	Design 365 Solutions	
	27/01/2022	Signage at rear of hall	£ 480.00	Johnson Clark Ltd	
	31/01/2022	Cleaning	£ 165.00	Jo Relton	
	16/02/2022	Gas - January	£ 111.57	EDF energy	
	<p>The Council RESOLVED to note the financial/budget report to the end of February 2022.</p> <p>Budget Setting</p> <p>The Council noted minor changes to next year's budget allocations as follows:</p> <ul style="list-style-type: none"> • PAYE and Staff Salary were adjusted to take account of the pay rise in clerk's salary. • We had been notified that the rates bill had been set for next year at £80. The £120 balance had been split between gas and electric to offset some of the expected increases. • We had received the quotation for grounds maintenance and the cost had been put into that budget heading. 				
100.21	<p><u>Annual Governance & Accountability Return 2020-21</u></p> <p>AGAR</p> <p>The Council had received the correct AGAR report from the external auditor; Mazars.</p> <p>The Council RESOLVED to appoint Kevin Pearce as internal auditor for 2022/23. The Clerk would arrange the audit with him to take place in early April.</p>				Clerk
101.21	<p><u>Policies</u></p> <p>The Council reviewed all its published policies, noted that no changes were required and RESOLVED to adopt them in 2022/23. The Clerk would update the version control and publish them on the website.</p>				Clerk

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

MINUTE NO.	ITEM	ACTION
102.21	<p><u>Events</u></p> <p>The Council had received a £200 Community Fund Donation from Borough Councillor Ian Bell. This would be put towards funding for the Queen’s Jubilee “street party” event being planned for Saturday 4th June on the Green.</p> <p>The Borough Councillors advised the Council to apply for the street party pack being offered by DBC.</p> <p>Borough Councillor Clarke would check to see whether there is any other support coming from the Borough Council.</p> <p>The outline plan would be discussed by the social committee at their next meeting and circulated to all councillors as soon as possible.</p>	<p>Clerk</p> <p>Clerk</p> <p>BC Clarke</p> <p>Social C’tee</p>
103.21	<p><u>Correspondence</u></p> <p>The latest edition of Clerks and Councils Direct was passed to Councillor Minay and a copy of the Tees Valley Village Halls Network newsletter was circulated to those present.</p>	
104.21	<p><u>Council Matters</u></p> <p>Equal Opportunities Policy – awareness training was only being carried out to meet requirements within the Local Council Award Scheme. As application to the scheme had been dropped from the Council’s planned activities it was agreed to drop the awareness training.</p>	
105.21	<p><u>Events and Training</u></p> <p>Events – The Council agreed to increase the budget for prizes at quiz nights to £50. This would be our contribution to those events and all money received from participants on the night would go to the nominated charity; there would no longer be a cash prize for the winning team.</p> <p>Training – the Clerk was asked to analyse training by individual during the last three years and write to each Councillor setting out, where appropriate, the essential training needed.</p>	<p>Social C’tee</p> <p>Clerk</p>
106.21	<p><u>Marketing and social media</u></p> <p>Breakthrough Communications had carried out a free social media health check. They recommended that we should be set up as a government organisation, adopt twitter and Instagram and post to all media at least once a day.</p>	<p>ALL</p>

Signed..... Date.....
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MINUTE NO.	ITEM	ACTION
	The Council RESOLVED to increase posts to Facebook and will consider how best to do this bearing in mind the time available to Councillors.	
107.21	<p><u>Whessoe Parish Hall Committee</u></p> <p>Meeting on 10 March 2022</p> <p>An update was provided by the Vice Chair of the Hall Management Committee. Key points were:</p> <p>The Committee had commissioned a condition survey to inform future maintenance and improvement programmes. The clerk will produce a summary of the necessary work, aggregated by type of contractor to be used, and present it to the next committee meeting for discussion.</p> <p>A sign had been installed at the rear of the hall.</p> <p>A quotation had been obtained from Plastic Republic for signage to replace the banner at the front of the hall. As the quote exceeded £500 the Committee sought approval from the full Council to accept it. The Council RESOLVED to accept the quote for £550 for the signage. The Clerk would place the order and seek to pay for this in the current financial year. POST MEETING NOTE: Paid 30th March.</p> <p>Instructions for the use of the screens and TV system had been finalised and would be circulated in due course. Individual training would be arranged for each Councillor.</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 Committee has asked the Clerk for some additional analysis of gas and electric usage. • The grounds maintenance contract was let to S E Landscaping and includes provision for cutting the grass at the Green. <p>Hall Bookings</p> <ul style="list-style-type: none"> • Hall hire is very popular and the latest Rota for opening and closing for one-off events and activities was circulated to members of the full Council. 	<p>Clerk</p> <p>DW</p>

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Chair of the Parish Council

MINUTE NO.	ITEM	ACTION
	<p>Maintenance</p> <p>There was evidence of damage to walls where the chairs were placed. The Committee will source either bigger notice boards or a suitable strip to alleviate the problem.</p>	
108.21	<p><u>Whessoe Parish Social Committee</u></p> <p>Meeting on 8th March</p> <p>An update was provided by the Chair of the Social Committee. Key points were:</p> <p>The three quiz nights held during the year had raised £583.88 for St Teresa's Hospice.</p> <p>The next quiz night is on Friday 8th April and would be hosted by Councillor Goldfinch. A trophy had been commissioned for the winning team. All proceeds would go to the Council's nominated charity for the year – which it was agreed will be St Teresa's Hospice.</p> <p>The Social Committee were taking forward the arrangements for managing and organising events on the Green. They would be setting up a working group and drafting terms of reference for it.</p>	
109.21	<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: 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