

# Whessoe Parish Council

---

## MINUTES of the Meeting of Whessoe Parish Council held on the Zoom platform on Monday 11<sup>th</sup> January 2021, at 7.00 pm.

**Present:** Councillor S Goldfinch (Chair)                      Councillor T Musson  
 Councillor Jo Bennett    Councillor D Woodley  
 Councillor F Minay    Councillor S Dawson (Vice-Chair)  
 Parish Clerk – B Goldfinch  
 Borough Councillors P Crudass and J Clarke and three members of the Public

MINUTE NO.	AGENDA ITEM	ACTION
76.20	<p><b><u>Public Participation</u></b></p> <p>All three members of the Public were present specifically to discuss item 4 and took part in the discussion at that point.</p>	
77.20	<p><b><u>1. Apologies for Absence</u></b></p> <p>Apologies were received from Councillor Kerri-Leigh Caley and were accepted.</p>	
78.20	<p><b><u>2. Declarations of Interest</u></b></p> <p>There were no declarations of interest.</p>	
79.20	<p><b><u>3. Draft Minutes of the Meeting of Whessoe Parish Council – 9<sup>th</sup> November 2020</u></b></p> <p>The Draft Minutes of the Meeting of Whessoe Parish Council held on the 9<sup>th</sup> November were presented.</p> <p>The Council <b>RESOLVED</b> that the Draft Minutes of the Meeting of Whessoe Parish Council held on the 9<sup>th</sup> November 2020 be approved.</p> <p><b><u>Action Points</u></b></p> <p>All actions are covered in this meeting’s Agenda.</p>	
80.20	<p><b><u>4. Planning</u></b></p> <p>The Chair introduced the paper on the results of the consultation on the Council’s interest in the green area at Harrowgate Farm. The Council heard from all three members of the public and both Borough Councillors.</p> <p>Although generally in favour of community events taking place on the green there were some concerns that the Council was asked to address.</p>	

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

	<ul style="list-style-type: none"> <li>• The number of events – no one was in favour of lots of events,</li> <li>• How they would be managed,</li> <li>• How late they would run to,</li> <li>• Keeping the area tidy after the event,</li> <li>• Parking – the concern was that events would draw in people from outside the area and access to private drives would be blocked,</li> <li>• Maintenance of the land,</li> <li>• Changing the appearance of the green, and</li> <li>• Whether other sites had been considered.</li> </ul> <p>The Council has taken these points on board and committed to an absolute maximum of 4 planned events, and to form a steering group from residents to make recommendations on what events will be held, how the land will be maintained, its appearance and to help support and organise the events.</p> <p>On this basis the Council <b>RESOLVED</b> to seek approval from Darlington Borough Council to take an interest in the land based on a licence for 10 years.</p> <p><b>Planning Applications Log</b></p> <p>The Council <b>RESOLVED</b> to note the planning applications log.</p>	SG
81.20	<p><b><u>5. Parish Councillor Vacancies</u></b></p> <p>There are currently no vacancies.</p>	
82.20	<p><b><u>6. Clerk &amp; Responsible Finance Officer</u></b></p> <p>The Clerk is not pursuing CiLCA this year due to the increase in costs but has accounted for it as part of next year's budgeting.</p>	Clerk
83.20	<p><b><u>7. Finance</u></b></p> <p><b>Bank Mandate</b></p> <p>Councillor Goldfinch has been removed as a signatory to the Council's bank account.</p> <p><b>Bank Reconciliation for November and December 2020</b></p> <p>Councillors Dawson and Minay confirmed they had reconciled the bank account against the cashbook for both months.</p> <p><b>Quarterly Audit</b></p> <p>At the time of this meeting the bank statement had not been received for December. Post Meeting Note: Councillor Musson completed the third quarter's audit on 13 January 2021.</p> <p><b>Financial/Budget Statement</b></p>	

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

The Clerk presented the Financial Statement for the period up to 31st December 2020.

Receipts totalled **£18,884** of which £5,539 came from the precept and £11,300 from the Rate Relief Grant. Other receipts come from hiring of the hall. The Council spent **£11,461** during the period.

Payments more than £100 were as follows.

Date Paid	Transaction Detail	Total	Payee Name
01/04/2020	2019-20 Q4 Pay	£ 1,238.70	Clerks Salary
21/04/2020	Refund March and April	£ 210.00	Anvesaka Yoga
30/04/2020	CDALC/NALC Subscription	£ 193.50	CDALC
20/05/2020	Insurance	£ 631.34	Norris and Fisher
02/06/2020	Annual Subscription	£ 148.80	Rialtas Business Solutions
03/06/2020	Padlocks and Keys	£ 147.44	Nothing But Ltd
04/06/2020	Gas supply	£ 190.03	Npower Business
01/07/2020	2020-21 Q1 Pay	£ 1,238.70	Clerks Salary
14/07/2020	Internal Audit	£ 200.00	Tees Valley Village Action
28/08/2020	A3 Printer	£ 169.99	HP Ink UK Ltd
07/09/2020	Cleaning	£ 150.00	Jo Relton
01/10/2020	2021-21 Q2 Pay	£ 1,238.70	Clerks Salary
01/10/2020	PAYE	£ 324.60	HMRC
12/10/2020	Cleaning	£ 165.00	Jo Relton
14/10/2020	Web Design Deposit	£ 937.92	Design 365 Solutions
16/11/2020	Noticeboard	£ 1,020.00	Noticeboards Online
16/11/2020	Cleaning	£ 165.00	Jo Relton
19/11/2020	Christmas Tree	£ 168.00	Croft Christmas Trees
07/12/2020	Cleaning	£ 105.00	Jo Relton
14/12/2020	Cleaner Allowance	£ 450.00	Jo Relton
15/12/2020	Gas supply	£ 161.07	Npower Business
21/12/2020	External Audit	£ 360.00	Mazars

The Council **RESOLVED** to note the financial/budget report for period up to the end of December 2020.

**Notice Board**

The notice board has been ordered and paid for. The Clerk will chase a delivery date.

**Budget setting and Precept**

Clerk

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

	<p>The Council considered the budgets for the Hall and Social Committees for the next year and <b>RESOLVED</b> to allocate:</p> <ul style="list-style-type: none"> <li>• £11,174 to the Hall Committee made up of a combination of estimated income from hiring out the Hall and from the reserve, and</li> <li>• £2,000 to the Social Committee taken from the reserve.</li> </ul>	
<b>84.20</b>	<p><b><u>8. Policies</u></b></p> <p>Complaints Procedure</p> <p>The Council discussed the document and asked for changes to be made. The Clerk would present a revised version for approval at the March meeting.</p> <p>Financial Regulations</p> <p>The Council <b>RESOLVED</b> to agree the latest version of these Regulations, which have been reviewed by two independent Councillors and altered to take account of comments from the External Auditor about the relationship between the Chair and Clerk.</p> <p>Subject to amending paragraph 2.2 from monthly to quarterly bank reconciliations and inclusion of a system whereby the debit card payments could be checked, at the same time as the bank reconciliations, against orders made.</p> <p>Armed Forces Covenant</p> <p>There was no progress to report at this meeting.</p>	<p>Clerk</p> <p>Clerk</p>
<b>85.20</b>	<p><b><u>9. General Data Protection Regulations (GDPR)</u></b></p> <p>The Clerk reported no change to the action plan and that further progress is dependent on the new website.</p>	Clerk
<b>86.20</b>	<p><b><u>10. Correspondence</u></b></p> <p>The December edition of Clerks and Councils Direct was circulated.</p>	
<b>87.20</b>	<p><b><u>11. Council Matters</u></b></p> <p><b>Local Council Award Scheme:</b> The Clerk presented an action plan for completing the application form for this award. There were a number of outstanding actions that were needed before the application could be made and the Clerk will complete these and present the application form for resolution by the Council at the March meeting.</p> <p><b>Equal Opportunities Policy</b> – Training was postponed until screens are available and the Council can meet face to face in the Hall.</p>	<p>Clerk</p> <p>FM</p>
<b>88.20</b>	<b><u>12. Forward and Backward Look</u></b>	

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

	The Council <b>RESOLVED</b> to note the events/meetings and separate training log.	
89.20	<p><b><u>13. Marketing and Social Media</u></b></p> <p>The new website went live earlier this month. Councillors were asked to comment on the website by the 15 January.</p> <p>The Clerk was awaiting instructions on how to update the site. Post Meeting Note: The instructions had been received.</p>	
90.20	<p><b><u>14. Whessoe Parish Hall Committee</u></b></p> <p><b>Hall Committee Update</b></p> <p>The Committee has not met since the last Council meeting as the hall has been closed.</p> <p><b>Contracts</b></p> <ul style="list-style-type: none"> <li>• Phase One were due to install the screens on 14 January but due to the imminent lockdown staff had continued to be furloughed.</li> <li>• Cleaning had resumed on a weekly basis until the hall reopens.</li> <li>• The Christmas tree had been collected and the festive lights taken down.</li> <li>• The Clerk will be seeking quotes for grounds maintenance during February.</li> </ul> <p><b>Hall bookings</b></p> <ul style="list-style-type: none"> <li>• The Hall is now closed. Tots Explore and the Karate class were the only users since the last Council meeting.</li> <li>• The Hive settings have been adjusted accordingly.</li> </ul>	Clerk
91.20	<p><b><u>15. Whessoe Parish Social Committee</u></b></p> <p><b>Update:</b></p> <p>The Committee has not met since the last Council meeting. The next meeting is scheduled for 25 January 2021.</p>	
92.20	<p><b><u>16. Date and Time of Next Meeting</u></b></p> <p>Dates for meetings were agreed as follows</p> <p><b>Meetings of Whessoe Parish Council:</b>  Parish Council Meeting – Monday, 22<sup>nd</sup> March 2021 – 7.00 pm  Annual Meeting – Monday, 10<sup>th</sup> May 2021 – 7.00 pm</p> <p><b>Annual Parish Meeting:</b>  Annual Parish Meeting – Monday, 10<sup>th</sup> May 2021 – 6.30 pm to 7.00 pm</p>	

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

	The Council <b>RESOLVED</b> that the Parish Council will meet on the above dates during 2020-21.	
--	--	--

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