

# Whessoe Parish Council

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## MINUTES of the Annual Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 23rd May 2022, at 7.00 pm.

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

One member of the Public  
 Parish Clerk – B Goldfinch

MINUTE NO.	ITEM	ACTION
1.22	<p><b><u>Election of Officers</u></b></p> <p>Chair: Councillor Goldfinch was elected unanimously.            Proposed Councillor Woodley and seconded by Councillor Minay.</p> <p>Vice- Chair: Councillor Woodley was elected unanimously.            Proposed Councillor Goldfinch and seconded by Councillor Minay.</p> <p>Hall Committee: Councillors Musson, Goldfinch and Woodley.            Social Committee: Councillors Minay, Dawson, Patterson and Bennett.</p> <p>The Council agreed to provide more support to the Chair during the next year.</p>	
2.22	<p><b><u>Apologies for Absence</u></b></p> <p>Apologies were received from Borough Councillor P Crudass.</p>	
3.22	<p><b><u>Public Participation</u></b></p> <p>No issues were raised.</p>	
4.22	<p><b><u>Declarations of Interest</u></b></p> <p>There were no declarations of interest.</p>	
5.22	<p><b><u>Minutes of the Meeting of Whessoe Parish Council – 28<sup>th</sup> March 2022</u></b></p> <p>The Minutes of the Meeting of Whessoe Parish Council held on the 28<sup>th</sup> March were presented.</p> <p>The Council <b>RESOLVED</b> that the Minutes of the Meeting of Whessoe Parish Council held on the 28<sup>th</sup> March 2022 be approved.</p>	

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

	<p><b><u>Action Points</u></b></p> <p>96.21 – Planning</p> <ul style="list-style-type: none"> <li>• The Banks Group were to provide an executive summary explaining how their traffic and travel plans would work and review and report to the Council their site boundary plans. To date we have not received anything from them.</li> <li>• The Council was going to organise a publicity campaign to encourage dog owners to pick up their pet's poo. It was noted that the dog warden was now making more visits and that there was less mess. The Council would carry out a poster campaign later in the year.</li> </ul> <p>98.21 – Clerk and RFO</p> <ul style="list-style-type: none"> <li>• The Clerk was to order a mobile phone for exclusive use on the Council's business. This was in hand. POST MEETING NOTE: The phone was purchased on 24 May and delivered on 25 May.</li> </ul> <p>All other actions are covered in the Agenda.</p>	WPC
6.22	<p><b><u>Planning</u></b></p> <p><b>The Chair reiterated the request that Councillors respond to planning applications they are sent. It is one of the most important responsibilities they carry out. If requests continue to be ignored the Chair will set up a planning committee to be attended by all Councillors.</b></p> <p><b>Traffic Issues on Burtree Lane and Noise on A167</b></p> <ul style="list-style-type: none"> <li>• As the development at Berrymead Farm was underway, the Council <b>RESOLVED</b> to wait and assess the situation later in the year. As such, this will remain a standing item on future agendas.</li> </ul> <p><b>Land Acquisition at the Green</b></p> <p>The Council is still awaiting the paperwork from Darlington Borough Council (DBC) for the lease on the Green. The Chair would chase Jon Clarke.</p> <p><b>Planning Applications Log</b></p> <p>The Council <b>RESOLVED</b> to note the planning applications log.</p>	WPC        SG
7.22	<p><b><u>Parish Councillor Vacancy</u></b></p> <p>Councillor S Dawson gave notice that she intends to step down as a Councillor once the Bank Mandate can be transferred to Councillor Patterson. The Chair thanked her for her service and wished her well in the future.</p> <p>The Clerk will make the necessary changes to the bank mandate and collect her keys in due course.</p> <p>The Clerk will, in due course, arrange to advertise the post.</p>	Clerk   Clerk
8.22	<p><b><u>Clerk &amp; Responsible Finance Officer</u></b></p>	

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

	<p>Staffing Committee</p> <p>Councillor Woodley updated the Council on the first meeting of the Committee which met on 25<sup>th</sup> April 2022. He asked the Clerk to provide the NJC pay scales. POST MEETING NOTE: Done 25<sup>th</sup> May 2022</p>																																																																																									
<p><b>9.22</b></p>	<p><b><u>Finance</u></b></p> <p><b>Quarterly Audit</b></p> <p>Councillor Musson completed the 4<sup>th</sup> quarter audit of receipts and payments against the bank account on 11<sup>th</sup> April 2022.</p> <p><b>Financial/Budget Statement to 31<sup>st</sup> March 2021</b></p> <p>The Clerk presented the Financial Statement for the period up to 31<sup>st</sup> March 2022.</p> <p>Receipts totalled <b>£17,200</b> of which £5,650 came from the precept. Total receipts from hiring the hall were £10,378. The Council spent <b>£19,108</b> during the year.</p> <p>Payments more than £100 are as follow.</p> <table border="1" data-bbox="352 936 1366 1953"> <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> </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	
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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
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
02/03/2022	Cleaning	£ 180.00	Jo Relton
17/03/2022	Gas - February	£ 136.57	EDF energy
30/03/2022	Notice Board	£ 550.01	Plastic Republic

The Council **RESOLVED** to note the financial/budget report for the last financial year.

**Asset Register**

The Council **RESOLVED** to approve the asset register.

**Direct Debits**

The Council **RESOLVED** to approve the direct debits for gas, electricity, water, broadband, DBC Council rates, TV Licence, Microsoft 365 and Website Hosting.

The Clerk was asked to confirm that the water is metered. POST MEETING NOTE: Confirmed.

The Council asked the Clerk to increase the Microsoft 365 subscription to a five-user licence so Councillors can use the application. POST MEETING NOTE: Done 25<sup>th</sup> May 2022.

**Bank Reconciliation April 2022**

Councillors Dawson and Minay confirmed they had reconciled the bank account against the cashbook on 13<sup>th</sup> May 2022.

**Financial/Budget Statement to 30<sup>th</sup> April 2022**

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

	<p>The Clerk presented the Financial Statement for the period up to 30<sup>th</sup> April 2021.</p> <p>Receipts totalled <b>£6,792</b> of which £5,760 came from the precept. The Council spent <b>£2,053</b> during the month.</p> <p>Payments more than £100 are as follow.</p> <table border="1" data-bbox="355 439 1353 672"> <thead> <tr> <th>Date Paid</th> <th>Transaction Detail</th> <th>Total</th> <th>Payee Name</th> </tr> </thead> <tbody> <tr> <td>01/04/2022</td> <td>2021-22 Q1 Pay</td> <td>£ 1,268.80</td> <td>Clerks Salary</td> </tr> <tr> <td>01/04/2022</td> <td>PAYE</td> <td>£ 317.20</td> <td>HMRC</td> </tr> <tr> <td>04/04/2022</td> <td>Cleaning March</td> <td>£ 180.00</td> <td>Jo Relton</td> </tr> <tr> <td>06/04/2022</td> <td>Children's Entertainer for Queen's jubilee - deposit</td> <td>£ 100.00</td> <td>Jesse Ward</td> </tr> </tbody> </table> <p>The Parish Council <b>RESOLVED</b> to note the financial/budget report for April 2022.</p>	Date Paid	Transaction Detail	Total	Payee Name	01/04/2022	2021-22 Q1 Pay	£ 1,268.80	Clerks Salary	01/04/2022	PAYE	£ 317.20	HMRC	04/04/2022	Cleaning March	£ 180.00	Jo Relton	06/04/2022	Children's Entertainer for Queen's jubilee - deposit	£ 100.00	Jesse Ward	
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<p><b>10.22</b></p>	<p><b><u>Annual Governance &amp; Accountability Return 2020-21</u></b></p> <p><b>Internal Audit</b> The Council <b>RESOLVED</b> to accept the internal audit report. The Council noted that the report recommended that the Risk Register should be fully reviewed by the Council and the results recorded in the minutes. It was recognised that the use of the Debit Card should be included together with the mitigations. The Clerk would circulate the risk register with recommendations.</p> <p><b>AGAR</b> The Council <b>RESOLVED</b> to certify itself exempt from limited assurance review, approve the annual governance statement and approve the accounting statements.</p> <p>The Clerk will send the relevant documents to the external auditor, publish everything on the website and post the exercise of public rights notification at the appropriate time.</p>	<p>Clerk</p> <p>Clerk</p>																				
<p><b>11.22</b></p>	<p><b><u>Insurance</u></b></p> <p>The Council <b>RESOLVED</b> to accept the insurance quotation from Zurich Insurance. The Council noted that the insurance covered the contents at the hall and items away from the hall including the laptop and printer.</p>																					
<p><b>12.22</b></p>	<p><b><u>Policies</u></b></p> <p>The Council approved all policies at their last meeting.</p> <p>However, considering the internal audit report a full and comprehensive review of the Risk Management Policy and Plan would be undertaken, to include the Council's debit card. The Clerk would circulate the register for review.</p>	<p>Clerk/All</p>																				

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	In addition, the Hall and Social Committees would prepare and review as appropriate their risk registers for the activities they are responsible for.	Hall/Social Cmtte
13.22	<p><b><u>Correspondence</u></b></p> <p>The Clerk advised that the latest edition of Clerks and Councils Direct is available.</p>	
14.22	<p><b><u>Events and Training</u></b></p> <p><b>Events</b> The Clerk would update the costs, where known, that were incurred for the quizzes and events.</p> <p>Councillor Woodley would provide Councillors with a link to the risk assessment course he and the Clerk had attended.</p> <p><b>Training</b> The Council noted the training log and the training needs analysis. The Clerk will ask the County Training Partnership when the essential and desirable courses identified will become available,</p>	<p>Clerk</p> <p>DW</p> <p>Clerk</p>
15.22	<p><b><u>Marketing and social media</u></b></p> <p>There was nothing to discuss under this item.</p>	
16.22	<p><b><u>Whessoe Parish Hall Committee</u></b></p> <p>There has not been a meeting since the last full Council meeting.</p> <p>An update was provided by the Chair of the Hall Management Committee.</p> <ul style="list-style-type: none"> <li>• A new sign had been purchased and installed at the front of the hall. This will be used to advertise specific events.</li> <li>• They were analysing utility bills and continue to prepare a maintenance schedule based on the condition survey undertaken earlier in the year.</li> <li>• Councillor Woodley will be arranging training for the Council on the use of the TV screens and sound system.</li> </ul> <p><b>Contracts</b></p> <ul style="list-style-type: none"> <li>• Utilities contracts remain under review given current circumstances around pricing.</li> <li>• Grass cutting had begun by our contractor and although there were some teething problems progress can be seen to have been made.</li> </ul> <p><b>Hall bookings</b></p> <p>Hall hire is very popular and the latest Rota for opening and closing for one off activities was circulated to members of the full Council.</p>	<p>DW</p> <p>WPC</p>

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	<p>The Chair reminded Councillors that if they could not make an event, they should notify the Clerk well before the date of the event so alternative arrangements can be made.</p> <p>The Clerk will, in future, provide to the user the phone number of the Councillor opening the hall.</p>	Clerk
17.22	<p><b><u>Whessoe Parish Social Committee</u></b></p> <p><b>Update:</b></p> <p>An update was provided by the Chair of the Social Committee. Key points were:</p> <ul style="list-style-type: none"> <li>• Quiz night 27<sup>th</sup> May – all arrangements were in hand, with raffle prizes bought. Volunteers were asked to help decorate the hall on Thursday 26<sup>th</sup> May.</li> <li>• Jubilee event on 4<sup>th</sup> June – the Council <b>RESOLVED</b> to approve the purchase of a 6mx3m gazebo. A generator is being sought to enable music to be played. A poster and newsletter had been created and would be circulated on the weekend of 28/29 May to houses on Harrowgate Farm. Councillor Woodley would provide the addresses and a map of the area to help with the distribution. Volunteers would help with setting up around 11am on 4<sup>th</sup> June. The entertainer would be arriving around 2pm.</li> <li>• Working Group advising on use and maintenance of the Green – 2 residents had volunteered to join the group. The Committee would arrange the first meeting after the Jubilee event.</li> </ul>	DW
18.22	<p><b><u>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, 25<sup>th</sup> July 2022 – 7.00 pm  Parish Council Meeting – Monday, 26<sup>th</sup> September 2022 – 7.00 pm  Budget &amp; Precept Setting Meeting – Monday 28<sup>th</sup> November 2022 – 7.00 pm  Parish Council Meeting – Monday, 23<sup>rd</sup> January 2023 – 7.00 pm  Parish Council Meeting – Monday, 27<sup>th</sup> March 2023 – 7.00 pm  Annual Meeting – Monday, 22<sup>nd</sup> May 2023 – 7.00 pm</p> <p><b>Annual Parish Meeting:</b>  Annual Parish Meeting – Monday, 22<sup>nd</sup> May 2023 – 6.30 pm to 7.00 pm</p> <p>The Council <b>RESOLVED</b> that the Parish Council will meet on the above dates during 2022-23.</p>	

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