

# Whessoe Parish Council

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## MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 24<sup>th</sup> July 2023, at 7.00 pm.

**Present:** Councillor S Goldfinch (Chair)                      Councillor C Stewart  
 Councillor D Woodley                                              Councillor S Patterson

Borough Councillor R Lawley  
 Parish Clerk – B Goldfinch

MINUTE NO.	ITEM	ACTION
19.23	<p><b><u>Introduction</u></b>  <b><u>Apologies for Absence</u></b></p> <p>Apologies were received from Councillors T Musson and F Minay due to illness. Those apologies were accepted.</p>	
20.23	<p><b><u>Public Participation</u></b></p> <p>No issues were raised.</p>	
21.23	<p><b><u>Declarations of Interest</u></b></p> <p>Councillor Goldfinch and the Clerk expressed an interest in item 7 in respect of the Clerk’s pay and hours review.</p>	
22.23	<p><b><u>Minutes of the Annual Parish Meeting and the Annual Meeting of Whessoe Parish Council – 22<sup>nd</sup> May 2023</u></b></p> <p>The Minutes of the Annual Parish Meeting and the Annual Meeting of Whessoe Parish Council held on the 22<sup>nd</sup> May 2023 were presented.</p> <p>The Council <b>RESOLVED</b> that the Minutes of the Annual Parish Meeting and the Annual Meeting of Whessoe Parish Council held on the 22<sup>nd</sup> May 2023 be approved.</p> <p><b><u>Action Points</u></b></p> <p>14.23 – Training</p> <ul style="list-style-type: none"> <li>The Clerk recirculated details of the training courses available on 24<sup>th</sup> May.</li> </ul> <p>All other actions are covered in the Agenda.</p>	

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

23.23	<p><b><u>Planning</u></b></p> <p><b>Planning Applications Log</b> The Council <b>RESOLVED</b> to note the planning applications log.</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. As such, this will remain a standing item on future agendas.</li> </ul> <p><b>Planning Committee</b> The Council <b>RESOLVED</b> to approve the draft terms of reference for the planning committee.</p>	
24.23	<p><b><u>Parish Councillor Vacancy</u></b></p> <p>The notice advertising the vacancy for a Parish Councillor in the Harrowgate Hill ward was posted by Darlington Borough Council and this Council on both notice boards and our Facebook page on 24<sup>th</sup> July. The notice expires on 15<sup>th</sup> August. If there is no call for an election then the Parish Council can co-opt someone to the Council.</p>	
25.23	<p><b><u>Clerk &amp; Responsible Finance Officer</u></b></p> <p><b>Staffing Committee</b></p> <p>The Council noted that the terms of reference have not been finalised and that the Clerk’s appraisal has not been carried out.</p> <p>The Chair requested that significant progress is made without delay.</p> <p>The Clerk said that he was considering retiring from the Council in July 2024. He will liaise with the Staffing Committee to ensure a smooth transition to a new Clerk.</p> <p><b>Pay/Hours review</b></p> <p>The Parish Council noted the report on the Clerk’s hours and <b>RESOLVED</b> to reduce the Clerk’s contracted hours to 10 hours per week, with effect from 1<sup>st</sup> July 2023 and review it at the May annual meeting in 2024.</p>	<p>SC</p> <p>Clerk</p>
26.23	<p><b><u>Finance</u></b></p> <p><b>Quarterly Audit</b></p> <p>Councillor Musson completed the 1<sup>st</sup> quarter’s audit of receipts and payments against the bank account on 12<sup>th</sup> July 2023.</p>	

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

**Bank Mandate**

A bank mandate was submitted to Lloyds to remove former Parish Councillor Ian Thomas on 15<sup>th</sup> July.

**Bank Reconciliation May and June 2023**

Councillors Patterson and Minay reconciled the bank account against the cashbook on 15<sup>th</sup> June and 13<sup>th</sup> July respectively.

**Financial/Budget Statement to 30<sup>th</sup> June 2023**

The Clerk presented the Financial Statement for the period up to 30<sup>th</sup> June 2023.

Receipts totalled **£8,876** of which £7,200 came from the precept. The Council spent **£6,746** to the end of June.

The Council noted that the first quarter budget analysis is suggesting a shortfall of £5k for the year. This was due to increases in utility and salary costs and a reduction in regular users of the hall. Each Committee will review their planned expenditure with a view to reducing costs.

Payments more than £100 are as follow.

Date Paid	Transaction Detail	Total	Payee Name
05/04/2023	Cleaning March	£ 105.00	Jo Relton
20/04/2023	Gas March	£ 202.81	EDF
24/04/2023	CDALC/NALC Subscription	£ 199.24	CDALC
05/05/2023	Cleaning April	£ 135.00	Jo Relton
05/05/2323	Insurance	£ 666.73	Zurich Municipal
09/05/2323	Coronation Live Band	£ 300.00	Heather Bianchi
15/05/2023	Donation	£1,258.50	St Teresa’s Hospice
19/05/2023	Gas April	£ 210.84	EDF
31/05/2023	Accounting Software Subscription	£ 181.64	Rialtas Business Solutions
05/06/2023	Cleaning May	£ 120.00	Jo Relton
05/06/2023	Internal Audit	£ 100.00	Kevin Pearce
19/06/2023	Gas May	£ 107.11	EDF
28/06/2023	Online Booking System Subscription	£ 238.80	Hallmaster
30/06/2023	PAYE 1 <sup>st</sup> Quarter	£ 435.20	HMRC
30/06/2023	Clerk’s Salary 1 <sup>st</sup> Quarter	£1,741.00	Bill Goldfinch

The Parish Council **RESOLVED** to note the financial/budget report for June 2023.

**AGAR**

The Council noted that the Annual Governance and Accountability Return 2022-23 was accepted by the external auditor and that no further action is required.

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

<b>27.23</b>	<p><b><u>Policies</u></b></p> <p>The Clerk reviewed the keys held by Councillors and will update the key log and report back to the next meeting.</p>	Clerk
<b>28.23</b>	<p><b><u>Correspondence</u></b></p> <p>Clerks and Councils Direct was passed to Councillor Goldfinch.</p> <p>The Council noted the letter from St Teresa’s Hospice thanking the Council for their donations over the last two years.</p> <p>A copy of the latest newsletter from the Tees Valley Village Hall Network was given to each Councillor.</p> <p>The Council noted the letter from the cleaner who plans to retire from the end of August. Councillor Goldfinch will write to her thanking her for her service.</p> <p>The Council noted the letter sent by the Chair to the parents of the children who had vandalised the notice board on the Green. The Clerk confirmed that payment had been made in full from one set of parents and the first instalment by the second set. A replacement notice board has been ordered.</p>	SG
<b>29.23</b>	<p><b><u>Events and Training</u></b></p> <p><b>Events</b> The Council noted the events log.</p> <p><b>Training</b> The Council noted the training log.</p>	
<b>30.23</b>	<p><b><u>Marketing and social media</u></b></p> <p>Councillor Goldfinch would draft a newsletter.</p>	SG
<b>31.23</b>	<p><b><u>Whessoe Parish Hall Committee</u></b></p> <p>The Hall Committee met on 10<sup>th</sup> July 2023.</p> <p>An update was provided by Councillor Woodley.</p> <ul style="list-style-type: none"> <li>• Grant funding will have to be sought to implement the results of the condition survey.</li> </ul> <p><b>Contracts</b></p> <ul style="list-style-type: none"> <li>• The Cleaner retires at the end of August. There is a replacement who will be asked to clean just once a week. This is considered sufficient as two regular hirers have left in the last month.</li> <li>• The BT contract started on 30<sup>th</sup> May providing full fibre broadband on a two-year contract.</li> </ul>	

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	<ul style="list-style-type: none"> <li>The five-year fixed wiring test was carried out on 4<sup>th</sup> July. There are a few issues that need to be addressed. The quote for the work is £612 plus VAT. The Hall Committee will be considering this further at their next meeting.</li> </ul> <p><b>Hall bookings</b></p> <ul style="list-style-type: none"> <li>With the loss of two regular hirers income has fallen from £600 per month to less than £500 per month.</li> <li>The Council noted the latest hall opening and closing rota for one-off hires.</li> </ul>																	
32.23	<p><b><u>Whessoe Parish Social Committee</u></b></p> <p>The Social Committee met on 21<sup>st</sup> June 2023.</p> <p>An update was provided by Councillor Patterson.</p> <p>Quiz night hosts were allocated as follows, but are subject to change:</p> <table border="1" data-bbox="400 860 1275 1167"> <thead> <tr> <th>DATE</th> <th>HOST</th> </tr> </thead> <tbody> <tr> <td>28<sup>th</sup> April – Race Night</td> <td>Bill</td> </tr> <tr> <td>2<sup>nd</sup> June</td> <td>Ian</td> </tr> <tr> <td>28<sup>th</sup> July</td> <td>Fiona</td> </tr> <tr> <td>8<sup>th</sup> September</td> <td>Sharon/Caroline</td> </tr> <tr> <td>3<sup>rd</sup> November</td> <td>Trevor</td> </tr> <tr> <td>12<sup>th</sup> January 2024</td> <td>Suzanne</td> </tr> <tr> <td>8<sup>th</sup> March 2024</td> <td>Bill</td> </tr> </tbody> </table> <p>Other key points were:</p> <ul style="list-style-type: none"> <li>Following the cancellation of the Summer Fete, the entertainers had offered three more dates, all in August. The Council’s preferred date was Saturday 26<sup>th</sup> August. The Clerk would check to make sure this works for Councillor Minay before responding to the entertainers.</li> <li>Councillor Woodley would formally approach Drinkfield Marsh to see if they want to run some stalls at the event.</li> <li>Councillor Goldfinch would check with the Women’s Institute to see if they would like to run a stall at the event.</li> <li>The Social Committee is self-funding this year using the proceeds from Quiz Nights.</li> </ul>	DATE	HOST	28 <sup>th</sup> April – Race Night	Bill	2 <sup>nd</sup> June	Ian	28 <sup>th</sup> July	Fiona	8 <sup>th</sup> September	Sharon/Caroline	3 <sup>rd</sup> November	Trevor	12 <sup>th</sup> January 2024	Suzanne	8 <sup>th</sup> March 2024	Bill	Clerk  DW  SG
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33.23	<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></p> <p>Parish Council Meeting – Monday, 25<sup>th</sup> September 2023 – 7.00 pm Budget &amp; Precept Setting Meeting – Monday 27<sup>th</sup> November 2023 – 7.00 pm</p>																	

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

	<p>Parish Council Meeting – Monday, 22<sup>nd</sup> January 2024 – 7.00 pm  Parish Council Meeting – Monday, 25<sup>th</sup> March 2024 – 7.00 pm  Annual Meeting – Monday, 13<sup>th</sup> May 2024 – 7.00 pm</p> <p><b>Annual Parish Meeting:</b></p> <p>Annual Parish Meeting – Monday, 13<sup>th</sup> May 2024 – 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 2023-24.</p>	
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Signed..... Date.....  
Chair of the Parish Council