

# Whessoe Parish Council

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## MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 25<sup>th</sup> September 2023, at 7.00 pm.

**Present:** Councillor S Goldfinch (Chair)                      Councillor C Stewart  
                   Councillor F Minay                                      Councillor T Musson

Borough Councillor R Lawley                      One member of the public  
                   Parish Clerk – B Goldfinch

MINUTE NO.	ITEM	ACTION
34.23	<p><b><u>Introduction</u></b>  <b><u>Apologies for Absence</u></b></p> <p>Apologies were received from Councillors S Patterson and D Woodley. Those apologies were accepted.</p>	
35.23	<p><b><u>Public Participation</u></b></p> <p>Borough Councillor Lawley was aware the there is some funding available from the Stronger Communities Fund for community events. When he has more details he'll let us know whether some money may be available for the children's Christmas party on 2<sup>nd</sup> December 2023.</p>	BC Lawley
36.23	<p><b><u>Declarations of Interest</u></b></p> <p>There were none.</p>	
37.23	<p><b><u>Minutes of the Meeting of Whessoe Parish Council – 24<sup>th</sup> July 2023</u></b></p> <p>The Minutes of the Meeting of Whessoe Parish Council held on the 24<sup>th</sup> July 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 24<sup>th</sup> July 2023 be approved.</p> <p><b><u>Action Points</u></b></p> <p>27.23 – Policies</p> <ul style="list-style-type: none"> <li>The Clerk had updated the key log.</li> </ul> <p>All other actions are covered in the Agenda.</p>	

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

<p><b>38.23</b></p>	<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>Planning Committee</b> The Planning Committee met for the first time on 19<sup>th</sup> September 2023 to discuss the planning application 23/00047/FUL. The proposal was to validate the change of use of former agricultural buildings into storage units with the formation of an additional access road from the site. The Committee <b>RESOLVED</b> to object to the additional access road on the grounds that it was unnecessary and there was a more appropriate option. They had passed their objections to Darlington Borough Council's (DBC) planning department.</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>39.23</b></p>	<p><b><u>Parish Councillor Vacancy</u></b></p> <p>Angela Blanchard was proposed by Councillor Goldfinch, seconded by Councillor Minay. Angela was unanimously co-opted to join the Council.</p> <p>The Clerk will send the completed acceptance of office and register of interest forms to DBC. Post meeting note: Done 26<sup>th</sup> September 2023.</p> <p>The Clerk will send the introduction to being a Councillor documents to Angela. Post meeting note: Done 26<sup>th</sup> September 2023.</p> <p>Councillor Goldfinch will provide a WPC email address, links to the website and Facebook page.</p>	<p>SG</p>
<p><b>40.23</b></p>	<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>Councillor Goldfinch would see whether the Chair of the Committee could carry out some of the responsibilities through an online meeting.</p>	<p>SG</p>
<p><b>41.23</b></p>	<p><b><u>Finance</u></b></p> <p><b>Bank Mandate</b></p> <p>A bank mandate was submitted to Lloyds to remove former Parish Councillor Ian Thomas on 15<sup>th</sup> July. Confirmation from Lloyds that this has been done is awaited.</p>	

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

### Bank Reconciliation July and August 2023

Councillors Patterson and Minay reconciled the bank account against the cashbook on 10<sup>th</sup> August and 21<sup>st</sup> September respectively.

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

The Clerk presented the Financial Statement for the period up to 21<sup>st</sup> September 2023.

Receipts totalled **£11,376** of which £7,200 came from the precept. The Council spent **£9,129** to the end of the period.

The Council noted that the budget analysis is suggesting a shortfall of £2k for the year. This is a reduction from the last analysis at the end of June. Two main factors are the summer months and consequent reduction in fuel costs and the reduction in the Clerks hours.

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
03/07/2023	T V Licence	£ 159.00	T V Licencing
06/07/2023	Cleaning June	£ 105.00	Jo Relton
06/07/2023	Entertainer Summer Fete	£ 230.00	S W Enterprises
20/07/2023	Replacement Notice Board	£ 747.60	Noticeboards Online
24/07/2023	Five-year electrical test	£ 168.00	M H Gorman
03/08/2023	Cleaning July	£ 120.00	Jo Relton

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	15/08/2023	Replacement Ink cartridges	£ 132.07	Viking Direct	
	19/09/2023	Cleaning August	£ 120.00	Jo Relton	
	The Parish Council <b>RESOLVED</b> to note the financial/budget report to 21 <sup>st</sup> September 2023.				
<b>42.23</b>	<b><u>Policies</u></b>  No action.				
<b>43.23</b>	<b><u>Correspondence</u></b>  Clerks and Councils Direct was passed to Angela Blanchard.  A copy of the latest newsletter from the Tees Valley Village Hall Network was given to each Councillor.  The Council discussed the approach from Hedgehogs R Us. They agreed that due to shortage of funds they would not, at this time, purchase materials to create a hedgehog highway. They would though promote the message through their social media accounts.  Councillor Goldfinch will write again to the parents of the children who vandalised the notice board requesting the outstanding contribution to cover the cost of the replacement.				SG
<b>44.23</b>	<b><u>Events and Training</u></b>  <b>Events</b> The Council noted the events log.  <b>Training</b> There has been no training since the last meeting.				
<b>45.23</b>	<b><u>Marketing and social media</u></b>  A newsletter has been produced and was circulated at the Summer Fete held in August. The Council agreed to review and update the newsletter and circulate it at all Council run events including quiz nights and the Christmas party.				SG/Clerk
<b>46.23</b>	<b><u>Whessoe Parish Hall Committee</u></b>  The Hall Committee met on 14 <sup>th</sup> August 2023.  Angela Blanchard joined the Committee.  An update was provided by Councillor Goldfinch.				

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	<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 retired at the end of August. Jean Bowyer took over and started on Monday 4<sup>th</sup> September.</li> <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 agreed that the work needed to be done and have booked M H Gorman to carry it out on Tuesday 10<sup>th</sup> October. The Parish Council <b>RESOLVED</b> to ratify the Hall Committee’s decision.</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. Post Meeting Note: The Karate class who meet on a Thursday evening have given notice that they will be leaving the hall at the end of October. They have been very successful and need a larger hall.</li> <li>The Council noted the latest hall opening and closing Rota for one-off hires. Since the Committee meeting there have been more bookings. The Clerk will recirculate the Rota and ask for volunteers to open for the latest bookings. Post Meeting note: Done 27<sup>th</sup> September.</li> </ul>	Clerk																
47.23	<p><b><u>Whessoe Parish Social Committee</u></b></p> <p>The Social Committee has not met since the last Parish Council meeting.</p> <p>An update was provided by Councillor Minay.</p> <p>Quiz night hosts were allocated as follows, but are subject to change:</p> <table border="1" data-bbox="400 1429 1275 1733"> <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>22<sup>nd</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>The summer fete took place on Saturday 26<sup>th</sup> August. Although it was relatively poorly attended, those that did come enjoyed the event and entertainment. The WI ran a tombola which raised some funds for them.</li> </ul>	DATE	HOST	28 <sup>th</sup> April – Race Night	Bill	2 <sup>nd</sup> June	Ian	28 <sup>th</sup> July	Fiona	22 <sup>nd</sup> September	Sharon/Caroline	3 <sup>rd</sup> November	Trevor	12 <sup>th</sup> January 2024	Suzanne	8 <sup>th</sup> March 2024	Bill	
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	<ul style="list-style-type: none"> <li>• The Social Committee continues to self-fund this year using the proceeds from Quiz Nights.</li> <li>• The Christmas party is scheduled for 2<sup>nd</sup> December and the Committee will be meeting in early October to discuss the detailed arrangements. The entertainer has been booked for the event.</li> </ul>	SC
48.23	<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>Budget &amp; Precept Setting Meeting – Monday 27<sup>th</sup> November 2023 – 7.00 pm  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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