

# Whessoe Parish Council

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## MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 23<sup>rd</sup> January 2023, at 7.00 pm.

**Present:** Councillor S Goldfinch (Chair) Councillor T Musson Councillor I Thomas  
Councillor Stewart Councillor Patterson Borough Councillor J Clarke

Parish Clerk – B Goldfinch

MINUTE NO.	ITEM	ACTION
65.22	<p><u>Introductions</u></p> <p>There were apologies from Councillors F Minay and D Woodley. These were accepted as unavoidable absences. Apologies were received from Borough Councillor P Crudass.</p>	
62.22	<p><u>Public Participation</u></p> <p>No members of the public were in attendance.</p>	
63.22	<p><u>Declarations of Interest</u></p> <p>The Clerk and Chair declared an interest in item 7 – Clerk and RFO.</p>	
64.22	<p><u>Minutes of the Meeting of Whessoe Parish Council – 28<sup>th</sup> November 2022</u></p> <p>The Minutes of the Meeting of Whessoe Parish Council held on the 28<sup>th</sup> November 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> November 2022 be approved.</p> <p>ACTIONS Finance</p> <ul style="list-style-type: none"> <li>• The monthly contract with Vodafone at a cost of £5 including VAT has been switched to the Parish Council account.</li> <li>• The booking form for one-off hires has been amended and is now being used.</li> </ul> <p>All other actions are covered in the Agenda.</p>	

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65.22	<p><b><u>Planning</u></b></p> <p><b>Planning Applications Log</b></p> <p>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> <p>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.</p>	
66.22	<p><b><u>Parish Councillor Vacancies</u></b></p> <p>There was nothing to discuss at this meeting.</p>	
67.22	<p><b><u>Clerk &amp; Responsible Finance Officer</u></b></p> <p>Staffing Committee</p> <p>The Committee were finalising the terms of reference which would be circulated for comment by the Council in due course.</p> <p>The Committee will carry out the Clerk's appraisal in March 2023.</p>	<p>DW</p> <p>SC</p>
68.22	<p><b><u>Finance</u></b></p> <p><b>Third Quarter's reconciliation</b></p> <p>Councillor Musson will be carrying out the reconciliation during the next week.</p> <p><b>Bank Mandate</b></p> <p>Arrangements will be made to add Councillors Thomas and Stewart to the mandate.</p> <p><b>Bank Reconciliation November and December 2022</b></p> <p>Councillors Minay and Patterson confirmed they had reconciled the bank account against the cashbook on 16<sup>th</sup> December 2022 and 18<sup>th</sup> January 2023 respectively.</p> <p><b>Financial/Budget Statement to 31<sup>st</sup> December 2022</b></p> <p>The Clerk presented the Financial Statement for the period up to 31<sup>st</sup> December 2022.</p> <p>Receipts totalled <b>£11,859</b> of which £5,760 came from the precept. The Council spent <b>£17,646</b>.</p>	<p>TM</p> <p>Clerk</p>

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Payments more than £100 are as follow.

Date Paid	Transaction Detail	Total	Payee Name
01/04/2022	PAYE Q4	£ 317.20	HMRC
01/04/2022	Salary Q4	£ 1,268.80	Clerks Salary
04/04/2022	Cleaning March	£ 180.00	Jo Relton
06/04/2022	Jubilee Entertainer Deposit	£ 100.00	Jesse Ward
05/05/2022	NALC Subscription	£ 196.76	CDALC
13/05/2022	Cleaning April	£ 135.00	Jo Relton
16/05/2022	Materials for erecting noticeboard	£ 127.90	Wickes
25/05/2022	Entertainer final payment	£ 225.00	Jesse Ward
25/05/2022	Insurance 2022-23	£ 620.47	Zurich Municipal
25/05/2022	Gazebo	£ 727.50	Gazebo Shop
25/05/2022	Printer Ink Cartridges	£ 139.49	Amazon Business
30/05/2022	Internal Audit	£ 100.00	Kevin Pearce
01/06/2022	Cleaning May	£ 180.00	Jo Relton
13/06/2022	Alpha Software	£ 154.80	Rialtas Business Solutions
27/06/2022	Annual Subscription	£ 238.80	Hallmaster
01/07/2022	PAYE Q1	£ 356.00	HMRC
01/07/2022	Clerk Pay Q1	£ 1,424.80	Clerks Salary
01/07/2022	TV Licence 2022-3	£ 159.00	TV Licensing
08/07/2022	Refund for cancelled classes	£ 195.00	Alison Pearce
08/07/2022	Cleaning June	£ 180.00	Jo Relton
08/07/2022	Refund for cancelled classes	£ 162.50	Katie Taylor
23/08/2022	Cleaning July	£ 180.00	Jo Relton
01/09/2022	Electricity Deposit	£ 101.40	Octopus Energy
22/09/2022	Cleaning August	£ 180.00	Jo Relton
03/10/2022	PAYE Q2	£ 323.60	HMRC
03/10/2022	Clerk Pay Q2	£ 1,294.90	Clerks Salary
12/10/2022	Cleaning September	£ 135.00	Jo Relton
19/10/2022	Replacement Extractor Fan	£ 216.00	M H Gorman
19/10/2022	Christmas Party Entertainer	£ 150.00	Graeme Shaw
03/11/2022	Christmas Tree Outdoor	£ 186.00	Croft Christmas Trees
03/11/2022	Cleaning October	£ 120.00	Jo Relton
11/11/2022	Christmas Lights	£ 733.10	Lights4fun
07/12/2022	Replacement Christmas Tree – additional cost	£ 144.00	Croft Christmas Tree
07/12/2022	Cleaning November	£ 120.00	Jo Relton

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	16/12/2022	Grounds Maintenance – annual cost	£ 1,452.00	S E Landscaping	
	30/12/2022	PAYE Q3	£ 553.20	HMRC	
	30/12/2022	Clerk Pay Q3	£ 2,213.20	Clerks Salary	
	<p>The Council noted the detailed report of receipts from hirers during the year and asked for a similar report to be presented at the Council meeting in January 2024. The clerk has diarised the action.</p> <p>The Parish Council <b>RESOLVED</b> to note the financial/budget report up to 31<sup>st</sup> December 2022.</p> <p><b>HMRC</b></p> <p>The Clerk reported that he had resolved everything he could with HMRC concerning overdue PAYE payments. This had left just the overdue payments from 2015-16. This period precedes the introduction of Basic PAYE Tools, and it was not possible to adjust the information for that period online. He has been directed to HMRC’s customer services and will attempt to reconcile the payments with them as quickly as possible.</p> <p>However, it may be that the Council will face a penalty payment of £130 plus any principal. HMRC does not show any principal payments outstanding, but it is difficult to see how interest can be charged without this.</p>				Clerk
69.22	<p><b><u>Policies</u></b></p> <p>There was nothing to discuss at this meeting.</p>				
70.22	<p><b><u>Correspondence</u></b></p> <p><b>Clerks and Councils magazine</b></p> <p>This was taken by Councillor Goldfinch.</p>				
71.22	<p><b><u>Events and Training</u></b></p> <p><b>Events</b> The Event log was amended to include all known activities and their costs until the end of the year.</p> <p><b>Training</b> CDALC continue to offer training sessions on finance and other relevant matters. Councillors are encouraged to sign up for them.</p> <p>Essential Councillor training is deferred until after the Parish Council elections in May.</p>				

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72.22	<p><b><u>Marketing and social media</u></b></p> <p>The Social Committee is preparing an article for One Darlington and possibly a newsletter for distribution to residents. Borough Councillor Clarke said he could help to ensure it was published and to send him a copy.</p>	Clerk/BC Clarke
73.22	<p><b><u>Whessoe Parish Hall Committee</u></b></p> <ul style="list-style-type: none"> <li>• The hall Committee had not met since the last Council meeting.</li> </ul> <p><b>Contracts</b></p> <ul style="list-style-type: none"> <li>• The gas safety check/inspection had been booked for 26<sup>th</sup> January.</li> <li>• Portable Appliance Testing would be carried out on 31<sup>st</sup> January. POST MEETING NOTE: Postponed to 14<sup>th</sup> February.</li> </ul> <p><b>Hall bookings</b></p> <ul style="list-style-type: none"> <li>• The pilates class had returned on 16<sup>th</sup> January.</li> <li>• There are several party requests. The increase in price does not appear to be deterring these bookings.</li> </ul>	
74.22	<p><b><u>Whessoe Parish Social Committee</u></b></p> <p>The Social Committee met on 18<sup>th</sup> January 2023.</p> <p>An update was provided by Councillor Patterson. Key points were:</p> <ul style="list-style-type: none"> <li>• The Working Group to advise on events on the Green is scheduled to meet on 6<sup>th</sup> February.</li> <li>• The Clerk is seeking how best to give the donation to St Teresa’s Hospice.</li> <li>• Quiz nights are scheduled for 28<sup>th</sup> April, 2<sup>nd</sup> June, 28<sup>th</sup> July, 8<sup>th</sup> September, 3<sup>rd</sup> November, 19<sup>th</sup> January 2024, and 8<sup>th</sup> March 2024. Some of these might be game or horse/pig racing events.</li> <li>• A Coronation event is scheduled for Sunday 7<sup>th</sup> May. A band has been booked.</li> <li>• A summer event on the Green will be held on Saturday 8<sup>th</sup> July. No entertainment is planned.</li> <li>• The Christmas party will take place on Saturday 2<sup>nd</sup> December. Graeme Shaw has been booked.</li> <li>• A newsletter/contribution to One Darlington is being drafted.</li> </ul>	
75.22	<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, 27<sup>th</sup> March 2023 – 7.00 pm Annual Meeting – Monday, 22<sup>nd</sup> May 2023 – 7.00 pm</p>	

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	<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>	
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