

# Whessoe Parish Council

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## MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 26<sup>th</sup> September 2022, at 7.00 pm.

**Present:** Councillor S Goldfinch (Chair)                      Councillor D Woodley  
 Councillor F Minay    Councillor T Musson  
 Councillor S Patterson  
 Two members of the Public

Parish Clerk – B Goldfinch

MINUTE NO.	ITEM	ACTION
35.22	<p><b><u>Introductions</u></b></p> <p>There were no apologies.</p>	
36.22	<p><b><u>Public Participation</u></b></p> <p>No issues were raised.</p>	
37.22	<p><b><u>Declarations of Interest</u></b></p> <p>The Clerk and Chair declared an interest in item 7 – Clerk and RFO.</p>	
38.22	<p><b><u>Minutes of the Meeting of Whessoe Parish Council – 25<sup>th</sup> July 2022</u></b></p> <p>The Minutes of the Annual Meeting of Whessoe Parish Council held on the 25<sup>th</sup> July were presented.</p> <p>The Council <b>RESOLVED</b> that the Minutes of the Meeting of Whessoe Parish Council held on the 25<sup>th</sup> July 2022 be approved.</p> <p>All actions are covered in the Agenda.</p>	
39.22	<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>Application 22/00962</b> – erection of two storey extension to side elevation at 15 Tintagel Court.          The Council <b>RESOLVED</b> to raise no objections to this application.</p>	

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

	<p><b>Application 22/00974/FUL</b> – demolition of existing bungalow and garage and erection of replacements. The Council <b>RESOLVED</b> to raise no objections to this application.</p> <p><b>Application 22/01016/FUL</b> – Replacement of windows at 7 Harrowgate Village. The Council <b>RESOLVED</b> to raise no objections to this application.</p> <p>The Clerk would notify the Planning Authority accordingly. POST MEETING NOTE: Notified 28<sup>th</sup> September 2022.</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>	
40.22	<p><b><u>Parish Councillor Vacancies</u></b></p> <p>Ian Thomas and Caroline Stewart were proposed as Councillors to join the Parish Council by Councillor Goldfinch and seconded by Councillor Minay. Both were unanimously nominated as co-opted Councillors.</p> <p>The Clerk would send the relevant forms to the Election Officer at Darlington Borough Council.</p> <p>The Clerk will also send both new Councillors the introduction pack.</p> <p>Councillor Goldfinch would send a letter to former Councillor Sylvia Dawson to thank her for her service to the Council and community.</p>	<p>Clerk</p> <p>Clerk</p> <p>SG</p>
41.22	<p><b><u>Clerk &amp; Responsible Finance Officer</u></b></p> <p>Staffing Committee</p> <p>Councillor Woodley reported on the latest Staff Committee Meeting. The Committee were finalising the terms of reference which would be circulated for comment by the Council in due course.</p> <p>The Committee had made two recommendations:</p> <ul style="list-style-type: none"> <li>• To increase the Clerk’s weekly hours from 10 to 12, and</li> <li>• To increase the Clerk’s pay from spinal column point (SCP) 15 to SCP 17, with effect from 1<sup>st</sup> July 2022.</li> </ul> <p>The Council <b>RESOLVED</b> to approve these recommendations.</p> <p>The Committee will carry out the Clerk’s appraisal in March 2023.</p>	<p>DW</p> <p>SC</p>
42.22	<p><b><u>Finance</u></b></p> <p><b>First Quarter’s reconciliation</b></p>	

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

Councillor Musson carried out the 1<sup>st</sup> quarter's reconciliation on 6<sup>th</sup> September. He noted that there were no receipts from Vodafone for the mobile phone pay as you go top up contract. This will change when the contract is switched to a monthly direct debit in November.

Clerk

**Bank Mandate**

Councillor Patterson is now an online authoriser. Councillors Thomas and Stewart would be added to the mandate after the November meeting.

Clerk

**Bank Reconciliation July and August 2022**

Councillors Dawson and Patterson confirmed they had reconciled the bank account against the cashbook on 2<sup>nd</sup> September and 13<sup>th</sup> September 2022 respectively.

**Financial/Budget Statement to 31<sup>st</sup> August 2022**

The Clerk presented the Financial Statement for the period up to 31<sup>st</sup> August 2022.

Receipts totalled **£9,498** of which £5,760 came from the precept. The Council spent **£8,725**.

The budgets had been adjusted, as agreed at the last meeting, to cover the potential overspends on telephony, gas and electricity. Funds had been moved from potential underspends on Cleaning and Building Improvements.

Payments more than £100 are as follow.

Date Paid	Transaction Detail	Total	Payee Name
01/04/2022	PAYE Q1	£ 317.20	HMRC
01/04/2022	Salary Q1	£ 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

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

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<b>43.22</b>	<p><b><u>Policies</u></b></p> <p>There was nothing to discuss at this meeting.</p>																																					
<b>44.22</b>	<p><b><u>Correspondence</u></b></p> <p><b><u>Warm Hubs</u></b></p> <p>The Council discussed the proposal from Tees Valley Rural Action to create a “warm hub” at the Parish Hall. It was felt that our particular community would not significantly benefit from the proposal.</p> <p><b>Clerks and Councils magazine</b></p> <p>This was taken by Councillor Thomas.</p> <p><b>Firststop Darlington</b></p> <p>The Council discussed a proposal from Firststop who had asked whether the Council would be interested in free computer classes for residents at the Parish Hall.</p> <p>The Council expressed an interest, providing Firststop would be promoting and running the class, and asked the Clerk to follow up with them.</p>	Clerk																																				
<b>45.22</b>	<p><b><u>Events and Training</u></b></p>																																					

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	<p><b>Events</b> The Event log has been updated to include all known activities until the end of the year.</p> <p><b>Training</b> The County Association Training Partnership had offered the Council a bespoke Essential Councillor training session, on zoom, for a price of £250. The Council agreed to defer this until after the Parish Council elections in May next year.</p> <p>CDALC continue to offer training sessions on Finance and other relevant matters. Councillors are encouraged to sign up for them.</p>	
46.22	<p><b><u>Marketing and social media</u></b></p> <p>The Council noted the “MOT” carried out by our website design team and that most of the actions had been completed. The Clerk will talk to them about the consequences of the update to the administration programme.</p>	Clerk
47.22	<p><b><u>Whessoe Parish Hall Committee</u></b></p> <p>The Hall Committee met on 12<sup>th</sup> September 2022.</p> <p>An update was provided by Councillor Woodley.</p> <ul style="list-style-type: none"> <li>• Budgets for this year had been adjusted to take account of shortfalls.</li> <li>• Councillor Woodley will be arranging training for the Council on the use of the TV screens and sound system.</li> <li>• The Committee agreed with the Social Committee on the sustainable Christmas lights to be purchased and sought approval from the Council for an expenditure of up to £800 including VAT from Lights4fun.com. It is likely that there will be a discount of between 10 to 20% on the price.</li> </ul> <p>The Council <b>RESOLVED</b> to approve the expenditure for festive lights.</p> <p><b>Contracts</b></p> <p>The Committee had approved a renewal of the contract for broadband with Plusnet at £22 per month plus VAT for a further 2 years.</p> <p>The Grounds contractor would be asked when they were going to tidy up the Green and attend to the bushes.</p> <p><b>Hall bookings</b></p> <p>Councillors Goldfinch and Thomas would open and close the hall on 9<sup>th</sup> October and Councillors Minay and Stewart would open the hall on 15<sup>th</sup> October.</p>	<p>DW</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>SG/IT FM/CS</p>
48.22	<p><b><u>Whessoe Parish Social Committee</u></b></p> <p>The Social Committee met on 31<sup>st</sup> August 2022.</p>	

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	<p>An update was provided by the Chair of the Social Committee. Key points were:</p> <ul style="list-style-type: none"> <li>• The Committee would continue to seek volunteers for a working group to advise on the use and maintenance of the Green.</li> <li>• Quiz nights are scheduled as follows</li> </ul> <table border="1" data-bbox="411 367 1305 665"> <thead> <tr> <th>DATE</th> <th>HOST</th> </tr> </thead> <tbody> <tr> <td>4<sup>th</sup> November</td> <td>Ian Thomas</td> </tr> <tr> <td>9<sup>th</sup> December</td> <td>Bill/Suzanne</td> </tr> <tr> <td>13<sup>th</sup> January 2023</td> <td>Fiona/Chris</td> </tr> <tr> <td>3<sup>rd</sup> March 2023</td> <td>Sharon</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Plans were being finalised for the Christmas Lights switch on. The Committee will be discussing the detailed plan at their meeting next month.</li> </ul>	DATE	HOST	4 <sup>th</sup> November	Ian Thomas	9 <sup>th</sup> December	Bill/Suzanne	13 <sup>th</sup> January 2023	Fiona/Chris	3 <sup>rd</sup> March 2023	Sharon	
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49.22	<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>  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>											

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