

Whessoe Parish Council

MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 27th March 2023, at 7.00 pm.

Present: Councillor D Woodley (Vice-Chair) Councillor T Musson
Councillor C Stewart Councillor F Minay Borough Councillor J Clarke

Parish Clerk – B Goldfinch

| MINUTE NO. | ITEM | ACTION |
|------------|--|--------|
| 76.22 | <p><u>Introductions</u></p> <p>There were apologies from Councillors S Goldfinch and S Patterson, who were away on work commitments, and Councillor I Thomas who had unexpected caring responsibilities. These were accepted as unavoidable absences.</p> | |
| 77.22 | <p><u>Public Participation</u></p> <p>No members of the public were in attendance.</p> | |
| 78.22 | <p><u>Declarations of Interest</u></p> <p>None were declared.</p> | |
| 79.22 | <p><u>Minutes of the Meeting of Whessoe Parish Council – 23rd January 2023</u></p> <p>The Minutes of the Meeting of Whessoe Parish Council held on the 23rd January 2023 were presented.</p> <p>The Council RESOLVED that the minutes of the meeting of Whessoe Parish Council held on the 23rd January 2023 be approved.</p> <p>Actions</p> <p>All actions are covered in the Agenda.</p> | |
| 80.22 | <p><u>Planning</u></p> <p>Planning Application 22/01298/ADV</p> <p>The Council considered this application for the display of signage at Berrymead Farm and RESOLVED to raise no objections.</p> | |

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

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| | <p>Planning Application 23/00239/FUL</p> <p>The Council considered this application for the demolition of a conservatory and rear detached garage to erect a single storey extension to the side and rear and detached garage to the rear. Conversion of loft into habitable space with two box dormers to side and rear and the erection of a summerhouse in the rear garden. The Council RESOLVED to raise no objections.</p> <p>The Clerk would notify Darlington Borough Council accordingly. POST MEETING NOTE: Notified on 28th March 2023.</p> <p>Planning Applications Log</p> <p>The Council RESOLVED to note the planning applications log.</p> <p>Work at Berrymead Farm</p> <p>Councillor Musson raised an issue concerning the continued spread of dust from the site. Borough Councillor Clarke asked him to provide details and he will pursue.</p> <p>Traffic Issues on Burtree Lane and Noise on A167</p> <p>As the development at Berrymead Farm was underway, the Council RESOLVED to wait and assess the situation later in the year. As such, this will remain a standing item on future agendas.</p> | BC Clarke |
| 81.22 | <p><u>Parish Councillor Vacancies</u></p> <p>Elections</p> <p>The Clerk handed out the nomination packs to those Councillors present. The Clerk will collect the completed forms and return them to Darlington Borough Council.</p> | Clerk |
| 82.22 | <p><u>Clerk & Responsible Finance Officer</u></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 April 2023.</p> | DW SC |
| 83.22 | <p><u>Finance</u></p> <p>Bank Mandate</p> <p>The mandate is ready to sign and return as soon as the individuals are available. The Council noted that the mandate has to be returned well before Easter.</p> | Clerk |

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Bank Reconciliation January and February 2023

Councillors Minay and Patterson confirmed they had reconciled the bank account against the cashbook on 6th February and 13th March 2023 respectively.

Financial/Budget Statement to 28th February 2023

The Clerk presented the Financial Statement for the period up to 28th February 2023.

Receipts totalled **£14,465** of which £5,760 came from the precept. The Council spent **£18,657**.

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 |

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| | 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 | |
| | 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 | |
| | 09/01/2023 | Website Hosting & Support | £ 216.00 | White Digital | |
| | 11/01/2023 | Cleaning December | £ 105.00 | Jo Relton | |
| | 18/01/2023 | Gas Supply November | £ 160.37 | EDF | |
| | 06/02/2023 | Cleaning January | £ 120.00 | Jo Relton | |
| | <p>The Parish Council RESOLVED to note the financial/budget report up to 28th February 2023.</p> <p>HMRC</p> <p>There are no outstanding payments currently recorded on gov.uk.</p> <p>Appointment of Internal Auditor</p> <p>The Council RESOLVED to appoint Kevin Pearce as its internal auditor. The Clerk will arrange a meeting with him.</p> <p>Annual Governance and Accountability Return</p> <p>The relevant return has been received from Mazars, the Council’s external auditor. The Clerk will pass a copy to Councillors for information together with a copy of the latest Practitioners Guide. POST MEETING NOTE: Sent to Councillors 28th March 2023.</p> | | | | Clerk |
| 84.22 | <p><u>Policies</u></p> <p>Standing Orders and Financial Regulations</p> <p>The Council RESOLVED to agree the changes made by the Clerk to incorporate new thresholds and remove EU requirements.</p> | | | | |

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| | <p>Code of Conduct There were no changes proposed to this policy which continues to mirror the Code of Conduct introduced by Darlington Borough Council last year. The Council RESOLVED to approve the current policy.</p> <p>Risk Management Policy and Plan The Council carefully reviewed the current document and RESOLVED to make no changes.</p> | |
| 85.22 | <p><u>Correspondence</u></p> <p>Clerks and Councils magazine This was taken by the Clerk.</p> | |
| 86.22 | <p><u>Events and Training</u></p> <p>Events The Event log was amended to include all known activities and their costs until the end of the year.</p> <p>Training 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> | |
| 87.22 | <p><u>Marketing and social media</u></p> <p>The Social Committee is preparing an article for One Darlington and possibly a newsletter for distribution to residents.</p> | SC |
| 88.22 | <p><u>Whessoe Parish Hall Committee</u></p> <ul style="list-style-type: none"> • The Hall Committee met on 13th March 2023. <p>Contracts</p> <ul style="list-style-type: none"> • GAS - Our utility broker has negotiated a new two-year contract with EDF that starts in December 2023. The standing charge remains the same but the unit cost has reduced from 20.5p to 11.1p. In a full year this is estimated to be a saving of £600 based on current usage. • GROUNDS MAINTENANCE – The Council RESOLVED to accept the quote from S E Landscaping. • BROADBAND – the Clerk is chasing Plusnet/BT to effect a switchover that benefits the Council. | Clerk |

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| | <p>Hall bookings</p> <ul style="list-style-type: none"> • Regular hirers were offered to prepay for future hire at the existing rate before the price rises in April. This offer was taken up by Coderdojo, the Embroidery Group, Junsui Karate and Tai Chi. • The one-off hall booking form has been amended to include the use of screens and the sound system and to make it clear we don't have cooking utensils. • Hallmaster is to be opened to allow people to book online through the Council's website. | |
| <p>89.22</p> | <p><u>Whessoe Parish Social Committee</u></p> <p>The Social Committee met on 6th March 2023.</p> <p>An update was provided by Councillor Minay. Key points were:</p> <ul style="list-style-type: none"> • A grant has been received, with thanks, from Borough Councillor Clarke. • A presentation cheque has been obtained from Lloyds Bank and arrangements are being made to meet with St Teresa's Hospice to hand over the donations received through quiz nights. • Quiz nights are scheduled throughout the year. The first will be a Race Night on Friday 28th April. • Arrangements are in hand for the Coronation event on 7th May. The Council indicated where the road closure should be. • A summer fete on the Green is being arranged for 8th July and the Christmas Party for 2nd December. • A social calendar has been posted on all notice boards. • A newsletter/contribution to One Darlington is being drafted. | |
| <p>90.22</p> | <p><u>Date and Time of Next Meeting</u></p> <p>Dates for meetings were agreed as follows:</p> <p>Meetings of Whessoe Parish Council: Annual Meeting – Monday, 22nd May 2023 – 7.00 pm</p> <p>Annual Parish Meeting: Annual Parish Meeting – Monday, 22nd May 2023 – 6.30 pm to 7.00 pm</p> <p>The Council RESOLVED that the Parish Council will meet on the above date during 2022-23.</p> | |

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