

Whessoe Parish Council

MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 28th November 2022, at 7.00 pm.

Present: Councillor S Goldfinch (Chair) Councillor D Woodley
 Councillor F Minay Councillor T Musson
 Councillor I Thomas
 Parish Clerk – B Goldfinch

MINUTE NO.	ITEM	ACTION
50.22	<p><u>Introductions</u></p> <p>There were apologies from Councillors Patterson and Stewart. These were accepted as both were away on business. Apologies were received from Borough Councillor J Clarke.</p>	
51.22	<p><u>Public Participation</u></p> <p>No members of the public were in attendance.</p>	
52.22	<p><u>Declarations of Interest</u></p> <p>The Clerk and Chair declared an interest in item 7 – Clerk and RFO.</p>	
53.22	<p><u>Minutes of the Meeting of Whessoe Parish Council – 26th September 2022</u></p> <p>The Minutes of the Annual Meeting of Whessoe Parish Council held on the 26th September were presented.</p> <p>The Council RESOLVED that the Minutes of the Meeting of Whessoe Parish Council held on the 26th September 2022 be approved.</p> <p>ACTIONS</p> <p>Parish Council Vacancies</p> <ul style="list-style-type: none"> • the relevant forms were sent to Darlington Borough Council (DBC) and now appear on their website. • The Councillor introduction pack was sent to Councillors Stewart and Thomas. • The Chair had written to former Councillor Dawson thanking her for her service. <p>Finance</p> <ul style="list-style-type: none"> • The Clerk had swapped the pay as you go contract for a monthly one with Vodafone at a cost of £5 including VAT. The first payment will need to 	

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

	<p>come from the personal account of the clerk but can then be switched to the Parish Council account.</p> <p>Correspondence</p> <ul style="list-style-type: none"> Following the enquiry from Firststop Darlington to run free computer sessions for residents, a taster session was agreed and will be run on Wednesday 17th January 2023. They are providing all the promotional material. <p>Marketing and Social media</p> <ul style="list-style-type: none"> The Clerk had spoken to White Digital, and they agreed that no changes were needed to the current system. <p>Contracts</p> <ul style="list-style-type: none"> The Plusnet contract had been renewed as agreed at the last meeting. The grounds contractor has scheduled trimming the bushes for early December. <p>All other actions are covered in the Agenda.</p>	
54.22	<p><u>Planning</u></p> <p>Planning Applications Log</p> <p>The Council RESOLVED to note the planning applications log.</p> <p>The Council noted that the Planning Committee of DBC had approved the development of a Solar Farm off Burtree Lane at their meeting on 7th November 2022.</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>	
55.22	<p><u>Parish Councillor Vacancies</u></p> <p>There was nothing to discuss at this meeting.</p>	
56.22	<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 Council noted that the Clerk's contract does not include provision for paying travel expenses.</p> <p>The Committee will carry out the Clerk's appraisal in March 2023. This will be reviewed by the Staffing Committee.</p>	<p>DW</p> <p>SC</p>

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

57.22

Finance**Second Quarter's reconciliation**

Councillor Musson carried out the 2nd quarter's reconciliation. There were no issues.

Bank Mandate

Arrangements will be made to add Councillors Thomas and Stewart to the mandate.

Bank Reconciliation September and October 2022

Councillors Minay and Patterson confirmed they had reconciled the bank account against the cashbook on 10th October and 3rd November 2022 respectively.

Financial/Budget Statement to 23rd November 2022

The Clerk presented the Financial Statement for the period up to 23rd November 2022.

Receipts totalled **£11,401** of which £5,760 came from the precept. The Council spent **£12,910**.

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
13/06/2022	Alpha Software	£ 154.80	Rialtas Business Solutions
27/06/2022	Annual Subscription	£ 238.80	Hallmaster
01/07/2022	PAYE Q2	£ 356.00	HMRC

Clerk

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Chair of the Parish Council

01/07/2022	Clerk Pay Q2	£ 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 Q3	£ 323.60	HMRC
03/10/2022	Clerk Pay Q3	£ 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

The Parish Council **RESOLVED** to note the financial/budget report up to 31st August 2022.

The Council requested details of payees for receipts for future meetings.

Budget Settings for 2023/24

The Clerk presented a discussion document to inform the Council of the options for the budgets for the precept, hall and social committees.

PRECEPT

The Council is facing some challenging times over the next year through increased staff pay, fuel costs and inflation. It could no longer rely on income being subsidised through the use of the hall.

The Council **RESOLVED** to increase the precept to £7,200. This represents an increase of 25%. On the current council tax base of 532.8 the cost for each household, that pay council tax, would increase to £13 a year. However, the Council noted that with the increase in housing in the parish over the next 12 months this figure would reduce significantly.

The Clerk would submit the request to Darlington Borough Council. POST MEETING NOTE: Done and DBC has responded to say the payment would be made in early April.

HALL COMMITTEE

The Committee decided to postpone regular maintenance and hall improvements next year but will seek grant funding for work to implement the findings of the condition survey.

Clerk

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	<p>The Committee met with a number of regular hirers to discuss the increased costs faced by the Council particularly at the hall, the falling use of the hall and how to meet these challenges.</p> <p>The users agreed to increase advertising, with help from the Council, and try to increase the numbers in their classes.</p> <p>The Council RESOLVED to accept the recommendation of the Committee and increase all the hall charges. For regular hirers this would be a 25% increase from 1st April 2023. For one off hires the charges would rise from 1st January 2023. The Clerk would alter the booking forms and website accordingly.</p> <p><u>SOCIAL COMMITTEE</u> The Social Committee would seek to raise funds for community events (coronation, summer party and Christmas party) through their quiz nights.</p> <p><u>CONCLUSION</u> Despite these actions to increase income and save expenditure the Council may be facing a shortfall of £3,000. If so, this will be met from the reserve which is currently £8,000. The Council noted this would place a strain on the finances in 2024-25.</p>	Clerk
58.22	<p><u>Policies</u></p> <p>There was nothing to discuss at this meeting.</p>	
59.22	<p><u>Correspondence</u></p> <p>Clerks and Councils magazine</p> <p>This was taken by Councillor Woodley.</p>	
60.22	<p><u>Events and Training</u></p> <p>Events The Event log has been updated to include all known activities 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>	
61.22	<p><u>Marketing and social media</u></p> <p>Nothing to report.</p>	
62.22	<p><u>Whessoe Parish Hall Committee</u></p> <p>The Hall Committee met on 7th November 2022.</p>	

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	<p>An update was provided by Councillor Woodley.</p> <ul style="list-style-type: none"> • Budgets for this year had been adjusted to take account of shortfalls. • Sustainable festive lights had been purchased. • A budget plan had been developed and was considered at this Council meeting. <p>Contracts</p> <p>A new contract for broadband with Plusnet was completed on 4th October 2022 at £22 per month plus VAT for a further 2 years.</p> <p>The Grounds contractor was asked to tidy up the Green and attend to the bushes. POST MEETING NOTE: Completed 7th December 2022.</p> <p>Hall bookings</p> <p>The Committee agreed to recommend to the full Council an increase in all hire charges (approved by the full Council at item 57.22 above).</p>									
63.22	<p><u>Whessoe Parish Social Committee</u></p> <p>The Social Committee met on 16th November 2022.</p> <p>An update was provided by the Chair of the Social Committee. Key points were:</p> <ul style="list-style-type: none"> • The Committee would continue to seek volunteers for a working group to advise on the use and maintenance of the Green. • Quiz nights are scheduled as follows <table border="1" data-bbox="411 1227 1305 1525"> <thead> <tr> <th>DATE</th> <th>HOST</th> </tr> </thead> <tbody> <tr> <td>9th December</td> <td>Bill/Suzanne</td> </tr> <tr> <td>13th January 2023</td> <td>Fiona/Chris</td> </tr> <tr> <td>3rd March 2023</td> <td>Sharon</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • The Christmas lights switch on takes place on 3rd December 2022. <p>The Committee were considering events for 2023/24 including one for the coronation, a summer fete/party and a children’s Christmas party as well as a number of quiz nights.</p>	DATE	HOST	9 th December	Bill/Suzanne	13 th January 2023	Fiona/Chris	3 rd March 2023	Sharon	
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9 th December	Bill/Suzanne									
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64.22	<p><u>Date and Time of Next Meeting</u></p> <p>Dates for meetings were agreed as follows:</p>									

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	<p>Meetings of Whessoe Parish Council: Parish Council Meeting – Monday, 23rd January 2023 – 7.00 pm Parish Council Meeting – Monday, 27th March 2023 – 7.00 pm 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 dates during 2022-23.</p>	
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Signed..... Date.....
 Chair of the Parish Council