

Whessoe Parish Council

MINUTES of the Annual Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Friday 25th May 2018, at 7.00 pm

Present: Councillor S Goldfinch (Chair) Councillor S Dawson
 Councillor W Goldfinch Councillor F Minay
 Parish Clerk - Ms J Bell 2 members of the public

Absent: Borough Councillors G Cartwright, P Cruddas, M Knowles, G Lee and D Lyonette

MINUTE NO.	ITEM	ACTION
2968	<u>Apologies for Absence</u> Apologies were received from Councillor A Macnab.	
2969	<u>Declarations of Interest</u> Councillors S Goldfinch and W Goldfinch declared an interest in Item 7 – Clerk & Responsible Finance Officer – Vacancy.	
2970	<u>Election of Chair and Vice Chair for 2018-19</u> Chair: Councillor F Minay proposed and Councillor W Goldfinch seconded that Councillor Suzanne Goldfinch be nominated Chair of the Parish Council for the 2018-19 year. Vice Chair: Councillor S Goldfinch proposed and Councillor F Minay seconded that Councillor Sylvia Dawson be nominated as Vice Chair for the Parish Council for the 2018-19 year. No other nominations were received. The Parish Council RESOLVED that Councillor Suzanne Goldfinch be elected Chair and Councillor Sylvia Dawson be elected Vice Chair of the Parish Council for the 2018-19 year.	
2971	<u>Minutes of Whessoe Parish Council Meeting – 26th March 2018</u> The Minutes of the Whessoe Parish Council Meeting held on the 26 th March were presented.	

Signed.....

Date.....

Chair of the Parish Council

	The Parish Council RESOLVED that the Minutes of the Whessoe Parish Council Meeting held on the 26 th March 2018 be approved.	
2972	<p><u>Matters Arising & Outstanding Actions</u></p> <ol style="list-style-type: none"> 1 Hall Booking Survey: Distribution of a hall survey document to recent users of the Parish Centre has yet to be actioned. 2 Financial Statement 17-18: A response from Councillor Macnab to confirm PAYE payments 2015-16 and 2016-17 was still awaited. 3 Parish Councillor Vacancy: The Clerk has contacted Durham ALC regarding any training courses planned for 2018. Councillor F Minay to attend Code of Conduct Training held by Darlington Borough Council on 6th June 2018. DALC has advised that chairmanship training is expected to be held in June/July. The Clerk to contact DALC to confirm if dates have yet been set. 4 Correspondence: Calico (website provider) – Councillor Macnab to re-forward change of contact details to Calico. The Clerk has contacted Councillor Macnab to progress – a response was awaited. The Clerk attended the Mazars training event on 17-18 Annual Governance & Accountability Return on 28th March. Feedback was provided to Councillors via email. Feedback to consultation on NALC PC05-18 Review of Local Government Ethical Standards was not submitted by Whessoe Parish Council as insufficient responses were received. 5 Membership of a Local Authority Councils Association: Whessoe Parish Council agreed to leave Cleveland ALC and join Durham ALC for the 2018-19 financial year. The Clerk has contacted both ALCs to advise them of the decision. Invoice from DALC for 18-19 membership was awaited. 6 Whessoe Parish Hall – Management & Reporting Requirements: Councillor S Dawson to discuss the plans and paperwork obtained from the Parish Council’s solicitors with Property Lawyers. 7 Whessoe Parish Hall – Hall Maintenance: Options/prices for grit bins yet to be provided. PAT testing was completed on 4th April and the certificate is displayed on the internal notice board. Further feedback on WPH Management & Maintenance is provided under Minute No. 2991. 8 Date & Time of Next Meeting: The date of the Annual Meeting of Whessoe Parish Council had changed from 21st May to 25th May to accommodate attendance by Parish Councillors. <p>The Parish Council RESOLVED to note the report on matters arising and progress the actions required.</p>	<p>Clerk</p> <p>AM</p> <p>Clerk</p> <p>AM</p> <p>SD</p> <p>Clerk</p>
2973	<p><u>Parish Councillors:</u></p> <p>Vacancy: Advertisements for Parish Councillors (one for Harrowgate Hill</p>	

Signed.....

Date.....

Chair of the Parish Council

	<p>Ward and one for Whessoe Ward) had been posted on the notice board, website and Facebook. A member of the public, present at the meeting, expressed an interest in becoming a Parish Councillor for Harrowgate Hill Ward. The Clerk to forward details regarding the required declaration of eligibility to stand.</p> <p>The Parish Council to continue to promote the vacant positions.</p> <p>Committees & Delegation Arrangements: It was agreed to discuss this under Agenda Item 12 Standing Orders & Financial Regulations.</p> <p>The Parish Council RESOLVED to note the interest in the vacancies of Parish Councillor as detailed above and continue to promote filling the vacant roles.</p>	Clerk
2974	<p><u>Clerk & Responsible Finance Officer – Vacancy</u></p> <p>It was agreed that the end date of the current Clerk/RFO's appointment would be 30th June 2018. Discussion took place regarding a replacement. Councillor S Dawson proposed and Councillor F Minay seconded that the post be undertaken in an unpaid capacity by Councillor W Goldfinch.</p> <p>The Parish Council RESOLVED that the Clerk/RFO role would be undertaken by Councillor W Goldfinch in an unpaid capacity and noted that hand over arrangements would take place during June.</p>	JB/WG
2975	<p><u>Financial Statement 17-18</u></p> <p>The Clerk presented the Financial Statement for 2017-18. Income totalled £24,048.54 and expenditure totalled £6,890.39 giving a year end closing balance of £17,158.15. The only item of expenditure over £100 since the last report was electricity charges (£117.24).</p> <p>The Parish Council RESOLVED to note the financial report.</p>	
2976	<p><u>Budget Statement 2017-18</u></p> <p>The Clerk presented the Budget Statement 2017-18.</p> <p>Income was £2,266 higher than budgeted. This was largely due to the surplus balance of £1,884 carried forward from 2016-17. Additional income had also been received from hire of the Parish Hall for the unexpected general election and two new regular bookings in Q4 2017-18. Overall expenditure was within budget. The VAT reclaim for 17-18 has recently been submitted to HMRC.</p> <p>The Parish Council RESOLVED to note the financial report.</p>	

Signed.....

Date.....

Chair of the Parish Council

2977	<p><u>Bank Reconciliation 17-18</u></p> <p>The Bank Reconciliation Statement for 2017-18 was presented. There was a £34 variance between the Parish Council Treasurer’s Account and the Bank Account due to income for hall hire not yet cleared at the bank.</p> <p>The Chair signed the 2017-18 Bank Reconciliation Summary. The Summary supports the information requirements relating to the Annual Governance & Accountability Return (see Minute No. 2978).</p> <p>The Clerk circulated the bank statements for March for signature by Councillors present.</p> <p>The Parish Council RESOLVED to note the financial report.</p>	
2978	<p><u>Annual Governance & Accountability Return (AGAR) 2017-18</u></p> <p>The Annual Governance and Accountability Return replaces the Annual Return. The Clerk summarised the requirements for completion of the AGAR and advised that the internal auditor had reviewed the 2017-18 accounts on 25th April 2018. The AGAR allows smaller authorities to request exemption from an external auditor Limited Assurance Review where appropriate.</p> <p>Certificate of Exemption from Limited Assurance Review: Whessoe Parish Council agreed to request exemption from a limited assurance review. The Chair signed the certificate of exemption. The Clerk to forward to the external auditor before 3rd June 2018.</p> <p>Internal Audit Report: The internal auditor had certified that all internal control objectives had been achieved during 2017-18. The Internal Audit Report was circulated to Councillors for information.</p> <p>Section 1 - Annual Governance Statement: The Clerk read out the Annual Governance Statement 2017-18 to confirm Councillors’ agreement to the Statement. The Chair signed the Annual Governance Statement.</p> <p>Section 2 - Accounting Statements: The Clerk presented Section 2 Accounting Statements and circulated supporting information showing the explanation for variances between the Annual Return for 2016-17 and the AGAR 2017-18. The level of balances carried forward remains higher than would be expected for a smaller authority. This was largely due to lower than expected expenditure on planned hall improvements (due to changes in Councillors during the financial year) and balances required to be held to cover potential costs of elections in 2019. The Accounting Statements were approved by the Parish Council.</p> <p>Following approval of the AGAR, it was agreed that the period of Exercise of</p>	Clerk

Signed.....

Date.....

Chair of the Parish Council

	<p>Public Rights would commence on 4th June 2018 and end on 13th July 2018.</p> <p>The Clerk to undertake the following:</p> <ul style="list-style-type: none"> • Notify the public that the draft accounts are available for inspection for 30 days from 4th June 2018 – 13th July 2018. Notice will be placed on the notice board and the Council’s website by 3rd June 2018. • Publish AGAR documentation on the Council’s website by 3rd June 2018. • Relevant documentation to be forwarded to Mazars (external audit) by 3rd June 2018. This will include details of the change of Chair and Clerk. <p>The Parish Council RESOLVED that the Annual Governance & Accountability Return for 2017-18 be approved and noted the next steps for publication of the AGAR and submission of relevant documents to external audit.</p>	Clerk
2979	<p><u>Standing Orders & Financial Regulations – Update and Discussion on Draft Protocol for Improved Working Arrangements</u></p> <p>Councillor S Goldfinch presented draft proposals for a Protocol for improved working arrangements. The proposal was discussed and comments received. The Protocol included proposals for Councillors to lead on various areas of interest to parish councils. Councillors were asked to confirm their skill set and identify preferences for lead roles to inform discussion at the next meeting. Councillor S Goldfinch agreed to amend the protocol to reflect the discussion and bring back to the next meeting for Councillors to adopt.</p> <p>It was noted that NALC model standing orders had recently been received via Durham ALC. The model is being reviewed and Standing Orders will be amended to reflect the requirements of the latest model, the Protocol (as agreed at the next meeting) and changes to procedures required following decisions taken at the Annual Meeting of WPC on 25th May.</p> <p>The Parish Council RESOLVED to receive a revised Protocol for Improved Working Arrangements and draft Standing Orders/Financial Regulations at the next meeting.</p>	ALL SG Clerk
2980	<p><u>Policies, Procedures & Plans – Review and Adoption</u></p> <p>The following draft documents, previously discussed at the 26th March meeting, were presented to the Parish Council:</p> <p>Risk Management Plan: It was felt that paragraph 2.4 of the Plan needed to be re-worded, that the risk register should be numbered and categorised by type of risk and that risks should be prioritised to reflect the status of the risk. Councillor S Goldfinch to review the Plan and provide amendments for</p>	

Signed.....

Date.....

Chair of the Parish Council

	<p>approval at the next meeting.</p> <p>Health & Safety Risk Assessments: It was felt that the document should reference the need to close the hall in periods of severe weather. Subject to that change it was agreed that the document be approved.</p> <p>Whessoe Parish Hall Fire Risk Assessment: It was noted that the 5-year fixed wiring test was due. It was also agreed to contact the Fire Service to arrange a visit by the fire officer to ensure that the hall met relevant fire safety standards. The Clerk to contact the electrician and fire service to arrange an appointment. The Fire Risk Assessment document to be reviewed again at the next meeting.</p> <p>The Parish Council RESOLVED to address the issues as detailed above and approve the Health & Safety Risk Assessment document. The Risk Management Plan and Fire Risk Assessment to be included on the Agenda of the next meeting.</p>	<p>SG</p> <p>Clerk</p>
2981	<p><u>Financial Statement 2018-19 (as at 13.5.18)</u></p> <p>The Clerk presented the Financial Statement for 2018-19. Income totalled £22,989.15 and expenditure totalled £883.92 giving a balance as at 13th May 2018 of £22,105.23.</p> <p>The balance includes receipt of the 18-19 Precept (£5,427). The only item of expenditure over £100 was the Clerk's salary.</p> <p>The Parish Council RESOLVED to note the financial report.</p>	
2982	<p><u>Budget Statement 2018-19 (as at 13.5.18)</u></p> <p>The Clerk presented the Budget Statement 2018-19 as at 13th May 2018. This showed forecast income of £26,242 and forecast expenditure of £10,494 giving a forecast year end surplus of £15,749. Given the early stage of the financial year, the forecast income and expenditure for 2018-19 was shown as balanced to budget. The only variance reflected was for the surplus carry forward from 2017-18.</p> <p>The forecast position would be up-dated as the financial year progresses.</p> <p>The Parish Council RESOLVED to note the financial report.</p>	
2983	<p><u>Bank Reconciliation 2018-19 (as at 13.5.18)</u></p> <p>The Parish Clerk presented the Bank Reconciliation Statement as at 30th April 2018. There was no variance between the Parish Council Treasurer's Account and the Bank Account.</p>	

Signed.....

Date.....

Chair of the Parish Council

	<p>The Clerk circulated the bank statement for April for signature by Councillors present.</p> <p>The Parish Council RESOLVED to note the financial report.</p>	
2984	<p><u>Insurance – Review and Confirmation of Cover Requirements</u></p> <p>The Council’s insurance cover is due for renewal on 1st June 2018. A renewal notice has been received from Came & Company, the Council’s insurance broker, reflecting a long-term agreement with Ecclesiastical that is due to expire on 31.5.19.</p> <p>The Council RESOLVED to agree the cover requirements and approved the payment of the premium.</p>	
2985	<p><u>Planning Applications</u></p> <p>Log of Applications Received: Details of planning applications received and progress regarding submission deadlines and outcomes were presented.</p> <p>Berrymead Farm & Burtree Lane – Update: It was noted that Darlington Borough Council’s Planning Applications Committee had approved permission for development, subject to S106 Agreements, at its meeting on 4th April 2018.</p> <p>The Parish Council RESOLVED to note the up-date.</p>	
2986	<p><u>Darlington Local Plan 2016 to 2036</u></p> <p>There were no further updates to this standing item.</p> <p>The Parish Council RESOLVED to note the above and continue to monitor the progress of the development of Darlington Borough Council’s Local Plan.</p>	
2987	<p><u>Neighbourhood Development Plan (NDP)</u></p> <p>As agreed at the meeting on 26th March, Councillor W Goldfinch confirmed he had circulated to Councillors a summary of the discussions held at the last meeting at which representatives from Merrybent & Low Coniscliffe Parish Council shared their experience of developing a NDP. This highlighted the significant input of resources required to produce a NDP.</p> <p>It was agreed that Whessoe Parish Council did not have the resources available at this time to prepare a plan but that this would be reviewed again in 2019.</p> <p>The Parish Council RESOLVED to note the above and review the requirement for a Neighbourhood Development Plan in 2019.</p>	

Signed.....

Date.....

Chair of the Parish Council

<p>2988</p>	<p><u>General Data Protection Act (GDPA)</u></p> <p>Councillor W Goldfinch provided an up-date on the GDPA that came into force on 25th May 2018. Parish Councils are no longer required to appoint a Data Protection Officer. Presentation slides from the training event facilitated by Darlington Association of Parish Councils, attended by Councillors W Goldfinch and F Minay, had been circulated to Councillors. It was noted that responsibility for compliance rests with the Council and although the impact was expected to be minimal the requirements of the regulations would need to be met within 12 months of the implementation date.</p> <p>Councillor W Goldfinch has produced a draft plan of required actions and will circulate this for comment. The plan includes that, by 30th June:</p> <ul style="list-style-type: none"> • Councillors and the Clerk confirm by email that they have read previously circulated NALC guidance on GDPA. • Paper documents are reviewed and where appropriate destroyed. • Personal data on WPC computers/other electronic media is reviewed and deleted if no longer necessary to retain. <p>It was noted that a document retention policy is required.</p> <p>The Parish Council RESOLVED to note the requirements of the General Data Protection Act and to review requirements to ensure compliance.</p>	<p>ALL</p>
<p>2989</p>	<p><u>Correspondence and Feedback from Meetings</u></p> <p>Correspondence: The May edition of Clerks and Councils Direct was circulated together with a letter from Lloyds bank notifying of up-dates to business accounts.</p> <p>Correspondence received is circulated to Councillors via email. Up-dates included:</p> <ul style="list-style-type: none"> • Councillor S Dawson updated the meeting on feedback from DBC on littering and fly tipping and traffic problems on Whessoe Road/Burtree Lane. • Councillor S Goldfinch agreed to attend the 2018 CDLAC Annual General Meeting on 20th October 2018. The Clerk to forward details to DALC. • Pensions Regulator – survey had been completed on the auto enrolment experience. • TVHH Event - Employment Law for Village Halls 7th June – the Clerk to provide Councillor F Minay with details of the times of the event. <p>Smaller Councils Forum: Councillor W Goldfinch had attended the meeting on 24th May 2018 and circulated summary feedback via email.</p>	<p>Clerk</p> <p>Clerk</p>

Signed.....

Date.....

Chair of the Parish Council

	The Parish Council RESOLVED to note the above.	
2990	<p><u>Communications</u></p> <p>Website: Councillors agreed at the last meeting to pay an annual fee to the website provider to remove advertising on the WPC website. A 30-day free trial option was taken and this improved the look of the website. The Clerk to arrange for payment of the fee to make this a permanent arrangement.</p> <p>Facebook: It was agreed at the last meeting that a profile of all Parish Councillors would be posted on Facebook to help engage with the residents of the parish. Councillor W Goldfinch had agreed to draft a standard template and share this with Councillors, however, it was felt that this should wait until a decision on Councillor leads had been made so that this could be included in the profile details.</p> <p>Newsletter: Discussion on the distribution of a Parish Newsletter took place. It was agreed that topics for inclusion would be reviewed at the next meeting with the intention of circulating a newsletter later in the year.</p> <p>The Parish Council RESOLVED to note and action the above.</p>	<p>Clerk</p> <p>WG</p> <p>ALL</p>
2991	<p><u>Whessoe Parish Hall – Management and Maintenance</u></p> <p>Broadband: The current 12 months contract for provision of broadband is due to expire on 1st June 2018. Because of issues with the current broadband it was agreed that the contract would end and the Council would look at alternative providers. The Clerk to notify the current provider.</p> <p>Gas Contract: The current contract ends 23.7.18 with 30 days notice period required. The Clerk has received quotations for supply and will forward these on to Councillor W Goldfinch for review.</p> <p>Planned Works: Councillors W Goldfinch and F Minay had undertaken a “walk through” of the Parish Hall and will produce a Maintenance and Improvement Plan for consideration by the Council. The Council were also made aware of a Community Project bid by the White Horse public house. If successful funds raised by the White Horse would contribute to improvements to the Hall.</p> <p>Hall Keys: A key log is maintained by the Clerk.</p> <p>Marketing & Promotion: Contact with Tees Valley Village Halls Network (TVVH) has yet to be made regarding the promotion of WPH on the TVVH website.</p> <p>The Parish Council RESOLVED to note the up-date and action as required.</p>	<p>Clerk</p> <p>Clerk/WG</p> <p>WG/FM</p> <p>Clerk</p>
2992	<p><u>Parish Hall Bookings</u></p> <p>A schedule of hall bookings was presented detailing regular and non-regular bookings. There was only one party provisionally booked in over the coming months. All regular users had been sent the annual renewal forms for</p>	

Signed.....

Date.....

Chair of the Parish Council

	<p>completion and return. One of the more recent regular hall users has decided not to continue due to lack of numbers.</p> <p>Councillor S Goldfinch has registered to hold a MacMillan event in September and would like to use the hall as a venue. Councillor S Goldfinch to confirm further details in due course.</p> <p>The Parish Council RESOLVED to note the up-date.</p>	SG
2993	<p><u>Date and Time of Next Meeting</u></p> <p>Dates for meetings during 2018-19 were agreed as follows:</p> <p>Meetings of Whessoe Parish Council: Parish Council Meeting – Monday, 23rd July 2018 – 7.00 pm Parish Council Meeting – Monday, 24th September 2018 – 7.00 pm Budget & Precept Setting Meeting – Monday 19th November 2018 – 7.00 pm Parish Council Meeting – Monday, 28th January 2019 – 7.00 pm Parish Council Meeting – Monday, 25th March 2019 – 7.00 pm Annual Meeting – Monday, 20th May 2019 – 7.00 pm</p> <p>Annual Parish Meeting: Annual Parish Meeting – Monday, 20th May 2019 – 6.30 pm to 7.00 pm</p> <p>The Parish Council RESOLVED that the Parish Council will meet on the above dates during 2018-19.</p> <p>The next meeting will be the Whessoe Parish Council Meeting to be held on Monday, 23rd July 2018 at 7.00 pm in the Meeting Room at Whessoe Parish Centre.</p>	

Signed.....

Date.....

Chair of the Parish Council