

Whessoe Parish Council

MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Saturday 11th January 2020, at 3.00 pm

Present: Councillor S Goldfinch (Chair) Councillor S Dawson (Vice Chair)
 Councillor T Musson Councillor J Bennett
 Councillor D Woodley Parish Clerk – B Goldfinch

MINUTE NO.	ITEM	ACTION
68.19	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Councillor Minay and Borough Councillor G Lee.</p> <p>Councillor Goldfinch would contact Councillor Joyce to find out the reason for his absence.</p>	SG
69.19	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>	
70.19	<p><u>Minutes of the Meeting of Whessoe Parish Council – 18th November 2019</u></p> <p>The Minutes of the Meeting of Whessoe Parish Council held on the 18th November were presented.</p> <p>The Parish Council RESOLVED that the Minutes of the Meeting of Whessoe Parish Council held on the 18th November 2019 be approved.</p> <p><u>Action Points</u></p> <p>The Council had not published links to the Banks Group development on their website and would await an outline application before doing so.</p> <p>The sign on the A167 was no longer obscured.</p> <p>All other actions are covered in agenda items below.</p>	
71.19	<p><u>Public Participation</u></p> <p>There were no members of the public present.</p>	
72.19	<p><u>Planning</u></p> <p>On 8th January 2020 the Council held a public consultation on the outline application to develop land to the north of Burtree Lane. Comments had been</p>	

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 Chair of the Parish Council

	<p>added to the presentation made by the Chairman and the Clerk would use these to compile a response Darlington Borough Council (DBC) Planning Department.</p> <p>Councillor Woodley would review the response before it is sent to DBC.</p> <p>The Council RESOLVED to note the planning applications log.</p> <p>The Council noted that the consultation at the Parish Hall on 9th January 2020 in respect of the traffic plan for Skerningham Village was well attended.</p>	<p>Clerk</p> <p>DW</p>																																																				
73.19	<p><u>Parish Councillor Vacancy</u></p> <p>There are currently no vacancies.</p>																																																					
74.19	<p><u>Clerk & Responsible Finance Officer</u></p> <p>The Council RESOLVED to approve the Grievance and Disciplinary policies subject to one minor amendment and version control.</p> <p>The Clerk would put these policies on the website.</p>	<p>Clerk</p>																																																				
75.19	<p><u>Finance</u></p> <p><u>Financial/Budget Statement to the end of December 2019</u></p> <p>The Clerk presented the Financial Statement for the period up to the end of December.</p> <p>Receipts totalled £47,080 of which £5,427 came from the precept and £32,000 from the Lottery Grant and Sport England. Total receipts from hiring the hall are at £7,500. The Council has spent £48,401 during the period. The Council noted that there was around £5k to be reclaimed in respect of VAT.</p> <p>Payments in excess of £100 are as follow.</p> <table border="1"> <thead> <tr> <th>Date Paid</th> <th>Transaction Detail</th> <th>Total</th> <th>Payee Name</th> </tr> </thead> <tbody> <tr> <td>23/04/2019</td> <td>CDALC/NALC Subscriptions</td> <td>£ 191.14</td> <td>CDALC</td> </tr> <tr> <td>17/05/2019</td> <td>Insurance</td> <td>£ 619.47</td> <td>Norris and Fisher</td> </tr> <tr> <td>14/06/2019</td> <td>Accounting Software</td> <td>£ 769.20</td> <td>Rialtas Business Solutions</td> </tr> <tr> <td>18/06/2019</td> <td>Gas March to May</td> <td>£ 122.81</td> <td>Npower Business</td> </tr> <tr> <td>15/07/2019</td> <td>LED Car park light</td> <td>£ 114.00</td> <td>M H Gorman Electrical</td> </tr> <tr> <td>31/07/2019</td> <td>Interim Payment no1</td> <td>£ 5,000.00</td> <td>I R Hindle</td> </tr> <tr> <td>13/08/2019</td> <td>Interim Payment 2</td> <td>£ 3,000.00</td> <td>I R Hindle</td> </tr> <tr> <td>23/08/2019</td> <td>Decorating</td> <td>£ 1,820.00</td> <td>Dave Petty</td> </tr> <tr> <td>23/08/2019</td> <td>Sound System</td> <td>£ 1,811.20</td> <td>Phase One Records Ltd</td> </tr> <tr> <td>28/08/2019</td> <td>Electric Cooker</td> <td>£ 382.00</td> <td>AO.com</td> </tr> <tr> <td>05/09/2019</td> <td>Deep Clean</td> <td>£ 500.00</td> <td>J Mitson</td> </tr> <tr> <td>05/09/2019</td> <td>Invoice 675 - Final</td> <td>£ 10,174.00</td> <td>I R Hindle</td> </tr> </tbody> </table>	Date Paid	Transaction Detail	Total	Payee Name	23/04/2019	CDALC/NALC Subscriptions	£ 191.14	CDALC	17/05/2019	Insurance	£ 619.47	Norris and Fisher	14/06/2019	Accounting Software	£ 769.20	Rialtas Business Solutions	18/06/2019	Gas March to May	£ 122.81	Npower Business	15/07/2019	LED Car park light	£ 114.00	M H Gorman Electrical	31/07/2019	Interim Payment no1	£ 5,000.00	I R Hindle	13/08/2019	Interim Payment 2	£ 3,000.00	I R Hindle	23/08/2019	Decorating	£ 1,820.00	Dave Petty	23/08/2019	Sound System	£ 1,811.20	Phase One Records Ltd	28/08/2019	Electric Cooker	£ 382.00	AO.com	05/09/2019	Deep Clean	£ 500.00	J Mitson	05/09/2019	Invoice 675 - Final	£ 10,174.00	I R Hindle	
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05/09/2019	Soft Lighting	£ 1,360.80	M H Gorman Electrical
09/09/2019	Table Trolley	£ 178.80	A J Products (UK) Ltd
10/09/2019	Gas 29 July to 19 Aug	£ 154.00	Npower Business
11/09/2019	Blinds	£ 1,400.00	Hillarys Blinds Ltd
30/09/2019	Electric September	£ 144.77	Utility Warehouse
30/09/2019	Refurb security grills	£ 720.00	Impreziv Finishing Ltd
01/10/2019	July to September	£ 1,467.70	Clerks Salary
07/11/2019	The Music Licence	£ 144.60	PPL PRS Ltd
07/11/2019	Grounds maintenance	£ 432.00	S E Landscaping
12/11/2019	Christmas Tree	£ 168.00	Croft Farms
12/11/2019	Christmas Tree Lights	£ 239.98	Festive Lights
15/11/2019	Henry Vacuum	£ 141.00	Amazon Business
18/11/2019	Threshold Ramp	£ 336.98	Mobility Smart
26/11/2019	Committe Room Carpet	£ 458.00	Burnside Carpets
26/11/2019	Dishwasher	£ 354.00	AO.COM
05/12/2019	Phase Two Works	£ 24,636.00	I R Hindle
05/12/2019	Removal of hedges and pruning	£ 1,164.00	S E Landscaping
10/12/2019	Gas Aug to Nov	£ 225.92	Npower Business
16/12/2019	Outside wiring	£ 114.00	M H Gorman Electrical
16/12/2019	Rewiring to connect hive	£ 798.00	M H Gorman Electrical
31/12/2019	The Music Licence	£ 146.40	PPL PRS

Although there are two entries for the Music Licence, the one paid on 7 November was being refunded by PPL/PRS as it was claimed in error.

The Parish Council **RESOLVED** to note the financial/budget report.

Quarterly Audit

Councillor Musson had not had time to complete the quarterly audit in time for this meeting. The Council agreed for it to be done over the next few days and the result to be communicated by email.

TM

Bank Reconciliation

Councillors Dawson and Goldfinch confirmed they had reconciled the bank account against the cashbook.

Bank Mandates

The Council **RESOLVED** that Councillor Minay would take over future reconciliations and transaction authorisations from Councillor Goldfinch, who felt that for complete transparency and propriety this would be the right thing to do, given her relationship to the new Clerk. The Clerk will arrange the changes with the bank before the end of January 2020.

Clerk

Budget Setting for 2020-23

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	<p>The Clerk presented a three year budget plan for the Hall and Social Committees.</p> <p>Draft Hall Committee Budget</p> <p>The Parish Council discussed and noted the draft budget for 2020-23. The Hall Committee would review the plan and bring it back to the meeting in March 2020 for final approval.</p> <p>Draft Social Committee Budget</p> <p>2020-2023 - The Parish Council discussed and noted the draft budget for 2020-21. The Social Committee would review the plan and bring it back for final approval at the meeting in March 2020.</p>	
76.19	<p><u>General Data Protection Regulations (GDPR)</u></p> <p>Further progress on implementing the action plan is delayed until the new website has been introduced.</p>	
77.19	<p><u>Correspondence</u></p> <p>The December edition of Clerks and Councils Direct was circulated.</p> <p>The Council RESOLVED <u>not</u> to take up the offer from myneighbourplan.co.uk for a webinar discussing the production of a neighbourhood plan.</p> <p>The Council noted the offer from Councillor Lee to attend the Holocaust Memorial service at the Queen Elizabeth Six Form College.</p>	
78.19	<p><u>Marketing and Social Media</u></p> <p>There were three quotes for a web provider ranging from £500 (for the current provider to enhance the site) to £1,500 (for the same developer that developed Trimdon Parish Council's website).</p> <p>The Council asked the Clerk to provide to Councillors examples of websites that are either hosted by Spanglefish (our current provider) or other providers of parish websites.</p> <p>As a basic specification the Council would like the option of displaying a calendar and live booking facility as well as being easily updatable and user friendly.</p> <p>The Council RESOLVED to approve the cost of upgrading the security of existing website at a cost of £24 plus VAT.</p>	<p>Clerk</p> <p>Clerk</p>
79.19	<p><u>Council Matters</u></p> <p>Local Council Award Scheme: This is on hold until the Council has a new website.</p>	

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	Equal Opportunities Policy - Councillor Minay will deliver the training for the Council at the Council meeting on 23 rd March 2020.	FM
80.19	<p><u>Forward and Backward Look</u></p> <p>The Council RESOLVED to note the events calendar.</p> <p>The Chairman asked all Councillors to try to take advantage of the training available during the next financial year. This was a requirement for obtaining a Local Council Award which the Council was aiming for in the next year.</p>	All
81.19	<p><u>Whessoe Parish Hall Committee</u></p> <p>The Council RESOLVED to note the minutes of the meetings of the Hall Committee on 27th November 2019 and 7th January 2020.</p> <p><u>Update:</u></p> <p>Works to the Hall – Phase 2</p> <p>All phase 2 works are complete including a new carpet for the Committee Room.</p> <p>Funding</p> <p>All National Lottery and Sport England grants have been banked. The total amount was £32k.</p> <p>The Banks Group Community Fund has awarded £1,500 to purchase 10 additional tables and a table trolley as well as 50 chairs. These have been purchased and delivered. The old plastic chairs, which can be used for outdoor events, have been stored in the loft.</p> <p>New keys that open both the front and kitchen doors have been circulated to Councillors and regular users with the exception of the embroidery group (who resume on the 23rd January) and the key log refreshed.</p> <p>Contracts</p> <p>The cleaner is employed to clean once a week around 4pm on a Monday afternoon. Depending on hall usage the Committee will consider whether a second clean is needed during the week.</p> <p>Plusnet have begun invoicing for broadband but the charge is still not correct according to the contract terms. The Clerk has written asking them to resolve the issue.</p> <p>The Clerk would draw up a grounds contract for next year ensuring that gutter cleaning and pressure washing is highlighted.</p>	Clerk

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	<p>Hall bookings</p> <p>Aside from regular users there have been enquiries for block booking the hall during the daytime from an exercise class and from Darlington Borough Councils new family unit.</p> <p>Newsletter</p> <p>The Council RESOLVED to produce a newsletter covering the Banks Development and the completion of the works to the Hall once their outline application is received.</p>	Clerk
82.19	<p><u>Whessoe Parish Social Committee</u></p> <p>The Council RESOLVED to note the minutes of the meetings of the social committee on 28th November 2019 and 17th December 2019.</p> <p>Planning for the quiz night and VE Day events are in hand.</p> <p>An application has been made to the National Lottery for £1,000 to fund the VE Day event. Any award will be made after 31st January 2020.</p> <p>For the next financial year the Committee decided to focus on the VE Day event and drop all funding applications for other events.</p>	
83.19	<p><u>Date and Time of Next Meeting</u></p> <p>Dates for the remaining meetings during 2019-20 are:</p> <p>Meetings of Whessoe Parish Council: Parish Council Meeting – Monday, 23rd March 2020 – 7.00 pm Annual Meeting – Monday, 18th May 2020 – 7.00 pm</p> <p>Annual Parish Meeting: Annual Parish Meeting – Monday, 18th May 2020 – 6.30 pm to 7.00 pm</p> <p>The next meeting will be held on Monday, 23rd March 2020 at 7.00 pm in the Committee Room at Whessoe Parish Hall.</p>	

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