

Whessoe Parish Council

MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 14th September 2020, at 7.00 pm

Present: Councillor S Goldfinch (Chair) Councillor T Musson
 Councillor Jo Bennett Councillor F Minay
 Councillor K-L Caley Councillor Woodley
 Parish Clerk – B Goldfinch

MINUTE NO.	AGENDA ITEM	ACTION
40.20	<p><u>Public Participation</u></p> <p>No members of the public were present.</p>	
41.20	<p><u>1. Apologies for Absence</u></p> <p>There were no apologies for absence.</p>	
42.20	<p><u>2. Declarations of Interest</u></p> <p>Councillor Goldfinch and the Clerk declared an interest in item 6 – Clerk’s pay award.</p>	
43.20	<p><u>3. Draft Minutes of the Meeting of Whessoe Parish Council – 13th July 2020</u></p> <p>The Draft Minutes of the Meeting of Whessoe Parish Council held on the 13th July were presented.</p> <p>The Council RESOLVED that the Draft Minutes of the Meeting of Whessoe Parish Council held on the 13th July 2020 be approved.</p> <p><u>Action Points</u></p> <p>29.20 – The Quarterly Audit for the first quarter of the year had been completed by Councillor Musson. 31.20 – The Social Media policy had been published on the website. 37.20 – The key log has been updated to include cables for the sound system.</p> <p>All other actions are covered in the Agenda.</p>	
44.20	<p><u>4. Planning</u></p> <p>The Council RESOLVED to raise no objections to planning application 20/00754/FUL for the erection of a porch at 12A Durham Road.</p>	

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

	<p>The Council also considered revised documents from Darlington Borough Council about the application to erect a garden room at 12 Burtree Lane (20/00732/FUL). Considering this new evidence, the Council RESOLVED to withdraw their objections to the proposal.</p> <p>The Clerk will notify Darlington Borough Council accordingly.</p> <p>The Council RESOLVED to note the planning applications log.</p>	Clerk																				
45.20	<p>5. Parish Councillor Vacancies</p> <p>Councillor Caley's details have been published on the Darlington Borough Council's website.</p> <p>There are currently no vacancies.</p>																					
46.20	<p>6. Clerk & Responsible Finance Officer</p> <p>The Council discussed the pay award for the Clerk and RESOLVED to approve a pay increase in line with the new NJC approved rates backdated to 1st April 2020.</p> <p>The Clerk would not pursue CiLCA this year due to the increase in costs but would present a case for next year as part of the budgeting exercise at the next Council meeting.</p>	Clerk																				
47.20	<p>7. Finance</p> <p>Bank Mandate</p> <p>Councillors Goldfinch, Bennett and Woodley had provided details to complete the bank mandate and signed the form to add them as signatories to the Council's bank account.</p> <p>The Clerk would send the form to the bank.</p> <p>Financial/Budget Statement</p> <p>The Clerk presented the Financial Statement for the period up to 31st August 2020.</p> <p>Receipts totalled £16,438 of which £5,539 came from the precept and £10,000 from the rate relief Grant. Other receipts come from hiring out the hall. The Council spent £5,653 during the period.</p> <p>Payments more than £100 were as follows.</p> <table border="1" data-bbox="316 1727 1321 1984"> <thead> <tr> <th>Date Paid</th> <th>Transaction Detail</th> <th>Total</th> <th>Payee Name</th> </tr> </thead> <tbody> <tr> <td>01/04/2020</td> <td>2019-20 Q4 Pay</td> <td>£ 1,238.70</td> <td>Clerks Salary</td> </tr> <tr> <td>21/04/2020</td> <td>Refund March and April</td> <td>£ 210.00</td> <td>Anvesaka Yoga</td> </tr> <tr> <td>30/04/2020</td> <td>CDALC/NALC Subscription</td> <td>£ 193.50</td> <td>CDALC</td> </tr> <tr> <td>20/05/2020</td> <td>Insurance</td> <td>£ 631.34</td> <td>Norris and Fisher</td> </tr> </tbody> </table>	Date Paid	Transaction Detail	Total	Payee Name	01/04/2020	2019-20 Q4 Pay	£ 1,238.70	Clerks Salary	21/04/2020	Refund March and April	£ 210.00	Anvesaka Yoga	30/04/2020	CDALC/NALC Subscription	£ 193.50	CDALC	20/05/2020	Insurance	£ 631.34	Norris and Fisher	Clerk
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	02/06/2020	Annual Subscription	£ 148.80	Rialtas Business Solutions	
	03/06/2020	Padlocks and Keys	£ 147.44	Nothing But Ltd	
	04/06/2020	Gas supply	£ 190.03	Npower Business	
	01/07/2020	2020-21 Q1 Pay	£ 1,238.70	Clerks Salary	
	14/07/2020	Internal Audit	£ 200.00	Tees Valley Village Action	
	28/08/2020	A3 Printer	£ 169.99	HP Ink UK Ltd	
	<p>The Council RESOLVED to note the financial/budget report for period up to the end of August 2020.</p> <p>Bank Reconciliation to 31st August 2020</p> <p>At the time of the meeting it had not been possible to reconcile payments and receipts as the bank statement had not been received. POST MEETING NOTE: Councillors Dawson and Minay confirmed they had reconciled the bank account against the cashbook on 22nd September 2020.</p> <p>Notice Board</p> <p>The Council considered the options for buying a new notice board to be sited on the green at the top of Camborne Drive. They RESOLVED to buy the notice board that holds up to 18 x A4 sheets of paper at a cost of £850 excluding VAT and that it would be installed by the Council.</p> <p>The purchase would be delayed until confirmation had been received from Darlington Borough Council of the cost of the licence.</p>				Clerk
48.20	<p><u>8. Annual Governance & Accountability Return (AGAR) 2018-19</u></p> <p>The Parish Council noted that the period of Exercise of Public Rights concluded on 25th August 2020.</p> <p>Our external auditors, Mazaars, should complete their audit and respond to the Council by the end of November 2020.</p>				
49.20	<p><u>9. Policies</u></p> <p>Website Accessibility Regulations</p> <p>The Council RESOLVED to include the requirements of these regulations into the specification for the new website. In the meantime, the Council will adopt the approach and statement of Thornley Parish Council and others.</p>				Clerk
50.20	<p><u>10. General Data Protection Regulations (GDPR)</u></p> <p>The Council RESOLVED to note the revised action plan and that further progress is dependent on the new website.</p>				Clerk

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51.20	<p><u>11. Correspondence</u></p> <p>The July edition of Clerks and Councils Direct was circulated.</p>	
52.20	<p><u>12. Council Matters</u></p> <p>Local Council Award Scheme: The Council noted that registration of interest had been made and paid for. The Clerk will put together a plan for meeting the requirements, with the intention of applying for the award in 2021.</p> <p>Equal Opportunities Policy – Training was postponed until the next Council meeting assuming the screens are installed.</p>	<p>Clerk</p> <p>FM</p>
53.20	<p><u>13. Forward and Backward Look</u></p> <p>The Council RESOLVED to note the events/meetings and separate training log.</p>	
54.20	<p><u>14. Marketing and Social Media</u></p> <p>The Council RESOLVED to find a provider who could meet our requirements and provide a new website this financial year.</p> <p>The Council noted that the following changes need to be made to the existing website:</p> <ul style="list-style-type: none"> • There needs to be a reference to COVID-19 and that the hall is COVID-19 secure, • Council meetings need to be updated, • Photos need to be updated, • Add “What’s On”, and • AGAR page needs revising 	Clerk
55.20	<p><u>15. Whessoe Parish Hall Committee</u></p> <p>Hall Committee Update</p> <p>The Committee met on 12 August 2020.</p> <p>The Council RESOLVED to approve the latest risk register.</p> <p>Contracts</p> <p>Phase One did not install screens in the hall on 28 July 2020 as they broke one of the screens. The Clerk will chase progress.</p> <p>PAT testing has been carried out.</p> <p>Hall bookings</p> <p>Great Paws have left the hall as they now have their own venue.</p>	Clerk

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	<p>Anvesaka Yoga has returned to the hall. There is a request from a Taekwondo class to use the hall on a Friday night. Post Meeting Note: They went elsewhere but we have picked up a Karate class on a Thursday night.</p> <p>A wedding is planned for Monday 5 October 2020.</p>	
56.20	<p><u>16. Whessoe Parish Social Committee</u></p> <p>Update:</p> <p>The Committee met on 1 September 2020.</p> <p>Due to the change in restrictions the Council RESOLVED to cancel the planned Quiz night on 23 October 2020.</p> <p>It may be necessary to cancel the Christmas lights switch on.</p> <p>The Committee will carry on planning for producing a newsletter and the provision of advertising banners.</p>	
57.20	<p><u>17. Date and Time of Next Meeting</u></p> <p>Dates for meetings were agreed as follows</p> <p>Meetings of Whessoe Parish Council: Budget & Precept Setting Meeting – Monday 9th November 2020 – 7.00 pm Parish Council Meeting – Monday, 11th January 2021 – 7.00 pm Parish Council Meeting – Monday, 22nd March 2021 – 7.00 pm Annual Meeting – Monday, 10th May 2021 – 7.00 pm</p> <p>Annual Parish Meeting: Annual Parish Meeting – Monday, 10th May 2021 – 6.30 pm to 7.00 pm</p> <p>The Council RESOLVED that the Parish Council will meet on the above dates during 2020-21.</p>	

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