

Whessoe Parish Council

MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 18th May 2020, at 7.00 pm

Present: Councillor S Goldfinch (Chair) Councillor T Musson
 Councillor S Dawson (Vice Chair) Councillor F Minay
 Parish Clerk – B Goldfinch

MINUTE NO.	ITEM	ACTION
1.19	<p><u>Public Participation</u></p> <p>No members of the public were present.</p>	
2.20	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Councillors Bennett and Woodley, who had problems connecting to the internet. There was no response to the invitation from any of the Borough Councillors.</p>	
3.20	<p><u>Election of Officers</u></p> <p>In the absence of an annual meeting and annual Parish meeting, the Council RESOLVED that all of the officers of the Council and the members of committees would stay the same for the rest of the year.</p>	
4.20	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>	
5.20	<p><u>Minutes of the Meeting of Whessoe Parish Council – 23rd March 2020</u></p> <p>The Minutes of the Meeting of Whessoe Parish Council held on the 23rd March were presented.</p> <p>The Council RESOLVED that the Minutes of the Meeting of Whessoe Parish Council held on the 23rd March 2020 be approved.</p> <p><u>Action Points</u></p> <p>88.19 – The planning log now includes the address of the application. 89.19 – Delegated decisions by the Clerk haven't had to be made so far. 92.19 – Transactions in excess of £100 since a previous meeting are highlighted in red. 93.19 – Records are being reviewed and destroyed in line with the Council's policy. 99.19 – All hall users are now aware of and have accepted closure of the hall.</p>	

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

<p>6.20</p>	<p><u>Planning</u></p> <p>The Council RESOLVED to raise no objections to planning application 20/00256/FUL for the demolition and erection of a dwelling at Little Whessoe, Burtree Lane. The Clerk will notify Darlington Borough Council.</p> <p>The Council RESOLVED to note the planning applications log and that all new large planning applications are currently on hold but may resume in the next few weeks.</p>	<p>Clerk</p>
<p>7.20</p>	<p><u>Parish Councillor Vacancy</u></p> <p>Councillor Clarke had completed the forms and these had been passed to Darlington Borough Council and now appear on the website.</p> <p>However, due to personal circumstances Councillor Clarke had offered her resignation which has been accepted by the Chairman.</p> <p>The Clerk will arrange for the issue of a notice of vacancy.</p>	<p>Clerk</p>
<p>8.20</p>	<p><u>Clerk & Responsible Finance Officer</u></p> <p>Steve Ragg at the County Durham Association of Local Councils had agreed to review the CilCA qualification modules being prepared by the Clerk in the absence of being able to submit them through the qualification portal.</p>	<p>Clerk</p>
<p>9.20</p>	<p><u>Finance</u></p> <p>Bank Mandates</p> <p>Councillor Minay is now an on-line signatory and Alan Macnab has been removed from the mandate.</p> <p>The Council RESOLVED that all Councillors (except Councillor Musson who completes the quarterly audit) should be mandated as signatories, so that in the event of a change to the on-line signatory there was someone available and not having to start from scratch. This would also mean that in the event of problems with on-line payments cheques could still be used.</p> <p>The Clerk would arrange the changes with the bank and Councillors as necessary.</p> <p>Quarterly Audit</p> <p>Councillor Musson has yet to complete the audit for the last quarter of 2019-20 due to the lockdown. As restrictions are lifting this would now be done at the hall using appropriate social distancing measures. The Clerk will make the necessary arrangements.</p> <p>Financial/Budget Statement to 31st March 2020</p>	<p>Clerk</p> <p>Clerk</p>

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

The Clerk presented the Financial Statement for the period up to 31st March 2020.

Receipts totalled **£58,727** of which £5,427 came from the precept and £32,000 from the Lottery Grant and Sport England. Total receipts from hiring the hall were £9,518. The Council spent **£66,909** during the year.

Payments more than £100 are as follow.

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
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
02/01/2020	PAYE	£ 309.60	HMRC

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

02/01/2020	Salary quarter 3	£ 1,319.30	Clerks Salary
02/01/2020	Tables and Chairs	£ 1,526.40	Strictly Tables
02/01/2020	Table Trolley	£ 178.80	A J Products
14/01/2020	Admin Fee	£ 150.00	The Banks Group
21/01/2020	Dunelm Ltd	£ 120.00	Dunelm Ltd
21/01/2020	Tablecloths	£ 140.00	Dunelm Ltd
31/01/2020	Electricity January	£ 142.17	Utility Warehouse
21/02/2020	Membership	£ 136.00	SLCC
02/03/2020	Local Council Administration	£ 116.80	SLCC
12/03/2020	Nov 19 to Feb 20	£ 437.80	Npower Business
30/03/2020	PAYE Quarter 4	£ 309.60	HMRC

The Council **RESOLVED** to note the financial/budget report for the last financial year.

Bank Reconciliation 2019-20

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

Financial/Budget Statement to 30th April 2020

The Clerk presented the Financial Statement for the period up to 30th April 2020.

Receipts totalled **£15,980** of which £5,539 came from the precept and £10,000 from the business rates grant due to Covid-19. The Council spent **£1,950** during the month.

Payments more than £100 are as follow.

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

The Parish Council **RESOLVED** to note the financial/budget report for April 2020.

Bank Reconciliation to 30th April 2020

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

Asset Register

The Council **RESOLVED** to agree the revised asset register which now includes tables, chairs, filing cabinet and the blade hand dryer.

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

10.20	<p><u>Annual Governance & Accountability Return 2019-20</u></p> <p>The Council RESOLVED to approve the timetable for completing the AGAR.</p>	Clerk
11.20	<p><u>Insurance</u></p> <p>The Council RESOLVED to accept the insurance quotation from Norris and Fisher.</p>	
12.20	<p><u>Policies</u></p> <p>The Council RESOLVED to approve the following policies:</p> <ul style="list-style-type: none"> • Addendum to Standing Orders for the modification of meetings due to COVID-19 • Disciplinary • Fire Safety • Freedom of Information Publication Scheme • Grievance • Health and Safety Risk Assessment – subject to the following changes to mitigation under electrical risks <ul style="list-style-type: none"> ○ Users to contact a Councillor in the event of electrical problems ○ Lose the second mitigation • Key Holding Policy <p>The Social Media policy will be reviewed and presented at the next Council meeting.</p> <p>All revised and approved policies will be version controlled and put on the website.</p>	Clerk Clerk
13.20	<p><u>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
14.20	<p><u>Correspondence</u></p> <p>The Clerk advised that the May edition of Clerks and Councils Direct is available.</p>	
15.20	<p><u>Council Matters</u></p> <p>Local Council Award Scheme: The Council RESOLVED to note that a cheque had been sent to pay for the registration of interest but had not yet been cashed. The Clerk will chase progress.</p> <p>Equal Opportunities Policy – Training was postponed until all Councillors were available. Councillor Minay will consider carrying out a virtual presentation.</p> <p>Green Space on Harrowgate Farm</p>	Clerk FM

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

	The Clerk will pursue the acquisition from Darlington Borough Council of the piece of land between Camborne Drive, Newlyn Drive and Penryn Close.	Clerk
16.20	<p><u>Forward and Backward Look</u></p> <p>The Council RESOLVED to note the events/meetings and separate training log.</p> <p>The Chairman reiterated her message to all Councillors to try to take advantage of the training available during the next financial year, particularly where that could be carried out in house. The Clerk will put together a training opportunity plan for Councillors.</p>	Clerk
17.20	<p><u>Marketing and Social Media</u></p> <p>The Clerk had contacted Fernwood Projects the Council's preferred web designer.</p> <p>The Clerk will chase them to see if they can give a date for starting.</p> <p>Councillor Goldfinch presented a draft press release from the Banks Group for comment in respect of the grant they provided. The Council RESOLVED to approve the notice with changes.</p> <p>Councillor Goldfinch will arrange to add all Councillors to the What's Up group.</p>	Clerk SG
18.20	<p><u>Whessoe Parish Hall Committee</u></p> <p>Health and Safety</p> <p>Councillor Musson had completed his walkthrough of the site and noted:</p> <ul style="list-style-type: none"> • The assembly point sign was broken and needs replacing – the Clerk will arrange the installation of a replacement. <p>Contracts</p> <p>The cleaner continues to be employed to come in once a week and as well as cleaning has begun touching up paintwork. She has completed a deep clean of the hall.</p> <p>S E Landscaping has begun working on site.</p> <p>Hall bookings</p> <p>Four users had asked for refunds, which have been made. All others have accepted a credit note.</p> <p>The Council RESOLVED that, when the hall is fully open, to offer all hall users three months hire free of charge (in addition to those who had a credit note). This will only be offered once future bookings have resumed.</p>	Clerk

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Chair of the Parish Council

19.20	<p><u>Whessoe Parish Social Committee</u></p> <p>Update:</p> <p>The Committee will focus their effort on organising a community event for Christmas.</p>	
20.20	<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: Parish Council Meeting – Monday, 13th July 2020 – 7.00 pm Parish Council Meeting – Monday, 14th September 2020 – 7.00 pm 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, 15th 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 2020 – 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>	

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