

Whessoe Parish Council

MINUTES of the Annual Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 23rd July 2018, at 7.00 pm

Present: Councillor S Goldfinch (Chair) Councillor S Dawson
 Councillor F Minay
 Parish Clerk – Mr W Goldfinch 1 member of the public

Absent: Borough Councillors G Cartwright, P Cruddas, M Knowles, G Lee and D Lyonette
 - see Minute No 2995.

MINUTE NO.	ITEM	ACTION
2994	<u>Welcome New Attendees</u> Councillor S Goldfinch welcomed Trevor Musson to the meeting.	
2995	<u>Apologies for Absence</u> There were no apologies for absence. However, it was noted that the clerk had failed to copy papers for the meeting to the Borough Councillors. The Clerk will ensure this doesn't happen again and will send apologies to the Borough Councillors.	Clerk
2996	<u>Declarations of Interest</u> There were no Declarations of Interest.	
2997	<u>Minutes of Whessoe Parish Council Meeting – 25th May 2018</u> The Minutes of the Whessoe Parish Council Meeting held on the 25 th May were presented. The Parish Council RESOLVED that the Minutes of the Whessoe Parish Council Meeting held on the 25 th May 2018 be approved and signed.	
2998	<u>Matters Arising & Outstanding Actions</u> 1 Hall Booking Survey: The Parish Council resolved that rather than ask users to complete a survey form, the Clerk would meet with all hall users and report back to the next meeting. 2 Financial Statement 17-18: After a thorough investigation the Parish Council was satisfied that this matter is now closed.	Clerk

Signed.....

Date.....

Chair of the Parish Council

	<p>3 Parish Councillor Vacancy: Covered at Minute No. 2999.</p> <p>4 Correspondence: Calico (website provider) – Councillor Macnab had passed the change of contact details to Calico.</p> <p>5 Clerk and Responsible Officer – Vacancy: W Goldfinch had taken over the post on an unpaid basis.</p> <p>6 Certificate of Exemption from Limited Assurance Review: The previous clerk forwarded the certificate before the 3rd June.</p> <p>7 Standing Orders & Financial Regulations and Draft Protocol for Improved Working Arrangements: Councillor S Goldfinch would recirculate the protocol for comment and seek approval at the next meeting. The Parish Council’s Standing Orders need to be reviewed and amended if necessary to take account of the protocol, decisions taken at the Annual Meeting of WPC on 25th May and the new NALC model standing orders.</p> <p>8 Risk Management Plan and other risk assessments: The Parish Council noted that the fixed wiring test had been completed. The Clerk will seek advice from the Fire Service to update the Fire Risk Assessment. All Risk Registers will be brought, as an agenda item to the next meeting, but any comments in the interim to be sent to the Clerk.</p> <p>9 Other outstanding actions: All other actions are covered in agenda items below.</p> <p>The Parish Council RESOLVED to note the report on matters arising and progress the actions required.</p>	<p>SG</p> <p>Clerk</p> <p>Clerk</p> <p>All</p>
2999	<p><u>Parish Councillors:</u></p> <p>New Councillor: There were no responses to the advertisement for a Parish Councillor and the Parish Council was therefore able to co-opt one. Trevor Musson was co-opted onto the Parish Council and the relevant forms have been passed to Darlington Borough Council.</p> <p>Vacancy: Since the previous meeting Councillor McNab had resigned. Both the Chair and Vice Chair had sent thanks for all the efforts he had made for Whesoe Parish, both as clerk and Councillor. The Parish Council resolved to advertise the vacant post in the normal way.</p> <p>The Parish Council RESOLVED to note the lack of interest in the vacancies of Parish Councillor and to continue to promote filling the vacant roles via social media.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
3000	<p><u>Financial Statement 2018-19 (as at 30.6.18)</u></p> <p>The Clerk presented the Financial Statement for the 1st quarter 2018-19. Income totalled £23,724.90 and expenditure totalled £2,791.87 giving a balance at 30th June 2018 of 20,933.03.</p> <p>The balance includes receipt of the 18-19 Precept (£5,427). The items of</p>	

Signed.....

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	<p>expenditure over £100 were the Clerk's salary, gas charges, Insurance and subscription to Durham Association of Local Councils.</p> <p>The Parish Council RESOLVED to note the financial statement.</p>	
3001	<p><u>Budget Statement 2018-19 (as at 30.6.18)</u></p> <p>The Clerk presented the Budget Statement 2018-19 as at 30th June 2018. This showed forecast income of £26,242 and forecast expenditure of £11,472 giving a forecast year end surplus of £14,770. There are three key variances at the end of the first quarter:</p> <ul style="list-style-type: none"> • The surplus carry forward from the end of the previous year • A saving on the Clerk's salary for the rest of the year • An increase in the planned building maintenance expenditure to cover the cost of replacing the lighting in the hall. <p>The forecast position would be up-dated as the financial year progresses.</p> <p>The Parish Council asked the Clerk to separate expenditure for each of the items shown under the heading Insurance, Auditing and Rates.</p> <p>The Parish Council RESOLVED to note the Budget Statement, subject to correction of formulae in the spreadsheet.</p>	Clerk
3002	<p><u>Bank Reconciliation 2018-19 (as at 30.6.18)</u></p> <p>At 30th June there was no variance between the Parish Council Treasurer's Account and the Bank Account.</p> <p>The Parish Council agreed that for future meetings the Clerk will send the bank reconciliation document with the meeting agenda to allow the Chair and Vice Chair sufficient time to check it against the on-line statement. Confirmation agreement, or otherwise, will be made at the meeting. This will negate the need to sign bank statements at future meeting.</p> <p>The Clerk circulated bank statements for signature by Councillors present.</p> <p>The Parish Council RESOLVED to note the financial report.</p>	Clerk
3003	<p><u>Planning Applications</u></p> <p>Log of Applications Received: There were no new applications notified since the last meeting.</p> <p>The application at 31 Beaumont Hill had not been approved. The applicant had submitted amended plan and information to Darlington Borough Council, but there were still issues over parking, access, footpaths and other matters to be resolved.</p>	

Signed.....

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	The Parish Council RESOLVED to note the up-date.	
3004	<p><u>Darlington Borough Local Plan 2016-36</u></p> <p>The Parish Council noted that the draft local plan was out for consultation, ending on 2nd August. Most if not all of the Councillors were planning to either attend a drop in centre or read the document and consider commenting as individuals. No Councillor had received representations from members of the Parish.</p> <p>The Parish Council resolved to respond to the plan as individuals rather than a consolidated Parish Council.</p>	
3005	<p><u>General Data Protection Act (GDPA)</u></p> <p>A draft plan of required actions was circulated for comment. Progress against the plan is:</p> <ul style="list-style-type: none"> • Councillors and the Clerk confirmed by email that they have read previously circulated NALC guidance on GDPA. • Paper documents stored at the hall have been reviewed. It appears that personal information is contained several historic correspondence folders. The Clerk will review these and report back to the next meeting. • Personal data on WPC computers/other electronic media is being reviewed by the clerk and deleted if no longer necessary to retain. <p>A draft document retention policy will be circulated shortly for approval at the next meeting.</p> <p>The Parish Council RESOLVED to note the action taken to comply with the requirements of the General Data Protection Act.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
3006	<p><u>Correspondence</u></p> <p>The Parish Council agreed to discontinue the correspondence log in favour of the protocol for correspondence contained in the paper “Protocol for WPC working together”.</p> <p>In future the Clerk will seek to collate general information and electronic correspondence into a minimal number with a covering note saying what is attached, what needs to be done and by when. Where agreement is needed by a quorate this will be made clear, e.g. for planning applications.</p> <p>Since the last meeting we had received a Hall Booking enquiry from a Pilates class looking to set up in the area. They are assessing whether this is workable and, if it is, will get back to the Clerk.</p> <p>A newsletter (hard copy) from the Tees Valley Village Hall Network was circulated for information at the meeting. It is hoped that this be circulated</p>	<p>Clerk</p>

Signed.....

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	electronically in future. The Parish Council RESOLVED to note the above.	
3007	<p><u>Forward and Backward Look</u></p> <p>Feedback from meetings</p> <ul style="list-style-type: none"> • The Clerk attended the fixed wiring test at the hall on 21 June • The events sub-committee met on 25th June to discuss potential future events. • Brian Wake, Chair of the Tees Valley Village Hall Network met the Clerk on 1 July to discuss the benefits of the organisation and use of their website to advertise the use of the hall. <p>Future Events</p> <p>The Parish Council agreed that Training should be included and that the Clerk should devise a spreadsheet setting out upcoming events and use it to monitor attendance and outcomes. In lieu of the spreadsheet:</p> <ul style="list-style-type: none"> • 25 July – SG attending Darlington Association of Parish Councils and Parish Meetings (£25) • 26 July – Clerk to attend DALC Smaller Councils Forum (no charge) • 30 July – The events sub-committee will meet to discuss whether the Parish Council should sponsor a “street party” outside the hall or some other event to engage the community. • 6 September – SG to attend training for Council Chairs (£27) • September – SG asked the Parish Council to agree to sponsor a MacMillan fundraising event by allowing use of the hall free of charge. This was agreed. • 25 September – Clerk to attend Clerks Training Session (£27) • 20 October – SG and Clerk to attend CDALC AGM (To be advised) <p>The Parish Council agreed to meet any costs associated with these meetings/training sessions.</p> <p>The Parish Council agreed that the Clerk should undertake the Introduction to Local Council Administration (on-line course). This is managed through the Society of Local Council Clerks and costs £99 plus VAT.</p>	<p>Clerk</p> <p>SG</p> <p>Clerk SG/FM/S D</p> <p>SG SG</p> <p>Clerk SG/Clerk</p> <p>Clerk</p>
3008	<p><u>Marketing and Social Media</u></p> <p>Newsletter: The Parish Council agreed to produce a newsletter covering items such as Council Vacancies, upcoming events, existing classes, social media, hall booking and proposed improvements to the hall. The Clerk will produce a draft and circulate it and will advise on the cost of printing.</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. The Clerk will draft a standard template and share this with Councillors.</p>	<p>Clerk</p> <p>Clerk</p>

Signed.....

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	<p>Website: The adverts have been removed from the website and the Clerk is endeavouring to update and improve its content and appearance.</p> <p>The Parish Council RESOLVED to note and action the above.</p>	Clerk
3009	<p><u>Whessoe Parish Hall</u></p> <p>Separation of hall management from Parish Council: The Parish Council RESOLVED to separate the management of the hall from the business of the Parish Council from April 2019. Initial investigations will be made by the Clerk into how this can be achieved and what costs may be involved.</p> <p>Maintenance Programme:</p> <ul style="list-style-type: none"> • Councillor Minnay produced a COSHH folder for the hall which will be kept in the kitchen next to the first aid box. Review and updates will be included in the draft maintenance plan. • The Parish Council felt the overgrowing hedge on the path leading up to the hall was unsafe and agreed to it being trimmed. Councillor Musson and the Clerk will resolve. • Councillor Goldfinch asked for the batteries to be changed in the clocks. • Two padlocks are missing from the two external doors. This led to a discussion on the key holding policy. It was agreed that the Clerk should quickly review the policy, identify the keys that are held and consider whether to replace the missing padlocks. The missing padlocks and key holding policy is considered a risk that should be added to the risk register. • A draft of the maintenance and improvement plans will be circulated to Councillors for discussion at the next meeting. <p>Contracts:</p> <ul style="list-style-type: none"> • The Parish Council is looking into Broadband providers that can guarantee sufficient speed to run the Hive system to replace the inadequate contract that has now lapsed. • The existing Gas contract ended on 23 July and the supplier has put us on a variable contract at almost the same level, which can be cancelled with 30 days notice. The previous Clerk had obtained a number of quotes but these have lapsed. The Clerk will obtain more quotes and circulate a summary for Parish Council approval. • Utility Warehouse has notified the Parish Council of an increase in electricity charges. From 1 July the unit rate rises from 16.374p to 17.25p. The standing charge remains the same. This is not expected to impact significantly on this years budget. <p>Improvements: Councillor Musson has measured the hall and will produce a design for a replacement lighting system. The Parish Council agreed to visit other village halls who have upgraded their lighting systems to gather information on best practice.</p>	<p>Clerk</p> <p>TM/Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>TM/All</p>

Signed.....

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	<p>Hall Booking Schedule: The Parish Council agreed to discontinue the practice of reviewing the hall booking schedule. It was felt that as everyone had access to the shared calendar this was no longer necessary. The Clerk will report on exceptions and potential new bookings.</p> <ul style="list-style-type: none"> • As noted in item no. 3006, the Clerk had received an enquiry from a pilates class looking for a potential long term booking. • All existing regular users had returned their annual renewal forms. • As noted in item no. 3007, SG would be holding a MacMillan event on 8 September. • There is a birthday party on 18 August which has been booked and paid for. The Clerk will open and close the hall. <p>The Parish Council RESOLVED to note the up-date.</p>	Clerk
3010	<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, 3rd 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, 3rd September 2018 at 7.00 pm in the Meeting Room at Whessoe Parish Hall.</p>	

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