

	<p>6 Financial Statement 17-18: Arrangements to pay rates to Darlington Borough Council via Direct Debit has been actioned. Councillor Macnab to confirm PAYE payments 2015-16 and 2016-17.</p> <p>7 Darlington Local Plan 2016-2036: Feedback from Councillor Cummings regarding further engagement with the Borough Council and developers was required. The Clerk to contact Councillor Cummings for a response.</p> <p>8 Hall Maintenance: Feedback from Councillor Cummings relating to quotes for Hive and Nest was still awaited. Councillor Goldfinch to progress purchase of Hive due to immediate need to ensure adequate heating/lighting to the hall. Utility Warehouse will become the Council's electricity supplier with effect from 28th December, 2017.</p> <p>9 Communications: Quotations received by Councillor Cummings from two web providers had yet to be forwarded to the Clerk. A third quote would be required. The Clerk to contact Councillor Cummings for a response. Councillor Macnab to provide the Clerk with details of alternative provider. The Clerk to review web providers for options. All regular users of the hall have been asked if they would like to display promotional leaflets on the parish hall notice board.</p> <p>10 Use of Social Media: A brief summary of the Use of Social Media presentation from a recent SLCC Workshop has been circulated to Councillors.</p> <p>11 Parish Councillor Vacancy: Councillor Minay has been provided with information to help her settle into her new role and a number of internal admin tasks are progressing to ensure systems are up-dated to reflect the new appointment. Unsuccessful candidates had been informed of the outcome. Training for new Councillors by DALC is not expected until the Spring. Councillor Macnab offered the opportunity to join Middleton St George Parish Council's bespoke training for new councillors. Councillor Macnab to confirm the cost. Register of Members' Interest forms for Councillors Minay, Macnab and Foster have been forwarded to Darlington Borough Council.</p> <p>12 Annual Return: Notification that Mazars has been appointed external auditors for Whessoe Parish Council for 17-18 to 21-22 has been received. Parish Councillors present confirmed there was no conflict of interest with the appointment. The Clerk to chase confirmation from those not present.</p> <p>13 Bank Reconciliation 17-18: June and July statements were circulated for signature by Councillors present. A copy of the August statement has been requested from the bank.</p> <p>14 General Data Protection Act – Summary of Changes: Presentation slides for the SLCC training event held on 1st November have not yet been received. The Clerk has chased Durham ALC to progress.</p> <p>15 Clerk & RFO Salary: The Chair signed a variation to contract to reflect the agreement at the 25th September meeting to increase the contracted hours from average of 10 per month to 20 per month.</p> <p>16 Correspondence: Presentation slides for the Village Halls event on 7th September have not yet been received. The Clerk has chased Durham ALC to progress. Feedback from TVRC had not yet been received regarding the hall constitution. The Clerk to chase a response and arrange to review documents held at the Parish Council's solicitors.</p> <p>The Parish Council RESOLVED to note the report on matters arising and the actions required.</p>	<p>AM</p> <p>DC/JB</p> <p>SG</p> <p>DC/JB AM JB</p> <p>AM</p> <p>JB</p> <p>JB</p>
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Signed..... Date.....
Chairman of the Parish Council

<p>2907</p>	<p><u>Parish Councillor Vacancy & Appointment of Vice Chair</u></p> <p>Following the resignation of Councillor Simon Robinson, a vacancy notice was signed for return to Darlington Borough Council for display from 30th November.</p> <p>Rule 5(2) of the Local Elections (Parishes and Communities) (England and Wales) Rules 2006 will apply. The Rule allows 10 electors for the parish in which the casual vacancy exists to request the Returning Officer to hold an election to fill that vacancy. That request must be made in writing within 14 working days of the date of the vacancy notice, i.e. no later than midnight on Wednesday, 20th December, 2017. If such a request is made arrangements for an election will be required and the vacancy must be filled by election. If written notice is not received from 10 electors within the above timeframe the Parish Council is able to fill the vacancy by co-option as soon as practicable after the 20th December deadline.</p> <p>The Clerk to arrange to post the advertisement on the Notice Board, the Parish Council's website and Facebook.</p> <p>It was proposed and seconded that Mrs. Suzanne Goldfinch be appointed Vice Chair for Whessoe Parish Council.</p> <p>The Parish Council RESOLVED to note the requirement to advertise the vacant post and await the outcome on 20th December to confirm requirements for filling the vacant post.</p> <p>The Parish Council also RESOLVED to appoint Mrs Suzanne Goldfinch as Vice Chair.</p>	<p>JB</p>
<p>2908</p>	<p><u>Budget Setting & Precept 18-19 to 20-21:</u></p> <p>The budget plan for 2018-21 was presented. It was noted that the budget included planned improvements to the hall and reflected the previously agreed increase in clerk hours and a training budget for Councillors and Clerk. It was acknowledged that the year end position will impact on the carry forward position and noted that the balances above the general reserves level were planned to be used to address expected costs of implementation of the General Data Protection Act and potential costs of Parish Council elections.</p> <p>The requirement to show separate accounts for the Parish Council and the Parish Hall was also noted and the budget would be adjusted to reflect this in due course. This would help better inform the Parish Council on decisions relating to the Parish Hall. The Agenda for future meetings will also reflect the requirement to separate Parish Council and the management of the Parish Hall. The need to promote the availability of the hall was also discussed.</p> <p>The proposed budget was based on the assumption that there would be no increase to the Precept requirement, although this would be reviewed at each budget setting period.</p> <p>Darlington Borough Council required notification of the 18-19 Precept by 12th January, 2018. The Clerk to forward confirmation of the agreed Precept of £5,427 for 2018-19.</p> <p>The Parish Council RESOLVED to agree the budget for 18-19 to 20-21 and agreed the Precept of £5,427 for 18-19.</p>	<p>JB</p> <p>JB</p> <p>JB</p>

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2909	<p><u>Risk Management Plan</u></p> <p>The Risk Management Plan that was approved at the 22nd May, 2017, Annual Meeting was reviewed as part of annual budget setting process. A number of amendments to the Plan were discussed. The Clerk to up-date and present for approval at the next meeting.</p> <p>The Parish Council RESOLVED to amend the Risk Management Plan and include on the Agenda of the next meeting for approval and publication.</p>	JB
2910	<p><u>Financial Statement 17-18</u></p> <p>The Clerk presented the Financial Statement 2017-18, detailing the income and expenditure position as at 20th November, 2017.</p> <p>Income totalled £22,726.54 and expenditure totalled £4,734.58 giving a balance of £17,991.96. Items of expenditure over £100 since the last report included Grass & Hedge Cutting services (2 months £252) and the Clerk's salary for 6.8.17 to 5.11.17 (£578).</p> <p>It was agreed that future payments for water charges would be made by direct debit and an alternative supplier be considered for the purchase of printer cartridges.</p> <p>The Parish Council RESOLVED to make future payments for water charges by direct debit and to note the financial report.</p>	JB
2911	<p><u>Budget Statement 2017-18</u></p> <p>The Clerk presented the Budget Statement 2017-18 as at 20th November, 2017. The forecast for 2017-18 shows estimated income of £24,226 and estimated expenditure of £8,194 giving a forecast year end surplus of £16,032.</p> <p>The forecast reflects a number of assumptions as well as planned improvements to the hall, costs of hedge cutting and the increase in the contracted hours of the Clerk. The budget will continue to be monitored and up-dated as the year progresses.</p> <p>The Parish Council RESOLVED to note the financial report.</p>	
2912	<p><u>Bank Reconciliation 17-18</u></p> <p>The Parish Clerk presented the Bank Reconciliation Statement as at 31st October, 2017. The variance of £158.00 between the Parish Council Treasurer's Account and the Bank Account is due to two cheques not yet presented/cleared at the bank.</p> <p>The Parish Clerk circulated the bank statements for September and October for signature by Councillors present. The Clerk advised that the bank had been contacted regarding updating the addressee on the bank statement.</p> <p>The Parish Council RESOLVED to note the financial report.</p>	
2913	<p><u>Planning Applications – Log of Applications Received</u></p> <p>Details of planning applications received and progress regarding submission deadlines and outcomes were presented.</p>	

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	<p>The outcome of the application in respect of dwellings on Burtree Lane was requested. This was notified to an earlier Meeting, the Clerk to email confirmation to Councillors.</p> <p>The Parish Council RESOLVED to note the up-date.</p>	JB
2914	<p><u>Planning Applications – Burtree Lane and Berrymead Farm</u></p> <p>Feedback from the meeting with the developers on 27th September was provided. Although the developer was hopeful of a decision on planning permission before Christmas this now looks unlikely given the focus by Darlington Borough Council on the development of the Local Plan.</p> <p>The Parish Council RESOLVED to note the feedback.</p>	
2915	<p><u>Darlington Local Plan 2016 to 2036</u></p> <p>Councillor Macnab provided feedback on the Skerningham Development presentation held by Darlington Borough Council on 4th October, 2017. The proposed development is particularly large and the developers are currently reviewing feedback/comments that have been submitted to date. It was noted that concerns included the volume of traffic and that the Council for Rural England are opposed to the development.</p> <p>Borough Councillor David Lyonette advised that planning applications for the Harrogate Hill area appear to have been put on hold while Darlington Borough Council focus attention on completing the Local Plan. Consultation on the Local Plan is expected with Darlington Borough Council Members in the next few weeks with public consultation planned for the Spring and submission of the Local Plan to Ministers in the Autumn.</p> <p>The Parish Council RESOLVED to note the above.</p>	
2916	<p><u>Neighbourhood Development Plan (NDP)</u></p> <p>Progress relating to the NDP has halted on the resignation of Councillor Robinson. It was acknowledged that production of a NDP required a significant commitment in terms of time and resource and although it was something good to have it was not a legal requirement. It was agreed to revisit requirements in the new year when more information on the Local Plan was expected to be available.</p> <p>The Parish Council RESOLVED to review requirements for a Neighbourhood Development Plan in 2018.</p>	ALL
2917	<p><u>General Data Protection Act (GDPA)</u></p> <p>Information received regarding the GDPA has been circulated to Councillors via email.</p> <p>It was noted from discussion at the SLCC training event held on 1st November, 2017, that there is potential for pooling arrangements to address the requirements for GDPA with other Parish Councils. Durham ALC is reviewing requirements and expects to provide feedback by the end of January.</p>	

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	<p>In preparation for implementation of GDPR, the Clerk will review data currently held and provide details for at the next meeting.</p> <p>The Parish Council RESOLVED to note the requirements of the General Data Protection Act and to review actions required following feedback from Durham ALC.</p>	<p>JB</p> <p>ALL</p>
2918	<p><u>Darlington Association of Parish Councils (DAPC) – Feedback from Meeting 8.11.17</u></p> <p>Minutes of the DAPC meeting of 19.7.17 were circulated. The Clerk provided summary feedback of discussions from the 8th November meeting including:</p> <ul style="list-style-type: none"> • S106 Agreement/Community Infrastructure Levies – electronic copy of the presentation by Darlington Borough Council (DBC) has been requested and will be circulated to Councillors on receipt. • Advice from DBC was to include in any feedback to planning applications that the application would only be acceptable if specific requirements were provided for. This would help inform DBC on S106 agreements. • Local Plan – DBC expected to publish a Local Plan in 2018. <p>The Clerk advised that the DAPC meetings were a forum for Parish Councillors. It was agreed that a rota for attendance by Whessoe Parish Councillors would be established.</p> <p>The Parish Council RESOLVED that Parish Councillors would attend future DAPC meetings on a rotation basis.</p>	<p>JB</p> <p>ALL</p>
2919	<p><u>Correspondence</u></p> <p>Clerks and Councils Direct publication for November was circulated, together with a letter from npower promoting business reward benefits and a pamphlet from Glasdon promoting range of outdoor items .</p> <p>Where possible correspondence received has been circulated to Councillors via email. Other correspondence and additional information on previously e-mailed correspondence included:</p> <ul style="list-style-type: none"> • Pensions Regulator – providing details of the Council’s responsibilities for auto enrolment with effect from 1st February, 2018. A Declaration of Compliance was required by 2nd July, 2018. Clarification has been sought from the Pensions Regulator regarding the requirement for the Parish Council to have a pension scheme (e.g. NEST). • Smaller Authorities Audit Appointments – confirmation that the Council’s External Auditors will be Mazars. No fee is expected to be paid as finances fall under £25k. • Calico (Website Provider) – free offer if applied for by end Oct for a smaller domain name. Up-date of contact details required. The Clerk has provided details to Councillor Macnab for forwarding on to Calico. <p>A concern was raised by a resident of Harrogate Farm regarding the adequacy of street lighting along the bus route on Trevone Way and Cambourne Drive. Borough Councillor David Lyonette has previously raised this with Darlington Borough Council (DBC). The Parish Council to contact DBC to raise the issue on behalf of the resident.</p> <p>The Parish Council RESOLVED to note the details and actions required.</p>	<p>JB</p> <p>AM</p> <p>JB</p>

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<p>2920</p>	<p><u>Hall Maintenance</u></p> <p>Cleaning: The cleaner was on holiday w.c. 20.11.17.</p> <p>Pressure Washing of Pavements: It was noted that works had not yet been carried out. The Clerk to contact SE Landscaping to progress.</p> <p>Fire Extinguisher Service: Peterlee Fire Company has been contacted to progress. Return of call was awaited to confirm potential dates.</p> <p>Gas Safety Service: This was due in December/January. Clerk to contact provider to progress.</p> <p>Hall Improvements: Councillor Foster advised of difficulties with getting 3 quotes for a handyman service and suggested the Parish Council maintain a list of preferred providers. A review of the Council's Standing Order/Financial Regulations is required. Councillor Foster has received one quote based on a rate per hour and asked for feedback in terms of additional service providers. Particular works required included replacement of shed roof and guttering.</p> <p>Winter Maintenance: Requirement to provide grit bins was discussed. Clerk to review options and prices.</p> <p>Essential Repairs: Repairs to the outside lighting, extractor fan in disabled toilet, florescent tubing in ladies toilet and the sink water heater in the men's toilet were required as a matter of urgency. It was agreed to contact the electrician to progress.</p> <p>The Parish Council RESOLVED to note the up-date on hall maintenance.</p>	<p>JB</p> <p>JB</p> <p>ALL</p> <p>JB</p> <p>LF</p>
<p>2921</p>	<p><u>Hall Bookings</u></p> <p>A schedule of hall bookings was presented detailing regular and non-regular bookings. It was noted that:</p> <ul style="list-style-type: none"> • Music & Movement Class – a pre-school group had confirmed a regular booking for the Hall on Tuesday mornings. Councillor Foster advised that the Foster Care Association were happy to use the Meeting Room for their monthly meeting that also takes place on Tuesday morning. • Councillor S Goldfinch agreed to open/close for the party on 13th January, 2018. <p>Discussion took place regarding the potential for the Parish Council to hold a Christmas Party for local children to help promote the use of the Hall. Similar activities over the year, e.g. Easter, Summer, Halloween were also discussed. This would require forward planning and would be looked at for 2018.</p> <p>The Parish Council RESOLVED to note the up-date.</p>	
<p>2922</p>	<p><u>Communications</u></p> <p>See matters arising under Minute No 2883 for details of outstanding issues.</p> <p>Website: Improvement of the Council's website provision was required. Review of providers to be undertaken.</p> <p>The Parish Council RESOLVED to note the details and actions required.</p>	<p>JB</p>

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2923	<u>Date and Time of Next Meeting</u> The Parish Council RESOLVED that the next meeting will be the Whessoe Parish Council Meeting to be held on Monday, 29 th January, 2018 at 7.00 pm, in the Meeting Room, Whessoe Parish Hall.	
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Signed..... Date.....
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