

# Whessoe Parish Council

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## MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 28<sup>th</sup> January 2019, at 7.00 pm

**Present:** Councillor S Goldfinch (Chair)                      Councillor S Dawson (Vice Chair)  
 Councillor F Minay    Councillor T Musson  
 Parish Clerk: W Goldfinch  
 Two members of the public

**Absent:** Borough Councillors P Crudass, G Cartwright, G Lee, M Knowles and D Lyonette

| MINUTE NO. | ITEM  | ACTION |
|------------|---|--------|
| 3046       | <u>Apologies for Absence</u><br><br>Borough Councillors G Lee and P Crudass.  |        |
| 3047       | <u>Declarations of Interest</u><br><br>There were no declarations of interest.  |        |
| 3048       | <u>Minutes of Whessoe Parish Council (WPC) Meeting – 19<sup>th</sup> November 2018</u><br><br>The Minutes of the WPC Meeting held on the 19 <sup>th</sup> November were presented.<br><br>The Parish Council <b>RESOLVED</b> that the Minutes of the WPC Meeting held on the 19 <sup>th</sup> November 2018 be approved and signed.   |        |
| 3049       | <u>Update on action points</u><br><br>3030 – The Fire Risk Assessment and Health and Safety Risk Assessment were recirculated for comment on 13 December.<br><br>3030 – The Darlington Association of Parish Councils and Parish Meetings were contacted and the Clerk will be attending their next meeting on 6 February.<br><br>3037 – The precept was notified to Darlington Borough Council and accepted on 3 January 2019.<br><br>3039 – The Data Protection Policy was published on the website on 21 January 2019. | Clerk  |

Signed.....

Date.....

**Chair of the Parish Council**

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|                       | <p>3040 – The Clerk notified the friends of the Stockton and Darlington Railway on 4 December that we would not be subscribing.</p> <p>3040 – Our nomination for the Royal Garden Party declined.</p> <p>3041 – All policies and protocols were published on 11 December.</p> <p>3044 – the digital timer was installed and the festive lighting purchased and partly installed.</p> <p><b>Other outstanding actions:</b> All other actions are covered in agenda items below.</p>  |       |
| <b>3050</b>           | <p><b><u>Public Participation</u></b></p> <p>There were no members of the public or press in attendance other than two individuals standing for co-option as Councillors.</p>   |       |
| <b>3051</b>           | <p><b><u>Parish Councillor Vacancies:</u></b></p> <p>Jo Bennett and Dave Woodley had expressed interest in becoming Councillors. They were proposed by Councillors Minay and Dawson respectively and both were seconded by Councillor Goldfinch and co-opted onto the Parish Council. The relevant forms have been passed to Darlington Borough Council.</p> <p>Councillor Musson had approached two residents, one of whom may be interested in filling the last Councillor vacancy later in the year. The Clerk will bring this forward as an agenda item in July 2019.</p> | Clerk |
| <b><u>Finance</u></b> |   |       |
| <b>3052</b>           | <p><b><u>Bank Signatories</u></b></p> <p>Councillor Minay had been added to the list of signatories to the WPC bank account. The Clerk will arrange a card reader for her to use on-line.</p>   | Clerk |
| <b>3053</b>           | <p><b><u>Accounting Software</u></b></p> <p>The Clerk presented a paper on his investigation into the use of accounting software. The Parish Council RESOLVED that the Clerk should acquire the on-line package provided by Riatas Business Solutions, subject to a satisfactory demonstration, at a cost of £641 (including VAT) in the first year plus any mileage and then £121 (including VAT) per year for the annual licence and support.</p>   | Clerk |
| <b>3054</b>           | <p><b><u>Quarterly Audit Report</u></b></p>   |       |

Signed.....

Date.....

**Chair of the Parish Council**

|             | Councillor Musson had carried out an audit of the 3 <sup>rd</sup> quarter's receipts and payments but could not report until the missing receipts were provided. The Clerk will resolve.   | Clerk            |   |                  |        |        |                |        |                  |        |            |        |  |        |                 |        |  |         |                                      |        |              |         |                |        |                          |       |                   |        |             |        |                          |        |   |        |            |        |  |        |                    |         |  |        |                  |        |                                   |        |                  |        |  |       |   |        |  |        |                                     |         |  |        |                 |        |  |  |
|-------------|--|------------------|---|------------------|--------|--------|----------------|--------|------------------|--------|------------|--------|--|--------|-----------------|--------|--|---------|--------------------------------------|--------|--------------|---------|----------------|--------|--------------------------|-------|-------------------|--------|-------------|--------|--------------------------|--------|---|--------|------------|--------|--|--------|--------------------|---------|--|--------|------------------|--------|-----------------------------------|--------|------------------|--------|--|-------|---|--------|--|--------|-------------------------------------|---------|--|--------|-----------------|--------|--|--|
| <b>3055</b> | <p><b><u>Financial Statement 2018-19 (as at 21.1.19)</u></b></p> <p>The Clerk presented the Financial Statement up to 21<sup>st</sup> January 2019. Income totalled <b>£26,804.50</b> and expenditure totalled <b>£9,328.90</b> giving a balance at 5<sup>th</sup> November 2018 of <b>£17,475.60</b>.</p> <p>The balance includes receipt of the 18-19 Precept (£5,427). The items of expenditure over £100 are listed below.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Item</th> <th>Cost (£ inc.VAT)</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>13 May</td> <td>Clerk's salary</td> <td>688.53</td> <td>Quarterly salary</td> </tr> <tr> <td>18 May</td> <td>Gas supply</td> <td>227.67</td> <td></td> </tr> <tr> <td>26 May</td> <td>Insurance cover</td> <td>781.01</td> <td></td> </tr> <tr> <td>14 June</td> <td>Co. Durham Local Council Association</td> <td>189.68</td> <td>Subscription</td> </tr> <tr> <td>29 June</td> <td>Clerk's salary</td> <td>415.42</td> <td>Salary up to resignation</td> </tr> <tr> <td>8 Aug</td> <td>Fixed wiring test</td> <td>144.00</td> <td>5 year test</td> </tr> <tr> <td>10 Aug</td> <td>Stationery and equipment</td> <td>306.77</td> <td>Secure cupboard, laminator, label maker and accessories and council supplies.</td> </tr> <tr> <td>15 Aug</td> <td>Gas supply</td> <td>119.99</td> <td></td> </tr> <tr> <td>11 Oct</td> <td>LED Supply and Fit</td> <td>1680.00</td> <td>Replacement energy efficient lighting throughout the hall.</td> </tr> <tr> <td>12 Oct</td> <td>SLCC Enterprises</td> <td>118.80</td> <td>On-line training course for Clerk</td> </tr> <tr> <td>26 Nov</td> <td>Christmas Lights</td> <td>223.91</td> <td>WPC decision at their November meeting to provide festive lighting</td> </tr> <tr> <td>5 Dec</td> <td>Timer for car park and electrical accessories</td> <td>153.77</td> <td>WPC decision at their November meeting and rewiring parts of the hall.</td> </tr> <tr> <td>10 Dec</td> <td>Hedge trimming, grounds maintenance</td> <td>2016.00</td> <td>Grounds maintenance during the year and removal of hedges around the hall.</td> </tr> <tr> <td>21 Jan</td> <td>Rubbish Removal</td> <td>288.00</td> <td>Clearance of rubbish from lofts, shed and cupboards.</td> </tr> </tbody> </table> <p>The Parish Council <b>RESOLVED</b> to note the financial statement.</p> | Date             | Item  | Cost (£ inc.VAT) | Reason | 13 May | Clerk's salary | 688.53 | Quarterly salary | 18 May | Gas supply | 227.67 |  | 26 May | Insurance cover | 781.01 |  | 14 June | Co. Durham Local Council Association | 189.68 | Subscription | 29 June | Clerk's salary | 415.42 | Salary up to resignation | 8 Aug | Fixed wiring test | 144.00 | 5 year test | 10 Aug | Stationery and equipment | 306.77 | Secure cupboard, laminator, label maker and accessories and council supplies. | 15 Aug | Gas supply | 119.99 |  | 11 Oct | LED Supply and Fit | 1680.00 | Replacement energy efficient lighting throughout the hall. | 12 Oct | SLCC Enterprises | 118.80 | On-line training course for Clerk | 26 Nov | Christmas Lights | 223.91 | WPC decision at their November meeting to provide festive lighting | 5 Dec | Timer for car park and electrical accessories | 153.77 | WPC decision at their November meeting and rewiring parts of the hall. | 10 Dec | Hedge trimming, grounds maintenance | 2016.00 | Grounds maintenance during the year and removal of hedges around the hall. | 21 Jan | Rubbish Removal | 288.00 | Clearance of rubbish from lofts, shed and cupboards. |  |
| Date        | Item   | Cost (£ inc.VAT) | Reason  |                  |        |        |                |        |                  |        |            |        |  |        |                 |        |  |         |                                      |        |              |         |                |        |                          |       |                   |        |             |        |                          |        |   |        |            |        |  |        |                    |         |  |        |                  |        |                                   |        |                  |        |  |       |   |        |  |        |                                     |         |  |        |                 |        |  |  |
| 13 May      | Clerk's salary   | 688.53           | Quarterly salary  |                  |        |        |                |        |                  |        |            |        |  |        |                 |        |  |         |                                      |        |              |         |                |        |                          |       |                   |        |             |        |                          |        |   |        |            |        |  |        |                    |         |  |        |                  |        |                                   |        |                  |        |  |       |   |        |  |        |                                     |         |  |        |                 |        |  |  |
| 18 May      | Gas supply   | 227.67           |   |                  |        |        |                |        |                  |        |            |        |  |        |                 |        |  |         |                                      |        |              |         |                |        |                          |       |                   |        |             |        |                          |        |   |        |            |        |  |        |                    |         |  |        |                  |        |                                   |        |                  |        |  |       |   |        |  |        |                                     |         |  |        |                 |        |  |  |
| 26 May      | Insurance cover  | 781.01           |   |                  |        |        |                |        |                  |        |            |        |  |        |                 |        |  |         |                                      |        |              |         |                |        |                          |       |                   |        |             |        |                          |        |   |        |            |        |  |        |                    |         |  |        |                  |        |                                   |        |                  |        |  |       |   |        |  |        |                                     |         |  |        |                 |        |  |  |
| 14 June     | Co. Durham Local Council Association   | 189.68           | Subscription  |                  |        |        |                |        |                  |        |            |        |  |        |                 |        |  |         |                                      |        |              |         |                |        |                          |       |                   |        |             |        |                          |        |   |        |            |        |  |        |                    |         |  |        |                  |        |                                   |        |                  |        |  |       |   |        |  |        |                                     |         |  |        |                 |        |  |  |
| 29 June     | Clerk's salary   | 415.42           | Salary up to resignation  |                  |        |        |                |        |                  |        |            |        |  |        |                 |        |  |         |                                      |        |              |         |                |        |                          |       |                   |        |             |        |                          |        |   |        |            |        |  |        |                    |         |  |        |                  |        |                                   |        |                  |        |  |       |   |        |  |        |                                     |         |  |        |                 |        |  |  |
| 8 Aug       | Fixed wiring test  | 144.00           | 5 year test   |                  |        |        |                |        |                  |        |            |        |  |        |                 |        |  |         |                                      |        |              |         |                |        |                          |       |                   |        |             |        |                          |        |   |        |            |        |  |        |                    |         |  |        |                  |        |                                   |        |                  |        |  |       |   |        |  |        |                                     |         |  |        |                 |        |  |  |
| 10 Aug      | Stationery and equipment   | 306.77           | Secure cupboard, laminator, label maker and accessories and council supplies. |                  |        |        |                |        |                  |        |            |        |  |        |                 |        |  |         |                                      |        |              |         |                |        |                          |       |                   |        |             |        |                          |        |   |        |            |        |  |        |                    |         |  |        |                  |        |                                   |        |                  |        |  |       |   |        |  |        |                                     |         |  |        |                 |        |  |  |
| 15 Aug      | Gas supply   | 119.99           |   |                  |        |        |                |        |                  |        |            |        |  |        |                 |        |  |         |                                      |        |              |         |                |        |                          |       |                   |        |             |        |                          |        |   |        |            |        |  |        |                    |         |  |        |                  |        |                                   |        |                  |        |  |       |   |        |  |        |                                     |         |  |        |                 |        |  |  |
| 11 Oct      | LED Supply and Fit   | 1680.00          | Replacement energy efficient lighting throughout the hall.                    |                  |        |        |                |        |                  |        |            |        |  |        |                 |        |  |         |                                      |        |              |         |                |        |                          |       |                   |        |             |        |                          |        |   |        |            |        |  |        |                    |         |  |        |                  |        |                                   |        |                  |        |  |       |   |        |  |        |                                     |         |  |        |                 |        |  |  |
| 12 Oct      | SLCC Enterprises   | 118.80           | On-line training course for Clerk   |                  |        |        |                |        |                  |        |            |        |  |        |                 |        |  |         |                                      |        |              |         |                |        |                          |       |                   |        |             |        |                          |        |   |        |            |        |  |        |                    |         |  |        |                  |        |                                   |        |                  |        |  |       |   |        |  |        |                                     |         |  |        |                 |        |  |  |
| 26 Nov      | Christmas Lights   | 223.91           | WPC decision at their November meeting to provide festive lighting            |                  |        |        |                |        |                  |        |            |        |  |        |                 |        |  |         |                                      |        |              |         |                |        |                          |       |                   |        |             |        |                          |        |   |        |            |        |  |        |                    |         |  |        |                  |        |                                   |        |                  |        |  |       |   |        |  |        |                                     |         |  |        |                 |        |  |  |
| 5 Dec       | Timer for car park and electrical accessories  | 153.77           | WPC decision at their November meeting and rewiring parts of the hall.        |                  |        |        |                |        |                  |        |            |        |  |        |                 |        |  |         |                                      |        |              |         |                |        |                          |       |                   |        |             |        |                          |        |   |        |            |        |  |        |                    |         |  |        |                  |        |                                   |        |                  |        |  |       |   |        |  |        |                                     |         |  |        |                 |        |  |  |
| 10 Dec      | Hedge trimming, grounds maintenance  | 2016.00          | Grounds maintenance during the year and removal of hedges around the hall.    |                  |        |        |                |        |                  |        |            |        |  |        |                 |        |  |         |                                      |        |              |         |                |        |                          |       |                   |        |             |        |                          |        |   |        |            |        |  |        |                    |         |  |        |                  |        |                                   |        |                  |        |  |       |   |        |  |        |                                     |         |  |        |                 |        |  |  |
| 21 Jan      | Rubbish Removal  | 288.00           | Clearance of rubbish from lofts, shed and cupboards.                          |                  |        |        |                |        |                  |        |            |        |  |        |                 |        |  |         |                                      |        |              |         |                |        |                          |       |                   |        |             |        |                          |        |   |        |            |        |  |        |                    |         |  |        |                  |        |                                   |        |                  |        |  |       |   |        |  |        |                                     |         |  |        |                 |        |  |  |
| <b>3056</b> | <p><b><u>Budget Statement 2018-19 (as at 21.1.19)</u></b></p> <p>The Clerk presented the Budget Statement 2018-19 as at 21<sup>st</sup> January 2019. This showed forecast income of <b>£28,760</b> and forecast expenditure of <b>£13,486</b> giving a forecast year end surplus of <b>£15,274</b>.</p> <p>The forecast position would be up-dated as the financial year progresses.</p>  |                  |   |                  |        |        |                |        |                  |        |            |        |  |        |                 |        |  |         |                                      |        |              |         |                |        |                          |       |                   |        |             |        |                          |        |   |        |            |        |  |        |                    |         |  |        |                  |        |                                   |        |                  |        |  |       |   |        |  |        |                                     |         |  |        |                 |        |  |  |

Signed.....

Date.....

**Chair of the Parish Council**

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|             | The Parish Council <b>RESOLVED</b> to agree changes to the Budget Statement.  |       |
| <b>3057</b> | <p><b><u>Bank Reconciliation 2018-19 (as at 21.1.19)</u></b></p> <p>The bank reconciliation statement was circulated to the Chair and Vice-Chair, who validated it with the on-line statement.</p> <p>The Parish Council <b>RESOLVED</b> to note the bank reconciliation.</p>   |       |
| <b>3058</b> | <p><b><u>Section 137 Funding</u></b></p> <p>The Parish Council noted the limitations and opportunities when using funding under Section 137 of the Local Government Act 1972.</p>   |       |
| <b>3059</b> | <p><b><u>Budget Setting and Precept 2019-22</u></b></p> <p>The Hall management budget will be discussed by the Hall Management Committee (HMC) and they will report back to the full Council, with recommendations for approval by the full Parish Council.</p>   | HMC   |
| <b>3060</b> | <p><b><u>Planning Applications</u></b></p> <p>Two applications had been received since the last meeting. The Parish Council had no significant objections and their views had been passed to Darlington Borough Council.</p> <ul style="list-style-type: none"> <li>• 18/0116/FUL – erection of a storage building at 6 Durham Road</li> <li>• 18/01177/FUL – single storey extension at 3 Pendeen Grove.</li> </ul>  |       |
| <b>3061</b> | <p><b><u>General Data Protection Regulations (GDPR)</u></b></p> <p>The Parish Council noted the latest updated GDPR Action Plan and <b>RESOLVED</b> to review all documents before their May meeting.</p>   | Clerk |
| <b>3062</b> | <p><b><u>Correspondence</u></b></p> <p>The Parish Council <b>RESOLVED</b> not to take part in Armed Forces Day.</p>   |       |
| <b>3063</b> | <p><b><u>Council Matters</u></b></p> <p><b>Change of name:</b> The Parish Council agreed for this item to remain under review and may be brought forward to a future meeting.</p> <p><b>Local Council Award Scheme:</b> The Parish Council <b>RESOLVED</b> to agree</p> <ul style="list-style-type: none"> <li>• the action plan and timetable for application for the Foundation level of this scheme</li> <li>• funding of £100 registration and accreditation</li> </ul> | Clerk |

Signed.....

Date.....

**Chair of the Parish Council**

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|             | <ul style="list-style-type: none"> <li>• a budget of £750 to redesign the website</li> </ul>   |                        |
| <b>3064</b> | <p><b><u>Forward and Backward Look</u></b></p> <p><b>Feedback from meetings</b></p> <ul style="list-style-type: none"> <li>• The Clerk had attended the Smaller Councils forum on 24 November 2018.</li> <li>• Councillor Goldfinch and the Clerk had attended the Tees Valley Rural Action Village Halls Conference on 24 January 2019. The conference covered insurance, fire risk assessments and online booking software among other things.</li> </ul> <p><b>Future Events</b></p> <p>The Parish Council <b>RESOLVED</b> to note the spreadsheet setting out upcoming events and training and to remain alert to opportunities for Councillor training during the year.</p>   |                        |
| <b>3065</b> | <p><b><u>Marketing and Social Media</u></b></p> <p><b>Councillor Profiles:</b> The Parish Council <b>RESOLVED</b> to approve the inclusion of names and positions, postal addresses, email address and responsibilities for each councillor on the website. Councillor Goldfinch will draft the wording.</p> <p><b>New Website:</b> As noted at item 3063 above, the Parish Council <b>RESOLVED</b> to budget £750 to employ a web designer to create a new website for the Council. The Clerk will seek quotes.</p>   | <p>SG</p> <p>Clerk</p> |
| <b>3066</b> | <p><b><u>Whessoe Parish Hall Committee Report</u></b></p> <p>The Hall Committee has met twice since its formation at the last full Council meeting. Terms of reference have been drafted and will be agreed at the next meeting. The Committee will bring an action plan and budget to the next Parish Council meeting for approval.</p> <p>Business conducted by the Committee include</p> <ul style="list-style-type: none"> <li>• Provision of Christmas lighting – lessons will be learned for this year</li> <li>• Clearance of unused furniture, obsolete items and rubbish</li> <li>• Replacement of cleaning equipment, crockery etc. with new items</li> <li>• Quotations obtained for refurbishment of all external security grills</li> </ul> <p><b>Fire Risk Assessment, Health and Safety Risk Assessment and Maintenance and Improvement Plan:</b> These documents are being redrafted and will be presented to the full Council at a later meeting.</p> <p><b>Hall Maintenance:</b> The Parish Council <b>RESOLVED</b> to approve the cost of renovating the external door and window grills at a cost around £600.</p> | <p>FM/DW</p>           |

Signed.....

Date.....

**Chair of the Parish Council**

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|                    | <p>Councillors Minay and Woodley would take this forward.</p> <p><b>Litter:</b> Councillor Dawson will apply to attend a PACT meeting to discuss continuing problems with litter and fly tipping on Whessoe Road and Burtree Lane.</p> <p>Valuation: The Parish Council <b>RESOLVED</b> to obtain a RICS valuation of the Parish Hall for insurance purposes.</p> <p>The next Hall Committee meeting will be held on 4<sup>th</sup> February 2019 at 8pm.</p> <p><b>Contracts:</b></p> <ul style="list-style-type: none"> <li>• <b>Broadband:</b> There are continuing issues with the charges being made by the supplier. The Clerk is seeking to resolve this.</li> <li>• <b>Cleaning:</b> Cover has been arranged for the cleaner's holiday absence.</li> <li>• <b>Grounds Maintenance:</b> The Parish Council <b>RESOLVED</b> to employ the current grounds maintenance contractor for the next financial year. The Clerk will arrange.</li> <li>• The shed is due to be removed. The Clerk will seek a date from the contractor.</li> </ul> <p><b>Hall Bookings:</b></p> <ul style="list-style-type: none"> <li>• Monday's dance class is now two hours instead of one and there are now four days of Yoga classes.</li> </ul> <p>The Parish Council <b>RESOLVED</b> to note the update.</p> | <p>SD</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| <p><b>3067</b></p> | <p><b><u>Date and Time of Next Meeting</u></b></p> <p>Dates for meetings during 2018-19 were amended and agreed as follows:</p> <p><b>Meetings of Whessoe Parish Council:</b><br/> Parish Council Meeting – Monday, 18<sup>th</sup> March 2019 – 7.00 pm<br/> Annual Meeting – Saturday, 25<sup>th</sup> May 2019 – 3.30 pm</p> <p><b>Annual Parish Meeting:</b><br/> Annual Parish Meeting – Saturday, 25<sup>th</sup> May 2019 – 3.00 pm to 3.30 pm</p> <p>The Parish Council <b>RESOLVED</b> that the Parish Council will meet on the above dates during 2018-19.</p> <p>The Clerk to ensure the website is updated.</p> <p><b>The next meeting will be the Whessoe Parish Council Meeting to be held on Monday, 18<sup>th</sup> March 2019 at 7.00 pm in the Meeting Room at Whessoe Parish Hall.</b></p>   | <p>Clerk</p>  |

Signed.....

Date.....

**Chair of the Parish Council**