

Whessoe Parish Council

MINUTES of the Annual Meeting of Whessoe Parish Council held at Whessoe Parish Centre on Monday 22nd May, 2017 at 7.00 pm

Present: Councillor D Cummings (Chair) Councillor S Dawson
 Councillor L Foster Councillor S Robinson
 Borough Councillor G Lee Parish Clerk - Ms J Bell
 Three members of the public

Absent: No absences

MINUTE NO.	ITEM	ACTION
2833	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Borough Councillor P Cruddas, Councillor S Goldfinch, Councillor D Lyonette, Councillor M Knowles and Councillor A Macnab.</p>	
2834	<p><u>Declarations of Interest</u></p> <p>Ms J Bell declared an interest in Agenda Item 21 Annual Salary Review - Clerk.</p>	
2835	<p><u>Chairman's Annual Report</u></p> <p>Councillor Cummings thanked all Councillors for their service over the past year and acknowledged the Council's commitment to the Parish and working with its best interests at heart. Councillor Cummings also thanked Councillor Alan Macnab for his role as Clerk to the Council over the years and his continued support as a Parish Councillor.</p> <p>The Parish Council thanked the Chair for his Report for 2016-17.</p>	
2836	<p><u>Election of Chair and Vice Chair 17-18</u></p> <p>Chair: Councillor Robinson proposed and Councillor Foster seconded that Councillor David Cummings be nominated Chair of the Parish Council for the 2017-18 year.</p> <p>Vice Chair: Councillor Foster proposed and Councillor Dawson seconded that Councillor Robinson be nominated as Vice Chair for the Parish Council for the 2017-18 year.</p> <p>No other nominations were received.</p> <p>The Parish Council RESOLVED that Councillor David Cummings be elected Chair and Councillor Robinson be elected Vice Chair of the Parish Council for the 2017-18 year.</p>	
2837	<p><u>Minutes of Parish Council Meeting – 27th March, 2017</u></p> <p>The Minutes of the Parish Council meeting held on the 27th March, 2017 were presented.</p> <p>The Clerk advised the Council that the Transparency Code required that minutes of</p>	

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 Chairman of the Parish Council

	<p>meetings be published on the website within one month of the meeting date. The Clerk will provide the draft minutes to Councillors for comment and return in time to action this requirement.</p> <p>The Parish Council RESOLVED that the Minutes of the Parish Council meeting held on the 27th March, 2017 be approved and noted the requirement to publish minutes per the Transparency Code.</p>	JB
2838	<p><u>Matters Arising</u></p> <ol style="list-style-type: none"> 1 Bank Mandate/On Line Banking: Mandate – JB is now authorised as a signatory. A bank mandate form to change the Council admin address was signed by Councillors Cummings and Robinson on 22nd May and will be forwarded to Lloyds for action. The Clerk to progress an application for on-line banking. 2 Hall Booking Survey: Councillor Cummings will forward a hall survey document to the Clerk for distribution to recent users of the Parish Centre. 3 Facebook: Councillor Cummings to review options for either open or closed group access to the Council’s Facebook page. 4 Budget Statement 16-17: Councillor Macnab previously advised that access to Gov.uk website portal was required for setting future year budgets. Councillor Macnab to forward details of requirements to the Clerk. The Clerk to contact Councillor Macnab for progress. 5 Grass Cutting Tender: It was noted that the grass cutting at the Centre is being undertaken. The Clerk to chase a response from the contractor for advice regarding treatment of potholes in the grounds. 6 Local Plan: The Chair has yet to write to the Local Planning Steering Group regarding the Council’s involvement in the Local Plan. 7 Correspondence: All Councillors now have access to email. Councillors Foster and Dawson advised they were not able to access the calendar. Councillor Cummings to assist. 8 Hall Maintenance: PAT has been undertaken. Floor cleaning fluid has been received. Councillor Cummings advised that cleaner does not keep an inventory of cleaning supplies and advises the Clerk of requirements as and when. 9 Hall Bookings: A number of booking forms were still missing. The Clerk to chase returns. The Clerk has yet to update the booking form to reflect requirement for payment in advance/via bank transfer and the checklist for opening/closing procedure was also awaiting completion. <p>The Parish Council RESOLVED to note the report on matters arising.</p>	<p>JB</p> <p>DC</p> <p>DC</p> <p>JB</p> <p>JB</p> <p>DC</p> <p>DC</p> <p>JB</p>
2839	<p><u>Parish Councillor Vacancy</u></p> <p>Councillor Cummings advised that three people had contacted the Council to express an interest in becoming a Councillor and welcomed those interested to the meeting. Councillor Cummings proposed that as a next step interested parties submit to the Clerk a personal statement providing information about themselves and what they hoped to bring to the Council. The Council would then look at nominations for the position to be filled.</p> <p>The Parish Council RESOLVED to note the interest in the post.</p>	

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2840	<p><u>Financial Statement 2016-17</u></p> <p>The Clerk presented the Financial Statement 2016-17, detailing income and expenditure since the last meeting of the Parish Council.</p> <p>Income totalled £18,632.70 and expenditure totalled £3,762.85 giving a balance of £14,869.85 as at 31st March, 2017.</p> <p>The Clerk highlighted an adjustment to expenditure required to correct a prior year treatment of petty cash balances. The impact of the adjustment was a reduction in expenditure of £11.92.</p> <p>The Parish Council RESOLVED to note the financial report.</p>	
2841	<p><u>Budget Statement 2016-17 – Progress Against Budget</u></p> <p>The Clerk presented the Progress Against Budget Statement for 2016-17.</p> <p>Income achieved was £806 less than budgeted. This was largely due to a reduction in income from hall hire following the re-location of one of the regular users, together with the VAT reclaim for 16-17 that has not yet been submitted.</p> <p>Expenditure incurred was £2,576 less than budgeted. This was largely due to the vacant Clerk post, reduced printing costs and lower than expected expenditure on grounds and buildings maintenance and utility costs.</p> <p>The Parish Council RESOLVED to note the financial report.</p>	
2842	<p><u>Bank Reconciliation 2016-17</u></p> <p>The Clerk presented the Bank Reconciliation Statement as at 31st March, 2017. The variance of £71.61 between the Parish Council Treasurer’s Account and the Bank Account is due to one cheque (cheque no. 923 £17.39) not yet cleared by the bank plus income from hall hire not banked at 31st March (Paying In Slip 500183 £89.00).</p> <p>The Clerk circulated the bank reconciliation and bank statements for February and March 2017 for signature by Councillors present.</p> <p>The Parish Council RESOLVED to note the financial report.</p>	
2843	<p><u>Annual Return – Section 1 Annual Governance Statement</u></p> <p>The Clerk summarised the requirements for completion of the Annual Return for 2016-17 and advised that the internal auditor had reviewed the 2016-17 accounts on 29th April, 2017. The internal auditor had certified that all controls were in place to comply with the requirements of the annual return for 2016-17.</p> <p>The Clerk suggested that the internal auditor be asked to review planned changes to Standing Orders and Financial Regulations, particularly as part of the introduction of on-line banking, to ensure that any changes complied with accounting requirements.</p> <p>The Clerk read out the Annual Governance Statement 2016-17 to confirm Councillors’ agreement to the Statement.</p>	

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	<p>The Council RESOLVED that the Annual Governance Statement for 2016-17 be approved and that internal audit be involved as part of the review of standing orders and financial regulations. The Chair signed the Section 1 Annual Governance Statement.</p>	
2844	<p><u>Annual Return – Section 2 Approval of Accounting Statement</u></p> <p>The Clerk presented Section 2 Accounting Statements of the Annual Return for 2016-17 and the required supporting documents. These included an explanation of significant variances between the Annual Returns for 2015-16 and 2016-17 and the bank reconciliation (as detailed in Minute 2842 above).</p> <p>The Parish Council RESOLVED that the Annual Return for 2016-17 be approved. The Chair signed the Section 2 Accounting Statement.</p> <p>The Clerk advised the Council of the next steps for submission of the Annual Return for 2016-17:</p> <ul style="list-style-type: none"> • The public to be notified that the draft accounts are available for inspection for 30 days from 5th June, 2017 – 14th July, 2017 (dates as proposed by external audit based on Whessoe Parish Council’s annual return for 2015-16). Publication will be via the Council’s website. • The Annual Return will be forwarded to BDO LLP (external audit) by 12th June, 2017. This will also include details of the change of Clerk. • The external auditor is expected to return the accounts in time for the Council to publish the audited Annual Return by no later than 30th September, 2017. <p>The Parish Council RESOLVED to note the next steps for submission of the Annual Return for 2016-17.</p>	<p>JB</p> <p>JB</p>
2845	<p><u>Financial Statement 17-18</u></p> <p>The Clerk presented the Financial Statement 2017-18, detailing income and expenditure position as at 14th May, 2017.</p> <p>Income totalled £20,522.40 and expenditure totalled £1,347.25 giving a balance of £19,175.15 as at 14th May, 2017. Income included receipt of £5,427 parish precept from Darlington Borough Council. Expenditure included £148.49 Rates, £230.71 Cleveland Local Councils Association (CLCA) Membership Fees and £750.97 for Insurance cover.</p> <p>The Clerk requested that payment of rates in the future be made via Direct Debit and advised the Council of the requirements of the Transparency Code to publish items of expenditure over £100. The Clerk to publish this information on the Council’s website.</p> <p>The Parish Council RESOLVED to note the financial report and the requirement to publish items over £100 on the Council website. The Council agreed that the Clerk look to arrange payment of rates by direct debit.</p>	<p>JB</p> <p>JB</p>
2846	<p><u>Budget Statement – Progress Against Budget</u></p> <p>The Clerk presented the Progress Against Budget Statement 2017-18 as at 14th May, 2017.</p>	

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	<p>The forecast for 2017-18 shows estimated income of £24,501 and estimated expenditure of £6,153 giving a forecast year end surplus of £18,348.</p> <p>The Clerk advised that the forecast reflected:</p> <p>Income:</p> <ul style="list-style-type: none"> • Hall Hire – Elections: Additional use of the hall as a polling station for the unexpected general election. • Hall Hire – Other: Estimate based on 16-17 activity. • VAT: Reclaim for 16-17 as well as 17-18 VAT. The submission of the 16-17 reclaim is delayed due to the Clerk not yet having received confirmation of submission requirements from Government Gateway following the change in Clerk. <p>Expenditure:</p> <ul style="list-style-type: none"> • Employee Costs: Salary costs for the Clerk for 16-17 and 17-18. • Other Expenditure Items: Where costs have not yet been incurred or are not known with certainty, expenditure is assumed to balance to budget pending further up-dates as the financial year progresses. <p>The Parish Council RESOLVED to note the financial report.</p>	
2847	<p><u>Bank Reconciliation 17-18</u></p> <p>The Clerk advised that bank statements for the 2017-18 had not yet been received and that the reconciliation would be provided at the next meeting.</p> <p>The Parish Council RESOLVED to note the reason for the absence of the bank reconciliation.</p>	
2848	<p><u>Planning Applications</u></p> <p>The Clerk advised that there had been no notifications from Darlington Borough Council on planning applications.</p> <p>The Parish Council RESOLVED to note the up-date.</p>	
2849	<p><u>Berrymead Farm and Burtree Lane Outline Planning Applications – Update</u></p> <p>The Clerk advised that there had been no notifications from Darlington Borough Council relating to Planning Application Committee applications for these two developments.</p> <p>The Parish Council RESOLVED to note the up-date.</p>	
2850	<p><u>Darlington Local Plan 2016 to 2036 Update</u></p> <p>As detailed under Item 6 at Minute 2838 the Chair is to write to the Local Planning Steering Group regarding the Council’s involvement in the Local Plan.</p> <p>The Parish Council RESOLVED to note the up-date.</p>	DC
2824	<p><u>Neighbourhood Development Plan</u></p> <p>Councillor Robinson advised that, although Whessoe Parish Council has offered use of its hall, a planned training workshop by the Campaign for the Protection of Rural</p>	

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	<p>England had not yet been arranged. Councillor Robinson also advised that Low Coniscliffe had started developing its plan and had received grant funding to support the set up. Councillor Robinson proposed inviting Margaret Ellington to the next Whessoe Parish Council Meeting. Margaret has been supporting Low Coniscliffe with their Neighbourhood Development Plan and may be able to offer guidance to Whessoe Parish Council.</p> <p>Borough Councillor Lee suggested that the Council discuss requirements for the production of a Neighbourhood Development Plan with John Anderson and David Coates from Darlington Borough Council. Borough Councillor Lee also suggested that the Council liaise with Heighington Parish Councillors regarding housing developments in the area.</p> <p>The Parish Council RESOLVED that the Chair should contact Darlington Borough Council and Heighington Parish Council to progress development of a Neighbourhood Development Plan and that Councillor Robinson invite Margaret Ellington to the next Council Meeting.</p>	<p>DC SR</p>
<p>2825</p>	<p><u>Correspondence</u></p> <p>Clerks and Councils Direct publication for May was circulated, together with two promotional letters from Butterwick Hospice.</p> <p>The Clerk advised e-mail correspondence is circulated to Councillors as soon as possible after receipt. An item of particular interest - the Good Councillors Guide provided via Hardwick in Partnership – was forwarded on 7th May, 2017.</p> <p>The following correspondence has also been received and actions noted:</p> <ul style="list-style-type: none"> • LTN28 Update – Trustees for Charities: Clerk to circulate to Councillors. • SLCC Social Media Training for Clerks: Clerk to look at taking up a place. • 4nature (an environmental landscaping company) – introduction to services available: The Clerk has responded to advise that the grass cutting contract for 2017 has been awarded but will retain letter on file for future consideration. • Transparency Code and Fund – details of Code requirements and potential for funding to Councils mainly for IT requirements to ensure compliance: The Clerk summarised the requirements of the Code and advised that monthly applications for funding were available. The Clerk circulated a draft Asset Register document – the Clerk to update and publish on the Council’s website as required by the Code. Councillor Foster felt this is something that the Council should consider. Clerk to circulate details to Councillors. • NALC & AON – NALC suggestion for Councils to consider contacting AON for insurance requirements: The Council has recently renewed insurance cover for 17-18 but will retain letter on file for future consideration. • LO3-17 Legal Briefing – Data Protection Legislative Changes from 25.5.18: The Clerk to review data sources provided in the briefing and circulate details to Councillors. • LGC/NALC Supplement Survey – What next for localism?: The Clerk to check survey links for requirements and circulate to Councillors if required. • Volunteer from AgeUK – request for details on the parish boundary: Information has been provided by the Clerk. <p>The Parish Council RESOLVED to note the details.</p>	<p>JB JB JB JB JB JB</p>

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2853	<p><u>Annual Salary Review – Clerk</u></p> <p>The Clerk provided the Council with a letter from NALC and SLCC that notified agreement reached by the National Joint Council for Local Government Services on pay scales for clerks for 2017-18 effective from 1st April, 2017. The Clerk also provided details of the impact of the change in rates on the current salary for the Clerk, together with estimates of costs for a range of increased contracted hours.</p> <p>The Clerk and the Chair left the meeting while discussions by remaining Councillors took place.</p> <p>The Parish Council RESOLVED to undertake a further salary review after 6 months of the appointment date of the Clerk and asked the Clerk to maintain a work log. The Parish Council also RESOLVED to provide a maximum £400 towards training costs to support the Clerk in her new role.</p>	
2854	<p><u>Hall Maintenance Report</u></p> <p>PAT Testing: The Clerk advised that the electrician had undertaken a PAT on 3rd April and that the PAT certificate had been placed on the notice board within the Parish Hall. The Clerk thanked Councillor Len Foster for making himself available to open and close the hall for the test.</p> <p>Heating/Broadband: Following a review of costs from various broadband providers by Councillor Cummings, Councillors had agreed to use Utility Warehouse for the provision of a broadband service. The Clerk advised that discussions were taking place with Utility Warehouse to confirm a date for fitting necessary lines and equipment.</p> <p>Car Park: Councillor Dawson raised the issue of car park access, specifically the dog leg entry/exit. The Council discussed the potential to improve the access and noted the need to confirm land ownership, planning permission requirements and the cost involved. Councillor Robinson agreed to make tentative enquiries from highways engineers.</p> <p>The Parish Council RESOLVED to note the details.</p> <p><i>Note: Borough Councillor Lee left the meeting.</i></p>	SR
2855	<p><u>Hall Bookings</u></p> <p>A schedule of hall bookings was presented detailing regular and non-regular bookings.</p> <p>Councillor Foster agreed to open/close for the Foster Carers Association on 20th June and 13th July. The Clerk advised that she was looking to invoice the Association to obtain income in advance of the booked dates.</p> <p>Pre-School Group – Councillor Cummings updated the Council on discussions regarding the use of the hall by a pre-school group. The Council had contacted the Group management to request additional information and were awaiting their response. The Clerk advised that a response was also awaited from CLAC to confirm the Council’s legal position in offering use of the Parish Centre.</p> <p>The Parish Council RESOLVED to note the details and the actions required.</p>	LF JB

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<p>2856</p>	<p><u>Risk Management Plan & Policies – Review</u></p> <p>Councillor Robinson has reviewed the following draft plans and policies and presented these to the Council:</p> <ul style="list-style-type: none"> • Risk Management Plan • H&S Risk Assessments • Whessoe Parish Hall Fire Risk Assessment <p>Councillor Robinson advised that although the documents had been up-dated a risk assessment was still required. It was also noted that the Risk Management Plan required review as part of the annual budgetary procedure.</p> <p>The Clerk to up-date the Council’s website with the latest Plan/Policies and provide regular hall users with details of the updates as part of the annual renewal of hall hire agreements.</p> <p>The Parish Council RESOLVED that the Risk Management Plan, H&S Risk Assessments and Whessoe Parish Hall Fire Risk Assessment documents be accepted and that the Risk Management Plan be reviewed as part of the annual budgetary procedure. The Parish Council also RESOLVED that a risk assessment should be undertaken by Councillor Robinson as soon as possible.</p>	<p>JB</p> <p>SR</p>
<p>2857</p>	<p><u>Communications</u></p> <p>Web: Councillor Cummings proposed to look at pricing options for provision of an alternative website that would be more appealing to users. Councillor Robinson suggested that a member of the Low Coniscliffe Parish Council may be able to offer support and agreed to provide contact details to Councillor Cummings.</p> <p>Facebook: See Item 3 under Minute 2838 Matters Arising.</p> <p>Notice Boards: Councillors discussed the replacement of the current signage. Councillor Cummings had contacted Skipbridge and Streetech for quotes to replace the notice board outside the Parish Centre. The quotes received were not comparable and an additional quote would be required to meet Standing Orders. Councillor Cummings agreed to draft specifications for the replacement board and pass these to the Clerk to obtain relevant quotations. Councillor Cummings agreed to obtain quotes for a breathable replacement screen for the notice board on Harrogate Farm estate.</p> <p>The Parish Council RESOLVED to note the details and actions required.</p>	<p>DC</p> <p>SR</p> <p>DC</p> <p>DC</p>
<p>2858</p>	<p><u>Any Other Business</u></p> <p>Roadworks at Burtree Lane/Whessoe Road: Councillor Dawson advised the Council that she had contacted Darlington Borough Council regarding the lack of notice provided for these works. A response was awaited. Councillor Dawson was also concerned about the amount of waste falling from wagons due to overfill. Councillor Dawson is to attend a meeting of the local PAC for advice on enforcement.</p> <p>The Parish Council RESOLVED to note the details and actions highlighted by Councillor Dawson.</p>	<p>SD</p>

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2859	<p><u>Date and Time of Next Meeting</u></p> <p>The Clerk proposed dates for Parish Council Meetings for 2017-18 (commencing at 7.00 pm) as follows:</p> <p>Parish Council Meeting – Monday, 24th July, 2017 Parish Council Meeting – Monday, 25th September, 2017 Budget & Precept Setting Meeting – Monday 27th November, 2017 Parish Council Meeting – Monday, 29th January, 2018 Parish Council Meeting – Monday, 26th March, 2018 Annual Meeting – Monday, 21st May, 2018</p> <p>The Parish Council RESOLVED that the Parish Council will meet on the above dates during 2017-18.</p> <p>The next meeting will be the Parish Council Meeting to be held on Monday, 24th July, 2017 at 7.00 pm in the Meeting Room at Whessoe Parish Centre.</p>	
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Chairman of the Parish Council