

# Whessoe Parish Council

## MINUTES of the Whessoe Parish Council Meeting held at Whessoe Parish Hall on Monday 26<sup>th</sup> March 2018, at 7.00 pm

**Present:** Councillor S Goldfinch (Vice Chair)      Councillor W Goldfinch  
 Councillor F Minay      Borough Councillor D Lyonette  
 Parish Clerk - Ms J Bell      Mrs M Ellerton  
 Mrs S Clark

**Absent:** Borough Councillor G Cartwright

MINUTE NO.	ITEM	ACTION
2945	<p><b><u>Apologies for Absence</u></b></p> <p>Apologies were received from Councillors S Dawson and Alan Macnab and Borough Councillors P Cruddas and M Knowles.</p> <p>The role of Chair was taken by Councillor S Goldfinch in the absence of Councillor S Dawson.</p>	
2946	<p><b><u>Declarations of Interest</u></b></p> <p>There were no declarations of interest.</p>	
2947	<p><b><u>Neighbourhood Development Plan – Visit by Mrs Margaret Ellerton and Mrs Sue Clark to share experience of developing a Development Plan</u></b></p> <p>Mrs M Ellerton (Chair of Low Coniscliffe &amp; Merrybent Parish Council) and Mrs S Clark (Member of LC&amp;M Neighbourhood Planning Group/Action Committee) provided Whessoe Parish Council with a useful and informative insight into the requirements of developing a Neighbourhood Development Plan.</p> <p>The Parish Council <b>RESOLVED</b> to provide feedback to all Parish Councillors for further discussion at the next meeting and thanked Mrs Ellerton and Mrs Clark for attending.</p>	WG
2948	<p><b><u>Minutes of Whessoe Parish Council Meeting – 29<sup>th</sup> January 2018</u></b></p> <p>The Minutes of the Whessoe Parish Council Meeting held on the 29<sup>th</sup> January 2018 were presented.</p> <p>The Parish Council <b>RESOLVED</b> that the Minutes of the Whessoe Parish Council Meeting held on the 29<sup>th</sup> January 2018 be approved.</p>	
2949	<p><b><u>Matters Arising &amp; Outstanding Actions</u></b></p> <ol style="list-style-type: none"> <li>1 <b>Hall Booking Survey:</b> Distribution of a hall survey document to recent users of the Parish Centre has yet to be actioned.</li> <li>2 <b>Financial Statement 17-18:</b> A response from Councillor Macnab to confirm PAYE payments 2015-16 and 2016-17 was awaited. The Clerk to contact Councillor Macnab.</li> </ol>	<p>JB</p> <p>JB/AM</p>

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

	<p><b>3 Parish Councillor Vacancy:</b> There has been no feedback from Middleton St George Parish Council regarding bespoke training sessions for new councillors. The Clerk to contact Durham ALC regarding any courses planned for 2018. A Declaration of Acceptance form for Councillor W Goldfinch has been forwarded to DBC and information on the role of Councillor has been received by Councillor W Goldfinch. Letters of thanks to Mr L Foster and Mr D Cummings have been forwarded. Declaration of Acceptance of Officer forms for Councillors S Dawson, S Goldfinch and A Macnab have been forwarded to DBC.</p> <p><b>4 Correspondence:</b> Calico (website provider) – Councillor Macnab to re-forward change of contact details to Calico. The Clerk to contact Councillor Macnab to progress.</p> <p><b>5 Financial Statement 17-18:</b> The Parish Council’s PC security subscription has been renewed.</p> <p><b>6 Membership of a Local Authority Councils Association:</b> Whessoe Parish Council agreed to leave Cleveland ALC and join Durham ALC for the 2018-19 financial year. The Clerk to contact both ALCs to advise them of the decision.</p> <p><b>7 Whessoe Parish Hall – Management &amp; Reporting Requirements:</b> Feedback on review of documents was awaited from Councillor S Dawson.</p> <p><b>8 Whessoe Parish Hall – Hall Maintenance:</b> Options/prices for grit bins yet to be provided. Replacement toilet seat has been fitted. See Minute 2963 for other issues discussed.</p> <p><b>9 Whessoe Parish Hall – Hall Bookings:</b> A copy of the opening/closing procedure has been placed on the internal notice board.</p> <p>The Parish Council <b>RESOLVED</b> to note the report on matters arising and progress the actions required.</p>	<p>JB</p> <p>JB/AM</p> <p>JB</p> <p>SD</p> <p>JB</p>
<p>2950</p>	<p><b><u>Parish Councillor Vacancy</u></b></p> <p>It was noted that there had been no request for an election following the notice of vacancy arising following the resignations of Councillors L Foster and D Cummings. The Parish Council can now co-opt to the roles.</p> <p>The Clerk to arrange to advertise the vacancies on the Notice Board, the Parish Council’s website and Facebook.</p> <p>The Parish Council <b>RESOLVED</b> to advertise the vacancies of Parish Councillor (one for Whessoe Ward and one for Harrogate Hill Ward) as detailed above.</p>	<p>JB</p>
<p>2951</p>	<p><b><u>Policies &amp; Procedures</u></b></p> <p>The following draft documents were presented to the Parish Council:</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety Risk Assessments</li> <li>• WPH Fire Risk Assessment</li> </ul> <p>It was agreed that the H&amp;S Risk Assessment document be amended to include the option to close the hall during periods of adverse weather conditions. The need for users to remove their own waste was also highlighted – this will be re-iterated as part of the booking conditions.</p> <p>The Risk Management Plan was presented for approval at the 29<sup>th</sup> January and will be brought back to the Annual Meeting in May.</p>	

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

	<p>The Parish Council <b>RESOLVED</b> to review its Policies &amp; Procedures and provide any further comments to the Clerk in time for presentation and approval at the Annual Meeting on 21<sup>st</sup> May 2018.</p>	ALL
2952	<p><b><u>Financial Statement 17-18</u></b></p> <p>The Clerk presented the Financial Statement 2017-18, detailing the income and expenditure position as at 13<sup>th</sup> March 2018.</p> <p>Income totalled <b>£23,814.54</b> and expenditure totalled <b>£6,623.22</b> giving a balance of <b>£17,191.32</b>. Items of expenditure over £100 since the last report included Power Washing Works (£132), Salary costs (£685) and Gas Charges (£181).</p> <p>The Direct Debit for water rates is now in place.</p> <p>The Parish Council <b>RESOLVED</b> to note the financial report.</p>	
2953	<p><b><u>Budget Statement 2017-18</u></b></p> <p>The Clerk presented the Budget Statement 2017-18 as at 13<sup>th</sup> March 2018. The forecast for 2017-18 shows estimated income of <b>£24,384</b> and estimated expenditure of <b>£7,074</b> giving a forecast year end surplus of <b>£17,310</b>.</p> <p>The forecast surplus is £515 higher than previously reported due lower than expected training costs and a delay in proposed works to the Parish Hall. The reduced spend in these areas has been partly offset by higher than expected utility costs.</p> <p>The Parish Council <b>RESOLVED</b> to note the financial report.</p>	
2954	<p><b><u>Bank Reconciliation 17-18</u></b></p> <p>The Parish Clerk presented the Bank Reconciliation Statement as at 28<sup>th</sup> February 2018. There was no variance between the Parish Council Treasurer's Account and the Bank Account.</p> <p>The Parish Clerk circulated the bank statements for December, January and February for signature by Councillors present.</p> <p>The Parish Council <b>RESOLVED</b> to note the financial report.</p>	
2955	<p><b><u>Planning Applications – Log of Applications Received</u></b></p> <p>Details of planning applications received and progress regarding submission deadlines and outcomes were presented.</p> <p>The Parish Council <b>RESOLVED</b> to note the up-date.</p>	
2956	<p><b><u>Planning Applications – Burtree Lane and Berrymead Farm</u></b></p> <p>There were no up-dates to report.</p> <p>The Parish Council <b>RESOLVED</b> to note the above.</p>	

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2957	<p><b><u>Darlington Local Plan 2016 to 2036</u></b></p> <p>Darlington Borough Council is developing their Local Plan and a draft is expected in the summer. Darlington Borough Council invited local communities to nominate any sites for green space designation within the Local Plan. No response had been received by the required deadline.</p> <p>The Parish Council <b>RESOLVED</b> to note the above and monitor the progress of the development of Darlington Borough Council's Local Plan.</p>	
2958	<p><b><u>General Data Protection Act (GDPA)</u></b></p> <p>Information received regarding the implementation of changes to the GDPA effective from 25<sup>th</sup> May 2018, continues to be circulated to Councillors via email.</p> <p>Recent correspondence from Hardwick in Partnership provides links to documents for review and advises that the appointment of a DPO can be shared with other Parish Councils and/or Darlington Borough Council. A review of policies and procedures will also be required.</p> <p>It is hoped that becoming members of Durham Association of Local Councils (DALC) will provide Whessoe Parish Council with the potential for pooled arrangements with other parish councils to address the requirements for the implementation of GDPA changes.</p> <p>It was noted that Darlington Association of Parish Councils had arranged a training event on GDPA requirements at which the Information Governance Officer of Darlington Borough Council will present. Councillor S Goldfinch will attend the event on 12<sup>th</sup> April on behalf of Whessoe Parish Council.</p> <p>The Parish Council <b>RESOLVED</b> to note the requirements of the General Data Protection Act and to review requirements to ensure compliance by 25<sup>th</sup> May 2018.</p>	<p>SG</p> <p>ALL</p>
2959	<p><b><u>Whessoe Parish Meetings</u></b></p> <p>Frequency of meetings and protocols for agreeing matters by correspondence was discussed. Councillor S Goldfinch to draft a protocol for further discussion.</p> <p>The Parish Council <b>RESOLVED</b> that Councillor S Goldfinch draft a protocol for frequency of meetings and agreeing matters by correspondence for discussion at the 21<sup>st</sup> May 2018.</p>	SG
2960	<p><b><u>Correspondence and Feedback from Meetings</u></b></p> <p><b>Correspondence:</b> The Planner publication for February was circulated, together with Tees Valley Village Halls Network's Winter 17-18 Newsletters and the March edition of Clerks and Councils Direct.</p> <p>Where possible correspondence received has been circulated to Councillors via email. Other correspondence and additional information included:</p> <ul style="list-style-type: none"> <li>Norris &amp; Fisher Insurance: Promotional letter regarding Local Council Insurance. It was noted that the Council's insurance is due to end on 31<sup>st</sup> May. Quotations for renewal to be sought.</li> </ul>	JB

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	<ul style="list-style-type: none"> <li>• Pensions Regulator: Confirmation has been received that the declaration of compliance had been completed by Whessoe Parish Council.</li> <li>• Mazars and Hardwick in Partnership: Distribution of Annual Return 17-18 documentation. The Clerk will be attending a training event by Mazars on requirements of the 17-18 Annual Governance and Accountability Returns (AGAR) on 28<sup>th</sup> March.</li> <li>• NALC PC05-18: Review of Local Government Ethical Standards – the Committee on Standards in Public Life has recently launched a consultation as part of its review into local government ethical standards. NALC has developed two surveys to provide qualitative evidence to inform its response to the review. NALC have asked councils to respond to the survey reflecting the views of the Council. Councillors to forward comments to the Clerk (by 20<sup>th</sup> April) so that the survey can be completed by the 27<sup>th</sup> April deadline.</li> </ul> <p><b>Darlington Association of Parish Councils (DAPC):</b> Councillor S Goldfinch is due to attend next DAPC at which a presentation on GPDA changes will be made by Darlington Borough Council’s Information &amp; Governance Officer. Potential dates in April were offered and Councillor S Goldfinch’s availability was notified. See Minute 2958.</p> <p>The Parish Council <b>RESOLVED</b> to note and take appropriate action in respect of the above.</p>	<p>JB</p> <p>ALL</p>
2961	<p><b><u>Communications</u></b></p> <p><b>Website:</b> Councillor W Goldfinch has reviewed the Council’s web page and suggested that with some development the existing website was sufficient to meet the needs of the Parish Council. Councillor W Goldfinch proposed that:</p> <ul style="list-style-type: none"> <li>• The annual fee is paid to remove the advertisements shown on the Council’s website.</li> <li>• The website be reviewed to ensure all links were available and up-to-date.</li> </ul> <p>The Parish Council agreed the proposal. The Clerk to look at options for shared access to enable further review.</p> <p><b>Facebook:</b> It was agreed that a profile of all Parish Councillors would be posted on Facebook to help engage with the residents of the parish. Councillor W Goldfinch to draft a standard template and share with Councillors for completion and return to the Clerk.</p> <p><b>Annual Parish Meeting:</b> It was agreed to arrange the Annual Parish Meeting during the week commencing 21<sup>st</sup> May. The Clerk to review requirements.</p> <p>The Parish Council <b>RESOLVED</b> to accept the proposals regarding the website, to draft a profile for Facebook and to set a date for the Annual Parish Meeting as detailed above.</p>	<p>JB</p> <p>WG</p> <p>JB</p>
2962	<p><b><u>Whessoe Parish Hall – Management &amp; Reporting Requirements</u></b></p> <p>Feedback on review of correspondence obtained from the Parish Council’s solicitors regarding Whessoe Parish Council as trustees for Whessoe Parish Hall was awaited from Councillor S Dawson.</p>	SD

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	The Parish Council <b>RESOLVED</b> to note the above.	
2963	<p><b><u>Whessoe Parish Hall – Hall Maintenance</u></b></p> <p><b>Electricity Contract:</b> The transfer of electricity supplier was delayed due to Utility Warehouse neglecting to request transfer from npower. Confirmation of the transfer request has now been received from npower with transfer expected on 23<sup>rd</sup> March 2018.</p> <p><b>Broadband:</b> Following feedback from Utility Warehouse on the suitability of the current broadband, the Parish Council agreed that the contract with Utility Warehouse be up-graded to Ultra Broadband. This would guarantee sufficient broadband speed to operate the HIVE system.</p> <p><b>Gas Contract:</b> The current contract ends 23.7.18 with 30 days notice period required. The Council has been approached by UC Consultants offering to obtain quotes and feedback was awaited. The Clerk to review uSwitch for alternative prices.</p> <p><b>PAT Testing</b> – to be undertaken at 9.00 am on 4<sup>th</sup> April. Councillor S Dawson to attend.</p> <p><b>Planned Works and Authority to Spend:</b> Councillor S Goldfinch has met with Councillor W Goldfinch and Mr L Foster as part of the handover of planned works. It was agreed that Councillor W Goldfinch, with the support of Councillor F Minay, would lead on developing a programme of planned works for discussion and approval at a future Parish Council meeting. Use of local traders to undertake any works was discussed and a review of the Council’s Standing Orders and Financial Instructions to be undertaken.</p> <p>The Parish Council <b>RESOLVED</b> to note the up-date and action as required.</p>	<p>JB</p> <p>JB</p> <p>SD</p> <p>WG/FM</p>
2964	<p><b><u>Hall Bookings</u></b></p> <p>A schedule of hall bookings was presented detailing regular and non-regular bookings.</p> <p><b>Conditions of Booking:</b> A revised conditions of booking form for regular users was presented. This included the need for non-refundable payment in advance (except in exceptional circumstances) and attached the opening and closing procedures as an appendix. It was agreed that the revised booking agreement should be forwarded to regular users as part of the annual renewal requirement.</p> <p>The Parish Council <b>RESOLVED</b> to note the up-date and agreed the revised Conditions of Booking.</p>	<p>JB</p>
2965	<p><b><u>Whessoe Parish Hall – Marketing &amp; Promotion</u></b></p> <p>Tees Valley Village Halls Network (TVVH) has developed a section of their website to be used for promoting village halls in the area. It was agreed that the data currently held on the TVVH website be amended to update the information held and include the hire rates and reference Darlington as part of the Whessoe heading.</p> <p>The Parish Council <b>RESOLVED</b> to up-date the details held on TVVH website to improve the promotion of Whessoe Parish Hall.</p>	<p>JB</p>
2966	<b><u>Whessoe Parish Hall - Grounds Maintenance</u></b>	

Signed..... Date.....  
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	<p>This item was discussed "In Confidence". The Clerk up-dated Councillors on the request to quote for grounds maintenance works that was sent to five businesses with a request for responses by 21<sup>st</sup> March.</p> <p>Following discussion, it was agreed to award the works to SE Landscaping, subject to confirmation of renewal of insurance certificate when due.</p> <p>The Parish Council <b>RESOLVED</b> to offer the Grounds Maintenance works contract to SE Landscaping.</p>	
2967	<p><b><u>Date and Time of Next Meeting</u></b></p> <p>The Parish Council <b>RESOLVED</b> that the next meeting will be the Annual Meeting of Whessoe Parish Council - Monday, 21<sup>st</sup> May 2018, at 7.00 pm, Meeting Room, Whessoe Parish Hall.</p>	

Signed..... Date.....  
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