

Whessoe Parish Council

MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 25th November 2024, at 7.00 pm.

Present: Councillor S Goldfinch (Vice-Chair) Councillor A Blanchard
 Councillor F Minay Councillor T Musson
 Councillor S Patterson Councillor C Stewart

Parish Clerk – B Goldfinch

MINUTE NO.	ITEM	ACTION
34.24	<p><u>Introduction</u> <u>Apologies for Absence</u></p> <p>Apologies were received from</p> <ul style="list-style-type: none"> • Councillor D Woodley (Chair). The reasons for his absence were accepted. • Borough Councillor R Lawley 	
35.24	<p><u>Public Participation</u></p> <p>None.</p>	
36.24	<p><u>Declarations of Interest</u></p> <p>Councillor Goldfinch and the Clerk declared an interest in item 7 – Clerk’s pay award. See minute 40.24 below.</p>	
37.24	<p><u>Minutes of the Meeting of Whessoe Parish Council – 22nd July 2024</u></p> <p>The Minutes of the Meeting of Whessoe Parish Council held on the 22nd July 2024 were presented.</p> <p>The Council RESOLVED that the Minutes of the Meeting of Whessoe Parish Council held on the 22nd July 2024 be approved.</p> <p>The Chair will sign these minutes at the next Council meeting.</p> <p><u>Action Points</u></p> <ul style="list-style-type: none"> • Finance – an auditable and transparent process has been devised to account for quiz night income. Is it reconciled each month by two Councillors. • All other actions are covered in the Agenda. 	

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

	<p><u>Meeting on 23rd September 2024</u></p> <ul style="list-style-type: none"> The Council noted that this meeting had to be cancelled due to illness. 	
38.24	<p><u>Planning</u></p> <ul style="list-style-type: none"> 24/01040/FUL – The Council considered this application for engineering operations involving the relocation of earth to deliver landscaping at Burtree Garden Village Arboretum. The Council RESOLVED to raise no objections to the proposal. 24/01047/FULE – The Council considered this application for the installation of below ground pipeline from Dyance Beck to Long Newton Service Reservoir and associated works. The Council RESOLVED to raise no objections to the proposal. <p>The Clerk will notify the planning authority accordingly. Post meeting note: completed 26th November 2024.</p> <p>Planning Applications Log The Council RESOLVED to note the planning applications log.</p>	
39.24	<p><u>Parish Councillor Vacancy</u></p> <p>There are currently no vacancies.</p>	
40.24	<p><u>Clerk & Responsible Finance Officer</u></p> <p>Staffing Committee Update</p> <ul style="list-style-type: none"> Councillor Goldfinch and the Clerk recused themselves from this debate. The Council considered the pay rise for local government staff agreed by the National Joint Council and RESOLVED unanimously to accept the award and as recommended back date it to April 2024. It would be implemented from the Clerk’s third quarter salary. 	
41.24	<p><u>Finance</u></p> <p>Bank Reconciliation July to October 2024 Councillors Patterson and Minay reconciled the bank account against the cashbook on 22nd August, 9th September, 13th October and 11th November respectively.</p> <p>Quarterly Audit The first quarterly audit was completed on 1st August and the second quarterly audit was completed on 19th October 2024.</p> <p>Financial/Budget Statement to 31st October 2024 The Clerk presented the Financial Statement for the period.</p>	

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

Receipts totalled **£17,114** of which £11,880 came from the precept. The Council spent **£12,346** to the end of the period.

The Council noted that water and grounds maintenance were significantly over budget but savings in other areas would mitigate the impact on reserves.

Payments more than £100 are as follow.

Date Paid	Transaction Detail	Total	Payee Name
05/04/2024	Accounting Software Subscription	£ 230.40	Rialtas Business Solutions
07/04/2024	Internal Audit	£ 100.00	Kevin Pearce
17/04/2024	Gas March	£ 167.11	EDF
07/05/2024	Grounds Maintenance	£ 1,115.10	Cleanzone
07/05/2024	NALC/CDALC Subscription	£ 245.26	CDALC
17/05/2024	Insurance	£ 663.46	Zurich Municipal
17/05/2024	Gas April	£ 106.19	EDF
04/06/2024	Smoke and Fire Alarms	£ 234.00	M H Gorman
13/06/2024	Grounds Maintenance	£ 391.00	Cleanzone
13/06/2024	Hall Booking Subscription	£ 265.00	Hallmaster
21/06/2024	Balloonist Entertainer	£ 165.00	A P Young
21/06/2024	Band for summer event	£ 320.00	Will Jackson
28/06/2024	PAYE Q1	£ 388.60	HMRC
28/06/2024	Clerks Salary Q1	£ 1,554.90	Clerk
08/07/2024	Grounds Maintenance	£ 391.00	Cleanzone
22/07/2024	Cleaning May and June	£ 105.00	Jean Bowyer
05/08/2024	Grounds Maintenance	£ 391.00	Cleanzone
04/09/2024	Water Rates	£ 248.06	Wave Water
09/09/2024	Grounds Maintenance	£ 391.00	Cleanzone
30/09/2024	PAYE Q2	£ 388.60	HMRC
30/09/2024	Clerks Salary Q2	£ 1,554.90	Clerk
02/10/2024	Grounds Maintenance	£ 436.00	Cleanzone
14/10/2024	Building Maintenance	£ 100.00	D W Woodley

The Parish Council **RESOLVED** to note the financial/budget report to 31st October 2024.

Budget review for 2025-26

- The Council carefully and in detail considered the planned income and expenditure by both the hall and social committees.
- They **RESOLVED** to fund any improvements or significant maintenance works on the hall through grant funding applications.
- They **RESOLVED** to investigate whether there is a cheaper option for providing the Council's website.
- They **RESOLVED** to reduce the grounds maintenance cost by not renewing the lease on the Green.

Clerk

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

Chair of the Parish Council

	<ul style="list-style-type: none"> • They RESOLVED to set a neutral balanced budget and to this end they RESOLVED to seek a precept of £13,525. • This is a 13.85% increase on 2024-25 but is only a 3.3% increase on this year's tax base. The Clerk will notify Darlington Borough Council accordingly. Post meeting note: Done 27th November 2024. <p><u>Banking</u></p> <ul style="list-style-type: none"> • The Council's bankers, Lloyds, have notified the Council that they plan to charge a monthly fee to continue banking with them. The Clerk will investigate alternative options, in particular National Westminster who currently do not charge non-profit making enterprises. 	Clerk
42.24	<p><u>Policies</u></p> <p>Financial Regulations Review</p> <p>The Council RESOLVED to approve the revised version 8.1.</p> <p>Fire Risk Assessment</p> <p>The Council RESOLVED to approve the revised version 5.1.</p> <p>Health and Safety Risk Assessment</p> <p>The Council RESOLVED to approve the revised version 4.2.</p> <p>The Clerk would ensure that the latest version of all policies are published on the website as soon as practicable.</p>	Clerk
43.24	<p><u>Correspondence</u></p> <p>Clerks and Councils Direct was passed to Councillors Minay and Blanchard.</p> <p>Village Halls Week</p> <ul style="list-style-type: none"> • The Council discussed what they could do for village halls week which takes place between 18th and 24th March and will consider it further at the meeting in January. <p>Remote/Hybrid local government meetings consultation</p> <ul style="list-style-type: none"> • The Council reviewed the questionnaire and agreed to respond as a Council (rather than individuals) to this consultation exercise. The Clerk will respond with the views of the Council. Post meeting note: Done 28th November 2024. <p>Royal Garden Party</p> <ul style="list-style-type: none"> • There were no nominations for the ballot. 	

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Chair of the Parish Council

44.24	<p><u>Events and Training</u></p> <ul style="list-style-type: none"> • The Council noted the events and training logs. • Councillor Blanchard had attended the new Councillor training and raised some concerns about whether the Council has all the policies it needs. She would write to Councillors with the list she has. Post meeting note: Done 27th November. 	
45.24	<p><u>Marketing and social media</u></p> <p>There were some issues with Councillors being able to post on the Council's Facebook page. Councillor Goldfinch would investigate and resolve the problem.</p>	SG
46.24	<p><u>Whessoe Parish Hall Committee</u></p> <p>The Hall Committee met on 11th November 2024.</p> <p>An update was provided by the Clerk.</p> <ul style="list-style-type: none"> • The Committee agreed a provisional budget and will review it at their next meeting. • The electricity supply to the boiler and sockets by the sink had tripped again and would require a visit from M H Gorman. <p><u>Contracts</u></p> <ul style="list-style-type: none"> • A quote for ground maintenance was being sought. • The fire extinguisher test was successfully carried out on 17th October 2024. <p>Hall bookings</p> <ul style="list-style-type: none"> • The Craft Fair are planning to switch their use from Thursday to Sunday. 	
47.24	<p><u>Whessoe Parish Social Committee</u></p> <p>The Social Committee met on 17th November 2024. Councillor Minay provided an update.</p> <p>Carol Service</p> <p>A couple of residents who are organising the carol service on the Green attended the meeting to discuss details of the event. Post meeting note: The event was cancelled. Due to unforeseen circumstances the band were unable to make it.</p>	

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

	<p>Quiz Nights</p> <p>Dates for Quiz/Race nights until March 2025 have been scheduled and volunteers to host each one have been identified. The committee will agree dates for next year at their next meeting.</p> <p>Christmas Party</p> <p>The party will take place at the hall on Saturday 7th December 2024. Party Boppers are booked for the entertainment and food, drink etc will be purchased in good time.</p> <p>Budget 2025-26</p> <ul style="list-style-type: none"> • The Committee is planning for nine quiz nights. • There would be a Christmas Party. • The Committee will consider running other events at the hall. • The Committee will be self-sufficient using proceeds from quiz nights to fund events. 	
<p>48.24</p>	<p><u>Date of future meetings at 7pm unless stated otherwise:</u></p> <p>Parish Council Meeting – Monday, 27th January 2025 Parish Council Meeting – Monday, 24th March 2025 Annual Meeting – Wednesday 21st May 2025</p> <p>Annual Parish Meeting: Annual Parish Meeting – Wednesday 21st May 2025 – 6.30 pm to 7.00 pm</p> <p>The Council RESOLVED that the Parish Council will meet on the above dates during 2024-5.</p>	

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