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Whessoe Parish Council

MINUTES of the Meeting of Whessoe Parish Council held on the Zoom platform on Monday 9th November 2020, at 7.00 pm

Present: Councillor S Goldfinch (Chair) Councillor T Musson
Councillor Jo Bennett Councillor D Woodley
Councillor F Minay Councillor K-L Caley
Parish Clerk – B Goldfinch
Borough Councillors I Bell, P Crudass and J Clarke

MINUTE NO.	AGENDA ITEM	ACTION
58.20	<u>Public Participation</u> No members of the public were present.	
59.20	<u>1. Apologies for Absence</u> There were no apologies for absence.	
60.20	<u>2. Declarations of Interest</u> There were no declarations of interest.	
61.20	<u>3. Draft Minutes of the Meeting of Whessoe Parish Council – 14th September 2020</u> The Draft Minutes of the Meeting of Whessoe Parish Council held on the 14 th September were presented. The Council RESOLVED that the Draft Minutes of the Meeting of Whessoe Parish Council held on the 14 th September 2020 be approved. <u>Action Points</u> 44.20 – The Clerk had notified Darlington Borough Council (DBC) that the Council’s objections to planning application 20/00732/FUL (erection of a garden room at 12 Burtree Lane) were withdrawn. All other actions are covered in the Agenda.	
62.20	<u>4. Planning</u> The Council discussed application 20/00939/RM1 , Reserved Matters relating to the appearance, layout and scale attached to outline permission 15/01050/OUT (residential development for up to 380 dwellings at land south of Burtree Lane and	

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	<p>east of Whessoe Road). The Council had no comments to make on this technical application and RESOLVED to raise no objections.</p> <p>The Clerk will notify Darlington Borough Council accordingly.</p> <p>However, the Council is mindful that once the Reserved Matters are approved the next stage for this development is an application for full planning permission. The Clerk will contact DBC and begin a dialogue with them about the use of Section 106 monies within the local community.</p> <p>The Council RESOLVED to note the planning applications log.</p>	<p>Clerk</p> <p>Clerk</p>
<p>63.20</p>	<p><u>5. Parish Councillor Vacancies</u></p> <p>There are currently no vacancies.</p>	
<p>64.20</p>	<p><u>6. Clerk & Responsible Finance Officer</u></p> <p>The Clerk is not pursuing CILCA this year due to the increase in costs but has accounted for it as part of next year's budgeting.</p>	<p>Clerk</p>
<p>65.20</p>	<p><u>7. Finance</u></p> <p>Bank Mandate</p> <p>Councillors Goldfinch, Bennett and Woodley had been added as signatories to the Council's bank account.</p> <p>Bank Reconciliation to 30th September 2020</p> <p>Councillors Dawson and Minay confirmed they had reconciled the bank account against the cashbook on 13th October 2020. October's bank statement has not been received but will be reconciled as soon as it is.</p> <p>Quarterly Audit</p> <p>Councillor Musson completed the second quarter's audit on 28 October 2020.</p> <p>Financial/Budget Statement</p> <p>The Clerk presented the Financial Statement for the period up to 30th September 2020.</p> <p>Receipts totalled £17,135 of which £5,539 came from the precept and £10,000 from the Rate Relief Grant. Other receipts come from hiring of the hall. The Council spent £8,725 during the period.</p> <p>Payments more than £100 were as follows.</p>	<p>Clerk</p>

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	Date Paid	Transaction Detail	Total	Payee Name	
	01/04/2020	2019-20 Q4 Pay	£ 1,238.70	Clerks Salary	
	21/04/2020	Refund March and April	£ 210.00	Anvesaka Yoga	
	30/04/2020	CDALC/NALC Subscription	£ 193.50	CDALC	
	20/05/2020	Insurance	£ 631.34	Norris and Fisher	
	02/06/2020	Annual Subscription	£ 148.80	Rialtas Business Solutions	
	03/06/2020	Padlocks and Keys	£ 147.44	Nothing But Ltd	
	04/06/2020	Gas supply	£ 190.03	Npower Business	
	01/07/2020	2020-21 Q1 Pay	£ 1,238.70	Clerks Salary	
	14/07/2020	Internal Audit	£ 200.00	Tees Valley Village Action	
	28/08/2020	A3 Printer	£ 169.99	HP Ink UK Ltd	
	07/09/2020	Cleaning	£ 150.00	Jo Relton	
	<p>The Council RESOLVED to note the financial/budget report for period up to the end of September 2020 and to transfer £1,000 from the reserve to cover the additional cost of the website design.</p> <p>Notice Board</p> <p>The notice board has been ordered. The Clerk's email address has been added to it.</p> <p>Borough Councillor Clarke is pursuing the acquisition of the green area between Camborne Drive and Newlyn Drive with DBC. He thinks a permanent transfer may not be possible but a licence for a number of years should be. He will let us know how this discussion progresses.</p> <p>Budget setting and Precept</p> <p>The Council considered the budget for the Parish Council for the next year and RESOLVED to increase the precept by 2% (from £5,539 to £5,650) to cover the increase in costs. The Clerk will notify DBC accordingly.</p>				<p>Clerk</p> <p>B.C. Clarke</p> <p>Clerk</p>
66.20	<p><u>8. Annual Governance & Accountability Return (AGAR) 2018-19</u></p> <p>The Parish Council noted that our external auditors, Mazaars, had completed their audit without qualification. A copy of the notice of completion had been posted on the notice board and that and a copy of the AGAR including the certificate of completion had been added to the website.</p> <p>Mazaars had raised one issue regarding the relationship between Councillor Goldfinch and the Clerk and whether there were issues of propriety that the Council needed to address. Following a brief discussion it was agreed that to ensure absolute transparency, Councillors Woodley and Dawson would undertake</p>				<p>DW & SD</p>

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	a review of processes and report back to the next full Council meeting with their findings and any recommendations.	
67.20	<p><u>9. Policies</u></p> <p>Website Accessibility Regulations</p> <p>The Council RESOLVED to include the requirements of these regulations into the specification for the new website.</p>	Clerk
68.20	<p><u>10. General Data Protection Regulations (GDPR)</u></p> <p>The Clerk reported no change to the action plan and that further progress is dependent on the new website.</p>	Clerk
69.20	<p><u>11. Correspondence</u></p> <p>The November edition of Clerks and Councils Direct was circulated.</p>	
70.20	<p><u>12. Council Matters</u></p> <p>Local Council Award Scheme: The Council noted that registration of interest had been made and paid for. The Clerk will put together a plan for meeting the requirements, with the intention of applying for the award in 2021, once the new website is up and running.</p> <p>Equal Opportunities Policy – Training was postponed until screens are available and the Council can meet face to face in the Hall.</p>	Clerk FM
71.20	<p><u>13. Forward and Backward Look</u></p> <p>The Council RESOLVED to note the events/meetings and separate training log.</p> <p>Councillor Caley and Minay had registered for an on-line CDALC training session and others were planning to.</p>	
72.20	<p><u>14. Marketing and Social Media</u></p> <p>The Council had employed Design 365 to design a new functional website. A mock-up of the new home page was well received and subject to some rewording of content, progress is expected to be rapid.</p>	
73.20	<p><u>15. Whessoe Parish Hall Committee</u></p> <p>Hall Committee Update</p> <p>The Committee met on 28 October 2020.</p> <ul style="list-style-type: none"> • The Covid-19 risk register had been updated to include reference to the NHS QR code. 	

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	<ul style="list-style-type: none">• Cleaning has been reduced to one hour a week.• Most of the festive lights have been installed and checked. One string was defective and replaced and will be installed later in the week.• The budget has been adjusted to account for the further reduction in hire receipts.• Hive settings have been adjusted accordingly.• The Committee wishes to install a key safe to replace the existing system of padlocks and distributing a dozen or more keys to users. A final decision was left to the Committee at their next meeting.• The Committee plans to source a large sign to be installed on the outside wall over the kitchen windows promoting the name of the hall and potentially apply for further grant funding to pay for this. <p>Contracts</p> <ul style="list-style-type: none">• Phase One were due to install the screens on 5th November but due to the imminent lockdown staff had continued to be furloughed.• After comparing deals Plusnet had offered a new broadband contract at 30% less than before.• The gas contract moves to a cheaper tariff with EDF in December.• S E Landscaping have been asked to repair the damaged fence in the car park and complete the pressure washing. It was noted that they had cleaned out the gutter. <p>Hall bookings</p> <ul style="list-style-type: none">• The Hall is now closed except for Tots Explore.• Anvesaka Yoga has decided not to return until January 2021.• A short gratis period has been given to Darlington Dolls DC Squad while the organiser seeks a new job following redundancy. This will be offered, after lockdown, to all regular hirers for their normal bookings.• Hallmaster is being used for bookings, invoicing, and receipts.• All users are paid up to the end of their sessions before lockdown.• Bookings from DBC are on hold.	
74.20	<p><u>16. Whessoe Parish Social Committee</u></p> <p>Update:</p> <p>The Committee met on 26th October 2020.</p> <ul style="list-style-type: none">• The Committee agreed to hold publication and distribution of the newsletter until the New Year but to consider widening the distribution.• The Christmas tree has been ordered and is due to be erected on 25th November.• There is some doubt as to whether the Christmas light switch on could go ahead as it is due to take place just 3 days after the scheduled end of lockdown. It is unlikely that we could invite the public to attend. The	

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	<p>Committee would consider options and talk to the Mayor's office to see how they feel about it.</p> <ul style="list-style-type: none">• The Committee will press ahead and order a banner to be installed on the car park fence publicising events happening at the Hall.	
75.20	<p><u>17. Date and Time of Next Meeting</u></p> <p>Dates for meetings were agreed as follows</p> <p>Meetings of Whessoe Parish Council: Parish Council Meeting – Monday, 11th January 2021 – 7.00 pm Parish Council Meeting – Monday, 22nd March 2021 – 7.00 pm Annual Meeting – Monday, 10th May 2021 – 7.00 pm</p> <p>Annual Parish Meeting: Annual Parish Meeting – Monday, 10th May 2021 – 6.30 pm to 7.00 pm</p> <p>The Council RESOLVED that the Parish Council will meet on the above dates during 2020-21.</p>	

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