

# Whessoe Parish Council

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## MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 18<sup>th</sup> November 2019, at 7.00 pm

**Present:** Councillor S Goldfinch (Chair)                      Councillor S Dawson (Vice Chair)  
 Councillor T Musson    Councillor J Bennett  
 Councillor F Minay    Councillor M Joyce  
 Councillor D Woodley

Borough Councillor J Clarke                                  Parish Clerk – B Goldfinch

Lewis Stokes and James Seabury from the Banks Group and 2 members of the public

MINUTE NO.	ITEM	ACTION
52.19	<p><b><u>Apologies for Absence</u></b></p> <p>There were no apologies.</p>	
53.19	<p><b><u>Declarations of Interest</u></b></p> <p>Councillors S Goldfinch and the Clerk declared an interest in Item 7 – Clerk Pay Review.</p>	
54.19	<p><b><u>Planning</u></b></p> <p><b>The Banks Group</b> gave a presentation on progress in respect of the outline planning application at their Beaumont Hill development.</p> <p>They explained that no application had been made but they were expecting to apply in December 2019 or January 2020. They had identified and were addressing issue with traffic, types of housing and drainage.</p> <p>They asked for the Parish Council’s views on three aspects of the development:</p> <ul style="list-style-type: none"> <li>• What to do with the public open space? Suggestions include nature trail and/or dog walking or something similar.</li> <li>• Whether the planned retail area was needed? If so whether a convenience store would be preferred to a coffee shop or similar.</li> <li>• Should there be provision for bungalows?</li> </ul> <p>There was a robust discussion including contributions from members of the public about the proposed development. It was pointed out that representations would be best made to Darlington Borough Council once the outline planning application had been made.</p> <p>The Parish Council <b>RESOLVED</b> to publish links and details of the development on their website and social media platforms and to seek parishioner views on the questions raised.</p>	Clerk

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

	<p><b>Planning Applications</b> – there were no significant changes to the log since the last meeting.</p>	
55.19	<p><b><u>Minutes of the Meeting of Whessoe Parish Council – 9<sup>th</sup> September 2019</u></b></p> <p>The Minutes of the Meeting of Whessoe Parish Council held on the 9<sup>th</sup> September were presented.</p> <p>The Parish Council <b>RESOLVED</b> that the Minutes of the Meeting of Whessoe Parish Council held on the 9<sup>th</sup> September 2019 be approved.</p> <p><b><u>Action Points</u></b></p> <p>All actions are covered in agenda items below.</p>	
56.19	<p><b><u>Public Participation</u></b></p> <p>As well as contributing to the discussion on the Banks Group proposals, the members of the public raised concerns over the application by the Parish Council for funding from the Banks Group Community Fund at this time.</p> <p>They also pointed out that the sign on the A167 pointing to the Parish Hall was less visible due to an overhanging tree. The Parish Council <b>RESOLVED</b> to ask Darlington Borough Council to prune this back.</p>	Clerk
57.19	<p><b><u>Parish Councillor Vacancy</u></b></p> <p>There are currently no vacancies.</p>	
58.19	<p><b><u>Clerk &amp; Responsible Finance Officer</u></b></p> <p>Clerk Pay Review – the Clerk was absent for this discussion.</p> <p>The Parish Council <b>RESOLVED</b> to retain the current pay scale and hours for the Clerk and noted that there may be a need to review the salary amount in light of the publication of any new pay awards.</p> <p>The County Durham Association of Local Councils are in the process of issuing revised guidance on a disciplinary and grievance policy and it was agreed to wait for this, review and amend the draft as necessary and bring it back to a later meeting.</p>	
59.19	<p><b><u>Finance</u></b></p> <p><b><u>Financial/Budget Statement September to October 2019</u></b></p> <p>The Clerk presented the Financial Statement for the period up to the end of October.</p> <p>Receipts totalled <b>£42,125</b> of which £5,427 came from the precept and £28,000</p>	

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Chair of the Parish Council

from the Lottery Grant and sport England. Total receipts from hiring the hall are at £6,500. The Council spent **£27,852** during the period.

Payments in excess of £100 are as follow.

Date Paid	Transaction Detail	Total	Payee Name
23/04/2019	CDALC/NALC Subscriptions	£191.14	CDALC
17/05/2019	Insurance	£619.47	Norris and Fisher
14/06/2019	Accounting Software	£769.20	Rialtas Business Solutions
18/06/2019	Gas March to May	£122.81	Npower Business
15/07/2019	LED Car park light	£114.00	M H Gorman Electrical
31/07/2019	Interim Payment no1	£5,000.00	I R Hindle
13/08/2019	Interim Payment 2	£3,000.00	I R Hindle
23/08/2019	Decorating	£1,820.00	Dave Petty
23/08/2019	Sound System	£1,811.20	Phase One Records Ltd
28/08/2019	Electric Cooker	£382.00	AO.com
05/09/2019	Deep Clean	£500.00	J Mitson
05/09/2019	Invoice 675 - Final	£10,174.00	I R Hindle
05/09/2019	Soft Lighting	£1,360.80	M H Gorman Electrical
09/09/2019	Table Trolley	£178.80	A J Products (UK) Ltd
10/09/2019	Gas 29 July to 19 Aug	£154.00	Npower Business
11/09/2019	Blinds	£1,400.00	Hillarys Blinds Ltd
30/09/2019	Electric September	£144.77	Utility Warehouse
30/09/2019	Refurb security grills	£720.00	Impreziv Finishing Ltd
01/10/2019	July to September	£1,467.70	Clerks Salary

The Parish Council **RESOLVED** to note the financial/budget report.

Receipts from hiring out the Hall have exceeded the forecast after seven months. Payments now include spend on the hall maintenance works.

**Quarterly Audit**

Councillor Musson had completed the quarterly audit at the end of September. There were no queries. He will pass the report to the Clerk.

TM

**Bank Reconciliation**

Councillors Dawson and Goldfinch confirmed they had reconciled the bank account against the cashbook.

The Council **RESOLVED** that Councillor Minay would take over future reconciliations and transaction authorisations from Councillor Goldfinch, who felt that for complete transparency and propriety this would be the right thing to do, given her relationship to the new Clerk. The Clerk will arrange the changes with the bank once all the hall maintenance works were completed.

Clerk

**Budget Setting and Precept**

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

	<p>The Clerk presented a three year budget plan for the Parish Council.</p> <p>The Parish Council <b>RESOLVED</b> to approve the budget plan and apply to increase the precept by 2% from £5,427 to £5,539.</p> <p><b>Draft Hall Committee Budget</b></p> <p>The Parish Council discussed and noted the draft budget for 2020-21. The Hall Committee would review the plan and bring it back for approval at the meeting in January 2020.</p> <p><b>Draft Social Committee Budget</b></p> <p>2019-2020 - The Parish Council <b>RESOLVED</b> to approve the budget request for this financial year. This comprises £144.60 for the music licence and £250 for a quiz night on 24 January 2020.</p> <p>2020-2021 - The Parish Council discussed and noted the draft budget for 2020-21. The Social Committee would review the plan and bring it back for approval at the meeting in January 2020.</p>	<p>Clerk</p> <p>Hall Com</p> <p>Social Com</p>
60.19	<p><b><u>General Data Protection Regulations (GDPR)</u></b></p> <p>Further progress on implementing the action plan is delayed until the new website has been introduced.</p>	
61.19	<p><b><u>Correspondence</u></b></p> <p>The November edition of Clerks and Councils Direct was circulated.</p> <p>The Council noted correspondence from the Tees Valley Local Access Forum and <b>RESOLVED</b> not to join the forum.</p> <p>The Council passed arrangements for a VE Day celebration to the Social Committee.</p> <p>The Council agreed to pursue using “what3words” to identify the Parish Hall.</p>	<p>Social Com</p> <p>Clerk</p>
62.19	<p><b><u>Marketing and Social Media</u></b></p> <p>The Clerk reported that he had found two web designers and had received indicative quotes. He would put together a specification and seek to get a new website up, running and fully compliant by the end of the financial year.</p> <p>Post meeting note: another potential developer has been identified and will be given the specification.</p>	<p>Clerk</p>
63.19	<p><b><u>Council Matters</u></b></p> <p><b>Local Council Award Scheme:</b> This is on hold until the Council has a new website.</p>	

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	<p><b>Equal Opportunities Policy</b> - Councillor Minay will deliver the training for the Council at the Council meeting on 23<sup>rd</sup> March 2020.</p>	FM
64.19	<p><b><u>Forward and Backward Look</u></b></p> <p>The Council <b>RESOLVED</b> to note the events calendar.</p>	
65.19	<p><b><u>Whessoe Parish Hall Committee</u></b></p> <p>The Council <b>RESOLVED</b> to ratify the Terms of Reference.</p> <p>The Council <b>RESOLVED</b> to note the minutes of the meetings of the hall committee on 7<sup>th</sup> October and 4<sup>th</sup> November.</p> <p><b><u>Update:</u></b></p> <p><b>Works to the Hall – Phase 1</b></p> <p>All phase 1 works are complete.</p> <p><b>Works to the Hall – Phase 2</b></p> <p>The main contractor works are due to be completed by the middle of this week as are the landscaping works to trim trees and gravel the car park entrance.</p> <p>For health and safety reasons the Committee had authorised the installation of LED lights along the external length of the hall. They had also authorised some rewiring to enable lighting in the car park and elsewhere to be controlled by our Hive unit.</p> <p>A wheelchair ramp has been purchased as well as new carpet for the Committee Room and sundries to complete the work to the toilet block (toilet roll holders, toilet brushes, mirrors and a notice board).</p> <p>Planning for the completion ceremony on 30<sup>th</sup> November is well advanced. Supplies have been purchased and the Christmas Tree is due to arrive on Monday 25<sup>th</sup> November. Attendance looks promising.</p> <p><b>Costs</b></p> <p>Phase 1 – the original estimate was £20,858 and the actual outturn was £22,515. Phase 2 – the original estimate was £20,892 and the outturn is predicted at £22,951.</p> <p>The Parish Council <b>RESOLVED</b> to approve the following additional expenditure for maintenance and improvements:</p> <ul style="list-style-type: none"> <li>• Dishwasher (£360)</li> <li>• Additional notice board at Newlyn Green (£600)</li> <li>• Additional Crockery/glassware (£150)</li> </ul>	

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	<p><b>Funding</b></p> <p>The National Lottery award of £10k has been banked. £18k of the Sport England award has been banked and the £4k retention will be claimed when all invoices are paid.</p> <p>An application has been made to the Banks Group Community Fund for £1,600 to purchase additional tables and chairs.</p> <p><b>Contracts</b></p> <p>Although Plusnet had confirmed that they had resolved the invoicing issue no invoice has yet been received.</p> <p><b>Hall bookings</b></p> <p>A regular hire had been made for dog training and Anvesaka has begun to advertise their classes for next year. A couple of one off bookings have been taken.</p> <p><b>Newsletter</b></p> <p>The Council <b>RESOLVED</b> to produce a newsletter covering the Banks Development and the completion of the works to the Hall after the Phase 2 work is completed.</p>	Clerk
66.19	<p><b><u>Whessoe Parish Social Committee</u></b></p> <p>The Council <b>RESOLVED</b> to ratify the Terms of Reference.</p> <p>The Council <b>RESOLVED</b> to note the minutes of the meetings of the social committee on 29<sup>th</sup> October and 11<sup>th</sup> November.</p> <p>Budget approval for the rest of the financial year was given under item 7 on the Agenda and is reported at minute number 59.19.</p>	
67.19	<p><b><u>Date and Time of Next Meeting</u></b></p> <p>Dates for the remaining meetings during 2019-20 are:</p> <p><b>Meetings of Whessoe Parish Council:</b>  Parish Council Meeting – Monday, 20<sup>th</sup> January 2020 – 7.00 pm  Parish Council Meeting – Monday, 23<sup>th</sup> March 2020 – 7.00 pm  Annual Meeting – Monday, 18<sup>th</sup> May 2020 – 7.00 pm</p> <p><b>Annual Parish Meeting:</b>  Annual Parish Meeting – Monday, 18<sup>th</sup> May 2020 – 6.30 pm to 7.00 pm</p> <p><b>The next meeting will be held on Monday, 20<sup>th</sup> January 2020 at 7.00 pm in the Committee Room at Whessoe Parish Hall.</b></p> <p><b>NOTE: Later changed to Saturday 11<sup>th</sup> January 2020.</b></p>	

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