

Whessoe Parish Council

MINUTES of the Meeting of Whessoe Parish Council Meeting held at Whessoe Parish Hall on Monday 29th January, 2018, at 7.00 pm

Present: Councillor S Dawson (Chair) Councillor S Goldfinch
 Councillor A Macnab Councillor F Minay
 Parish Clerk - Ms J Bell One Member of the Public

Absent: Borough Councillors P Cruddas and G Cartwright

In remembrance of the Holocaust, the Parish Council observed 2 minutes silence before the start of the meeting.

MINUTE NO.	ITEM	ACTION
2924	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Borough Councillors M Knowles, G Lee and D Lyonette.</p>	
2925	<p><u>Declarations of Interest</u></p> <p>Councillor S Goldfinch declared an interest in Item 5 Parish Councillor Vacancy.</p>	
2926	<p><u>Minutes of the Budget and Precept Setting Meeting – 27th November, 2017</u></p> <p>The Minutes of the Whessoe Parish Council Meeting held on the 27th November, 2017 were presented.</p> <p>The Parish Council RESOLVED that the Minutes of the Whessoe Parish Council Meeting held on the 27th November, 2017 be approved.</p>	
2927	<p><u>Matters Arising & Outstanding Actions</u></p> <ol style="list-style-type: none"> 1 Bank Mandate/On Line Banking: On-line banking is now available and changes to bank signatories following the resignation of Councillor S Robinson have been made. 2 Hall Booking Survey: Distribution of a hall survey document to recent users of the Parish Centre has yet to be actioned. It was noted that any responses would be anonymous. 3 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 confirm and advise the relevant section of Gov.uk website referred to. 4 Hall Bookings: A draft checklist for opening/closing procedure had been emailed to Councillors (See Minute No 2942). 5 Financial Statement 17-18: A response from Councillor Macnab to confirm PAYE payments 2015-16 and 2016-17 was awaited. Direct debit payment of water charges has now been set up. 6 Parish Councillor Vacancy: Councillor Macnab advised that there had been a delay in organising the bespoke training sessions for Middleton St George 	<p>JB</p> <p>AM</p> <p>AM</p>

Signed..... Date.....
 Chairman of the Parish Council

	<p>Parish Council's new councillors. Councillor Macnab to confirm the cost for potential shared costs with WPC in due course.</p> <p>7 Annual Return: It was noted that all current Parish Councillors had confirmed there was no conflict of interest with the appointment of Mazars as External Auditors for WPC.</p> <p>8 Bank Reconciliation 17-18: The August bank statement was circulated for signature by Councillors present.</p> <p>9 General Data Protection Act: Durham ALC had been contacted regarding details of the presentation for the SLCC training event held on 1st November. Durham ALC has contacted the presenter but has not yet received the details. These will forward as soon as possible.</p> <p>10 Correspondence: Village Hall Presentation - Durham ALC had been contacted regarding presentation slides from the Village Halls event. DALC are awaiting information from the presenter and will circulate in due course. Pensions Regulator – Confirmation has been received that WPC do not need to have a pension scheme. Calico (website provider) – Councillor Macnab to re-forward change of contact details to Calico. Street Lighting – A response has been received from DBC confirming that the street lighting along the Trevone Way/Cambourne Drive bus route met requirements. Feedback has been provided to the resident who raised the issue.</p> <p>11 Budget Setting & Precept 18-19 to 20-21: The budget will be adjusted to show the split between the Parish Council and the Parish Hall for the 18-19 financial year. Confirmation of the agreed Precept of £5,427 for 18-19 has been forwarded to Darlington Borough Council (DBC).</p> <p>12 Darlington Association of Parish Councils (DAPC): The rota for attendance at DAPC meetings was agreed as follows:</p> <ul style="list-style-type: none"> • Councillor S Dawson • Councillor S Goldfinch • Councillor A Macnab • Councillor F Minay <p>The Parish Council RESOLVED to note the report on matters arising and the actions required.</p>	<p>AM</p> <p>AM</p> <p>JB</p>
2928	<p><u>Parish Councillor Vacancy</u></p> <p>It was noted that there had been no request for an election following the notice of vacancy arising following the resignation of Councillor S Robinson. The Parish Council can now co-opt to the role.</p> <p>It was proposed and seconded that Mr William Goldfinch be co-opted to the role of Councillor for Whessoe Parish Council. Following a vote Mr Goldfinch was welcomed to Whessoe Parish Council as Councillor for the Harrowgate Hill Ward.</p> <p>Mr Goldfinch completed a Declaration of Acceptance form and is required, within 28 days, to submit a registration of interest form to Darlington Borough Council (DBC). The Clerk to forward Councillor W Goldfinch some useful information to help him settle into his new role.</p> <p>Two further Councillor vacancies had arisen following the resignations of Councillor L Foster – Whessoe Ward (6.1.18) and Councillor D Cummings – Harrogate Hill Ward (21.1.18). The Parish Council expressed thanks to both Councillors for the contribution they had made to the Parish during their time as Councillors. A letter of thanks to be forwarded to both.</p>	<p>JB</p> <p>JB</p>

Signed..... Date.....
Chairman of the Parish Council

	<p>A notice of vacancy for each of the roles would be officially advertised on 1st February, 2018. Rule 5(2) of the Local Elections (Parishes and Communities) (England and Wales) Rules 2006 will apply. The Rule allows 10 electors for the parish in which the casual vacancy exists to request the Returning Officer to hold an election to fill that vacancy. That request must be made in writing within 14 working days of the date of the vacancy notice, i.e. no later than midnight on Wednesday, 21st February, 2018. If such a request is made the necessary arrangements for an election will be made and the vacancy must be filled by election. If written notice is not received from 10 electors within the above timeframe the Parish Council is able to fill the vacancy by co-option as soon as practicable after the 21st February deadline.</p> <p>The Clerk to arrange to post the advertisements on the Notice Board, the Parish Council's website and Facebook.</p> <p>Declaration of Acceptance of Office forms for Councillors S Dawson, S Goldfinch and A Macnab were also signed. The Clerk to forward these on to DBC.</p> <p>The Parish Council RESOLVED to note the requirement to advertise the vacant posts and await the outcome on 21st February to confirm requirements for filling the vacant posts.</p>	<p>JB</p> <p>JB</p>
<p>2929</p>	<p><u>Risk Management Plan</u></p> <p>Following a review as part of the annual budget setting process, an amended Risk Management Plan was presented for approval. Discussion took place regarding a review of controls, particularly now that on-line banking was available.</p> <p>The Parish Council RESOLVED to approve the Risk Management Plan and review again at the Annual Meeting in May.</p>	
<p>2930</p>	<p><u>Financial Statement 17-18</u></p> <p>The Clerk presented the Financial Statement 2017-18, detailing the income and expenditure position as at 20th January, 2018. The Financial Statement now provides a breakdown of income and expenditure between Whessoe Parish Council and Whessoe Parish Hall.</p> <p>Income totalled £23,037.54 and expenditure totalled £5,242.38 giving a balance of £17,795.16. Items of expenditure over £100 since the last report included Purchase of HIVE (£159) and Electrical Works to the Parish Hall (£101).</p> <p>It was noted that the Parish Council's PC security subscription was due for renewal.</p> <p>The Parish Council RESOLVED to renew the PC security subscription and to note the financial report.</p>	<p>JB</p>
<p>2931</p>	<p><u>Budget Statement 2017-18</u></p> <p>The Clerk presented the Budget Statement 2017-18 as at 20th January, 2018. The forecast for 2017-18 shows estimated income of £24,297 and estimated expenditure of £7,501 giving a forecast year end surplus of £16,796.</p>	

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	<p>The forecast surplus is £764 higher than previously reported due to an increase in hall hire income and revised estimates for utilities, buildings maintenance and training costs.</p> <p>The Budget Statement is to be reviewed to provide budget details split between Whessoe Parish Council and Whessoe Parish Hall for the 18-19 financial year.</p> <p>The Parish Council RESOLVED to note the financial report.</p>	
2932	<p><u>Bank Reconciliation 17-18</u></p> <p>The Parish Clerk presented the Bank Reconciliation Statement as at 30th November, 2017. The variance of £121.20 between the Parish Council Treasurer's Account and the Bank Account is due to two cheques not yet presented/cleared at the bank.</p> <p>The Parish Clerk circulated the bank statements for November for signature by Councillors present.</p> <p>The Parish Council RESOLVED to note the financial report.</p>	
2933	<p><u>Planning Applications – Log of Applications Received</u></p> <p>Details of planning applications received and progress regarding submission deadlines and outcomes were presented. The Parish Council discussed the process for submitting feedback on planning applications to Darlington Borough Council.</p> <p>The Parish Council RESOLVED to note the up-date.</p>	
2934	<p><u>Planning Applications – Burtree Lane and Berrymead Farm</u></p> <p>There were no up-dates to report.</p> <p>The Parish Council RESOLVED to note the above.</p>	
2935	<p><u>Darlington Local Plan 2016 to 2036</u></p> <p>Government targets for house building compared to Darlington Borough Council's plan to build more houses than the target were discussed at the Darlington Association of Parish Council Meeting held on 17th January, 2018. An officer of DBC was present at that meeting and advised that any Plan needed to be safe and that the increase in house building was required due to demographic change and the lack of available housing.</p> <p>The Parish Council RESOLVED to note the above and monitor the progress of the development of Darlington Borough Council's Local Plan.</p>	
2936	<p><u>Neighbourhood Development Plan (NDP)</u></p> <p>Whessoe Parish Council had agreed to review requirements for a NDP when information on Darlington Borough Council's Local Plan was available. It was noted that there were conflicting views on whether parish councils should wait for the development of a Local Plan before looking at producing a NDP and that parish councils were in various stages of developing NDPs. Working with other parish councils was suggested as an option to share ideas and costs.</p>	

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	<p>Councillor Macnab to provide the Clerk with contact details for a representative from Low Coniscliffe to be invited to the next Parish Council meeting.</p> <p>The Parish Council RESOLVED to note the above and discuss further at the next Parish Meeting.</p>	AM
2937	<p><u>General Data Protection Act (GDPA)</u></p> <p>Information received regarding the implementation of changes to the GDPR effective from 25th May, 2018, has been circulated to Councillors via email.</p> <p>It was noted (per NALC L10-17) that appointment of a Data Protection Officer was required. The appointment could be made jointly with other parish councils but it was unlikely that a Clerk would be the DPO.</p> <p>Durham Association of Local Councils (DALC) had been contacted regarding a potential pooled arrangement with other parish councils to address the requirements for the implementation of GDPR changes. DALC advised that they were working with their members on this. Whessoe Parish Council is a member of Cleveland ALC (CALC), who has been contacted to find out if a similar joint working arrangement was available to CALC members. A response was awaited.</p> <p>There was a discussion on the benefits of membership of Durham or Cleveland ALCs. It was agreed to price the membership fees of DALC.</p> <p>A review of personal data currently held by Whessoe Parish Council had been undertaken and a summary was circulated at the meeting for feedback to the Clerk.</p> <p>The Parish Council RESOLVED to note the requirements of the General Data Protection Act and to review actions required following feedback from Cleveland ALC.</p>	<p>JB</p> <p>ALL</p>
2938	<p><u>Correspondence and Feedback from Meetings</u></p> <p>Correspondence: Clerks and Councils Direct publication for January was circulated, together with letters from Lloyds Bank regarding up-dating of Online for Business Terms & Conditions and HMRC advising of important changes they are making to their IT systems.</p> <p>Where possible correspondence received has been circulated to Councillors via email. Other correspondence included:</p> <ul style="list-style-type: none"> • Embroidery Class – advising they had cancelled a class due to cold conditions of at the hall. The Clerk had responded to advise that HIVE was due to be installed to ensure heating was adequate for the timing of classes. • Durham ALC – details of training courses for cemeteries, allotments and harassment and bullying. • Village Halls Network – advertising surplus furniture and furnishings. • Calico (Website Provider) – Renewal notice to be invoiced early February. • Borough Councillor G Lee – promoting Durham Big Spring Clean. 	

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	<p>Darlington Association of Parish Councils – Meeting 17th January, 2018: Councillor S Dawson attended the meeting and provided feedback (See Minute 2935 Darlington Local Plan). Councillor S Goldfinch is due to attend the next meeting, the date and time of which is not yet available.</p> <p>The Parish Council RESOLVED to note the above.</p>	
2939	<p><u>Communications</u></p> <p>Website: Councillor Cummings had forwarded a quote for a website provider to the Clerk. Councillor Macnab has not been able to provide the Clerk with details of alternative provider. A review of web providers to be undertaken by the Clerk. Confirmation of what was required from a new website was needed to enable quotes to be obtained.</p> <p>Facebook: Improved use of Facebook was highlighted to help engage with the residents of the parish and promote the use of Whessoe Parish Hall.</p> <p>Annual Parish Meeting: It was noted that the Local Government Act requires a parish meeting to take place in all parishes. This is different to the Annual Meeting of Whessoe Parish Council. The Parish Meeting should be held between 1st March and 1st June and is a forum for electors to celebrate local achievements, debate current issues in the community and is a good way of engaging with the public. It was agreed to include this as an Agenda Item for the next meeting.</p> <p>The Parish Council RESOLVED to consider requirements of a new website, review use of Facebook and include an Annual Parish Meeting as an agenda item for the next meeting.</p>	<p>JB ALL</p> <p>JB</p>
2940	<p><u>Whessoe Parish Hall – Management & Reporting Requirements</u></p> <p>Correspondence obtained from the Parish Council’s solicitors confirmed Whessoe Parish Council as trustees for Whessoe Parish Hall. Councillor S Dawson to review this and other correspondence/land registry documents and feedback to the Parish Council in due course.</p> <p>A decision on management and reporting requirements would be made when feedback has been received. In the meantime, as previously discussed, the financial statement and budget report will highlight the split of income/expenditure between Whessoe Parish Council and Whessoe Parish Hall.</p> <p>The Parish Council RESOLVED for Councillor S Dawson to review the correspondence and land registry documents and report back to Whessoe Parish Council.</p>	SD
2941	<p><u>Whessoe Parish Hall – Hall Maintenance</u></p> <p>Pressure Washing of Pavements: Councillor S Goldfinch advised that the pressure washing of pavements has now been carried out.</p> <p>Fire Extinguisher Service: The service has been completed.</p> <p>Electricity Contract: There has been a delay in the transfer of electricity suppliers due to communications issues between Utility Warehouse and npower. The transfer was now expected to have been completed on 15th January, 2018.</p> <p>Winter Maintenance – Options/Prices for grit bins yet to be provided.</p> <p>Broadband: The slow broadband speed was causing issues with HIVE. The</p>	JB

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	<p>broadband provider had been contacted who advised that the speed was within the contract specifications and referred the Parish Council to their website for ways to improve the speed. An alternative option would be to upgrade the broadband package. It was agreed to contact the broadband provider to highlight the Parish Council's concern about the service currently received.</p> <p>HIVE: Purchase and installation of HIVE has been completed, however, it is not able to operate due to the issue with broadband speed as detailed above.</p> <p>Hall Floor: It had been highlighted that the floor was raised in the kitchen area.</p> <p>Gas Safety (Landlord Certificate) Service: It was noted that the statutory Landlord Certificate was issued on 26th January, 2018.</p> <p>Car Park Lighting – Councillor Macnab has adjusted the timer for the new Wednesday evening class.</p> <p>Toilet Seat: Damage to the toilet seat in the gent's toilet had been reported. Fitting of a new seat to be undertaken shortly.</p> <p>A number of minor but essential electrical repairs to the hall have been completed. Councillor S Goldfinch to contact Len Foster to ensure handover of outstanding issues relating to Hall Maintenance.</p> <p>The Parish Council RESOLVED to note the up-date on hall maintenance.</p>	<p>JB</p> <p>JB</p> <p>SG</p>
<p>2942</p>	<p><u>Hall Bookings</u></p> <p>A schedule of hall bookings was presented detailing regular and non-regular bookings. It was noted that:</p> <ul style="list-style-type: none"> • Dance Tuition - a regular booking has been confirmed for the Hall on Wednesday evenings. The term of hire will be four weekly but is expected to continue for 6-9 months. • Councillor F Minay agreed to open/close for the party on 25th February, 2018. <p>The Clerk asked Councillors for a speedy response to requests for openers/closers of the hall so that bookings could be confirmed more timely.</p> <p>Conditions of Booking: Revised conditions were discussed for regular users. It was agreed that the booking agreement should be amended to ensure that payment of fees is received in advance and that all booked dates must be paid for. The Clerk to update the booking agreement form for approval at the next Parish Meeting.</p> <p>Opening & Closing Procedure: A draft checklist was circulated. It was agreed to include the checklist as part of the annual renewal process for regular users as a reminder and up-date of requirements. A copy will also be placed on the internal notice board.</p> <p>The Parish Council RESOLVED to note the up-date.</p>	<p>ALL</p> <p>JB</p> <p>JB</p>
<p>2943</p>	<p><u>Whessoe Parish Hall – Marketing & Promotion</u></p> <p>Discussion took place around greater promotion of the Parish Hall via Facebook. Councillor S Goldfinch agreed to review requirements.</p> <p>The Parish Council RESOLVED to review options for promotion of Whessoe Parish Hall.</p>	<p>SG</p>

Signed..... Date.....
Chairman of the Parish Council

2944	<u>Date and Time of Next Meeting</u> The Parish Council RESOLVED that the next meeting will be the Whessoe Parish Council Meeting to be held on Monday, 26 th March, 2018 at 7.00 pm, in the Meeting Room, Whessoe Parish Hall.	
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Signed..... Date.....
Chairman of the Parish Council