

Whessoe Parish Council

MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 23rd March 2020, at 7.00 pm

Present: Councillor S Goldfinch (Chair) Councillor T Musson
 Councillor J Bennett Councillor F Minay
 Parish Clerk – B Goldfinch
 And one member of the public

MINUTE NO.	ITEM	ACTION
84.19	<p><u>Public Participation</u></p> <p>No issues were raised.</p>	
85.19	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Councillors Dawson and Woodley and Borough Councillors I Bell and J Clarke.</p>	
86.19	<p><u>Declarations of Interest</u></p> <p>There were no declarations of interest.</p>	
87.19	<p><u>Minutes of the Meeting of Whessoe Parish Council – 11th January 2020</u></p> <p>The Minutes of the Meeting of Whessoe Parish Council held on the 11th January were presented.</p> <p>The Parish Council RESOLVED that the Minutes of the Meeting of Whessoe Parish Council held on the 11th January 2020 be approved.</p> <p><u>Action Points</u></p> <p>Councillor Goldfinch had contacted Michael Joyce to find out the reason for his absence from previous meetings. He has been unwell, had problems with IT and is moving out of the area. He has since resigned from the Council.</p> <p>The Council’s objections to the development of 150 houses at Burtree Lane were passed to Darlington Borough Council.</p> <p>The Grievance and Disciplinary policies had been placed on the website.</p> <p>All other actions are covered in agenda items below.</p>	

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

88.19	<p><u>Planning</u></p> <p>The Council asked that the planning application log includes the address of the development in the details column.</p> <p>The Council RESOLVED to note the planning applications log and that all planning is currently on hold.</p>	Clerk
89.19	<p><u>Emergency Provisions under Section 101 of the Local Government Act 1972</u></p> <p>The Council were aware that due to the unprecedented nature of the current pandemic it would be unlikely that the Council would be able to meet for some time.</p> <p>In the circumstances and to keep the business of the Council ticking over they will empower the Clerk to do anything expedient and necessary to ensure the continuous business of the Council and to deal with mandatory undertakings in order to prevent the Council from incurring liability during the period the delegation is applicable.</p> <p>The Council RESOLVED to delegate decision making to the Clerk until such time as the Council can meet in public or there was definitive advice from CDALC.</p> <p>While they are unable to meet, the Council RESOLVED to take a pragmatic approach to conducting business and to work remotely as far as possible, particularly as far as Committee work was concerned.</p>	Clerk
90.19	<p><u>Parish Councillor Vacancy</u></p> <p>The Council and Darlington Borough Council had issued notice of a vacancy and invited 10 or more parishioners to call for an election. The deadline for this passed on 23rd March and no request was received. This allows the Council to co-opt a Councillor.</p> <p>There was interest from two people and the Council RESOLVED to invite Val Clarke to take up the position. Proposed by Councillor Goldfinch and seconded by Councillor Minay.</p> <p>She will complete the necessary forms and pass them to the Clerk for transmission to Darlington Borough Council.</p>	Clerk
91.19	<p><u>Clerk & Responsible Finance Officer</u></p> <p>The Clerk had attended an introduction to CiLCA (certificate in local council administration) and had completed a training needs analysis and expressed interest in taking the qualification. He is awaiting the appointment of a mentor to help with the course but will use his ten hours a week during the lockdown to prepare the course modules.</p>	

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	No funding has been committed but provision has been made for the qualification in next year's budget.																																																																																																																					
92.19	<p><u>Finance</u></p> <p><u>Financial/Budget Statement to 3rd March 2020</u></p> <p>The Clerk presented the Financial Statement for the period up to 3rd March 2020.</p> <p>Receipts totalled £55,198 of which £5,427 came from the precept and £32,000 from the Lottery Grant and Sport England. Total receipts from hiring the hall are at £9,000. The Council has spent £62,759 during the period.</p> <p>Payments in excess of £100 are as follow.</p> <table border="1"> <thead> <tr> <th>Date Paid</th> <th>Transaction Detail</th> <th>Total</th> <th>Payee Name</th> </tr> </thead> <tbody> <tr> <td>23/04/2019</td> <td>CDALC/NALC Subscriptions</td> <td>£ 191.14</td> <td>CDALC</td> </tr> <tr> <td>17/05/2019</td> <td>Insurance</td> <td>£ 619.47</td> <td>Norris and Fisher</td> </tr> <tr> <td>14/06/2019</td> <td>Accounting Software</td> <td>£ 769.20</td> <td>Rialtas Business Solutions</td> </tr> <tr> <td>18/06/2019</td> <td>Gas March to May</td> <td>£ 122.81</td> <td>Npower Business</td> </tr> <tr> <td>15/07/2019</td> <td>LED Car park light</td> <td>£ 114.00</td> <td>M H Gorman Electrical</td> </tr> <tr> <td>31/07/2019</td> <td>Interim Payment no1</td> <td>£ 5,000.00</td> <td>I R Hindle</td> </tr> <tr> <td>13/08/2019</td> <td>Interim Payment 2</td> <td>£ 3,000.00</td> <td>I R Hindle</td> </tr> <tr> <td>23/08/2019</td> <td>Decorating</td> <td>£ 1,820.00</td> <td>Dave Petty</td> </tr> <tr> <td>23/08/2019</td> <td>Sound System</td> <td>£ 1,811.20</td> <td>Phase One Records Ltd</td> </tr> <tr> <td>28/08/2019</td> <td>Electric Cooker</td> <td>£ 382.00</td> <td>AO.com</td> </tr> <tr> <td>05/09/2019</td> <td>Deep Clean</td> <td>£ 500.00</td> <td>J Mitson</td> </tr> <tr> <td>05/09/2019</td> <td>Invoice 675 - Final</td> <td>£ 10,174.00</td> <td>I R Hindle</td> </tr> <tr> <td>05/09/2019</td> <td>Soft Lighting</td> <td>£ 1,360.80</td> <td>M H Gorman Electrical</td> </tr> <tr> <td>09/09/2019</td> <td>Table Trolley</td> <td>£ 178.80</td> <td>A J Products (UK) Ltd</td> </tr> <tr> <td>10/09/2019</td> <td>Gas 29 July to 19 Aug</td> <td>£ 154.00</td> <td>Npower Business</td> </tr> <tr> <td>11/09/2019</td> <td>Blinds</td> <td>£ 1,400.00</td> <td>Hillarys Blinds Ltd</td> </tr> <tr> <td>30/09/2019</td> <td>Electric September</td> <td>£ 144.77</td> <td>Utility Warehouse</td> </tr> <tr> <td>30/09/2019</td> <td>Refurb security grills</td> <td>£ 720.00</td> <td>Impreziv Finishing Ltd</td> </tr> <tr> <td>01/10/2019</td> <td>July to September</td> <td>£ 1,467.70</td> <td>Clerks Salary</td> </tr> <tr> <td>07/11/2019</td> <td>The Music Licence</td> <td>£ 144.60</td> <td>PPL PRS Ltd</td> </tr> <tr> <td>07/11/2019</td> <td>Grounds maintenance</td> <td>£ 432.00</td> <td>S E Landscaping</td> </tr> <tr> <td>12/11/2019</td> <td>Christmas Tree</td> <td>£ 168.00</td> <td>Croft Farms</td> </tr> <tr> <td>12/11/2019</td> <td>Christmas Tree Lights</td> <td>£ 239.98</td> <td>Festive Lights</td> </tr> <tr> <td>15/11/2019</td> <td>Henry Vacuum</td> <td>£ 141.00</td> <td>Amazon Business</td> </tr> <tr> <td>18/11/2019</td> <td>Threshold Ramp</td> <td>£ 336.98</td> <td>Mobility Smart</td> </tr> <tr> <td>26/11/2019</td> <td>Committee Room Carpet</td> <td>£ 458.00</td> <td>Burnside Carpets</td> </tr> <tr> <td>26/11/2019</td> <td>Dishwasher</td> <td>£ 354.00</td> <td>AO.COM</td> </tr> <tr> <td>05/12/2019</td> <td>Phase Two Works</td> <td>£ 24,636.00</td> <td>I R Hindle</td> </tr> </tbody> </table>	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	07/11/2019	The Music Licence	£ 144.60	PPL PRS Ltd	07/11/2019	Grounds maintenance	£ 432.00	S E Landscaping	12/11/2019	Christmas Tree	£ 168.00	Croft Farms	12/11/2019	Christmas Tree Lights	£ 239.98	Festive Lights	15/11/2019	Henry Vacuum	£ 141.00	Amazon Business	18/11/2019	Threshold Ramp	£ 336.98	Mobility Smart	26/11/2019	Committee Room Carpet	£ 458.00	Burnside Carpets	26/11/2019	Dishwasher	£ 354.00	AO.COM	05/12/2019	Phase Two Works	£ 24,636.00	I R Hindle	
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05/12/2019	Removal of hedges and pruning	£ 1,164.00	S E Landscaping	
10/12/2019	Gas Aug to Nov	£ 225.92	Npower Business	
16/12/2019	Outside wiring	£ 114.00	M H Gorman Electrical	
16/12/2019	Rewiring to connect hive	£ 798.00	M H Gorman Electrical	
31/12/2019	The Music Licence	£ 146.40	PPL PRS	
02/01/2020	PAYE	£ 309.60	HMRC	
02/01/2020	Salary quarter 3	£ 1,319.30	Clerks Salary	
02/01/2020	Tables and Chairs	£ 1,526.40	Strictly Tables	
02/01/2020	Table Trolley	£ 178.80	A J Products	
14/01/2020	Admin Fee	£ 150.00	The Banks Group	
21/01/2020	Table Cloths	£ 120.00	Dunelm Ltd	
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31/01/2020	Electricity January	£ 142.17	Utility Warehouse	
21/02/2020	Membership	£ 136.00	SLCC	
02/03/2020	Local Council Administration	£ 116.80	SLCC	
<p>The Council asked that new entries from the previous meeting were highlighted in red.</p> <p>The Parish Council RESOLVED to note the financial/budget report.</p> <p><u>Quarterly Audit</u></p> <p>Councillor Musson had completed the quarterly audit and passed it to the Clerk.</p> <p><u>Bank Reconciliation</u></p> <p>Councillors Dawson confirmed she had reconciled the bank account against the cashbook.</p> <p><u>Bank Mandates - Progress</u></p> <p>A bank mandate form had been completed and sent to the bank. Councillor Goldfinch had been removed as a signatory and Councillor Minay had been added but was not yet signed up for online authorisations. It was hoped that this would be resolved by the end of March.</p> <p>It was noted that Alan Macnab was still a signatory and steps were being taken to remove him.</p> <p>Budget Setting for 2020-23</p> <p>The Council considered budget plans for the Hall and Social Committees.</p> <p>The Council RESOLVED to budget for 2020-2021, £7,000 to the Hall Committee and</p>				<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

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	<p>£1,000 to the Social Committee.</p> <p>This money would be drawn from this year's reserve.</p> <p>Direct Debits/Standing Orders</p> <p>The Council RESOLVED to approve the continuation of direct debits for Water, Rates, Gas, Electric and Broadband.</p> <p>Asset Register</p> <p>The Council RESOLVED to agree the new form of asset register and asked for the inclusion of tables, chairs, filing cabinet and the blade hand dryer.</p>	Clerk
93.19	<p><u>Policies</u></p> <p>The Council RESOLVED to approve the following policies:</p> <ul style="list-style-type: none"> • Financial Regulations V.4 – amended to change the £5k limit to a £1k limit in paragraphs 1.14 and 4.1 • Standing Orders V.3 • Code of Conduct V.3 • Equal Opportunities Policy V.1.1 • Data Protection Policy V.2.1 • Risk Management Policy and Plan V.2.1 – with the following amendments <ul style="list-style-type: none"> ○ Reduce financial loss due to cancellation from an impact of 3 to 2 ○ Remove risk 3 about not getting rate relief as theirs no impact ○ Add a risk if all rental income was lost as the result of a national crisis. Likelihood 2 and impact 2. Mitigations are the prudent management of the budget, regular review of receipts and payments and retaining a prudent amount of reserve funding. • Records Management, Retention and Disposal Policy V.2.1 – the Clerk will review and destroy records according to the policy in April. <p>Other Policies will be reviewed during the next few weeks.</p>	Clerk
94.19	<p><u>General Data Protection Regulations (GDPR)</u></p> <p>Further progress on implementing the action plan is delayed until the new website has been introduced.</p>	
95.19	<p><u>Correspondence</u></p> <p>The December edition of Clerks and Councils Direct was circulated.</p>	
96.19	<p><u>Marketing and Social Media</u></p> <p>The Clerk had contacted Fernwood Projects the Council's preferred web designer.</p> <p>They are currently busy with emergency work during the pandemic but are willing</p>	Clerk

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	to help develop a new website for the Council as soon as they have capacity. The Clerk will take this forward as soon as the company are available.	
97.19	<p><u>Council Matters</u></p> <p>Local Council Award Scheme: The Council RESOLVED to take this forward based on the action plan presented. The Council has registered its interest and will endeavour to make an application by the end of May.</p> <p>Equal Opportunities Policy – Training was postponed until all Councillors were available.</p>	
98.19	<p><u>Forward and Backward Look</u></p> <p>The Council RESOLVED to note the events/meetings and separate training log and asked that the training sheet be formatted to show training by individual.</p> <p>The Chairman reiterated her message to all Councillors to try to take advantage of the training available during the next financial year. Consideration would be given to producing a training plan at a future meeting.</p>	<p>Clerk</p> <p>All</p>
99.19	<p><u>Whessoe Parish Hall Committee</u></p> <p>The Council RESOLVED to note the minutes of the meeting of the Hall Committee on 6th March 2020 and that the Committee would not meet in person until further notice.</p> <p><u>Update:</u></p> <p>Now that all the major work was complete everything was covered in the minutes.</p> <p>Contracts</p> <p>The cleaner continues to be employed to come in once a week but will undertaking a programme of focused deep cleans while the Hall is closed</p> <p>Invitations to quote for the grounds contract had issued and the contract was let to S E Landscaping.</p> <p>The Council RESOLVED to agree the Plusnet contract until its end in November despite the contract including a telephone line which was not part of the original terms. It was noted that in their attempts to correct the error, Plusnet had given the Council nine months free broadband.</p> <p>The Clerk had begun to use the one year free trial of the Hallmaster booking system and was asked to contact the company to see if the trial could be suspended. POST MEETING NOTE: The company has agreed to suspend the trial until the hall is open for business.</p>	

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	<p>Hall bookings</p> <p>All hall bookings had been cancelled except Great Paws.</p> <p>The Council RESOLVED to close the hall to all users and notify Great Paws accordingly.</p> <p>Newsletter</p> <p>This is on hold.</p>	Clerk
100.19	<p><u>Whessoe Parish Social Committee</u></p> <p>The Council RESOLVED to note the minutes of the meetings of the social committee on 14th January, 3rd February and 3rd March 2020 and that the Committee would not meet in person until further notice.</p> <p><u>Update:</u></p> <p>The Committee will focus their effort on organising a community event for the summer. They will continue to cost such an event but will not commit any funding until we have more certainty about the end of the pandemic.</p>	
101.19	<p><u>Date and Time of Next Meeting</u></p> <p>Dates for the remaining meetings during 2019-20 are due to be as follows:</p> <p>Meetings of Whessoe Parish Council: Annual Meeting – Monday, 18th May 2020 – 7.00 pm</p> <p>Annual Parish Meeting: Annual Parish Meeting – Monday, 18th May 2020 – 6.30 pm to 7.00 pm</p> <p>At this time it is not possible to say when the next meeting might take place. As the situation becomes clearer the Clerk will consult with the Council about the resumption of public meetings.</p>	Clerk

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