

Whessoe Parish Council

MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 25th September, 2017, at 7.00 pm

Present: Councillor S Robinson (Vice Chair) Councillor S Dawson
 Councillor L Foster Councillor S Goldfinch
 Councillor A Macnab Borough Councillor G Lee
 Borough Councillor D Lyonette Parish Clerk - Ms J Bell
 Two members of the public

Absent: Borough Councillor G Cartwright

MINUTE NO.	ITEM	ACTION
2879	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Councillor D Cummings and Borough Councillor P Crudass. Borough Councillor D Lyonette submitted apologies from Borough Councillor M Knowles.</p>	
2880	<p><u>Chair of Whessoe Parish Council</u></p> <p>The Parish Council were advised that Councillor Cummings had resigned from the role of Chair with effect from 24th September, 2017. It was proposed and seconded that Councillor S Dawson take up the role of Chair.</p> <p>The Parish Council noted it's thanks to Councillor Cummings for his work during his time as Chair.</p> <p>The Parish Council RESOLVED that Councillor S Dawson take up the role of Chair of Whessoe Parish Council with immediate effect.</p>	
2881	<p><u>Declarations of Interest</u></p> <p>The following declarations of interest were expressed:</p> <ul style="list-style-type: none"> • Fiona Minay for Item 6 – Parish Councillor Vacancy • Julie Bell for Item 17 – Salary Review <p>The Parish Council RESOLVED to note the declarations of interest.</p>	
2882	<p><u>Minutes of Parish Council Meeting – 24th July, 2017</u></p> <p>The Minutes of the Whessoe Parish Council Meeting held on the 24th July, 2017 were presented.</p> <p>The Parish Council RESOLVED that the Minutes of the Whessoe Parish Council Meeting held on the 24th July, 2017 be approved.</p>	

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

2883	<p><u>Matters Arising</u></p> <ol style="list-style-type: none"> 1 Bank Mandate/On Line Banking: The application for on Line Banking needs to be re-submitted following a problem with the bank's computer system. 2 Hall Booking Survey: Distribution of a hall survey document to recent users of the Parish Centre has yet to be actioned. 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 provide the Clerk with link to relevant section. 4 Grass Cutting Tender: The Clerk has chased response from the contractor regarding treatment of potholes. A response is awaited. 5 Hall Bookings: The checklist for opening/closing procedure was awaiting completion. 6 Financial Statement 17-18: Arrangements to pay rates to Darlington Borough Council via Direct Debit have yet to be made. 7 Risk Management Plan & Policies: A risk assessment by Councillor Robinson has yet to be undertaken. 8 Darlington Local Plan 2016-2036: Feedback from Councillor Cummings regarding further engagement with the Borough Council and developers was required. 9 Neighbourhood Development Plan: Councillor Robinson to chase progress on proposed workshop on Development Plans. 10 Hall Maintenance: Feedback on progress regarding quotes for Hive and Nest from Councillor Cummings was required. Quotes for electricity provision were on-going. 11 Hall Bookings: Feedback from Councillor Cummings on promotion of the hall on Facebook and the borough council's "Council Together" magazine was required. 12 Communications: Quotations received by Councillor Cummings from two web providers had yet to be forwarded to the Clerk. A third quote would be required. 13 Use of Social Media: Feedback from the Clerk on SLCC Workshop to be provided. <p>The Parish Council RESOLVED to note the report on matters arising and the actions required.</p>	<p>JB</p> <p>JB</p> <p>AM</p> <p>JB</p> <p>JB</p> <p>JB</p> <p>SR</p> <p>SR</p> <p>DC</p> <p>SR</p> <p>DC</p> <p>JB</p> <p>DC</p> <p>DC</p> <p>JB</p>
2884	<p><u>Neighbourhood Development Plan – Visit by Margaret Ellington to share experience of developing a Development Plan</u></p> <p>Councillor Robinson advised that Margaret Ellington was unable to attend the meeting. Councillor Robinson to email draft details to Councillors for comments and invite Margaret Ellington to the next meeting to agree how to progress.</p> <p>The Parish Council RESOLVED to note the up-date provided by Councillor Robinson and the actions required.</p>	<p>SR</p>
2885	<p><u>Parish Councillor Vacancy</u></p> <p>It was noted that there had been no request for an election following the advertisement of the vacant role. The Parish Council can now co-opt to the role.</p> <p>It was proposed and seconded that Mrs. Fiona Minay be co-opted to the role of Councillor for Whessoe Parish Council. Following a vote Mrs. Minay was welcomed as Councillor to Whessoe Parish Council.</p>	

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

	<p>Mrs Minay was required to complete a Declaration of Acceptance form and, within 28 days, submit a registration of interest form to Darlington Borough Council. The Clerk to forward Councillor Minay some useful information to help her settle into her new role. The Clerk also advised that a SLCC Code of Conduct training event was scheduled for 3rd October. The Clerk to enquire if places were still available.</p> <p>Whessoe Parish Council thanked those that had expressed an interested in the role. The Clerk to provide them with feedback on the outcome.</p> <p>Councillors Len Foster and Alan Macnab were reminded to complete and return a Register of Interest form.</p> <p>The Parish Council RESOLVED to co-opt Mrs Fiona Minay as Councillor to Whessoe Parish Council.</p>	<p>JB</p> <p>JB</p> <p>LF</p>
<p>2886</p>	<p><u>Annual Return 2016-17</u></p> <p>The Council were advised that approval of the 2016-17 accounts had been received from BDO Auditors. As detailed at the meeting on 24th July, two issues had been raised during the audit:</p> <ul style="list-style-type: none"> • Amendment of the Annual Return was required to show Council Tax Support Grant of £1,027 received in 2016-17 under “Total Other Receipts” rather than “Precept or Rates & Levies”. • Level of Reserves – balances appeared higher than recommended for a smaller authority. An explanation was provided to the Auditors and the Council will review the position at budget setting 18-19. <p>The Council were now required to publish the outcome of the audit before 30th Sept for 14 days. A notice is displayed on the notice board and will also be posted to the web page.</p> <p>It was noted that BDO would not be the auditors for Whessoe Parish Council from the 31.3.18 year end and that the Smaller Authorities Audit Appointments would advise on audit arrangements for 17-18.</p> <p>The Parish Council RESOLVED to note the approval of the accounts and the requirement to publish the outcome as detailed above.</p>	
<p>2887</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 16th September, 2017.</p> <p>Income totalled £22,070.54 and expenditure totalled £3,720.45 giving a balance of £18,350.09. Items of expenditure over £100 since the last report included Grass Cutting services (2 months £144), replacement notice board (£540) and the Clerk’s salary for 6.2.17 to 5.8.17 (£675).</p> <p>The Clerk advised that a review of payments to HMRC for PAYE were currently underway. The Clerk to discuss with Councillor Macnab.</p> <p>The Parish Council RESOLVED to note the financial report.</p>	<p>JB/AM</p>

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2888	<p><u>Budget Statement 2017-18</u></p> <p>The Clerk presented the Budget Statement 2017-18 as at 16th September, 2017. The forecast for 2017-18 shows estimated income of £24,204 and estimated expenditure of £6,622 giving a forecast year end surplus of £17,582.</p> <p>The forecast reflects a number of assumptions and the budget will be monitored and up-dated as the year progresses.</p> <p>The Parish Council RESOLVED to note the financial report.</p>	
2889	<p><u>Bank Reconciliation 17-18</u></p> <p>The Parish Clerk presented the Bank Reconciliation Statement as at 31st August, 2017. The variance of £1,049.70 between the Parish Council Treasurer’s Account and the Bank Account is due to four cheques not yet presented/cleared at the bank.</p> <p>The Parish Clerk circulated the bank statements for June, July and August for signature by Councillors present. The Clerk advised that the bank had been contacted regarding updating the addressee on the bank statement.</p> <p>The Parish Council RESOLVED to note the financial report.</p>	
2890	<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.</p> <p>The Parish Council RESOLVED to note the up-date.</p>	
2891	<p><u>Planning Applications – Burtree Lane and Berrymead Farm</u></p> <p>The Parish Council has arranged meetings with the developers for 20th September and 27th September.</p> <p>Councillors Len Foster and Sylvia Dawson attended the 20th September meeting with Lichfields (Burtree Lane Development) and provided feedback on discussions. The following highlights the issues and concerns discussed by the Parish Council:</p> <ul style="list-style-type: none"> • Traffic Congestion, particularly relating to proposed bus routes. • Primary Health Care provision – requirement to discuss with local GPs the impact of covering health care for the potential increase in number of residents. • School provision – primary and secondary. • Housing provision – proposed developments in excess of Government targets for provision within the Borough of Darlington. • S106 monies – Whessoe Parish Council influence is needed to ensure the use of any S106 monies benefits the local community. <p>It was expected that the planning applications for Burtree Lane and Berrymead Farm would be reviewed before Christmas. The Parish Council felt that the objections previously raised by Whessoe Parish Council still stood. It was noted that a meeting of Whessoe Parish Council with Persimmons (Berry Mead Farm) was planned for 27th September and that feedback from that meeting would be awaited before confirming a response to Darlington Borough Council.</p>	

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	<p>The Parish Council RESOLVED to note the feedback and review the required response to Darlington Borough Council after the 27th September meeting with developers.</p>	ALL
2892	<p><u>Brafferton New Road</u></p> <p>A meeting was held on 30th August at the request of Councillor G Lee for residents to meet with Darlington Borough Council to go through the plans for proposed routes for the Brafferton New Road.</p> <p>It was noted that proposals continued to be reviewed and an application for works would need to be submitted to Central Government and the Highways Agency with any build likely to take between 8-10 years for completion.</p> <p>The Parish Council RESOLVED to note the feedback.</p>	
2893	<p><u>Darlington Local Plan 2016 to 2036</u></p> <p>It was noted that planners are looking a sustainability of sites. Councillor A Macnab is to attend a Darlington Borough Council presentation on the Skerningham Development to be held on 4th October.</p> <p>The Parish Council RESOLVED to note the above and receive feedback from Councillor Macnab in due course.</p>	AM
2894	<p><u>General Data Protection Act – Summary of Changes</u></p> <p>A number of NALC Legal Briefings relating to changes in requirements for GDPR due to be implemented 25.5.18 had been e-mailed to Councillors. A summary of the main requirements, mainly brought in to address greater use of electronic records, was also provided to Councillors on 27th August, 2017.</p> <p>Details of “12 steps to take now” that were circulated with agenda informed discussion on the requirements to prepare for implementation. It was noted that the Dept of Digital, Culture, Media & Sport were to raise with the Information Commissioner the lack of prominence of discussions with Parish Councils on the new legislation.</p> <p>A SLCC training event was expected to be held on 1st November, 2017. This would be a chargeable event but important for attendance to ensure the Council complies with the new legislation.</p> <p>The Parish Council RESOLVED to note the requirements of the General Data Protection Act and to review requirements for a Task & Finish Group after the SLCC training event.</p>	ALL
2895	<p><u>Proposals for Works to Parish Hall</u></p> <p>Councillors L Foster and S Goldfinch presented a schedule of proposed works and improvements to the Parish Hall building and site. It was noted that the shed roof was in need of urgent repair and Councillor L Foster agreed to arrange to obtain 3 quotes for the works. It was also suggested that engaging a contractor for handyman services would be beneficial to avoid delays when requiring re-active works.</p>	

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	<p>It was agreed that grounds maintenance works should be offered as a whole contract when the grass cutting tender is looked at next year to avoid having to seek individual quotes for routine works.</p> <p>The Parish Council RESOLVED that Councillor L Foster would obtain the required quotes for the repair to the shed roof and provide estimates and a timeframe for the works detailed on the schedule of proposed works and improvements. This information to be provided in time for agreement by Councillors and inclusion in the Budget for 2018-21. The Parish Council also RESOLVED to tender for a grounds maintenance contract when the grass cutting tender is due for 2018.</p>	LF
2896	<p><u>Salary Review – Clerk & Responsible Finance Officer (RFO)</u></p> <p>The Clerk presented a report summarising the duties and hours undertaken by the Clerk/RFO since taking up post in February 2017. It was noted that the hours worked by the Clerk/RFO were well in excess of the current 10 hours per month and that the demands of the role were likely to increase in the future. The report also highlighted recommendations following a review of part time working by NALC/SLCC.</p> <p>The Parish Council RESOLVED to adopt the National Joint Council for Local Government Services (NJC) salary scale for the Clerk/RFO at SCP24 and to increase the Clerk/RFO's contract to 20 hours per month with effect from 1st September, 2017. The Clerk/RFO will continue to maintain a work log to inform the salary review at each Annual Meeting.</p>	
2897	<p><u>Budget Setting & Precept – Draft Proposals</u></p> <p>In preparation for the Budget Setting & Precept Meeting, a draft budget for 18-19 was circulated for discussion. It was noted that the draft budget would need updating to reflect decisions regarding planned hall improvements and Clerk/RFO's salary. It was also agreed to set an annual training budget of £300 for Councillors and £200 for the Clerk.</p> <p>The Clerk to up-date the draft budget and extend to 20-21 for circulation to Councillors for comment before presentation of the Budget 2018-21 at the November meeting.</p> <p>The Parish Council RESOLVED to note the changes required to the draft budget and to review requirements in preparation for the Budget Setting & Precept Meeting to be held on 27th November.</p>	JB
2898	<p><u>Correspondence</u></p> <p>Clerks and Councils Direct publication for September was circulated, together with a letter Lloyds Bank detailing changes they were making to business accounts.</p> <p>Where possible correspondence received has been circulated to Councillors via email. Other correspondence and additional information on previously e-mailed correspondence included:</p> <ul style="list-style-type: none"> • Village Halls – Durham ALC: The Clerk had attended this free event on 7th September. The Clerk to email presentation slides once these had been received. 	JB

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	<ul style="list-style-type: none"> • HMRC – The Clerk has registered for alerts from HMRC relating to Payroll and other relevant issues. • Came & Company Insurance: The Clerk had an introductory meeting with new member of C&C team, Richard Matthews. Clarification was sought on the wording of the policy for co-opted Councillors and Richard suggested it would be good practice for the PC to periodically revalue its building. • Transparency Code Funding: Call for submissions. Although noted that the end date is 1.10.17. • Greater Faverdale Masterplan – Chair (DC) had received an invitation to attend a seminar on 27.9.17. • Skerningham Masterplan Invitation to Briefing 4.10.17: Councillor Macnab will be attending this event. • Hall Constitution - Tees Valley Rural Community have been provided with documents held at the Parish Council’s solicitors. TVRC have spoken to Action with Communities in Rural England (ACRE) who provided feedback stating that the Parish Council should have had a deed of appointment drawn up appointing them officially as trustees of the village hall. It appears there is no such deed. The hall should be managed as a charitable trust and should be run separately from the Parish Council (i.e. separate accounts and meetings). This should be rectified as soon as possible. It was noted that the latest advice appeared to conflict with that previously provided from TVRC. The Clerk to contact TVRC to ask if there were any issues with the Parish Council acting as trustees/management committee for the hall. <p>The Parish Council RESOLVED to note the details and actions required.</p>	JB
2899	<p><u>Hall Maintenance</u></p> <p>Shrubs/Bushes: The Council felt that a good job had been made of tidying up the hedgerow.</p> <p>Pressure Washing of Pavements: Quotes for works had been sought and responses were discussed. It was agreed that SE Landscaping would be asked to undertake the works.</p> <p>The Parish Council RESOLVED to note the up-date on hall maintenance.</p>	
2900	<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"> • DBC Planners – Brafferton New Road 30.8.17: It was confirmed this is a chargeable event. The Clerk to contact DBC. • Music & Movement Class – a pre-school group had enquired about use of hall on Tuesday mornings from November. Information had been provided and feedback is awaited. <p>Pre-School Group – TVRC provided advice on the use of the hall by the pre-school group. It was felt that the whole hall space should not be taken up so that the hall is not accessible to others in the community and any arrangement would be fraught with difficulty. The Parish Council felt that the future requirement for use by the pre-school group was uncertain as no further feedback had been received from the pre-school group.</p>	JB

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	The Parish Council RESOLVED to note the up-date and actions required.	
2901	<p><u>Communications</u></p> <p>See matters arising under Minute No 2883 for details of outstanding issues.</p> <p>Notice Boards: A replacement Notice Board was now in place. Regular users of the hall to be informed of the opportunity to promote their classes on the notice board.</p> <p>The Parish Council RESOLVED to note the details and actions required.</p>	JB
2902	<p><u>Date and Time of Next Meeting</u></p> <p>The Parish Council RESOLVED that the next meeting will be the Budget & Precept Setting Meeting to be held on Monday, 27th November, 2017 at 7.00 pm in the Meeting Room at Whessoe Parish Centre.</p>	

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