

# Whessoe Parish Council

## MINUTES of the Parish Council Meeting held at Whessoe Parish Centre on Monday 27<sup>th</sup> March, 2017 at 7.00 pm

**Present:** Councillor D. Cummings (Chair) Councillor L. Foster  
 Councillor S. Goldfinch Councillor A. Macnab  
 Borough Councillor P. Cruddas Borough Councillor G. Lee  
 Parish Clerk - Ms. J. Bell Two members of the public

**Absent:** Councillor S. Robinson Councillor S. Dawson

MINUTE NO.	ITEM	ACTION
2812	<b><u>Apologies for Absence</u></b> Apologies were received from Councillor Marjorie Knowles.	
2813	<b><u>Declarations of Interest</u></b> None.	
2814	<b><u>Minutes of Parish Council Meeting – 30<sup>th</sup> January, 2017</u></b> The Minutes of the Parish Council meeting held on the 30 <sup>th</sup> January, 2017 were presented. The Parish Council <b>RESOLVED</b> that the Minutes of the Parish Council meeting held on the 30 <sup>th</sup> January, 2017 be approved.	
2815	<b><u>Matters Arising</u></b>  <ol style="list-style-type: none"> <li>1 <b>Bank Mandate/On Line Banking:</b> Councillor Macnab updated the Council on progress regarding up-dating of the bank mandate to reflect the change in Parish Clerk. Councillor Cummings to contact Councillor Robinson to obtain authorised signatory approval. The Parish Clerk to progress on line banking once the mandate has been updated.</li> <li>2 <b>Hall Booking Report:</b> Councillor Cummings is developing a survey for distribution to users of the Parish Centre. A draft will be available shortly.</li> </ol> <p>The Parish Council <b>RESOLVED</b> to note the report on matters arising.</p>	DC JB  DC
2816	<b><u>Parish Councillor Vacancy</u></b> It was reported that the long-standing vacancy for Parish Councillor for the Harrowgate Hill Parish Ward had still not been filled despite it being advertised in a recent newsletter and on the Parish Council’s Facebook page. It was suggested that the vacancy be advertised on “Next Door”, an on-line neighbourhood network.  The Parish Council <b>RESOLVED</b> that the vacancy continue to be advertised on the Parish Council’s Facebook page and to look at the potential for posting an advert on the “Next Door” facility.	DC

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2817	<p><b><u>Financial Statement 2016-17</u></b></p> <p>The Parish Clerk presented the Financial Statement 2016-17, detailing income and expenditure since the last meeting of the Parish Council.</p> <p>Income totalled <b>£18,415.50</b> and expenditure totalled <b>£3,734.10</b> giving a balance of <b>£14,681.40</b> as at 19<sup>th</sup> March, 2017.</p> <p>Councillor Macnab felt that the Facebook page had helped increase the interest in bookings for the hall. Councillors highlighted the need to ensure that the profile and photographs on the Facebook page is maintained. Councillor Cummings agreed to review requirements.</p> <p>The Parish Council <b>RESOLVED</b> to note the financial report.</p>	DC
2818	<p><b><u>Budget Statement 2016-17 – Progress Against Budget</u></b></p> <p>The Parish Clerk presented the Progress Against Budget Statement 2016-17 as at 19<sup>th</sup> March, 2017. The Statement included the year to date actual as well as the forecast position, together with an explanation for the main variances.</p> <p>The forecast for 2016-17 shows income of <b>£18,921.96</b> and expenditure of <b>£3,712.64</b> giving a forecast year end surplus of <b>£15,209.32</b>. The Parish Clerk advised that confirmation of the budget figure was required and identified a number of income and expenditure items that may change before the year end. These changes were not expected to significantly affect the forecast reported.</p> <p>Councillor Macnab advised that access to a portal on the Gov.uk website is required for setting future year budgets. Councillor Macnab to forward details of requirements to the Parish Clerk.</p> <p>The Parish Council <b>RESOLVED</b> to note the financial report.</p>	JB/AM  AM
2819	<p><b><u>Bank Reconciliation 2016-17</u></b></p> <p>The Parish Clerk presented the Bank Reconciliation Statement as at 19<sup>th</sup> March, 2017. The variance of £99.62 between the Parish Council Treasurer’s Account and the Bank Account to 31<sup>st</sup> January, 2017 is due to two cheques (cheque nos. 9197 £32.70 and 920 £55.00) not yet cleared by the bank plus the transfer of £11.92 in the 2015-16 financial year from the Treasurer’s Account spreadsheet to close the Petty Cash Account. Councillor Macnab to provide the Parish Clerk with details of the 2015-16 financial statements to enable to address the petty cash transfer imbalance.</p> <p>The Parish Clerk circulated the bank statement for January 2017 for signature by Councillors present.</p> <p>The Parish Council <b>RESOLVED</b> to note the financial report.</p>	AM
2820	<p><b><u>Tenders – Grass Cutting (April-September 2017)</u></b></p> <p>The Parish Clerk advised that a request to quote for grass cutting at Whessoe Parish Centre had been sent to four businesses on 20<sup>th</sup> February, 2017, with a closing date of 28<sup>th</sup> February, 2017. Two responses were received within the deadline. A request to extend the deadline from one business was agreed but a response was</p>	

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	<p>not received.</p> <p>The Council discussed the submissions and, subject to receipt of relevant liability insurance and risk assessment/H&amp;S certificate, agreed to award the contract to SE Landscaping.</p> <p>Further discussion was held regarding a number of pot holes on the grassed area. The successful business to be asked for advice on how these would be best treated when they attend for the first cut.</p> <p>The Parish Clerk to contact applicants to advise the outcome.</p> <p>The Parish Council <b>RESOLVED</b> to offer the grass cutting contract April – September 2017 to SE Landscaping, subject to receipt of relevant documentation.</p>	JB
2821	<p><b><u>Planning Applications</u></b></p> <p>The Parish Clerk presented details of planning applications received since the last meeting:</p> <ul style="list-style-type: none"> <li>• 17/00052/FUL – Tintagel Court: Planning Permission Granted.</li> <li>• 16/01220/OUT – 5 Dwellings 20 Burtree Lane: Whessoe Parish Council feedback was submitted to Darlington Borough Council by the deadline date of 3.3.17.</li> </ul> <p>The Parish Council <b>RESOLVED</b> to note the details.</p>	
2822	<p><b><u>Berrymead Farm and Burtree Lane Outline Planning Applications – Update</u></b></p> <p>Councillor Macnab advised planning applications for the above sites had been submitted in 2015 and that the reasons for the delay were not clear. He advised that a developers’ presentation to the Planning Applications Committee was expected before Easter. Councillor Macnab advised that Darlington Borough Council do contact Parish Councils to give a notice of Planning Application Committee applications.</p> <p>The Parish Council <b>RESOLVED</b> to note the details.</p>	
2823	<p><b><u>Darlington Local Plan 2016 to 2036 Update</u></b></p> <p>Councillor Macnab updated the Parish Council on two relevant items that were discussed at the Parish Council Association meeting on 1<sup>st</sup> March, 2017:</p> <p><b>Strategic Growth Areas and Parish in Strategic Locations:</b> Darlington Borough Council (DBC) has contacted landowners and developers to ask which sites they would like to see developed. The current plans highlighting areas for potential development (Councillor Macnab has copies) do not affect Whessoe Parish but are not fixed in stone and DBC will assess each site to confirm suitability for development between now and summer.</p> <p><b>Local Plan Governance Structure:</b> A Steering Group is being established to look at managing the development of a local plan. The Group will look at options for individuals to feedback to DBC. The Parish Council agreed that relevant issues should include the retention of infrastructure S107 monies within the relevant Parish and the implications on highways.</p>	

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	<p>Borough Councillor Gerald Lee advised that the short timescales for developing a Local Plan was an issue. If as part of the consultations Parishes are happy with the number of houses proposed for each Parish, the Council would need to consider if there is a need for a Neighbourhood Development Plan and what implications there would be on the Berrymead Farm/Burtree Lane developments if more houses were developed.</p> <p>Councillor Macnab agreed that it was difficult for Parish Councils to develop a suitable Neighbourhood Development Plan without a Darlington Local Plan and suggested that Parish Councillors should be represented on the Steering Group.</p> <p>Borough Councillor Crudass suggested that Parish Council send a letter to the Local Planning Steering Group to ask how the representation of local parishes is to be considered as part of the Steering Group and copy Borough Councillors in so that they can take up the matter at DBC meetings.</p> <p>The Parish Council <b>RESOLVED</b> that the Chair should write to the Local Planning Steering Group and that further discussion would take place on receipt of a response.</p>	DC
2824	<p><b><u>Neighbourhood Development Plan</u></b></p> <p>This item was covered under Minute No. 2824 above.</p>	
2825	<p><b><u>Correspondence</u></b></p> <p>Clerks and Councils Direct publications were circulated.</p> <p>The Parish Clerk advised all e-mail correspondence had been circulated to Councillors via the Parish e-mail address. There was concern that not all Councillors were using the Parish e-mail. It was noted the importance to do so, particularly as the e-mail linked to the Parish calendar. Councillor Cummings advised that anyone with problems accessing either e-mail or calendar should contact him for assistance. Councillor Cummings agreed to contact Councillor Dawson as she had not attended this or the previous Parish Council meeting.</p> <p>The Parish Council <b>RESOLVED</b> that all members should use the Parish email and that the Chair would contact Councillors Dawson and Robinson to discuss any issues.</p>	DC
2826	<p><b><u>Hall Maintenance Report</u></b></p> <p><b>PAT Testing:</b> The Parish Clerk had contacted the electrician to request available appointments. Councillor Foster agreed to be available to open/close the centre to enable access. Councillor Macnab to ensure that grounds equipment was available for testing. The Parish Clerk to ensure the lap top was available for testing. The Parish Clerk to contact the electrician to confirm date for test and advise relevant Councillors accordingly.</p> <p><b>Cleaning:</b> Supplies for hall cleaning were discussed. The Parish Clerk to order floor cleaning fluid. Councillor Cummings to contact the cleaner for views on how to ensure stock of supplies used within the Parish Centre are maintained. Parish Clerk to provide Councillor Cummings with contact details. Councillor Cummings to draft stock list and circulate to Councillors and Parish Clerk to confirm all stock requirements are covered. Councillor Foster suggested that cleaning requirements may need review to reflect the increased use of the Centre.</p>	LF AM JB JB DC JB DC

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	<p><b>Heating:</b> Councillor Macnab is continuing to timers for evening classes and Saturday classes. The Parish Council agreed that an alternative solution is required. Councillors have previously discussed use of Hive but this would require broadband on site. It was also noted that the availability of broadband would also enhance the facility for users. Councillor Cummings agreed to review potential broadband providers.</p> <p><b>Smoke detectors:</b> Potential installation was discussed. It was noted that MH Gorman Electrics maintains the lighting for fire exits and that the fire brigade review premises every 2 years.</p> <p>The Parish Council <b>RESOLVED</b> to note the details and review requirements on receipt of further information.</p>	DC
2827	<p><b>Hall Bookings</b></p> <p>A schedule of hall bookings was presented detailing regular and non-regular bookings. The Parish Clerk highlighted a number of missing booking forms. Councillors to review and forward to the Parish Clerk as soon as possible.</p> <p>Discussion took place regarding the up-dating of and access to the booking form. The Parish Council would like amendments to the form to reflect requirement for payment via bank transfer and 7 days in advance of booking and the form to be available from the web site and Facebook. The Parish Clerk suggested that the up-dated form reference the relevant Risk Management/Health &amp; Safety Policies and that regular users also be provided with these details annually. The Parish Council agreed that regular users should be asked to sign a booking agreement annually to confirm acceptance. The Parish Clerk to draft updated booking form and circulate to Parish Councillors for comment.</p> <p>Procedure for arranging bookings was also discussed. Initial queries to be made via the Parish Clerk who would check calendar for availability. The Parish Clerk to circulate details to Councillors to confirm opener/closer before confirming booking with event organiser. The Parish Clerk informed the meeting that a check list for opening/closing of the Centre was being developed.</p> <p><i>Note: Borough Councillors Lee and Crudass and Carol Musztacs left the meeting. Before leaving Borough Councillor Lee raised two other topics – please refer to Minute No 2831 Any Other Business.</i></p> <p>The Council discussed two enquiries:</p> <ul style="list-style-type: none"> <li>• <b>Dance Class on Monday evenings</b> – Councillors agreed this would not disrupt Parish Council Meetings and agreed the booking could progress.</li> <li>• <b>Pre-School Group</b> – request to use the hall and grounds Monday to Friday. This was noted as a potential opportunity for income generation but that a number of issues would require consideration. The Parish Council agreed in principle to the proposal and requested a special meeting to discuss the proposal further. Councillors Cummings and Goldfinch to arrange an initial meeting with the Group organisers.</li> </ul> <p>The Parish Council <b>RESOLVED</b> to note the details and the actions required.</p>	<p>ALL</p> <p>JB</p> <p>JB</p> <p>JB</p> <p>DC</p>

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2828	<p><b><u>Risk Management Plan &amp; Policies – Review</u></b></p> <p>It was noted that the Risk Management Plan, H&amp;S Risk Assessments and Whessoe Parish Hall Fire Risk Assessment required an annual review. It was suggested that Councillor Robinson had previously expressed a particular interest in wanting to review the Health &amp; Safety policy. Councillor Cummings agreed to contact Councillor Robinson to confirm. The Parish Council agreed that Parish Councillors would review the documents and provide the Parish Clerk with comments for amendment in time for ratification at the next Parish Council meeting.</p> <p>The Parish Clerk to up-date the Council’s website with the latest Plan/Policies.</p> <p>The Parish Council <b>RESOLVED</b> that the Risk Management Plan, H&amp;S Risk Assessments and Whessoe Parish Hall Risk Assessment documents be reviewed and presented to the next Parish Council meeting.</p>	DC ALL JB
2829	<p><b><u>Communications</u></b></p> <p><b>Web:</b> Councillor Macnab advised that Alistair McKenzie from Middleton St George Parish Council has agreed to review requirements for a new Whessoe Parish Council website. Councillor Macnab to provide the Parish Clerk with contact details so that Mr McKenzie can be invited to the next Whessoe Parish Council meeting.</p> <p><b>Facebook:</b> It was noted that this was going well and getting more hits. The Parish Council agreed that agenda and minutes of Whessoe Parish Council meetings should be posted to Facebook. Councillor Cummings advised that this only seemed possible by creating a closed group. The current Facebook page was an open group. Councillor Cummings agreed to look into this further.</p> <p><b>Notice Boards:</b> Councillors felt that the current signage was poor and not used effectively. Councillor Cummings also advised that the notice board on Harrogate Farm estate had been damaged. The Parish Clerk to obtain quotes for replacement signage. Councillor Macnab advised that details for an estimate for repairs would be held on the invoice file. The Parish Clerk to confirm.</p> <p><b>Newsletter:</b> The Council agreed to put further publications on hold pending progress with use of the Parish Centre. Further discussions would be held at a future meeting.</p> <p>The Parish Council <b>RESOLVED</b> to note the details and actions required.</p>	AM DC JB
2830	<p><b><u>Darlington Association of Parish Councils Meeting – Feedback from 1.3.17 Meeting</u></b></p> <p>Councillor Macnab provided feedback from the meeting. In addition to the Local Plan (see Minute No 2823) topics discussed included:</p> <ul style="list-style-type: none"> <li>• <b>Connectivity of Tees Valley</b> – Bank Top station, HS2, Link to Tees Valley and Durham Tees Valley Airport.</li> <li>• <b>Darlington Partnership Board</b> – The Board is to represent on an Association for Unemployed Over 25 Project.</li> <li>• <b>Tees Valley Mayor</b> – how rural areas being represented.</li> </ul> <p>The Parish Council <b>RESOLVED</b> to note the details.</p>	

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2831	<p><b><u>Any Other Business</u></b></p> <p><b>Funeral of the late Eric Roberts:</b> Borough Councillor Lee informed the meeting that the funeral was to be held on 28<sup>th</sup> March at All Saints. Councillor Macnab said that Eric Roberts had been a great supporter of Whessoe Parish Council.</p> <p><b>Street Cleaning:</b> Councillor Lee advised the meeting that there would be reductions by Darlington Borough Council to the litter picking service. DBC will, however, be happy to provide equipment and high visibility jackets to support local volunteers. He also advised that orange bags would be available and that these could be left next to wheelie bins for DBC to remove.</p> <p>The Parish Council <b>RESOLVED</b> to note the details.</p>	
2832	<p><b><u>Date and Time of Next Meeting</u></b></p> <p>The Parish Council <b>RESOLVED</b> that the next meeting will be the Annual General Meeting to be held on Monday, 22<sup>nd</sup> May, 2017 at 7.00 pm in the Meeting Room at Whessoe Parish Centre.</p>	

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