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	Other outstanding actions: All other actions are covered in agenda items below.																																													
3031	<u>Public Participation</u> There were no members of the public or press in attendance.																																													
3032	<u>Parish Councillor Vacancies:</u> Vacancy: Following the resignation of Councillor McNab the Parish Council arranged for the vacant post to be advertised. The date for applications ended on 3 rd September and it has been confirmed that no applications were received and that the Parish Council can co-opt a councillor. Lack of Interest: The continuing lack of interest was discussed. <ul style="list-style-type: none"> • The Clerk would investigate the cost of advertising in the local press. • Councillor Musson would approach his neighbours. • Councillor Goldfinch would draft a notice to be placed on notice boards in the area. 	Clerk TM SG																																												
<u>Finance</u>																																														
3033	<u>Financial Statement 2018-19 (as at 5.11.18)</u> The Clerk presented the Financial Statement up to 5 th November 2018. Income totalled £25,615.50 and expenditure totalled £5,833.86 giving a balance at 5 th November 2018 of £19,781.64 . The balance includes receipt of the 18-19 Precept (£5,427). The items of expenditure over £100 are listed below. <table border="1"> <thead> <tr> <th>Date</th> <th>Item</th> <th>Cost (£ inc.VAT)</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>13 May</td> <td>Clerk's salary</td> <td>688.53</td> <td>Quarterly salary</td> </tr> <tr> <td>18 May</td> <td>Gas supply</td> <td>227.67</td> <td></td> </tr> <tr> <td>26 May</td> <td>Insurance cover</td> <td>781.01</td> <td></td> </tr> <tr> <td>14 June</td> <td>Co. Durham Local Councils Association</td> <td>189.68</td> <td>Subscription</td> </tr> <tr> <td>29 June</td> <td>Clerk's salary</td> <td>415.42</td> <td>Salary up to resignation</td> </tr> <tr> <td>8 Aug</td> <td>Fixed wiring test</td> <td>144.00</td> <td>5 year test</td> </tr> <tr> <td>10 Aug</td> <td>Stationery and equipment</td> <td>306.77</td> <td>Secure cupboard, laminator, label maker and accessories and council supplies.</td> </tr> <tr> <td>15 Aug</td> <td>Gas supply</td> <td>119.99</td> <td></td> </tr> <tr> <td>11 Oct</td> <td>LED Supply and Fit</td> <td>1680.00</td> <td>Replacement energy efficient lighting throughout the hall.</td> </tr> <tr> <td>12 Oct</td> <td>SLCC Enterprises</td> <td>118.80</td> <td>On-line training course for Clerk</td> </tr> </tbody> </table>	Date	Item	Cost (£ inc.VAT)	Reason	13 May	Clerk's salary	688.53	Quarterly salary	18 May	Gas supply	227.67		26 May	Insurance cover	781.01		14 June	Co. Durham Local Councils Association	189.68	Subscription	29 June	Clerk's salary	415.42	Salary up to resignation	8 Aug	Fixed wiring test	144.00	5 year test	10 Aug	Stationery and equipment	306.77	Secure cupboard, laminator, label maker and accessories and council supplies.	15 Aug	Gas supply	119.99		11 Oct	LED Supply and Fit	1680.00	Replacement energy efficient lighting throughout the hall.	12 Oct	SLCC Enterprises	118.80	On-line training course for Clerk	
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<p>3034</p>	<p><u>Budget Statement 2018-19 (as at 21.8.18)</u></p> <p>The Clerk presented the Budget Statement 2018-19 as at 5th November 2018. This showed forecast income of £27,242 and forecast expenditure of £12,993 giving a forecast year end surplus of £14,250.</p> <p>Since the last meeting, the Council approved work to remove the hedges around the hall car park and the purchase of stationery and equipment to meet requirements of GDPR and to provide supplies for a Macmillan coffee morning and future events.</p> <p>The forecast position would be up-dated as the financial year progresses.</p> <p>The Parish Council RESOLVED to agree changes to the Budget Statement.</p>	
<p>3035</p>	<p><u>Bank Reconciliation 2018-19 (as at 5.11.18)</u></p> <p>The bank reconciliation statement was circulated to the Chair and Vice-Chair, who validated it with the on-line statement.</p> <p>The Parish Council have adopted a quarterly internal audit of receipts and payments to further assure financial propriety. Councillor Musson had completed this for the first two quarters of the financial year and provided a report.</p> <p>The Parish Council RESOLVED to note the bank reconciliation.</p>	
<p>3036</p>	<p><u>Bank Mandates</u></p> <p>Councillor Goldfinch pointed out that there was a risk that if one of the two existing signatories were unavailable to authorise on-line payments there might be an unacceptable delay in making a payment. She asked the Council to approve an increase in the number of bank mandates to include another Councillor.</p> <p>The Parish Council RESOLVED to increase the number of bank mandates.</p> <p>Councillor Musson was undertaking quarterly audits and needed to be independent from the banking arrangements. Councillor Minay agreed to become another on-line authoriser. The Clerk would arrange for her to complete the mandate form.</p>	<p>Clerk/FM</p>
<p>3037</p>	<p><u>Budget Setting and Precept 2019-22</u></p> <p>The Parish Council discussed in detail the budget for Council business for the next 3 years.</p>	

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	<p>The Council agreed to separate funding and expenditure for Council business and hall management. The Hall management budget will be discussed by a newly formed Hall Management Committee (HMC) on 10 December and that Committee will report back to the full Council, with recommendations, at their meeting in January.</p> <p>It was noted that there will be no paid Clerk until July, at the earliest. The Parish Council RESOLVED to defer consideration of an appropriate salary and number of hours until next year.</p> <p>The Council RESOLVED that an amount of £750 should be allocated to redesigning the website in 2019. However, it was noted that if the Council is to attempt to meet the requirements of the foundation stage of the Local Council Awards some money may have to be spent on the website this year.</p> <p>The Clerk would investigate the cost of using accounting software (which may allow for more efficient use of the Clerks time) and report back to a later meeting.</p> <p>The proposed budget was based on the assumption that there would be no increase to the Precept requirement, although this would be reviewed at each budget setting period.</p> <p>Darlington Borough Council required notification of the 19-20 Precept by 11th January, 2019. The Clerk to forward confirmation of the agreed Precept of £5,427 for 2019-20.</p> <p>The Parish Council RESOLVED to agree the budget for 19-20 to 20-22 and agreed the Precept of £5,427 for 2019-20.</p>	<p>HMC</p> <p>Clerk</p> <p>Clerk</p>
<p>3038</p>	<p><u>Planning Applications</u></p> <ul style="list-style-type: none"> • The Parish Council noted that the applications at 31 Beaumont Hill and 6 Durham Road were approved subject to conditions. The Council had not raised any objections to these applications. • The Parish Council discussed an application (18/01024/CU) for change of use of part of a garage to a dog grooming business at 32 Burtree Lane and RESOLVED to raise no objections. • The Parish Council discussed an application for full planning permission (18/01037/FUL) for the erection of 3 detached dwellings at 20 Burtree Lane and RESOLVED to object on the grounds of continuing ribbon development along the Lane and the increased risk of traffic accidents due to the proximity of the mini-roundabout. <p>The Clerk will notify Darlington Borough Council accordingly.</p> <p>The Council discussed the lack of opportunity given to Parish Councillors to be involved in setting S106 objectives.</p>	<p>Clerk</p>

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	<p>Councillor Goldfinch had contacted Darlington Borough Council to see whether there was any opportunity to use some of the Section 106 money from the developer at Berrymead Farm for improving the parish amenities. She was advised to approach them when the application for full planning permission was made.</p>	
3039	<p><u>General Data Protection Regulations (GDPR)</u></p> <p>As part of the next stage of implementing the GDPR, the Clerk presented a draft Data Protection Policy.</p> <p>The Parish Council RESOLVED to approve the policy and for it to be published on the website.</p>	Clerk
3040	<p><u>Correspondence</u></p> <ul style="list-style-type: none"> • Friends of the Stockton and Darlington Railway – the Parish Council RESOLVED not to join this organisation at a cost of £50 per year as it offered no obvious benefit to our parish. The clerk will respond to them accordingly. • Tees Valley Village Halls Network – the Parish Council noted the latest newsletter and RESOLVED to consider the use of Volunteer Agreements and Employee Contracts at a later meeting. • Royal Garden Party Invitation – the Parish Council RESOLVED to approach a previous long serving Councillor to see if they would be interested and, if they met the criteria, would be happy for the Council to apply on their behalf. 	Clerk SG
3041	<p><u>Council Matters</u></p> <p>Standing Orders: an updated document was considered by the Council. The Parish Council RESOLVED to accept the policy, subject to some minor amendments.</p> <p>Code of Conduct: a draft updated policy was presented. The Parish Council RESOLVED to accept the policy, subject to some minor amendments.</p> <p>Financial Regulations: a revised policy taking account of the latest legal and other guidance was presented. The Parish Council RESOLVED to accept the policy.</p> <p>Protocol for Working Together: The Parish Council RESOLVED to adopt this informal protocol about the way they work together and all Councillors signed the documents.</p> <p>All policies and protocols will be published on the website as soon as</p>	Clerk

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	<p>possible.</p> <p>Change of name: The Parish Council had agreed to investigate changing the name of the Council to more adequately reflect the community. The Clerk will take this forward.</p> <p>Local Council Award Scheme: Following a short presentation by Councillor Minay, the Parish Council RESOLVED to apply for the foundation level award. The Clerk will review the requirements and present a plan to the January meeting for taking it forward.</p> <p>Risk Management Policy & Plan: The Parish Council RESOLVED to approve version 1.2 of this plan and to review the register twice a year.</p> <p>Fire Risk Assessment and Health and Safety Risk Assessment: drafts of both these documents will be recirculated to Councillors for comment.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk/All</p>
<p>3042</p>	<p><u>Forward and Backward Look</u></p> <p>Feedback from meetings</p> <ul style="list-style-type: none"> • Councillor Goldfinch and the Clerk had attended the County Durham Association of Local Council's AGM on 20 October 2018. This was a short meeting reviewing their work during the year and presenting the budget for the forthcoming years. • The Clerk had attended a Finance Training Course run at the request of the smaller council's forum. This had provided some basic information to help with budget setting and financial management. • The Clerk will contact the Chairman of the Darlington Association of Parish Councils and Parish Meetings to find out what they are planning for the future. <p>Future Events The Parish Council RESOLVED to note the spreadsheet setting out upcoming events and training.</p>	<p>Clerk</p>
<p>3043</p>	<p><u>Marketing and Social Media</u></p> <p>Councillor Profiles: The Clerk will draft a standard template and share this with Councillors.</p> <p>Social Media Guidance: A draft guidance note was considered by the Council. The Parish Council RESOLVED to adopt this guidance note.</p>	<p>Clerk</p>
<p>3044</p>	<p><u>Whessoe Parish Hall</u></p> <p>Separation of hall management from Parish Council: A sub-committee of the Parish Council has been established to take over management of the hall from the Parish Council. Their first meeting is scheduled for 10 December</p>	

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	<p>2018. At the inaugural meeting they will:</p> <ul style="list-style-type: none">• Draft policies and protocols;• Formalise the committee as a charitable organisation;• Establish maintenance and improvement plans for the hall and it's use;• Propose a three year budget plan; and• Report back to Whessoe Parish Council at their January meeting. <p>Car Park Lighting: It was noted that the manual timer for switching the car park lights on and off was proving difficult to set accurately. The Parish Council RESOLVED to replace the existing unit with a digital one. Councillor Musson agreed to take this forward.</p> <p>Key Holding Policy: A draft policy was presented to the Council. The Parish RESOLVED to approve the policy.</p> <p>Contracts:</p> <ul style="list-style-type: none">• Copies of all current contracts are held at the Hall in a contracts file.• Broadband: A contract had been let with PlusNet for the provision of fibre broadband with no telephone line. There had been an issue with the cost (which included erroneously a set-up fee and telephone line), but this has now been resolved satisfactorily.• Hall Lighting Improvement Scheme: LED lighting has been installed throughout the hall. On current consumption figures this should provide a payback in less than 10 years and is a vast improvement on the previous lighting units.• Grounds maintenance: Our current contractor has removed the hedges at the front and side of the car park. This has greatly improved visibility of the Parish Hall.• Signage: The local authority has provided street signs adjacent to the Hall on the A167 saying Parish Hall. <p>Hall Booking Schedule:</p> <ul style="list-style-type: none">• Anvesaka Yoga has provisionally booked the hall for 16 hours a week for 6 weeks starting in January. This is likely to be the most bookings they will take during the year as January is traditionally a popular time for health and fitness activities. <p>The Parish Council RESOLVED to note the up-date.</p> <p>Hall Booking Forms: Councillor Goldfinch presented revised forms for regular and individual bookings. The Parish Council RESOLVED to adopt the forms and to use the one for individual booking from today and introduce the one for regular users from 1 April 2019.</p> <p>Christmas 2018: Councillor Musson invited the Council to consider providing festive lights, a tree and maybe an event to celebrate Christmas. The Council</p>	TM
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	<p>discussed the proposal and felt that there was insufficient time to arrange an event this year but felt it was something the Hall Management Committee could take forward in future years. The Council was aware though that the increased visibility of the Hall meant that festive lighting, etc might promote interest in the Hall during this period.</p> <p>The Parish Council RESOLVED to provide a budget of £250 to fund festive lighting that could be used in this and future financial years. This would be taken forward by Councillors Musson, Minay and Dawson.</p>	TM, FM, SD
3045	<p><u>Date and Time of Next Meeting</u></p> <p>Dates for meetings during 2018-19 were agreed as follows:</p> <p>Meetings of Whessoe Parish Council: Parish Council Meeting – Monday, 28th January 2019 – 7.00 pm Parish Council Meeting – Monday, 25th March 2019 – 7.00 pm Annual Meeting – Monday, 20th May 2019 – 7.00 pm</p> <p>Annual Parish Meeting: Annual Parish Meeting – Monday, 20th May 2019 – 6.30 pm to 7.00 pm</p> <p>The Parish Council RESOLVED that the Parish Council will meet on the above dates during 2018-19.</p> <p>The next meeting will be the Whessoe Parish Council Meeting to be held on Monday, 28th January 2019 at 7.00 pm in the Meeting Room at Whessoe Parish Hall.</p>	

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