

# Whessoe Parish Council

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## MINUTES of the Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Monday 26<sup>th</sup> January 2026, at 7.00 pm.

**Present:** Councillor D Woodley    Councillor S Goldfinch (Vice Chair)    Councillor T Musson  
 Councillor F Minay    Councillor C Stewart    Councillor M Singh Bains  
 Borough Councillor R Lawley  
 Parish Clerk – B Goldfinch

MINUTE NO.	ITEM	ACTION
68.25	<p><b><u>Introduction</u></b></p> <p><b><u>Apologies for Absence</u></b></p> <p>Councillor S Patterson sent apologies, which were accepted by the Parish Council.</p>	
69.25	<p><b><u>Public Participation</u></b></p> <p>None.</p>	
70.25	<p><b><u>Declarations of Interest</u></b></p> <p>None.</p>	
71.25	<p><b><u>Minutes of the meeting of Whessoe Parish Council – 1<sup>st</sup> December 2025</u></b></p> <p>The Minutes of the meeting of Whessoe Parish Council held on the 1<sup>st</sup> December 2025 were presented.</p> <p>The Council <b>RESOLVED</b> that the Minutes of the meeting of Whessoe Parish Council held on the 1<sup>st</sup> December 2025 be approved and signed.</p> <p><b><u>Action Points</u></b></p> <ul style="list-style-type: none"> <li>• All actions are covered in the Agenda.</li> </ul>	
72.25	<p><b><u>Planning</u></b></p> <p><b>Planning Committee</b></p> <ul style="list-style-type: none"> <li>• There have been no meetings since the last Council meeting.</li> </ul> <p><b>Planning Applications Log</b></p> <ul style="list-style-type: none"> <li>• The Council <b>RESOLVED</b> to note the planning applications log.</li> </ul>	

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

73.25	<p><b><u>Parish Councillor Vacancy</u></b></p> <ul style="list-style-type: none"> <li>• None at present.</li> </ul>																																																																																					
74.25	<p><b><u>Clerk &amp; Responsible Finance Officer</u></b></p> <p><b>Staffing Committee</b></p> <ul style="list-style-type: none"> <li>• No update for this meeting</li> </ul>																																																																																					
75.25	<p><b><u>Finance</u></b></p> <p><b>Bank Reconciliation November and December 2025</b> Councillors Patterson and Minay reconciled the bank account against the cashbook on 8<sup>th</sup> December and 12 January 2026 respectively.</p> <p><b>Financial/Budget Statement to 31<sup>st</sup> December 2025</b> The Clerk presented the Financial Statement for the period.</p> <p>Receipts totalled <b>£21,279</b> of which £13,525 came from the precept. The Council spent <b>£13,970</b> to the end of the period.</p> <p><b>Payments more than £100 are as follow.</b></p> <table border="1" data-bbox="339 999 1331 1921"> <thead> <tr> <th>Date Paid</th> <th>Transaction Detail</th> <th>Total</th> <th>Payee Name</th> </tr> </thead> <tbody> <tr> <td>16/04/25</td> <td>Annual Subscription</td> <td>£ 313.69</td> <td>CDALC</td> </tr> <tr> <td>16/04/25</td> <td>Internal Audit</td> <td>£ 100.00</td> <td>Kevin Pearce</td> </tr> <tr> <td>16/04/25</td> <td>Accounting Software</td> <td>£ 243.60</td> <td>Rialtas Business Solutions</td> </tr> <tr> <td>17/04/25</td> <td>Gas March</td> <td>£ 163.81</td> <td>EDF</td> </tr> <tr> <td>20/05/25</td> <td>Replacement for broken window</td> <td>£ 225.00</td> <td>Peter Bean</td> </tr> <tr> <td>29/05/25</td> <td>Insurance</td> <td>£ 677.18</td> <td>Zurich Insurance</td> </tr> <tr> <td>10/06/25</td> <td>Office 365</td> <td>£ 104.99</td> <td>Microsoft</td> </tr> <tr> <td>27/06/25</td> <td>PAYE Q1</td> <td>£ 405.00</td> <td>HMRC</td> </tr> <tr> <td>27/06/25</td> <td>Booking Software</td> <td>£ 265.00</td> <td>Hallmaster</td> </tr> <tr> <td>30/06/25</td> <td>Clerk's Salary Q1</td> <td>£ 1,620.40</td> <td>Clerk</td> </tr> <tr> <td>07/07/25</td> <td>Hall Maintenance (roof)</td> <td>£ 100.00</td> <td>Dave Woodley</td> </tr> <tr> <td>08/09/25</td> <td>Ink cartridges, teaspoons and HDMI wall plate</td> <td>£ 108.18</td> <td>Amazon</td> </tr> <tr> <td>29/09/25</td> <td>PAYE Q2</td> <td>£ 405.00</td> <td>HMRC</td> </tr> <tr> <td>29/09/25</td> <td>Clerk's Salary Q2</td> <td>£1,620.40</td> <td>Clerk</td> </tr> <tr> <td>01/10/25</td> <td>Replacement Website</td> <td>£ 258.00</td> <td>Plexus Media Ltd</td> </tr> <tr> <td>09/10/25</td> <td>Replacement Laptop</td> <td>£ 299.99</td> <td>Amazon</td> </tr> <tr> <td>13/10/25</td> <td>Roof Repair</td> <td>£ 720.00</td> <td>C Park DHM Roofing</td> </tr> <tr> <td>13/10/25</td> <td>Boiler Service &amp; certification</td> <td>£ 300.00</td> <td>MHL Ltd</td> </tr> <tr> <td>02/12/25</td> <td>Fire extinguisher service and replacement extinguisher</td> <td>£ 123.24</td> <td>Churches Fire Security</td> </tr> <tr> <td>02/12/25</td> <td>Christmas Tree</td> <td>£ 519.60</td> <td>Croft Christmas Trees</td> </tr> </tbody> </table>	Date Paid	Transaction Detail	Total	Payee Name	16/04/25	Annual Subscription	£ 313.69	CDALC	16/04/25	Internal Audit	£ 100.00	Kevin Pearce	16/04/25	Accounting Software	£ 243.60	Rialtas Business Solutions	17/04/25	Gas March	£ 163.81	EDF	20/05/25	Replacement for broken window	£ 225.00	Peter Bean	29/05/25	Insurance	£ 677.18	Zurich Insurance	10/06/25	Office 365	£ 104.99	Microsoft	27/06/25	PAYE Q1	£ 405.00	HMRC	27/06/25	Booking Software	£ 265.00	Hallmaster	30/06/25	Clerk's Salary Q1	£ 1,620.40	Clerk	07/07/25	Hall Maintenance (roof)	£ 100.00	Dave Woodley	08/09/25	Ink cartridges, teaspoons and HDMI wall plate	£ 108.18	Amazon	29/09/25	PAYE Q2	£ 405.00	HMRC	29/09/25	Clerk's Salary Q2	£1,620.40	Clerk	01/10/25	Replacement Website	£ 258.00	Plexus Media Ltd	09/10/25	Replacement Laptop	£ 299.99	Amazon	13/10/25	Roof Repair	£ 720.00	C Park DHM Roofing	13/10/25	Boiler Service & certification	£ 300.00	MHL Ltd	02/12/25	Fire extinguisher service and replacement extinguisher	£ 123.24	Churches Fire Security	02/12/25	Christmas Tree	£ 519.60	Croft Christmas Trees	
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	02/12/25	Christmas Party Entertainment final payment	£ 160.00	S W Enterprises	
	17/12/25	Gas November	£ 151.63	EDF Energy	
	30/12/25	PAYE Q3	£ 431.00	HMRC	
	30/12/25	Clerk's Salary Q3	£1,724.40	Clerk	
	<p><b><u>Banking – outstanding action</u></b></p> <ul style="list-style-type: none"> <li>The Council's bankers, Lloyds, are charging a monthly fee to continue banking with them. The charges that affect the Council's account are a £4.25 fee per month plus 42p for every manual transaction (paying in cheques and cash).</li> <li>At the moment there are no manual transactions.</li> <li>The Clerk will investigate alternative options.</li> </ul>				Clerk
76.25	<p><b><u>IT - Website and Email</u></b></p> <ul style="list-style-type: none"> <li>The Parish Council's new website went live on 25<sup>th</sup> September 2025. There are some issues with the documentation that the Clerk is addressing.</li> </ul> <p><b><u>Laptop – outstanding action</u></b></p> <ul style="list-style-type: none"> <li>The installed operating system, Windows 11 home, was updated to Windows 11 Pro and both the laptop and backup drive have been encrypted using BitLocker.</li> </ul>				Clerk
77.25	<p><b><u>Policies</u></b></p> <ul style="list-style-type: none"> <li>General Data Protection Regulations (UK) – the Parish Council has had updated advice on compliance with these regulations.</li> <li>The Clerk presented a short paper explaining the change to Assertion 10 in the Annual Governance and Accountability Return. These were the identified actions. <ul style="list-style-type: none"> <li><b>IT Policy</b> – The Council discussed the proportionality of the NALC Model policy and agreed that it was not proportionate for this Council. The Clerk and Councillor Goldfinch will draft a more sensible one for this Council</li> <li><b>Web accessibility/Compliance</b> – according to the website host the current website is compliant with the necessary standards and is labelled as such.</li> <li><b>Emails</b> – we have the required email address for the clerk (and a gov.uk website domain name). There is no need, currently, for all Councillors to have a gov.uk address.</li> <li><b>Data Protection</b> – The Clerk is working on the roadmap suggested by NALC to meet the Information Commissioner's requirements.</li> </ul> </li> </ul>				Clerk  Clerk/SG  Clerk

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78.25	<p><b><u>Correspondence</u></b></p> <ul style="list-style-type: none"> <li>• Clerks and Councils Direct was passed to Councillor D Woodley.</li> </ul>	
79.25	<p><b><u>Events and Training</u></b></p> <ul style="list-style-type: none"> <li>• The Council noted the events and training log.</li> </ul>	
80.25	<p><b><u>Marketing and social media</u></b></p> <ul style="list-style-type: none"> <li>• Notice Board on Berrymead Farm – Storey Homes has been approached to see if they would sponsor and install a notice board on the site. The Clerk will pursue a response.</li> </ul>	Clerk
81.25	<p><b><u>Whessoe Parish Hall Committee</u></b></p> <ul style="list-style-type: none"> <li>• The Hall Committee met on 13<sup>th</sup> January 2026. An update was provided by Councillor Goldfinch.</li> </ul> <p><b>Contracts</b></p> <ul style="list-style-type: none"> <li>• The Gas contract with Octopus started on 21<sup>st</sup> December 2025.</li> <li>• As part of a winter programme the Clerk will ask for the trees in the car park to be trimmed and for the pressure washing to be carried out.</li> <li>• M H Gorman will be approached to investigate the issues with the circuits tripping, the apparent high use of electricity, the hum in the main hall and the fuse board being too close to the gas supply.</li> </ul> <p><b>Hall bookings</b></p> <ul style="list-style-type: none"> <li>• The Clerk would circulate the latest version of the hall opening rota.</li> </ul> <p>POST MEETING NOTE: Done 29<sup>th</sup> January 2026.</p>	Clerk Clerk
82.25	<p><b><u>Whessoe Parish Social Committee</u></b></p> <ul style="list-style-type: none"> <li>• The Social Committee met on 12<sup>th</sup> January 2026. An update was provided by Councillor Minay.</li> </ul> <p><b>Events</b></p> <ul style="list-style-type: none"> <li>• The last quiz night for this financial year is scheduled for 13<sup>th</sup> March. Councillor Minay is hosting. The proceeds from all the years quizzes will be donated to Darlington Samaritans.</li> <li>• Dates for future quiz nights were set and volunteers for hosting are being sought. The dates are</li> </ul>	

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83.25	<p><b><u>Date and Time of Future Meetings</u></b></p> <p><b>Meetings of Whessoe Parish Council:</b></p> <p>Parish Council Meeting – Monday, 23<sup>rd</sup> March 2026 – 7.00 pm  Annual Meeting – Wednesday 20<sup>th</sup> May 2025 – 7.00 pm</p> <p><b>Annual Parish Meeting:</b></p> <p>Annual Parish Meeting – Wednesday 20<sup>th</sup> May 2025 – 6.30 pm to 7.00 pm</p>																							

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