

# Whessoe Parish Council

## MINUTES of the Annual Meeting of Whessoe Parish Council held at Whessoe Parish Hall on Wednesday 21<sup>st</sup> May 2025, at 7.00 pm.

**Present:** Councillor D Woodley (Chair) Councillor C Stewart  
Councillor F Minay Councillor T Musson  
Councillor S Patterson Councilor S Goldfinch  
One member of the public  
Parish Clerk – B Goldfinch

MINUTE NO.	ITEM	ACTION
1.25	<p><b><u>Election of Officers</u></b></p> <p>Chair: Councillor Woodley was elected unanimously. Proposed Councillor Goldfinch and seconded by Councillor Minay.</p> <p>Vice- Chair: Councillor Goldfinch was elected unanimously. Proposed Councillor Woodley and seconded by Councillor Patterson.</p> <p>Hall Committee: Councillors Musson, Goldfinch and Woodley. Social Committee: Councillors Minay, Stewart and Patterson. Staffing Committee: Councillors Minay, Patterson and Woodley.</p> <p>Chairs will be elected at the next meeting of each committee.</p>	
2.25	<p><b><u>Apologies for Absence</u></b></p> <p>Apologies were received from Borough Councillor R Lawley.</p>	
3.25	<p><b><u>Public Participation</u></b></p> <p>No questions were raised by the member of the public.</p>	
4.25	<p><b><u>Declarations of Interest</u></b></p> <p>Councillor Minay expressed an interest in the selection of a charity(ies) – Social committee item below.</p>	
5.25	<p><b><u>Minutes of the Meeting of Whessoe Parish Council – 24<sup>th</sup> March 2024</u></b></p> <p>The Minutes of the Meeting of Whessoe Parish Council held on the 24<sup>th</sup> March 2025 were presented.</p>	

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

	<p>The Council <b>RESOLVED</b> that the Minutes of the Meeting of Whessoe Parish Council held on the 24<sup>th</sup> March 2024 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>	
6.25	<p><b><u>Planning</u></b></p> <p><b>Planning committee report – 14<sup>th</sup> April</b>  The Council noted the report of the planning committee who considered:</p> <ul style="list-style-type: none"> <li>• Planning Application: 25/00280/FUL. Proposal: Alterations and increase of roof height to facilitate the addition of first floor habitable space, including two storey extension to front elevation with the addition of dormer window to front roof slope, bay window and portico porch, two storey extensions to side and rear elevations with Juliette balcony to first floor rear elevation, alterations to windows and doors, internal alterations and associated works at 76 Beaumont Hill. <ul style="list-style-type: none"> <li>○ The Committee <b>RESOLVED</b> to raise no objections.</li> </ul> </li> <li>• Planning Application 25/00332/RM1. Proposal: Application for reserved matters approval relating to access (secondary), appearance, landscaping, layout, and scale for the erection of 142 No. dwellings (Use Class C3) and associated infrastructure, parking and landscaping relating to Cells L, M and O within Burtree Garden Village (Phase 1). <ul style="list-style-type: none"> <li>○ The Committee <b>RESOLVED</b> to raise no objections.</li> </ul> </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>	
7.25	<p><b><u>Parish Councillor Vacancy</u></b></p> <ul style="list-style-type: none"> <li>• The Council published a notice of the vacancy between 14th April and 7th May. There was no call for an election and the Parish Council are free to co-opt as they wish.</li> <li>• An application to join the Council was made by Mandip Singh Bains. Councillor Goldfinch proposed co-option and this was seconded by Councillor Woodley. Mandip Singh Bains was unanimously co-opted to Whessoe Parish Council.</li> <li>• The Clerk will ensure the necessary forms are completed and sent to the monitoring officer. POST MEETING NOTE: Completed 28th May 2025.</li> </ul>	
8.25	<p><b><u>Clerk &amp; Responsible Finance Officer</u></b></p> <p><b>Staffing Committee</b></p>	

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

	At the next meeting the Committee, after electing a chair, will review the terms of reference and cover off the Clerk’s appraisal for the year just ended.	Staffing Committee																																																																																																
9.25	<p><b><u>Finance</u></b></p> <p><b>Quarterly Audit</b> The 4<sup>th</sup> quarterly audit was carried out by Councillor Musson on 7<sup>th</sup> April.</p> <p><b>Bank Reconciliation March 2025</b> Councillors Patterson and Minay reconciled the bank account against the cashbook on 15<sup>th</sup> April 2025.</p> <p><b>Financial/Budget Statement to 31<sup>st</sup> March 2025</b> The Clerk presented the Financial Statement for the period.</p> <p>Receipts totalled <b>£20,694</b> of which £11,880 came from the precept. The Council spent <b>£19,813</b> to the end of the period.</p> <p><b>£881</b> was added to the general reserve.</p> <p><b>Payments more than £100 are as follow.</b></p> <table><tr><th>Date Paid</th><th>Transaction Detail</th><th>Total</th><th>Payee Name</th></tr><tr><td>05/04/2024</td><td>Accounting Software Subscription</td><td>£ 230.40</td><td>Rialtas Business Solutions</td></tr><tr><td>07/04/2024</td><td>Internal Audit</td><td>£ 100.00</td><td>Kevin Pearce</td></tr><tr><td>17/04/2024</td><td>Gas March</td><td>£ 167.11</td><td>EDF</td></tr><tr><td>07/05/2024</td><td>Grounds Maintenance</td><td>£ 1,115.10</td><td>Cleanzone</td></tr><tr><td>07/05/2024</td><td>NALC/CDALC Subscription</td><td>£ 245.26</td><td>CDALC</td></tr><tr><td>17/05/2024</td><td>Insurance</td><td>£ 663.46</td><td>Zurich Municipal</td></tr><tr><td>17/05/2024</td><td>Gas April</td><td>£ 106.19</td><td>EDF</td></tr><tr><td>04/06/2024</td><td>Smoke and Fire Alarms</td><td>£ 234.00</td><td>M H Gorman</td></tr><tr><td>13/06/2024</td><td>Grounds Maintenance</td><td>£ 391.00</td><td>Cleanzone</td></tr><tr><td>13/06/2024</td><td>Hall Booking Subscription</td><td>£ 265.00</td><td>Hallmaster</td></tr><tr><td>21/06/2024</td><td>Balloonist Entertainer</td><td>£ 165.00</td><td>A P Young</td></tr><tr><td>21/06/2024</td><td>Band for summer event</td><td>£ 320.00</td><td>Will Jackson</td></tr><tr><td>28/06/2024</td><td>PAYE Q1</td><td>£ 388.60</td><td>HMRC</td></tr><tr><td>28/06/2024</td><td>Clerks Salary Q1</td><td>£ 1,554.90</td><td>Clerk</td></tr><tr><td>08/07/2024</td><td>Grounds Maintenance</td><td>£ 391.00</td><td>Cleanzone</td></tr><tr><td>22/07/2024</td><td>Cleaning May and June</td><td>£ 105.00</td><td>Jean Bowyer</td></tr><tr><td>05/08/2024</td><td>Grounds Maintenance</td><td>£ 391.00</td><td>Cleanzone</td></tr><tr><td>04/09/2024</td><td>Water Rates</td><td>£ 248.06</td><td>Wave Water</td></tr><tr><td>09/09/2024</td><td>Grounds Maintenance</td><td>£ 391.00</td><td>Cleanzone</td></tr><tr><td>30/09/2024</td><td>PAYE Q2</td><td>£ 388.60</td><td>HMRC</td></tr><tr><td>30/09/2024</td><td>Clerks Salary Q2</td><td>£ 1,554.90</td><td>Clerk</td></tr><tr><td>02/10/2024</td><td>Grounds Maintenance</td><td>£ 436.00</td><td>Cleanzone</td></tr><tr><td>14/10/2024</td><td>Building Maintenance</td><td>£ 100.00</td><td>D W Woodley</td></tr></table>	Date Paid	Transaction Detail	Total	Payee Name	05/04/2024	Accounting Software Subscription	£ 230.40	Rialtas Business Solutions	07/04/2024	Internal Audit	£ 100.00	Kevin Pearce	17/04/2024	Gas March	£ 167.11	EDF	07/05/2024	Grounds Maintenance	£ 1,115.10	Cleanzone	07/05/2024	NALC/CDALC Subscription	£ 245.26	CDALC	17/05/2024	Insurance	£ 663.46	Zurich Municipal	17/05/2024	Gas April	£ 106.19	EDF	04/06/2024	Smoke and Fire Alarms	£ 234.00	M H Gorman	13/06/2024	Grounds Maintenance	£ 391.00	Cleanzone	13/06/2024	Hall Booking Subscription	£ 265.00	Hallmaster	21/06/2024	Balloonist Entertainer	£ 165.00	A P Young	21/06/2024	Band for summer event	£ 320.00	Will Jackson	28/06/2024	PAYE Q1	£ 388.60	HMRC	28/06/2024	Clerks Salary Q1	£ 1,554.90	Clerk	08/07/2024	Grounds Maintenance	£ 391.00	Cleanzone	22/07/2024	Cleaning May and June	£ 105.00	Jean Bowyer	05/08/2024	Grounds Maintenance	£ 391.00	Cleanzone	04/09/2024	Water Rates	£ 248.06	Wave Water	09/09/2024	Grounds Maintenance	£ 391.00	Cleanzone	30/09/2024	PAYE Q2	£ 388.60	HMRC	30/09/2024	Clerks Salary Q2	£ 1,554.90	Clerk	02/10/2024	Grounds Maintenance	£ 436.00	Cleanzone	14/10/2024	Building Maintenance	£ 100.00	D W Woodley	
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11/11/2024	Web Hosting 2024	£ 216.00	White Digital
11/11/2024	Ground Maintenance	£ 195.50	Cleanzone
13/11/2024	Flagpole	£ 105.60	Flags and Flagpoles
03/12/2024	Christmas Party Entertainer	£ 175.00	S W Enterprises
17/12/2024	Gas November	£ 142.52	EDF
30/12/2024	PAYE Q3	£ 437.80	HMRC
30/12/2024	Clerk's Salary Q3	£ 1,751.40	Clerk
07/01/2025	Web Hosting 2025	£ 432.00	White Digital
18/02/2025	Gas January	£ 207.27	EDF
03/03/2025	Water Rates	£ 116.76	Wave Water
18/03/2025	Gas February	£ 120.32	EDF
28/03/2025	PAYE Q4	£ 405.00	HMRC
31/03/2025	Clerk's Salary Q4	£ 1,620.40	Clerk

The Parish Council **RESOLVED** to note the financial/budget report to 31<sup>st</sup> March 2025.

#### **Asset Register**

The Parish Council **RESOLVED** to agree the publication on the Council's website of the updated asset register.

#### **Direct Debits**

The Parish Council **RESOLVED** to approve the direct debits listed below.

<b>Direct debit for</b>	<b>Frequency</b>	<b>Payee</b>
Gas	Monthly	EDF
Electricity	Monthly	Octopus
Water	Bi-annual	Wave
Rates	Monthly	Darlington Borough Council
Broadband	Monthly	BT
Microsoft 365	Annual	Microsoft
Website Hosting	Annual	Maitland
Mobile Phone	Monthly	Vodafone

#### **Bank Reconciliation April 2025**

Councillors Patterson and Minay reconciled the bank account against the cashbook on 20<sup>th</sup> May 2025.

#### **Financial/Budget Statement to 30<sup>th</sup> April 2025**

The Clerk presented the Financial Statement for the period.

Receipts totalled **£14,677** of which £13,525 came from the precept. The Council spent **£1,234** to the end of the period.

**Payments more than £100 are as follow.**

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

	<table><tr><th>Date Paid</th><th>Transaction Detail</th><th>Total</th><th>Payee Name</th></tr><tr><td>16/04/2025</td><td>Annual Subscription</td><td>£ 313.69</td><td>CDALC</td></tr><tr><td>16/04/2025</td><td>Internal Audit</td><td>£ 100.00</td><td>Kevin Pearce</td></tr><tr><td>16/04/2025</td><td>Accounting Software</td><td>£ 243.60</td><td>Rialtas Business Solutions</td></tr><tr><td>17/04/2025</td><td>Gas March</td><td>£ 163.81</td><td>EDF</td></tr></table> <p><b>Banking</b></p> <ul style="list-style-type: none"><li>• The Council’s bankers, Lloyds, have notified the Council that they plan to charge 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>• The Clerk will investigate alternative options, in particular National Westminster who currently do not charge non-profit making enterprises.</li></ul>	Date Paid	Transaction Detail	Total	Payee Name	16/04/2025	Annual Subscription	£ 313.69	CDALC	16/04/2025	Internal Audit	£ 100.00	Kevin Pearce	16/04/2025	Accounting Software	£ 243.60	Rialtas Business Solutions	17/04/2025	Gas March	£ 163.81	EDF	Clerk
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10.25	<p><b><u>Annual Governance &amp; Accountability Return (AGAR) 2024-25</u></b></p> <p><b>Internal Audit</b></p> <ul style="list-style-type: none"><li>• The Parish Council formally approved Kevin Pearce as our internal auditor.</li><li>• The Council <b>RESOLVED</b> to accept the internal audit report.</li></ul> <p><b>AGAR</b></p> <p>The Council <b>RESOLVED</b> to certify itself exempt from limited assurance review, approve the annual governance statement and approve the accounting statements.</p> <p>The Clerk will send the relevant documents to the external auditor, publish everything on the website and post the exercise of public rights notification at the appropriate time.</p>	Clerk																				
11.25	<p><b><u>IT</u></b></p> <ul style="list-style-type: none"><li>• The Clerk is investigating a new website host and will report progress at the meeting in July.</li></ul>	Clerk																				
12.25	<p><b><u>Policies</u></b></p> <ul style="list-style-type: none"><li>• Councillor Goldfinch introduced the documents and policies register for the Parish Council. She went through each policy outlined by CDALC reviewing where we have them in place and providing explanations where the Parish Council feel they are not proportionate.</li><li>• She would be writing an Employment Policy and Staff Handbook and bringing them for approval to a future Parish Council meeting.</li><li>• She would review some issues she had discovered with the Clerk and if necessary make amendments.</li></ul>	SG  Clerk/SG																				
13.25	<p><b><u>Correspondence</u></b></p>																					

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

	<ul style="list-style-type: none"> <li>• Clerks and Councils Direct was passed to Councillor Bains.</li> <li>• Every Councillor was issued with a copy of the latest Good Councillor Guide.</li> </ul>	
14.25	<p><b><u>Events and Training</u></b></p> <p>The Council noted the events and training log.</p>	
15.25	<p><b><u>Marketing and social media</u></b></p> <p>There was nothing to discuss under this item.</p>	
16.25	<p><b><u>Whessoe Parish Hall Committee</u></b></p> <p>The Hall Committee met on 14<sup>th</sup> April 2025. An update of the significant changes from the last Parish Council meeting was provided by Councillor Woodley.</p> <p><b>Contracts</b></p> <ul style="list-style-type: none"> <li>• After discussion with Zurich, the annual insurance renewal quote was reduced from £717 to £677. The Parish Council <b>RESOLVED</b> to accept this proposal.</li> <li>• Grounds maintenance is being carried out by Darren Crang.</li> </ul> <p><b>Hall bookings</b></p> <ul style="list-style-type: none"> <li>• There are currently ten regular hirers generating receipts of around £500.</li> <li>• There has been some issues with the one-off hirers. The Hall Committee will discuss how best to manage them at their next meeting.</li> </ul>	
17.25	<p><b><u>Whessoe Parish Social Committee</u></b></p> <p>The Social Committee met on 24<sup>th</sup> April 2025. An update was provided by Councillor Minay.</p> <p>Key points were:</p> <ul style="list-style-type: none"> <li>• The quiz night scheduled for 30 May 2025 would be cancelled due to lack of interest.</li> <li>• The Committee will review all the dates for future quiz nights and revise them as necessary.</li> <li>• All proceeds from future quiz nights would be banked by the host as soon as possible after the event.</li> <li>• The Parish Council agreed this year's chosen charity would be Darlington Samaritans.</li> </ul>	
18.25	<p><b><u>Date and Time of Future Meetings</u></b></p> <p>Dates for meetings were agreed as follows:</p>	

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

	<p><b>Meetings of Whessoe Parish Council:</b></p> <p>Parish Council Meeting – Monday, 28<sup>th</sup> July 2025 – 7.00 pm</p> <p>Parish Council Meeting – Monday, 22<sup>nd</sup> September 2025 – 7.00 pm</p> <p>Budget &amp; Precept Setting Meeting – Monday 24<sup>th</sup> November 2025 – 7.00 pm</p> <p>Parish Council Meeting – Monday, 26<sup>th</sup> January 2026 – 7.00 pm</p> <p>Parish Council Meeting – Monday, 23<sup>rd</sup> March 2026 – 7.00 pm</p> <p>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> <p>The Council <b>RESOLVED</b> that the Parish Council will meet on the above dates during 2025-26.</p>	
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Signed..... Date.....

Chair of the Parish Council