

South Croxton Parish Council

Minutes of the Parish Meeting on Thursday 6th September 2018 at 18.30

in the South Croxton Village Hall

Councillors present: Cllr JoAnne Charles, Cllr Richard Spokes,
Cllr Liz Norton, Cllr Stephen Goodger (co-opted)

Councillors not present: Cllr Paul Gant

In attendance: Stephen Johnson - Clerk

Also present: 2 village residents

Meeting opened at 18.30

1. Welcome

Cllr Charles opened the meeting and welcomed all present.

2. Apologies for absence

Cllr Grimshaw and Cllr Seaton sent their apologies which were accepted by the Council.

3. Appointment of Chairman for this meeting

Cllrs were asked for names wishing to be Chairman - none were forthcoming. Cllr Charles then agreed to act as Chair for the remainder of the year and duly signed a Declaration of Acceptance of Office of Chairman before the clerk who also signed as Proper Officer witnessing the Declaration.

4. Member Vacancy – Co Option of Councillor

Member of the public Mr Stephen Goodger agreed to fill the vacancy and duly signed a Declaration of Acceptance of Office before the Clerk who also signed as Proper Officer witnessing the Declaration. The qualifications for membership were briefly explained by Madame Chairman and this was followed up after the meeting with an introduction to the Code of Practice and completion of the Register of Interests.

5. Disclosure of Interests

None were declared at the start of the meeting.

Page 694

Confirmed:

Chairman

Date:

6. Confirm the minutes of the previous meeting on 5th July 2018

Copies of Minutes were now a corrected version and Cllr Charles proposed to approve the minutes, seconded by Cllr Norton. The minutes were approved and signed as a true record.

7. Matters arising from previous minutes

Clerk had corrected an error in the amount stated for the Current Account Balance for the minutes of the 5th July meeting and the previous 7th June meeting.

8. Clerks Report

- a) The Clerk reported that the storage costs for the computer data in iCloud would be £59.99 per annum. Other methods were considered but Councillors were in favour of Cloud due to risks of hardware storage security.
- b) It was proposed that replacements be obtained for the 2 Village Notice Boards which are in dilapidated condition, and no longer weather proof. Cost for each will be c£2000 and grant monies may be available. Clerk to proceed getting 3 quotes and grant details for Cllrs to decide at a later meeting.
- c) Appointment of Internal Auditor has been explored. Clerk is awaiting a response from LRALC.
- d) Clerks contract had been circulated to Cllrs earlier in the month. A copy of the document, including a job description and a disciplinary and grievance procedure, was signed by Madame Chairman and the Clerk thus completing the lawful procedure for the employment of the Clerk.
- e) The Defibrillator had been checked on 14th August 2018 and confirmation of the new Clerk had been acknowledged by the control agency. Batteries were due for renewal in 2019 and pads in 2020. Discussion ensued about the defibrillator use, access to the code, and telephone reception, at the site. Clerk to investigate and report back.
- f) The funding application for the 'Play a Part' project feasibility study was submitted on 24th August and the commencement date is 3rd December 2018.

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- g) The old SCPC computer had been rendered unserviceable due to a virus infection. Attempts to rectify the problem have failed. An offer to scrap the equipment in accordance with the current recycling processes at no cost to the Parish Council has been made. Councillors unanimously accepted this offer.

9. Planning Matters

A list of live applications was circulated to Cllrs at the meeting. Discussion took place concerning these applications. Comments about P/18/1599/2 could not be clearly made due to the size of Drawings obtained for the discussion; comments are needed by 14/09/2018. Cllrs are requested to look at this application using their own facilities which feature the ability to enlarge the drawings. It was noted that it would be helpful to have a list of applications to be discussed printed on a meeting agenda to enable Cllrs to view enlarged drawing prior to attending a Parish Council meeting. Prior to considering application P/18/1632/2 Cllr Spokes declared an interest.

10. Financial Matters

Bank balances for the Current Account and Business Reserve Account were given to Cllrs at the meeting. They were:

Bank Balances:

| | |
|--------------------------|----------|
| Current Account | £8518.57 |
| Business Reserve Account | £5095.00 |

Budget Control:

| | |
|---------------------------------|----------|
| Total spend to date for year | £4060.61 |
| Estimate still to spend in year | £7516.00 |

Expenditure since last Meeting:

Due to there being no Meeting in August and awaiting a new Cheque Book there were no expenditures since the last meeting in July 2018.

Cheques signed at this meeting were as follows:

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| 801 | Print and Buying Services Ltd (Computer) | £585.74 |
| 802 | Technical Turf (Mowing Playing field) inv.1163 | £ 78.41 |
| 803 | Technical Turf (Mowing Playing field) inv.1150 | £ 78.41 |

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| 804 | Clerks Wages (July 2018) | £109.33 |
| 805 | Clerks Expenses (July 2018) | £ 30.96 |
| 806 | HMRC (July 2018) | £ 27.20 |
| 807 | HMRC (August 2018) | £ 31.60 |
| 808 | Clerks Wages (August 2018) | £126.49 |
| 809 | Clerks Expenses (August 2018) | £ 29.88 |
| 810 | Information Commissioners Office (GDPR) | £ 40.00 |
| 811 | Clerks Mileage (July/August 2018) | £ 15.00 |

N.B. All expenditures are fully receipted in detail – Parish Council’s accounts are audited annually under the Accounts and Audit Regulations 2015.

The Governance and Accounting Statements along with the External Auditors Report and Certificate are published on the Parish Council website annually.

Local government electors and their representatives have the opportunity to question the appointed Auditor about the accounting records and the right to make an objection at the appropriate time notified in the Annual Notice of Public Rights.

New Banking Mandate to be signed:

The relevant forms had been obtained from the Bank before the meeting and were duly signed by Cllrs and Clerk, the clerks signature needed to receive bank statements and obtain replacement cheque books. The Clerk is not permitted to sign cheques which can only be authorised by the signatures of 2 registered Councillor.

11. Community Contribution Fund – Request for Grants

In order to bring clarity to this facility the Council has provided an application proforma to be completed by those seeking a grant. The proforma includes the requirements needed to enable Cllrs to determine awards. The proforma detail was unanimously agreed by Councillors and a resolution passed to adopt its use.

Copies will soon be available from the Clerk or on the Parish Council website and should be returned on completion with associated documents to the Clerk or a Councillor. It is envisaged that awards will be made in November of each year.

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12.GDPR – General Data Protection Regulations 2018

The Law has changed pertaining to Data Protection and we are now subject to the General Data Protection Regulations 2018. The Clerk described the steps required to ensure compliance which included **Privacy Notices** (and who they applied to), a new **Data Protection Policy**, **Subject Access Requirements Policy** to enable individuals who make a request about information held by the South Croxton Parish Council to obtain that data in hard copy, **A Data Breach Policy** describing how we deal with such an occurrence, and guidance about dealing with the collection and protection of Children's data.

Councillors considered the documents provided for this new legislation produced from the Information Commissioners Office via Leicestershire and Rutland Association of Local Councils (LRALC) and National Association of Local Councils (NALC). They agreed to adopt the guidance in full and a resolution was passed to this effect.

The documents will be added to the SCPC website in the next few days and guidance regarding how data will be used will be included on the Website Home Page and on the Notice Boards in the Village.

13.Street Lights in South Croxton

A reassessment of the LED Modification scheme being run by Leicestershire County Council (LCC) has been carried out to determine the status in our Village. The result is that of 16 lights 12 have been modified. The work was carried out in error, it had not been scheduled, and the costs associated with the work for the 12 lights will be borne by LCC. The work to convert the remaining 4 lights will to be carried out when the relevant forms are available from LCC (17th September 2018) and have been signed by Councillors and returned to them. The costs to complete this work is £2600 +VAT. The affected lights are on Main Street (1), Kings Lane (2), and School Lane (1). Councillors agreed to accept this offer from LCC and a resolution was passed to that effect, including that the invoice would be paid on completion of the work rather than using a financing facility offered by LCC. The Recharge invoice due at the end of the year would be halved dependant on when the work is carried out: a considerable saving indeed.

14. Change to NALC Model Standing Orders

This change came out in July after the annual reviews of Control Documents had been carried out by the Parish Council. There are a number of changes including correction of errors, alignment with GDPR and clarification of Public Contracts. The meeting approved the changes by resolution and a new copy is now held in the Parish Office. This document will be added to the website and made available to Councillors.

15. Neighbourhood Plan – Update

An example of a Landscape Appraisal, part of the work to be done to produce a Neighbourhood Plan was sent to Cllrs by email. This was to highlight to Cllrs the standard and scope of the output required by the Parish, with the assistance of others. Government grant funding is available for this task. Cllrs requested that the Clerk obtain 3 quotations to carry out this work following which efforts would be made to involve the community in the project.

16. Correspondence received

The Clerk omitted to bring the correspondence to the meeting but reported that it was mostly mail shots for play areas and emails of no consequence to the Parish.

17. Opportunity for Members of the Public to speak

Concern was expressed by a member of the public about comments made during the visit to the Parish of the MP, County, and District Councillors, on 28th July 2018, pertinent to the Travellers site. It was pointed out that there had been no feedback from that event and thus Cllrs were unable to comment further.

Other concerns were aired about the use of the Defibrillator particularly the availability of the code number and use of a telephone at the site of the equipment. Cllrs requested the Clerk to revisit this issue and report back at the next meeting on October 4th 2018.

Further issues raised concerning Transparency have been addressed in relevant agenda items.

18.Items for inclusion in the future agenda

None were raised at this meeting.

19.Date of Next Meeting

The next meeting will be on October 4th 2018 commencing at 6.30pm

This Meeting finished at 2045

Confirmed:

Chairman

Date: