

SWINTON PARISH COUNCIL

MINUTES OF THE MEETING OF THE ANNUAL PARISH COUNCIL MEETING HELD AT THE SWINTON READING ROOMS, THURSDAY 22ND MAY 2018

PRESENT: Councillors Paul Cuthbertson (Chairman), Victoria Farrow (Vice Chairman),
Rob Harrison and Rachael Liversidge

Cllr R Davies attended the meeting at 8.25pm

IN ATTENDANCE: Gail Cook (Clerk & Responsible Financial Officer)

18.27 ELECTION OF CHAIRMAN

Cllr R Harrison nominated Cllr P Cuthbertson, this was seconded by Cllr V Farrow

18.28 DECLARATION OF ACCEPTANCE

Cllr P Cuthbertson duly accepted this role and signed the declaration

18.29 ELECTION OF VICE CHAIRMAN

Cllr R Liversidge nominated by Cllr V Farrow, this was seconded by Cllr R Harrison. Cllr V Farrow duly accepted this role.

18.30 APOLOGIES FOR ABSENCE

District Cllr Fiona Farnell

18.31 DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

None

18.32 PUBLIC PARTICIPATION SESSION

None

18.33 MINUTES OF THE LAST MEETING

To receive and confirm the minutes of the meeting of the Parish Council held on 12th April 2018.

18.34 MATTERS ARISING FROM THE LAST MEETING

Cllr P Cuthbertson has been locking the play area gate on an evening.

18.35 MEMBERSHIP OF REPRESENTATIVES TO OUTSIDE BODIES

- | | | | |
|-----|------------------------|---|--------------------|
| (a) | Reading Room Committee | - | Cllr V Farrow |
| (b) | Village Action Group | - | Cllr O Cuthbertson |

ACTION: Clerk to send a letter to BSA Sports Centre asking if they would like a representative from the Parish Council to attend their meetings.

18.36 FINANCIAL MATTERS

- | | | |
|-----|---|---------|
| (a) | To receive the report of the internal auditor and to consider any action required | |
| (b) | To approve the Annual Return for 2017/2018 for submission to the external auditor | |
| (c) | To receive and approve current financial statement | |
| (d) | To note and approve payments | |
| | • Clerks (Salary & Expenses) Standing Order | £ 97.00 |
| | • Insurance Chq No: 100831 | £460.00 |
| | • Swinton Reading Rooms (Room Hire) Chq No: 100833 | £50.00 |
| | • HMRC (Qtr 1 Tax) Chq No: 100836 | £40.00 |

- Swinton Play Area Committee (Donation) Chq No: 100837 £1647.80
- Paul Cuthberston (Mower Fuel) Chq No: 100838 £20.00
- Rob Cook (Mower Fuel) Chq No: 100839 £15.00

RESOLVED

- (i) **That the internal auditor report and annual return for 2017/2018 be approved.**
- (ii) **That seven accounts be approved for payment.**
- (iii) **CLlr R Liversidge and CLlr V Farrow to carry out the Members Audit annually in October and April**

18.37 PLANNING APPLICATIONS

18/00433/FUL

Change of use of agricultural land to form an all-weather manege for private domestic use at land east of Swinton Lane, Swinton, Malton

Decision:-

18.38 GENERAL DATA PROTECTION REGULATIONS

The General Data Protection Regulation (GDPR) comes into force on 25th May 2018.

In order to protect data we hold the Clerk would like to obtain Members approval to adopt the document and policies below which have been previously circulated to Members. All documents will be available on the website following approval:-

- (a) To appoint a Data Protection Officer if required
- (b) Adopt Data Audit
- (c) Adopt General Privacy Notice
- (d) Adopt Staff & Councillor Privacy Notice
- (e) Adopt Social Media Policy
- (f) Adopt Information Security Incident Policy
- (e) Adopt Computer Misuse Policy
- (g) Consent Form

RESOLUTION

- (i) **That the Data Audit, General Privacy Notice, Staff & Councillor Privacy Notice, Social Media Policy, Information Security Incident Policy, Computer Misuse Policy and Consent Form were approved.**
- (ii) **That YLCA be appointed as the Data Protection Officer if required.**

18.39 PARISH MATTERS

- (a) Street Lights
No issues
- (b) Highways Issues
 - Swinton Grange Lane
A letter has been received from a resident of the village regarding the dangerous road conditions on Swinton Grange Lane. The Chairman contacted Area 4 Highways on 8th May regarding this issue, the result is that several repairs have been carried out on this road but there is still a lot of work to do.
 - West Street

Area 4 Highways have been notified of the hole in the road on West Street, no action has been taken to repair this damage by NYCC Highways.

- (c) Dog Fouling
The Parish Council have agreed to purchase a dog bin to be situated in Middle Street.
- (d) Parking
Members of the Parish Council appreciate the improvements to the parking and thank residents.
- (e) Parish Council Storage Sheds
All rental payments are up date.
- (f) Grass Cutting
The first village cut has now been carried out.

18.40 CORRESPONDENCE

Members noted the Three Parish Cemetery Accounts

18.41 ANY OTHER BUSINESS

None

18.42 ITEMS FOR THE AGENDA OF THE NEXT MEETING

None

18.43 DATE OF NEXT MEETING

Thursday 14th June 2018

18.44 SWINTON IN BLOOM/SWINTON PLAY AREA COMMITTEE

Signed

Chair of Swinton Parish Council

SWINTON PLAY AREA & SWINTON IN BLOOM COMMITTEE

**Meeting at Swinton Reading Rooms
Tuesday 22nd MAY 2018 commencing at 7.30pm**

MINUTES of Swinton Play Area and Swinton In Bloom Committee Meeting held in The Reading Rooms, Swinton.

Present: Paul Cuthbertson (Chair) Gail Cook (Secretary)
Rob Harrison Rachel Liversidge
Victoria Farrow (Vice Chair) Rich Davies

1. Apologies for Absence
None

2. Minutes of the last Meeting
The minutes of the last meeting were taken as read and signed by the Chairman as being a true and accurate record.

3. Matters Arising
None

4. Playing Field Gate & Inspection Duty

Name	Week Commenting
P Cuthbertson	21 st May
R Harrison	28 th May
R Davies	4 th June
R Cook	11 th June
P Cuthbertson	18 th June

5. Equipment & Maintenance

- It was agreed to purchase four golf clubs, four balls and a bin to be located at the play area.
- New signage has been ordered for the play area.
- Chairman to secure a new plywood roof the shed which will be painted.
- Chairman to obtain an additional quote for fencing at the play area.

6. Village Planting
Members agreed to relocate the rubs in spring to the top of West Street. Cllr Liversidge to obtain a planting plan for the triangle.

7. Any other Business
None

8. Date of Next Meeting
Thursday 14th June 2018, 7.30pm