

Newington Parish Council

Minutes of meeting Parish Council Meeting held at Newington Village Hall on Monday 8 January 2018 at 7.00pm

01.18 Present:

Chairman Mrs S Coleman
Councillors Mr K Golding, Mr J Neale, Mrs S Smith
Kent County Councillor Mrs S Carey
Shepway District Council Councillor Mr D Godfrey
Kent County Council Community Warden Gary Harrison

Apologies

Councillor Robin Thornby

02.18 Declarations of interests

Councillor Golding declared an Other Significant Interest (OSI) on relation to Item 09.18 – Grounds Maintenance Contract

03.18 Minutes of the Parish Council held on 13 November 2017

The Minutes of the meeting held on 13 November 2017 were agreed as correct and signed and dated by the chairman.

04.18 Matters arising from the Parish Council Meeting held on 13 November 2017

04.18a Eleclink proposals – An £850 part payment had been received from Eleclink in respect of compensation for works to be carried out in the King George V playing field.

04.18b Flood alleviation ditch – Councillor Neale confirmed that maintenance of the flood alleviation is the responsibility of the parish council. Councillor Smith is arranging with a local contractor for a condition survey of the culvert beneath the road.

04.18c Public Footpath HE33 – The defective stile on this footpath has been repaired.

04.18d Peene notice board – Thanks go to SDC Councillor Godfrey for obtaining finance the new notice board. Installation should take place in the next few weeks.

04.18e Painting telephone box – In progress. Councillor Smith to advise Clerk when work is complete.

04.18f Poppy wreath – In future, the wreath would be laid on behalf of the parish council. Councillor Smith to liaise with Helen Vincent on final details.

05.18 Public questions and comments

There were no members of the public present.

06.18 Report from KCC Community Warden Gary Harrison

Gary Harrison said that there has been little to report in the parish recently.

Gary reported that fly tipping that had been reported at Frogholt has been cleared by KCC and that PCSO Dan Mills of Kent Police has been carrying out regular inspections around the parish.

07.18 Report from SDC Councillor David Godfrey – Cabinet Member for Special Projects

First, let me wish everyone a prosperous and peaceful 2018.

I was pleased to be able to use part of my Ward Budget to provide the new Peene notice board. My 2017/18 budget is now fully allocated but a new allocation for 2018/19 will become available in April.

2018 will be another exceptionally busy year for Shepway District Council as several major projects move forward, e.g. Hythe Swimming Pool at Princes parade; continued and more detailed proposals for Otterpool and further acquisitions by Opportunitas, our property investment company, with a view to providing more affordable homes throughout the District. We will also be carrying out appraisal work with neighbouring Authorities on waste disposal in preparation for current contract renewal at the beginning of 2021.

There are still uncertainties about forward government funding to Councils and business rate retention schemes, but we are continuing to manage our budgets and continuously looking for cost savings whilst still operating efficiently and maintaining services. This has been recognised in this independent review (see below).

An independent review of Shepway District Council's spending in 2016/17 has praised it for being efficient and effective in managing its resources.

In the annual audit letter presented to Cabinet on Thursday 14 December 2017 London-based auditors, Grant Thornton, said the council had put proper arrangements in place to secure economy, efficiency and effectiveness in the use of its resources and delivered value for money. They stated:

"In all significant respects, the audited party (Shepway District Council) takes properly informed decisions and deploys resources to achieve planned and sustainable outcomes for taxpayers and local people".

I look forward to bringing you further update during the year.

08.18 Report from KCC Councillor Susan Carey

County Councillor Susan Carey gave a report on the financial challenge faced by KCC in the light of increased demand for social care, inflation and above inflation cost rises (e.g. the Minimum Living Wage) and a reduction in Government funding by £46m. This meant that discretionary expenditure was at risk as the recent debate on subsidies to uneconomic bus services showed.

In response to questions about discretionary and statutory services, Susan explained that the bus subsidies were discretionary as were the subsidy to the Young Persons Travel Pass, Community Wardens, Childrens 'Centres', the Kent School Games etc. but Kent also provided many statutory services at a level well above the bare minimum such as 21 Household Waste Recycling Centres 99 libraries etc.

09.18 King George V Playing Field – Grounds Maintenance Contract 2018/19

The Clerk noted that there will be changes to the scope of works in grounds maintenance, particularly in the vicinity of the church, commencing in April. It was agreed that Councillors will meet on site to discuss the changes.

10.18 Planning

10.18a New applications – None received

10.18b Responses to current applications – Application Reference Y17/1483/SH for the replacement of a detached garage and felling of an apple tree had been considered by Councillors. There were no objections.

10.18c Decisions received – None received.

11.18 Finance

11.18a Financial Statement to the end of December 2017

The Financial Statement had been circulated with the agenda (Appendix A). The current balance stood at £6,257.14. It was agreed to accept the statement.

11.18b To authorise payments since last meeting

Payments to PKF Littlejohn (£36.00) and Harmers and Sons (£402.00) had been authorised since the last meeting. A cheque for £30.00 had been sent to PKF Littlejohn in error and has subsequently been refunded. A cheque to the Notice Board Company for £484.80 in respect of supply of a new notice board and posts was approved and signed at the meeting.

11.18c To consider the 2018/19 budget and precept

Councillors considered the Expenditure Report for 2017/18 and the Draft Budget for 2018/19 (Appendix B). It was resolved to increase our precept request by 25% to £6,500.00 to allow for increases in the Clerk's salary, expenses and training.

11.18d Allocation of contingencies

It was agreed to defer discussions on the above until the next Parish Council Meeting.

11.18e Signatories to cheques

Councillor Neale has been added to the list of signatories who can sign cheques on behalf of the Parish Council.

11.18f Banking arrangements

Councillors Coleman and Neale will visit the bank to check on the situation regards the issuing of cheque books and past bank statements.

12.18 Highways and Public Rights of Way

Councillor Golding agreed to report potholes that have recently developed in the village.

13.18 Training/Conference updates

The Chairman and Clerk attended a workshop organised by KALC in conjunction with Satswana Ltd who are Data Protection Officer (DPO) service providers. The workshop highlighted the imminent changes to data protection legislation. The Clerk summarised the workshop as follows:

The EU's General Data Protection Regulation (GDPR) will apply from 25 May 2018, when it supersedes the Data Protection Act 1998 (DPA). The new law marks a wide-reaching and significant shift in the way that organisations must protect personal data.

It grants data subjects a number of new rights, including the right to judicial remedy against organisations that have infringed their rights, and requires organisations to adopt "appropriate technical and organisational measures" to protect personal data. It also introduces mandatory data breach reporting. All organisations, including parish councils, who handle data will be required to appoint a DPO.

NALC have recently issued a briefing setting out their legal view on whether clerks or RFOs can be DPOs. It concludes that most clerks and RFOs cannot be so designated. It says:

Can clerks or RFOs be DPOs?

Based on the drafting of GDPR and the guidance from the Article 29 Working Party, it is NALC's view that most clerks and RFOs cannot be designated as a council's DPO. This is because although they may satisfy some requirements of the job, they will not satisfy all of them which are summarised below.

- an absence of conflicts of interests (which may arise from responsibilities as a clerk/ RFO and may include processing activities);*
- independence;*
- expert knowledge of data protection law and practices and related professional ethics to effectively advise and influence full council and*
- adequate time to perform DPO role (many clerks/ RFOs work part-time).*

Satswana Ltd are offering a service to provide an independent DPO to small councils for around £150.00/year.

Following a discussion, it was agreed that the Clerk would contact NALC to ascertain what other options are available to the Parish Council regarding the appointment of a DPO.

14.18 Land opposite Underhill Cottages

No further information since the last meeting.

15.18 Defibrillator

It was agreed not to proceed with obtaining and installing a defibrillator at the current time.

16.18 Insurance

Our current insurers AON have notified us that they will no longer be taking on new business for local council insurance. With our agreement they have passed our details to BHIB insurance Brokers. The National Association of Local Councils (NALC) has informed us that they have formed a partnership with BHIB to provide tailor made support for local councils. BHIB will contact us prior to our renewal date in July 2018.

17.18 Items of general interest from Councillors and items for the next Agenda

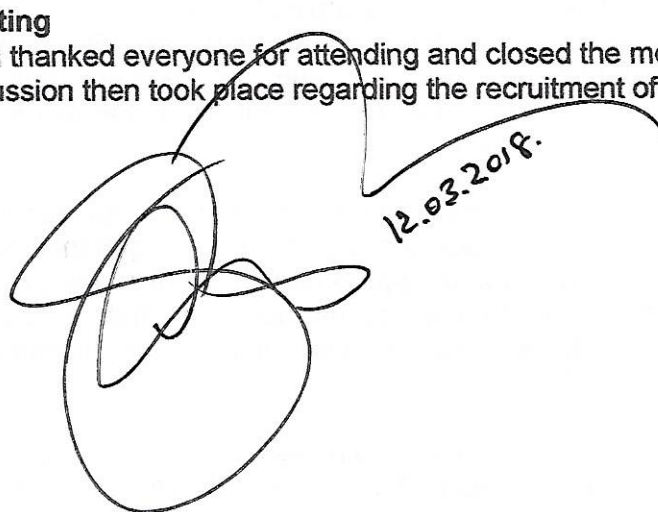
No further items raised

18.18 Confirm the date of the next meeting

Monday 12 March 2018 at 7.00pm

19.18 Close of meeting

The Chairman thanked everyone for attending and closed the meeting at 9.10pm. A closed discussion then took place regarding the recruitment of a new Parish Council Clerk



12.03.2018.

APPENDIX A

Financial Statement as at 31 December 2017

Income received 1 April 2017 to 31 December 2017

Date	From	Total
01/04/2017	Precept	2600.00
18/09/2017	Precept	2600.00
30/11/2017	ElecLink	850.00
Total		6050.00

Expenditure 1 April 2017 to 31 December 2017

Cheque No	To	Total	VAT element	Net
640	Clerks salary	178.48		178.48
640	Clerks expenses	2.50	0.50	2.00
641	KALC subscription	186.84	31.14	155.70
642	Clerks salary	144.86		144.86
643	Clerks salary	144.86		144.86
643	Clerks expenses	11.50	2.30	9.20
645	Clerks salary	181.08		
644	AON Insurance	460.74		460.74
647	Harmers	756.00	126.00	630.00
646	Newington Village Hall	56.00		56.00
649	Clerks salary	144.86		144.86
648	Playsafety Ltd	79.80	13.30	66.50
651	Clerks salary	144.86		144.86
651	Clerks expenses	38.00	7.60	30.40
650	Harmers	132.00	22.00	110.00
652	Harmers	198.00	33.00	165.00
653	Clerks salary	181.08		
21/11/2017	NatWest (Safety Box)	25.00		25.00
654	PKF Littlejohn	36.00	6.00	30.00
655	Harmers	402.00	67.00	335.00
657	PKF Littlejohn	30.00		30.00
Total		3534.46		

Bank balance as at 31 December 2017 = £6257.14

APPENDIX B

Newington (Shepway) Parish Council - Draft Budget 2018/19

BUDGET MONITORING for 2017/18 FINANCIAL YEAR (excludes VAT)

DRAFT BUDGET for 2018/19 FINANCIAL YEAR (excludes VAT)

Column 1	Col 2	Col 3	Col 4
	Budget 2017-18	Spend 2017-18	Budget 2018-19
Subscriptions KAPC	250	156	200
NPFA			
Grounds Maintenance	1500	1240	1790
Playing Field/Equipment Annual Inspection (RoSPA)		67	75
Playing Field/Equipment Monthly Inspections			
Queen Elizabeth II Jubilee Park			
Play Safety Surfaces			
Playground Equipment Maintenance			
War Memorial Maintenance			200
Poppy Wreath		20	25
Playing Field Fences and Gates			
Telephone Kiosk (Electricity)			
Telephone Kiosk (Painting)		675	0
Replacement Notice Board		548	0
Bus Shelter			
Village Hall Fees (Meetings)		56	60
Bank Safety Box		25	25
Insurances	470	461	480
Election Expenses			
Statutory Requirements			
Audit Fees		60	75
Conferences	300		200
Neighbourhood Watch			
Clerk's Expenses			500
Clerk's Salary (inc IncomeTax) 208hrs x £12/hr	1883	2065	2496
NPC's National Insurance (as employer)			
Stationary and Postage	100	52	100
Clerk and Councillors Workshop	300	60	200
Donations			
Contingency/To un-earmarked general reserves	350		
Total Expenditure (excluding VAT)	5153	5485	6426.00

ESTIMATED BALANCE SHEET AT 31 MARCH 2018 (Note 4)

King George V Playing Field Reserve Fund	
Newington War Memorial Fund	
Election Fund	
Clerk Training Fund	
Un-earmarked General Reserves	
TOTAL	4410.14