

Elkesley Parish Council

Minutes of the Annual Meeting of the Elkesley Parish Council held on Tuesday 15th May 2018, at 7.15pm in the Elkesley Memorial Hall, High Street, Elkesley

Present: Cllr Oldbury, Cllr Flear, Cllr Stronach, Cllr Woodcock and Cllr Wilkinson

Others: Mrs Davies (Clerk), District Cllr Kevin Dukes and members of the public

2072/18 Election of Chair

Cllr Stronach put himself forward for the position of Chair; no proposals were put forward

Cllr Oldbury put himself forward for the position of Chair; Cllr Wilkinson proposed Cllr Oldbury for the Chair of 2018/19 which was seconded by Cllr Flear and resolved by the Council 3 votes.

2973/18 Election of Vice-Chair

This item was deferred to the next meeting following Cllr Stronach's objections to Cllr O'Brien being proposed as the Vice-Chair in her absence. The Clerk confirmed that this is allowed; however nobody can vote in their absence.

2974/18 To receive signed Declarations of Acceptance of Office

Cllr Oldbury signed his Declaration of Acceptance of Office and the Clerk counter-signed.

2975/18 To receive apologies for absence

Apologies received and approved from Cllr Fish, Cllr Foulkes-Jones, Cllr O'Brien and Cllr May

2976/18 To receive and record declaration of interests from Members in any item on the agenda

No declarations of interests were received.

2977/18 To hold 10 minute public session

Matters raised:

- The lack of any village entrance signs as promised; the Clerk reported that the L.I.S is open for the next round of funding applications; however only the larger projects are currently being awarded funding and only one parish in Bassetlaw was successful in received anything from the scheme this year.
- A member of the Village Hall Committee asked for a response from the Chair regarding a letter sent in March; the information will be forwarded onto the Committee as requested.
- A question asking about the safety on the road over the bridge following several accidents at the junction with Coalpit Lane. The Chair reported that the N.C.C accident investigation team have been to look at the junction; and the Parish Council is waiting to hear from them on their recommendations to make the junction safer.

2978/18 To receive reports from the District & County Councillors

District Cllr Kevin Dukes gave a brief District Council report.

2979/18 To approve the minutes of the meeting held 17th April 2018

The Chair proposed to accept the minutes of the meeting held 17th April 2018 as a true record; this was seconded by Cllr Flear and resolved by the Council by 5 votes.

2980/18 To receive any updates on actions from the previous meetings

- Cllr May has the bearings ready to fit on the swing
- The Chair will meet with the resident building the BBQ to show her the designated area
- Cllr Stronach reported that no volunteers have come forward to help with the Neighbourhood Watch; Cllr Wilkinson will put up some notices requesting volunteers and it was suggested to put some information in the Idle Times.

2981/18 To appoint the Internal Auditor for 2018/19

Cllr Woodcock proposed to appoint Mrs Savill to carry out the internal audit for 2018/19; this was seconded by the Chair and resolved by the Council by 5 votes.

The Clerk reported that no issues were raised from the Internal Audit carried out on the 10th May 2018.

2982/18 To review signatories for the Bank

Cllr Woodcock proposed to keep the same signatories for 2018-19; Cllr Oldbury, Cllr Stronach and Cllr Flear. This was seconded by Cllr Wilkinson and resolved by the Council by 5 votes.

2983/18 To review the Insurance Schedule for 2018/19

The Clerk reported that the insurance renewal has not yet been received due to problems at the insurers. The insurance cover remains the same for the rest of the liabilities etc. It was agreed to approve the renewal subject to the correct information as it expires on the 1st June 2018.

2984/18 To approve the Annual Governance Statements for the year ending 31st March 2018

The Clerk read through the Annual Governance Statements for the Councillors to comment upon. The Councillors agreed with the all the Statements and Cllr Flear proposed to approve the Annual Governance Statements for 2017-18; this was seconded by Cllr Stronach and resolved by the Council by 5 votes

2985/18 To approve the Annual Statement of Accounts for the year ending 31st March 2018

The Clerk circulated copies of the Annual Statement of Accounts for the Councillors to comment upon. Cllr Stronach proposed to approve the Annual Statement of Accounts for 2017/18; this was seconded by the Chair and resolved by the Council by 5 votes.

2986/18 To review the Council Asset List

The Clerk circulated copies of the 2017/18 Asset register and went through the new purchases listed during the year. Cllr Flear proposed to approve the Asset register; this was seconded by Cllr Wilkinson and resolved by the Council by 5 votes.

2987/18 To review the Financial Risk Assessment for 2017/18

The Clerk circulated copies of the Financial Risk Assessment. The actions for 2018 are to carry out the annual risk assessment for the street cleaner; snow warden and cemetery warden. The Chair proposed to

approve the financial risk assessment which was seconded by Cllr Stronach and resolved by the Council by 5 votes.

2988/18 To review Standing Orders and Financial Regulations

The Clerk previously circulated copies of the Standing Orders and Financial Regulation for the Councillors to review.

The Clerk read through the updated N.A.L.C template for the Standing Orders which take into account new legislation since 2013 when the last template was published. Most of the legislation has already been included in the standing orders; however new items to include are:

- Amendments to the Local Government Act 1972 which permits electronic service of summons and agenda on councillors (England)
- The Smaller Authorities (Transparency Requirements)(England) Regulations 2015 which require councils in England with a gross annual income or expenditure (whichever is the higher) that does not exceed £25,000 to publish certain information electronically
- Changes to data protection legislation introduced by the General Data Protection Regulation (GDPR) which will come into force on 25 May 2018. The Data Protection Act 1998 is expected to be repealed and replaced by the Data Protection Act 2018 by this date

The Chair proposed to include the new legislation into the Standing Orders; this was seconded by Cllr Flear and resolved by the Council by 5 votes.

The Clerk reported that no amendments were required to the Financial Regulations unless the Councillors wish to make any alterations.

Cllr Stronach proposed to approve the current Financial Regulations with no amendments and to update the Standing Orders as listed above; this was seconded by Cllr Woodcock and resolved by the Council by 5 votes.

2989/18 To adopt the General Data Protection Regulations for compliance

- a) To adopt the Data Map**
- b) To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy**
- c) To adopt Privacy Notices**

The Clerk previously circulated copies of the Data Map, policies, procedures and notices as above for the Councillors to consider. Cllr Flear proposed to adopt the above documents; this was seconded by Cllr Woodcock and resolved by the Council.

- d) To minute receipt of completed Security Compliance Checklists from all Councillors**

The Clerk confirmed that all the Councillors have completed and returned their security compliance checklists.

- e) To confirm that the Parish Council is already registered as a Data Controller with the ICO**

The Clerk confirmed that the Parish Council is already registered as a Data Controller with the ICO; registration ref Z2693311.

f) To receive information on the proposed exemption for the Parish Council to appoint a Data Protection Officer

The Clerk reported that the National Association of Local Councils had lobbied the Government to exempt parish and town councils from having to engage a Data Protection Officer due to the financial burden it would have on small councils; many of which have no or small precepts. Last Friday it was reported that “the House of Commons has accepted a Government amendment to the Data Protection Bill which, once the Bill has been enacted, will exempt all town, parish and community councils from the requirement to appoint a Data Protection Officer. All other requirements of the GDPR will apply and will come into force on 25th May 2018”.

2990/18 To appoint Parish Council Representatives

Cllr Woodcock proposed that Cllr Stronach to be the Parish Council’s representative on the Memorial Hall Committee; this was seconded by the Chair and resolved by 5 votes.

Cllr Stronach proposed that Cllr Ffoulkes-Jones continues in his Health & Safety role; this was seconded by the Chair and resolved by 5 votes.

2991/18 To consider any planning applications

No applications received.

2992/18 To approve payments

Cllr Woodcock proposed to approve the following payments; this was seconded by Cllr Wilkinson and resolved by the Council by 5 votes.

- a) Elkesley Memorial Hall – Room hire and Post Office contribution £47.00 (1817)
- b) Parish Clerk April wage & exps £194.24 (1818)
- c) Street Cleaner May wage £268.84 (1819)
- d) HMRC – p.a.y.e £47.40 (1820)
- e) Internal Auditor £75.00 (1821)

2993/18 To receive Sports field, Play area and Defibrillator inspection reports

No new actions from the weekly inspections of the play area. Everything is okay with the defibrillators.

2994/18 Memorial Hall Request for assistance with the Elkesley Feast event

A representative from the Memorial Hall Committee reported that due to the lack of volunteers to assist the Memorial Hall Committee; they would be struggling to hold this year’s Elkesley Feast. After discussion; it is likely that the event would not take place this year and they will concentrate on next year’s event instead.

2995/18 To investigate alternative options for putting the bottle banks following a response from B.D.C

The Clerk read out the response from the Environment Officer saying that she had driven around Elkesley looking for an alternative place to site the bottle banks. The only suitable place found was the village hall car park; however the overhead telegraph wires may be hanging too low for the bottle bank lorries to drive under. After discussion it was suggested that the bottle bank contractors visit the site to see if the wires would be a problem.

2996/18 To receive items for information or the next agenda

Items put forward for the June agenda:

- Election of Vice-Chair
- A1 Garages
- GDPR workload

2997/18 Time and date of next Parish Council meeting

The next Parish Council meeting will be held on the 19th June 2018 at 7pm in the Elkesley Memorial Hall, High Street, Elkesley.

The meeting closed at 8.35pm.

DRAFT