**MINUTES OF THE ANNUAL MEETING OF THE WIGHILL PARISH COUNCIL HELD IN**

**THE WHITE SWAN WIGHILL ON WEDNESDAY 23 MAY 2018**

**Present:**

**Councillors:** Mr S Oates, Mrs L Richardson, Mr N Walne, Mr J Hyde

Mr L T I Grant (Clerk/RFO) Action

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| **1.** | **Apologies for Absence**  Cllr Mr A Roberts, District Cllr Mr N Waller |  |
| **2.** | **Public Questions and Statements**  No Public statements were made or questions asked. |  |
| **3.** | **Annual Reports**  **Report from the Chairman of the Parish Council.**  The Chairman Cllr Mr J Hyde circulated a short report on the PC’s activities during the last year. The report will be uploaded to the PC’s website.  **Responsible Financial Officer’s Report**  The Clerk/RFO had circulated a short report to all Cllrs on the state of the PC’s finances. The report will be uploaded to the PC’s website. |  |
| **4.** | **Election of Parish Council Officers** |  |
|  | a) Chairman  The current Chairman Cllr Mr J Hyde confirmed that he was happy to continue as Chairman if other Cllrs agreed. All Cllrs present with no abstention agreed to elect Cllr Mr J Hyde as Chairman for the next year.  **The Annual Meeting was followed by a normal monthly meeting.** |  |
| **6.** | **Matters Arising from the minutes of the Meeting Held on 26.04.17** |  |
| 6.1 | Highway Matters  The Clerk confirmed his attendance at a meeting held today in the Offices of Area 6, where a demonstration of the benefit of using the Parish Portal to report problems was given. The Clerk already uses the Parish Portal to report issues, but has restricted access to view historical issues reported. NYCC’s IT section with adjust access to resolve this problem. |  |
| **7.** | **Police Matters**  The Beat Manager was not on duty this evening and was unable to attend the meeting. Crime statistics had recently been circulated . |  |
| **8.** | **Financial Matters** |  |
| 8.1 | Funds received   * £350.00 HBC precept for half year |  |
| 8.2 | The Bank Balances at 30.04.18 were:-   * Business Money Management £1,156.01 * Community Account £0.00   There were no comments or queries from Councillors about the PC’s bank accounts. |  |
| 8.3 | Invoices Received and to be paid:   * None |  |
| 8.4 | Report by Internal Auditor  The report has not been received yet. |  |
| **9.** | **Planning and Related Matters** |  |
| 9.1 | Planning Applications Received and to be determined   * None received |  |
| 9.2 | Planning decision notifications received   * None received |  |
| 9.3 | Planning Enforcement Issues   * None received |  |
| **10.** | **PC Administration**  GDPR Update  The Clerk reported that he had attempted to register the PC with the Information Commissioner and had completed an ‘on line’ survey. This had confirmed that the PC was exempt and did not need to register, but had to comply with the general intent of the regulations regarding personal data storage and use. The Chairman had also completed the same ‘on line’ survey and confirmed that he also received notification that the PC was exempt from registering with the ICO.  All Cllrs present without abstention agreed that the recently circulated ‘Data Retention Policy’ was adequate without amendment. All Cllrs present without abstention agreed to adopt the Data Retention Policy. The Clerk confirmed that the PC’s laptop now had an 18 digit access code and data was encrypted. Hard copies of any documents were stored in a secure location remote from the Clerk and the PC’s laptop was backed up to a secured and encrypted hard drive. |  |
| **11.** | Councillors’ Business Items for the next meeting |  |
| **12**. | Dates for future monthly meetings  TBA |  |