

Minutes of the Meeting of Bowes Parish Council held at Bowes School Wednesday 9th May 2018

The meeting commenced at 7.15pm

Present: Cllr Carlisle, Cllr Redfern, Cllr White, Cllr Wake and Mrs H Overfield.

1. **Apologies:** Cllr Brown
2. **Minutes** of the Meeting held Wednesday 11th April 2018 agreed to be a true record, approved by Cllr Redfern & seconded by Cllr Wake
3. **Matters arising** (unless dealt with later in the agenda)
R Toward has cut the grass in the playpark and weeded the flower bed.
4. **Finance & Accounts – See summary below**
 Receipts since last meeting £0.71 interest £170.00 Rent for Clint Field
 Expenses since last meeting £75.00 ICO £421.92 Playdale

Summary Bowes Parish Accounts & Balance sheet				As at 30th April 2018	
Budget				Year to 31st March 2019	
Income		Income		Cumulative Total	
108.00		Allotments	0.00	Bank as at 31st March 2018	£13,269.62
6.00		Bank Interest	0.71		
1000.00		Cemetery & Village	50.00	Income y/e 31st March 2018.	£4,290.71
		Footpaths	0.00	Expenses y/e 31st March 2018	-£225.00
		General Income	0.00	Total	£17,335.33
100.00		Grants	0.00		
4047.00		Precept D.C.C.	4070.00	Represented by	
		Playground	0.00	Nat West a/c - 21543798	£16,965.33
		Publications	0.00	Nat West a/c - 015102553	£200.00
300.00		Vat Refund	0.00	Uncleared movements	£170.00
170.00		West Clint Field	170.00	Total	£17,335.33
5731.00		Total Income	4290.71		
Expenses		Expenses			
250.00		Allotments	225.00	Petty Cash	54.72
		Grant Exp	0.00		
800.00		Cemetery & Village	0.00	Total	17390.05
100.00		Footpaths	0.00		
250.00		General Expenses	0.00		
960.00		Grass Cutting	0.00		
650.00		Insurance	0.00		
1700.00		Clerks salary	0.00		
415.00		PAYE	0.00		
600.00		Playground	0.00		
200.00		VAT	0.00		
5925.00		Total Expenses	225.00		
-194.00		Actual Surplus/Deficit	4065.71		

Finance approved by Cllr Carlisle, seconded by Cllr Redfern.

5 Planning

Former Department of Transport Storage Depot Bowes DL12 9HT

Demolition of existing buildings and erection of 9 dwellings with associated ancillary development – no comment

The Barn High Broats Farm Bowes DL12 9JP

Discharge of conditions 3 (materials) and 4 (joinery details) pursuant to permission – no comment

Clerk to contact planning it looks like a garage has been converted behind Plane Tree House, Main Street, Bowes. Has an application been made for this development which includes glass doors to the south elevation, new roof with rooflights, interior with laminated flooring and a stair case?

6. Correspondence

Clerk attended the GDPR course ran at Durham County Council. It was suggested at this meeting that clerk and councillors had a specific, generic council e-mail address to be more secure. All councillors said that their e-mails were secure and that spouses did not have access to them, therefore they felt there was no need to change. Agreed unanimously. Clerk spoke at length about what GDPR means to the council and the following forms were approved for the notice board and the website.

Contact Privacy Notice

Data Protection

Retention Policy

Data Security Breach Reporting Form

Clerk and councillors completed a Consent to hold Contact Information. It was agreed that consent for burial spaces would not be chased retrospectively but all new space holders would be asked to complete the consent form. It was agreed that the old minutes, agendas held at the clerk's home could be taken to DCC for archiving at the clerks convenience.

Cllr Hughes had volunteered to be the Data Protection Officer but the government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings from the requirement to appoint a Data Protection Officer under the General Data Protection Regulation (ref e-mail dated 28th April). Clerk to e-mail Cllr Hughes the GDPR forms mentioned above to check for errors before they go onto the notice board and website ahead of the 25th May deadline.

Old correspondence will need to be burnt, clerk to be paid hourly to sort through the paperwork and for all the work that has been done before this meeting to get us compliant in time.

A member of the parish has sent photographs to the clerk of land in Bowes that is covered in rubbish which includes a bicycle and some bales of sheep wool. There is a black liquid in and around the area. This rubbish is obstructing footpath number 8. A Member of the Parish Council has had a word with the land owner and requested it be tidied up.

7. Cemetery & Village maintenance

Clerk requested three quotations to level the ground outside the cemetery and by the pots in the village. Two quotes were received from R Watson & R Toward. Both quotes were for the same work and the cheapest quote was accepted by councillors. Approved by Cllr Wake and Cllr Carlisle. Clerk to Contact R Watson to offer him the work on the proviso that it is completed by 31st August 2018.

8 Allotments

Mr Raine has requested the £25.00 which we deducted from his payment. Cllr Carlisle met with Mr Wilson, Chairman of the Lords in Trust regarding the repairs to the wall. Mr Wilson asked if we knew anyone locally who could quote us for the work, we suggested Raymond Watson. Quotation was received from Mr Watson and forwarded to Mr Raine on the 3rd May. Mr Wilson suggested that the rent stay as it is for the moment Cllr Wake thanked Cllr Carlisle for all the time spent sorting out the allotments.

9 Play Park

Cllr Redfern has completed his check, no issues to report.

Clerk to speak to Mr Toward, could he cut the grass in the playpark more regularly but on his gardening contract.

10 Parish Paths

Nothing to report

11 AOB

Clerk to contact Highways. The grass on the same side as the council offices is not being cut. Post Code DL12 9HT.

Cllr White asked if it would be able to offer a cash prize at Bowes Show. Clerk to contact Steve Ragg to see if this would be an appropriate use of public funds.

Meeting closed at 8.55

Section 17 Law & Disorder Act. It was felt the above would have a positive effect.