

WOOLSTHORPE by BELVOIR PARISH COUNCIL

Minutes of Woolsthorpe by Belvoir Parish Council Meeting

Date: Monday 30th April 2018

Venue: Woolsthorpe Social Club at 7 p.m.

Councillors present Cllr T. Packer (Chairman)
 Cllr J. Salmon
 Cllr J. Barber
 Cllr S Remzi
 Cllr P Randell

Also present County Cllr M Whittington
 District Cllr P. Bosworth
 District Cllr H. Westropp

Clerk & RFO Mrs Emma Wilson

Open session started: 7.00pm

Open Session – Public Forum	
	Chairman Cllr Packer opened the public session confirming no members of the public in attendance and duly closed the open session. Open session closed at 7.05 pm
Meeting Opened: 7.06 pm	
1.	Chairman's Welcome Remarks
	<p>The chairman again thanked everyone for their attendance, in particular Cllr Remzi and Cllr Randell to their first full meeting.</p> <p>The Chair then asked the clerk if she was happy for him to disclose the matter that she had met with him about prior to this meeting as it was an additional item and not on the agenda. The clerk agreed she was happy for this to happen.</p> <p>The Chair then informed all councillors that the clerk had requested to meet with him on Saturday to inform him in advance of tonight's meeting that she planned to tender her resignation from her position as clerk.</p> <p>The Chair informed all that he and the clerk had talked about possible ways of dealing with the issues which had brought the resignation to the fore. He suggested that there may be a couple of options to help with the workload and asked for councillors thoughts on reducing the number of meetings and on the odd occasion where other discussions are required i.e. regarding Christmas plans that we could have informal village get together and then feedback at the next official meeting.</p> <p>A discussion ensued and a proposal was then put forward by Cllr Barber that we trial meeting every two months with the option to call an extraordinary meeting should the need arise. The trial to be reviewed by both parties at the November 2018 meeting. The proposal was seconded by Cllr Randell and passed by resolution of the council.</p>
2.	Apologies Apologies were received from Cllr M. Bradshaw (Vice Chairman) and Cllr A. Ablewhite, and the reasons for absence were noted and accepted.
3.	Disclosure of interest in agenda items - Nil
4.	To approve Minutes of meeting held on the 12th March 2018
	The draft minutes having been circulated prior to the meeting were then agreed and proposed to be a true and accurate record by Cllr Barber and seconded by Cllr Salmon. The minutes were passed as approved by resolution of the Council and were duly signed and dated accordingly by the Chairman.
5.	GDPR Compliance - General Data Protection Regulation, effective 25th May 2018
	<p>If you collect data about anybody, any personal information. We have to record why we need this information and what we intend to do with it and who it may be shared with and why.</p> <p>Sometimes there is statutory reason to collect data, sometimes a contractual reason. For example the clerk will need to hold personal contact details for all councillors in order to communicate with them.</p> <p>All of the items in Agenda No. 5 refer to the GDPR which comes in to force on 25th May this year.</p> <p>Another very important part of this legislation refers to the penalties of a scenario whereby you might lose personal information. The penalties are much more severe post 25/05/18. The parish council have to adopt and abide by the following in order to comply with eth GDPR.</p>

The following agenda items were discussed		
a.	Data Map	The clerk is working on this and will disseminate as soon as it is complete. <i>Action; Clerk to action</i>
b.	Domain & Emails	More robust security requires us to set up secure email. The clerk suggests we purchase a Domain i.e. @WoolsthorpePC.co.uk and set up new email addresses for all parish councillors. <i>Action; Clerk to action</i>
c.	GDPR Cllr Security Compliance Checklist	All councillors should complete the security checklist below to show compliance. Records should be retained whilst they remain in office. <i>Action; All councillors to action and submit to the clerk</i>
d.	Data Breach Policy	Circulated to all councillors prior to the meeting, discussed and will be adopted at the May meeting.
e.	The Data Protection Policy	Circulated to all councillors prior to the meeting, discussed and will be adopted at the May meeting.
f.	Records Retention Policy	Circulated to all councillors prior to the meeting, discussed and will be adopted at the May meeting.
g.	Subject Access Request Procedure	Circulated to all councillors prior to the meeting, discussed and will be adopted at the May meeting.
h.	Data Protection Register Fee for Registration with ICO (Information Commissioners Office)	WPC are not currently registered. The council approved payment of the Data Protection Fee at this meeting at £40. The clerk agreed to pay for this and register on 25 th May and be reimbursed. <i>Action; Clerk to register and pay ICO</i>
i.	Data Protection Officer (DPO)	Due to conflict of interest this job cannot be performed by the clerk, a solution should be available shortly. The LALC is in the process of setting up a potential group DPO which we will be able to pay an annual fee for. More details as soon as the clerk has it. Potentially a cost of £150 per annum.
j.	WPC Privacy Notices	One for the public and one for staff/councillors. Templates have been adapted to fit WPC. They have both been circulated to all councillors prior to the meeting, discussed and will be adopted at the May meeting. They will then be published on the council's website and issued whenever the council is seeking consent.
k.	Clerks/Chairs Home address-data protection implication	There are potential data protection implications of using the Clerk's address as the Council's correspondence address. Limited options to solve this problem. Some councils have agreed setting up a PO Box address with mail to be delivered to the Clerk at a cost of £265 per annum. WPC discussed this but another option after having taken advice from LALC is that we simply don't publish the clerks or the chairman's address. They are both contactable via email or phone where an address could be supplied if necessary.
6.	Cobleas Land Contract	
	<p>The Chairman commented that sadly he had not had time due to work commitments to meet up with Grace Milham from Belvoir Estates regarding the contract. He assured the meeting that he would endeavour to do so before the next meeting and feedback then regarding our queries about being allowed to put benches etc. on the land should we wish to do so as part of the 'garden' plan.</p> <p>Cllr Barber informed the meeting that a shed in 'kit form' had appeared on the land and it appeared that his was imminently to be erected there.</p> <p>The issue moving forward will be that WPC will not take on the lease until the land is vacant and this can only be actioned by the land owners Belvoir Estates.</p> <p><i>Action; Cllr Packer to discuss the points above with Grace Milham and feedback to the next appropriate meeting.</i></p>	
7.	Additional speed sign post & existing batteries - Cllr Bradshaw not available to give an update	
	<p>In his absence the clerk updated with what information she was aware of. A site visit had happened with LRSP and looked at locations of potential sites. There seems to be a good potential spot on Sedgebrook Road with an existing post that can be adapted. Some enquiries had to be made regarding the Neighbourhood Watch sign on this post. Clarification was given by Cllr Barber that to our knowledge the NW group was no longer active, so this can be removed to accommodate the adaptation of the post.</p> <p><i>Action; Clerk to inform Cllr Bradshaw the NW sign can be removed.</i></p>	

8.	Clerks Contract
	The Chair was happy to report that almost two years since she started we now have a contract of employment ready for the clerk. The clerk has reviewed the contract along with the chairman. The contract was duly signed by both the clerk and the chairman on behalf of WPC.
9.	'A Thank You to ex councillors' - ideas
	The clerk had managed to speak to both the ex-Chairman and ex Vice Chairman and reported back their responses to attending a 'thank you' get together. A discussion followed about ideas for gifts for both. A suggestion was made and a cost agreed by all; the clerk was asked to purchase these in readiness for the event. Type of present and amount officially proposed by Cllr Barber and seconded by Cllr Salmon. This will be revealed at a later date after the event so as not to spoil the surprise!! <i>Action; Cllr Barber to contact ex-chairman Mr Gilbert Ward to enquire about a suitable date that he is free for us to organise a celebration.</i> <i>Action; Clerk to purchase gifts and be reimbursed.</i>
10.	Streetlight at Ring Tree not working
	The light has now been fixed and is working
11.	Unnecessary Parking Main Street-feedback
	Cllr Packer informed the meeting he had not as yet had time to contact Grace Milham about this issue
12.	Road Crossing at new development-feedback – Cllr Packer
	No further update from Cllr Packer. A discussion followed regarding this and it was suggested that the clerk should contact the LRSP and ask for his advice when he next comes to site visit regarding the Sedgebrook speed sign post. <i>Action; Clerk to contact Graeme Butler from LRSP</i>
13.	Meeting Dates for the year ahead
	the following dates were agreed <ul style="list-style-type: none"> • Tuesday 29th May 2018 • Thursday 28th June 2018 • Monday 24th September 2018 • Monday 26th November 2018 • Monday 28th January 2019 • Monday 18th March 2019
14.	Clerks Report
a.	Community Cleaner
	The clerk has spoken to Clova Townhill, Business Support Team Leader, Street Cleaning Services at SKDC. She confirms we are permitted to spend the community cleaner grant money on cleaning equipment and the general appearance, improvement and up keep of the Parish but this must not be used for grass cutting. The proviso is that the litter picking must be competed on a regular basis by volunteers be that members of the parish council or parishioners. <i>Action; Clerk to contact SKDC about more high vis jackets and litter grabbers for volunteers</i>
b.	Playground Sign
	As discussed earlier GDPR will require us all to use a new email so am unable to go ahead with the sign as the email address is noted on the sign for contact purposes. Clerk will order once new email address is set up.
c.	Bank balance
	As at 31st March 2018 Statement - £2713.03 – This is end of year total. Remittance received from SKDC £6500 precept will have been paid in 5th April 2018. £2713.03 plus £6500=£9213.03. Less todays cheques total £625.54. Leaves £8587.49
d.	Standing Orders/policies
	These have been put on hold in place of the GDPR related policies which we must adopt in May. I will begin a rolling programme as LALC have also brought out updated Standing Orders.
e.	Painting of Telephone Box
	Clerk reported that she had received two quotes only regarding the above job advertised on Rated People.com. These are Phoenix Professional Decorators at £640-00 and Property Paint Sprayers at £400-00. The council reviewed the quotes and a discussion followed, a decision was made by all to go with Property Paint Sprayers at £400. Ask that the job to be completed by end of August 2018 latest. Cllr Barber noted that she had stuck the sticker in the telephone box window back on again with sellotape in the hope that it stays fixed; it had previously come unstuck due to heat. <i>Action; Clerk to confirm with Property Paint Sprayers</i>
g.	Footpath on Sedgebrook Road
	Viking Signs do a 'no horse riding' sign. Clerk to view options on price at Viking Signs and feedback. <i>Action; Clerk to get price from Viking Signs</i>

15.	Pot holes			
	<p>Cllr Remzi had kindly sent in a batch of photographs of the potholes in the village along with a map marking the locations of these.</p> <p>Cllr Whittington asked if all of these could be forwarded to him. Cllr Packer agreed to put together a report and forward on to Cllr Whittington. The clerk will send on individual details of all to Cllr Packer and he agreed to also report these to the portal. Cllr Remzi also agreed to log all of these on the LCC Portal separately.</p> <p><i>Action; Cllr Packer to complete report</i></p> <p><i>Action; Cllr Remzi to report on to portal.</i></p> <p><i>Action; Clerk to send individual details of each on to Cllr Packer.</i></p>			
16.	Playground Update			
	<p>Cllr Barber confirmed that she had been to review the playground on the following dates:-</p> <p>3rd April 2018 check; All ok, 19th April 2018 check; All ok, 30th April 2018 check; All ok,</p> <p>To log: - On the baby swings here I some rubber protection that someone has been picking at. There is a wooden beam that is slightly worn but no danger. She confirmed that she had emptied the rubbish bins as they needed doing and put them in to her own.</p> <p>Cllr Salmon wished to raise an issue regarding the slide, where children go up the steps there is no barrier to stop children from falling straight off the end.</p> <p>Cllr Salmon also wished to raise an issue whereby conifer trees from the adjacent property to the playground have been fixed to our perimeter fence. They are over 7ft high and if we had excessive wind the trees would pull the fence down if they fell.</p> <p><i>Action; Cllr Barber and Cllr Salmon to assess the job of adding a wooden barrier on the slide and feedback.</i></p> <p><i>Action; Cllr Packer to enquire with Grace Milham about what agreement had been made between the tenant and Belvoir Estate regarding the trees.</i></p>			
17.	Correspondence – The clerk read out the following which had been circulated to councillors to digest prior to the meeting, the following items were briefly discussed			
	a.	LALC Annual Training Scheme 2018/2019. <i>If interested in any courses please let the clerk know.</i>		
	b.	Lincolnshire Police and Crime Commissioner - Newsletter		
	c.	Best Kept Village and Small Towns Competition		
	d.	Grantham Barrowby Ward Road Repairs – Document regarding pothole repairs planned. Belvoir Lane, Cliff Road, Main Street, Sedgebrook Road and Woolsthorpe Lane.		
	e.	Joint Municipal Waste Management Strategy Consultation		
	f.	Grass Cutting Programme 2018 19		
	g.	Woolsthorpe Rectory enquiry – <i>Clerk to reply informing correspondent that it is a private residence and suggest they write to 'The Occupier' at the address.</i>		
	h.	Lincolnshire Police Rural Community Safety Strategy		
18.	Planning	Nil		
19.	Accounts for payment			
	a.	HMRC PAYE TAX (agreed and paid 09/04/2018)	£141.80	100890
	b.	Room Hire	£ 10.00	100891
	c.	Clerks Salary & Expenses April 2018 (Includes Holiday Back Pay 2016/17 £ 192.96 & Anglian Water reimbursement £10.52 and Travel £16.20)	£408.74	100892
	d.	Stacey Woodward – Grass cut/strim play area	£ 30.00	100893
	e.	Reimbursement to Cllr Barber for Village Green Bin	£ 35.00	100894
		Total	£625.54	
20.	Items for next month's agenda			
	a.	Request Rubbish Bin from SKDC, for Sedgebrook Road		
	b.	Drain Maintenance		

There being no further business the meeting closed at 8.45 p.m.

Signed:



Date:

4.6.18

Chairman, Woolsthorpe by Belvoir Parish Council