

WOOLSTHORPE by BELVOIR PARISH COUNCIL

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Minutes of Woolsthorpe by Belvoir Annual Meeting of the Parish Council

Date: Monday 4th June 2018

Venue: Woolsthorpe Social Club at 7-15 p.m.

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

Also present County Cllr M Whittington
District Cllr P. Bosworth

Clerk & RFO Mrs Emma Wilson

Open session started: 7.15pm

1.	Chairman's Welcome Remarks	
	The chairman again thanked everyone for their attendance.	
2.	Election of Chairman and declaration of acceptance of office	
	Councillor Barber nominated Councillor Packer as a candidate for Chairman, which was swiftly seconded by Councillor Salmon. There were no other candidates and Councillor Packer confirmed his standing and accepted the position. He did remark that he would be happy to continue for a year or so should he be required to do so but that he would also be more than happy to step down should any other councillor wish to put themselves forward for the job. The motion was passed by resolution of the Council. The Chair duly completed and signed his declaration of acceptance of office, which was then signed by the Clerk.	
3.	Election of Vice Chairman and declaration of acceptance of office	
	Councillor Barber nominated Councillor Bradshaw as a candidate for Vice-Chairman, which was seconded by Councillor Randell. There were no other candidates and Councillor Bradshaw confirmed his standing and the motion was passed by resolution of the Council. The Vice-Chair duly completed and signed his declaration of acceptance of office, which was then signed by the Clerk. Cllr Bradshaw remarked that he felt he had not been able to support the Chair as much as he would have liked to last year. The consensus was that actually Cllr Bradshaw had been very supportive indeed to the parish council, particularly taking on extra responsibility within the village with the speed signs etc. Cllr Packer suggested that perhaps they could liaise prior to any meetings that he was not able to Chair to enable Cllr Bradshaw to feel more prepared to take the meeting if required.	
4.	Apologies	
	Apologies were received from District Cllr H. Westropp and Cllr A. Ablewhite, and the reasons for absence were noted and accepted.	
5.	Disclosure of interest in agenda items - Nil	
6.	To approve Minutes of meeting held on the 30th April 2018	
	Cllr Barber commented that there was a typo on Agenda Item 6 Cobleas Land Contract where the word 'ease' was used instead of 'lease'. The item was manually corrected and highlighted ready for publication on the parish website. The draft minutes had been circulated prior to the meeting and they were then agreed and proposed to be a true and accurate record by Cllr Barber and seconded by Cllr Packer. The minutes were passed as approved by resolution of the Council and were duly signed and dated accordingly by the Chairman.	
7.	GDPR Compliance - General Data Protection Regulation, effective 25th May 2018	
	The clerk confirmed that items a to k were predominantly covered at the April meeting and this was just to recap and adopt the previously reviewed policies discussed at the April meeting. The following agenda items were discussed.	
a.	Data Map	Clerk still to complete
b.	Domain & Emails	
	Clerk fed back the following; Domain can be purchased for £1. This has an annual on cost of approx. £10 per year. However there are additional costs to having more than 6 specific email addresses which combined for 7 councillors and the clerk as business users would add up to approximately £300 a year. The clerk made further enquiries and LALC confirmed that this was not actually compulsory but advisory only. After further discussion the clerk gleaned that she could set up individual Gmail accounts for each councillor to the same effect.	

	<p>The important thing being that each councillor has a password protected council specific email. The meeting agreed that this was sensible way forward and this was agreed by resolution of the Council. The clerk was instructed to make start registering and setting up the emails.</p> <p><i>Action; Clerk to action</i></p>
c.	<p>GDPR Cllr Security Compliance Checklist</p> <p>All councillors submitted. <i>Action; Outstanding checklist from Cllr A Ablewhite</i></p>
d.	<p>Data Breach Policy</p> <p>Having been reviewed at the April 2018 meeting, this Policy was proposed by Cllr M. Bradshaw, seconded by Cllr S Remzi; adopted and passed by resolution of the Council.</p>
e.	<p>The Data Protection Policy</p> <p>Having been reviewed at the April 2018 meeting, this Policy was proposed by Cllr M. Bradshaw, seconded by Cllr S Remzi; adopted and passed by resolution of the Council.</p>
f.	<p>Records Retention Policy</p> <p>Having been reviewed at the April 2018 meeting, this Policy was proposed by Cllr P Randell, seconded by Cllr M. Bradshaw; adopted and passed by resolution of the Council.</p>
g.	<p>Subject Access Request Procedure</p> <p>Having been reviewed at the April 2018 meeting, this procedure was proposed by Cllr S Remzi, seconded by Cllr M. Bradshaw; adopted and passed by resolution of the Council.</p>
h.	<p>Data Protection Register Fee for Registration with ICO (Information Commissioners Office)</p> <p>Registered and paid by clerk – to be reimbursed</p>
i.	<p>Data Protection Officer (DPO)</p> <p>LALC confirmed DPO no longer required, but WPC must obviously adhere as best we can to the GDPR with support from LALC</p>
j.	<p>General Privacy Notice</p> <p>Having been reviewed at the April 2018 meeting, this notice was proposed by Cllr S Remzi, seconded by Cllr M. Bradshaw; adopted and passed by resolution of the Council.</p> <p>Staff Privacy Notice</p> <p>Having been reviewed at the April 2018 meeting, this notice was proposed by Cllr J. Barber, seconded by Cllr M. Bradshaw; adopted and passed by resolution of the Council.</p>
8.	<p>Cobleas Land Contract</p> <p>The Chairman confirmed that he met with Grace Milham at the beginning of May. The sections in the contract that the parish council had queried have now been clarified i.e. should the parish council be dissolved the lease would be dissolved also. Regarding structures on the land; Grace confirmed she was happy to accommodate chairs, benches etc. but should we wish to erect any sort of structure we would need to submit a formal request to the estate for permission.</p> <p>The Chair confirmed that he had made it absolutely clear to Grace that WPC could not agree to sign any lease contract until the land is totally vacant. The parish council are unable to take any action about the state of the land or indeed the structures that have recently appeared on it as they do not own the land. The Chair will keep in contact with Grace and will update the parish council as and when he has any news about the land becoming vacant and available.</p> <p>Cllr Barber commented that the green ^{Bin} been used at the Cobleas cemetery had had its SKDC sticker removed by an unknown party. She remarked that this causes problems as the bin is not collected from outside any particular residence and is only identifiable by the refuse collectors with its SKDC sticker ID.</p> <p><i>Action; Cllr Barber offered to contact SKDC to obtain a replacement sticker</i></p>
9.	<p>Speed sign post update - Cllr Bradshaw</p> <p>Cllr Bradshaw confirmed he had not done any more about the speed sign on Sedgebrook Road because of it currently being half term and he did not want to move any signs while they may be of more use near the village playground. Both batteries have just been recharged and are now lasting about 1 month.</p> <p>It was discussed that there may be two potential sites that could be selected within the village if the council decide to investigate further the option of the Lincolnshire Community Speed watch facilitated by the LRSP.</p> <p>Cllr Barber highlighted her concerns regarding speed as vehicles come in to the village under 'dry bridge' and suggested we could possibly look at purchasing an additional speed sign. The speed signs could perhaps be utilised alongside the option of the speed guns with LRSP.</p> <p>The Chair summarised that there appeared to be 3 options to potentially consider</p> <ol style="list-style-type: none"> 1. The parish council to authorise Cllr Bradshaw to move the existing speed sign from outside the playground on to Sedgebrook Road 2. Consider purchasing an additional speed sign at an approximate cost of £1700 3. Investigate participating in the Lincolnshire Community Speed Watch facilitated by the LRSP

	<p>Regarding the Speed gun option with LRSP, Cllr Randell wished to suggest we err on the side of caution with this option as had recently been made aware of potential problems regarding drivers become angry with the volunteers that use the speed gun. He went on to comment that there are considerable rules we are required to adhere to like working in pairs and strict restrictions about where you are allowed to position yourself with the gun. Warning signs for drivers are also imperative and need siting well in advance to enable drivers notice of the speed limit.</p> <p><i>Action; 1. Cllr Bradshaw to move the existing speed sign from outside the playground on to Sedgebrook Road for 1 month and then on to the existing bracketed pole heading out towards 'dry bridge'</i> <i>Action; 2. Consider purchasing an additional speed sign – clerk to add to agenda for next meeting</i> <i>Action; 3. Investigate participating in the Lincolnshire Community Speed Watch with the Parish Volunteers Speed Check facilitated by the LRSP – Cllr Randell to follow up and feedback at the next meeting.</i></p>
10.	'A Thank You to ex councillors'
	<p>Cllr Barber confirmed she had spoken to ex Cllr Gilbert Ward. He is available to attend any night other than a Tuesday. The date Monday 23rd July was agreed. Cllr Barber has wine in stock from Christmas, discussion at next month's meeting to confirm arrangements. <i>Action; Clerk to invite ex clerk Barbara Taylor, Ex Cllr Paul Carpenter, Cllr Bob Adams</i></p>
11.	Unnecessary Parking Main Street-feedback
	<p>Upon request from the parish council the Chairman had spoken with Grace Milham about this issue and the problems it is causing in the village. Though she has no jurisdiction she has agreed when she next send out a circular to tenants she would advise them to park in their own off road parking spaces</p>
12.	Road Crossing at new development-feedback – Cllr Packer
	<p>Grace Milham has agreed to take this up with the developers but has requested copy minutes about the issues regarding this to enable her to bring it to their attention. A discussion then ensued about the dangers of the parking around the ring tree area. It was suggested that a possibility may be to allow parking in the car ark at the Social Club. <i>Action; Chair agreed to mention to the Landlord/Landlady at The Chequers suggesting they could mention other parking in the village when they have a wedding on to alleviate the vehicles blocking the road.</i> <i>Action; Clerk to send copy minutes to Grace Milham</i></p>
13.	Clerks Report
a.	Finance & 2017/18 Year End
	i. Certificate of Exemption
	<p>To be considered and signed to confirm. Woolsthorpe by Belvoir Parish Council is a smaller authority where the higher of gross annual income or gross annual expenditure does not exceed £25,000 and meet the qualifying criteria as set out in the Certificate of Exemption. Confirmation that Woolsthorpe by Belvoir Parish Council is exempt from sending the completed Annual Governance and Accountability Return to the external auditor. These documents must still be completed and published on the parish council website. Agreed and signed by Chairman and clerk. <i>Action; clerk to submit certificate to external auditors PKF LITTLEJOHN</i></p>
	ii. 2017/18 Accounts summary
	<p>2017/18 Accounts summary had been circulated out to all councillors prior to the meeting. There were no queries from councillors. The Clerk advised that these figures are used to complete the Annual Governance and Accountability Return. She also advised that the accounts are currently with the internal auditor. All paperwork will be ready to sign off at the next meeting.</p>
b.	Community Cleaning Equipment
	<p>Clerk confirmed having spoken to SKDC street cleaning regarding equipment that we must purchase our own equipment such as grabbers, high vis waistcoats etc. from the funding we already receive. <i>Action; clerk to obtain prices on equipment.</i></p>
c.	Litter Bin from SKDC, for Sedgebrook Road
	<p>Clerk confirmed she had made enquiries with SKDC about an additional bin and is waiting for reply from them. <i>Action; Clerk to chase up and also enquire about replacement insert for damaged litter bin at the playground.</i></p>
d.	Drain Maintenance – covered in Chairs report
14.	Pot holes
	<p>Cllr Packer informed the meeting he had spent many hours compiling a very comprehensive report including photographs and map locations to send off to LCC. They have however now fixed some of the issue reported. Cllr Packer had forwarded the report to Cllr Whittington in preparation for submitting. Cllr Whittington asked Cllr Packer to amend the report noting which potholes had now been dealt with. <i>Action; Cllr Packer to amend report, copy to Cllr Remzi and submit to LCC</i> <i>Action; Cllr Whittington to forward to Chief Exec LCC.</i></p>

15. Playground Update			
<p>Cllr Barber referred back to the issue raised at the last meeting regarding the fact that there is no barrier where children go up the steps to stop children from falling straight off the end. Having checked it again she confirmed that the design is like that for a reason to allow children to move on to another part of the play equipment. Cllr Barber confirmed that she had been to review the playground on the following dates:-</p> <ul style="list-style-type: none"> • 10th May 2018 check; All ok, • 25th May 2018 check; All ok, However she then discovered a broken toddler swing, which Cllr Salmon kindly removed for safety reasons on 27th May. Cllr Barber brought the swing to the meeting to show the extent of the damage, it had obviously been vandalised. A new swing will need purchasing. • 27th May 2018; All ok. Cllr Barber and Cllr Salmon collected 4 bags of rubbish from the waste bins at the playground and also did some weeding. • 4th June 2018; All ok. Collected more rubbish and did more weeding. Cllr Barber however reported that the wooden border around the woodchip had been vandalised. Someone has removed a section of the perimeter board. <p>Cllr Salmon queried about why we had to have woodchip base and not just grass as some other village playgrounds do.</p> <p><i>Action; Cllr Barber to look back at old record to try and find where the council bought the swings from.</i> <i>Action; Cllr Barber said she would be able to source a section of wood from home to temporarily fill the gap.</i> <i>Action; Cllr Barber offered to check back in records to see if a reference was made regarding the choice to have woodchip</i></p>			
16. 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.	Fly the Red Ensign on 3 rd September– Hard copy mail – <i>Action Cllr Randell offered to raise the flag at 0800 hrs as Cllr Packer will not be available to do it.</i>		
b.	Grantham Barrowby Ward Road Repairs – <i>Action Cllr Whittington to forward this report monthly to the clerk for circulation.</i>		
c.	Running water on highway, Correspondence from a member of the public regarding water running from the spring on Main Street. Clerk had responded giving full information about the investigations carried out to date by Highways, Anglian Water etc. <i>Action; As the spring emanates from Belvoir Estate Land, the Chair will raise it with Grace Milham at his next meeting with her.</i>		
d.	Community Speed Watch Update – Covered in item 9		
17.	Planning	Nil	
19. Accounts for payment			
a.	Room Hire	£10.00	100895
b.	Clerks Salary & Expenses May 2018 (Includes Holiday Back Pay 2018/19 £ 192.96, Travel £16.20, STAMPS 8.04, ICO Registration reimbursement £40.00)	493.79	100896
c.	Community Lincs Insurance	£443.34 not paid	Payment to be held over to next meeting to receive updated reduced invoice
	<i>Clerk advised that there was an option to agree to either 3 or 5 yr. term and reduce premiums with Community Lincs Insurance. The meeting decided to go for 5 year term and save £44 a year.</i>		
	Total	£503.79	
<p>An ad hoc discussion ensued about the lack of invoice supplied from Mr B Hughes for cutting the cemetery. <i>Action; Cllr Salmon agreed to speak to him to ask him to supply one in future to allow us to pay for works</i></p>			
20. Items for next month's agenda			
a.	Speed watch		
b.	Complaint been made to Cllr Barber, Refuse Bin being left on pavement on Main Street – <i>Action; Cllr Salmon agreed to speak to the resident in question</i>		

There being no further business the meeting closed at 8.50 p.m.

Signed:

Tom H. Packer

Date:

28.6.18

Chairman, Woolsthorpe by Belvoir Parish Council