

# HUNTLEY PARISH COUNCIL MEETING

## MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD AT HUNTLEY VILLAGE HALL - TUESDAY 1<sup>ST</sup> MAY 2018 at 1900 hrs

Attendees: Councillors Cllrs. A S Wood (Chairman), D Greaves, Mrs J Green, I Richards, RC Watkins (arrived 19.05)

Present: No members of the public, Cllr. Brian Robinson (County Cllr. arrived 19.05), Miss A Jones (Clerk)

### Annual meeting of the parish council

#### 1. ELECTION OF CHAIRMAN

**Resolution** : That Cllr. Wood be elected as Chairman of the council

**Proposed** : Cllr. Ian Richards **Seconded** : Cllr. Mrs Jenny Green

**Voting** : All in favour

Cllr. Wood signed an acceptance of office

#### 2. APOLOGIES

Cllr. Brian Jones (on holiday)

#### 3. ELECTION OF VICE CHAIRMAN

**Resolution** : That Cllr. Dominic Greaves be elected as Vice Chairman of the council.

**Proposed** : Cllr. Ian Richards **Seconded** : Cllr. Mrs Jenny Green

**Voting** : All in favour

Cllr. RC Watkins and Brian Robinson arrived at 19.05 hrs

The Chairman thanked Cllr. Watkins for his services as Vice Chairman the previous year.

#### 4. ELECTION OF OFFICERS - It was resolved that all officers remain unchanged with Cllr. Rebbeck being reinstated as Snow Warden even though the parish now has no snow plough.

### Ordinary meeting of the parish council

#### 1. APOLOGIES - Cllr. Brian Jones (on holiday)

#### 2. MEMBERS' INTERESTS RELATING TO ITEMS ON THIS AGENDA

Cllr. R Watkins declared an interest in Item 5 (e) as a recipient of one of the cheques.

### Members of the public, District and County councillors will be invited to address the council at this time

Cllr. Robinson advised that he would leave his update until the later Annual Parish Meeting

#### 3. APPROVAL OF MINUTES FROM THE MEETING ON 3<sup>RD</sup> APRIL 2018.

It was resolved that the minutes were an accurate record of the meeting on 3<sup>rd</sup> April, subject to the date being corrected, and they were duly signed by the Chairman.

#### 4. (a) PLANNING APPLICATIONS (received)

P0477/18/FUL Plot 1, Huntley Court, Huntley

Erection of an attached garage

It was resolved that the parish council had no objection

P0564/18/LD1 Burway Farm, Buttermilk Lane, Rudford, Glos

Section 191 application to determine whether the use of the land / building as a garden centre with retail outlet is lawful

It was determined that this site was not within the parish

#### (b) PLANNING APPLICATIONS (decisions)

P1196/17/FUL & P1197/17/LBC Huntley Manor Newent Lane Huntley

Conversion of Coach House to ancillary accommodation to dwellinghouse.

**Permission Granted**

Application under Section 192 to establish whether the erection of a single storey side extension requires planning permission.

**Planning Permission not required**

## 5. FINANCE

<b>(a)</b>	<b>Statement of Accounts (after April expenses and May wages for Clerk)</b>			
	Deposit Account (PAD funds) excluding recent interest	£	1,329.74	
	Deposit Account – excluding recent interest	£	43,435.45	
	Treasurers Account	£	940.29	
<b>(b)</b>	<b>Un-cleared Cheques (at 20/04/2018)</b>			
	Miss A Jones (Clerk's expenses)	£	79.29	
	Miss A Jones (Clerk's expenses)	£	58.70	
	Huntley Village Hall (Room Hire March)	£	18.00	
<b>(c)</b>	<b>Grant Applications - Section 137 of Local Government Act 1972 - None</b>			
<b>(d)</b>	<b>Adverse variance to budget (&gt;£10) – None – new financial year</b>			
<b>(e)</b>	<b>Cheques for Payment</b>			
	Miss A Jones (expenses – April)	£	58.46	1434
	Merlin Waste (doggie bins April 2018)	£	37.50	1435
	Huntley Village Hall (room hire April)	£	18.00	1436
	R Bowman (grass cutting – March 18)	£	98.95	1437
	Mr Overbury-Willis (return of allotment deposit for plot 11a - vacated)	£	10.00	1438
	Information Commissioners Office (Data Protection Registration)	£	35.00	1439
	RC Watkins (Handyperson – 3rd & 4 <sup>th</sup> Qtr. including expenses)	£	542.01	1440
	Mr R Carmichael (return of allotment rent overpayment – 19b s/b FOC)	£	10.00	1441
<b>(f)</b>	<b>Other Expenditure</b>			
	Miss A L Jones (Clerk's wages and office allowance – s/order 28/05/18) NB there is an issue with the new s/order so April pmt may not have been actioned by Lloyds, and there may be a need to "catch up" with payments. A new standing order mandate was signed by Cllr. Mrs Green and the Chairman.	£	695.72	
<b>(g)</b>	<b>Income Received</b>			
	Allotment rents	£	220.00	
	Precept (received April 2018)	£	10,559.00	

## **(h) Annual Governance and Accountability Return 2017/18**

- (i) The Clerk read out the Annual Governance Statements and provided the council with the Accounting statements for their perusal along with the supporting documentation. She then signed pages 4 and 5 of the AGAR confirming her satisfaction with their contents. Council considered, and **it was resolved** to approve, the Annual Governance Statement of the AGAR 2017/18 and it was duly signed by the Chairman.
- (ii) Council considered, and **it was resolved** to approve, Accounting Statements of the AGAR 2017/18 and they were duly signed by the Chairman.
- (iii) Exercise of public rights – due to the Clerk having holidays during the period for the exercise of public rights, **it was resolved** that Cllr. Mrs Green would be the contact point for the period 4/6/18 – 13/7/18. The Clerk will ensure that Cllr. Mrs Green is handed the accounts after the June meeting.

Council noted that the AGAR and all financial documents were to be passed to the internal auditor on 3<sup>rd</sup> May.

- (i) **Doggie Bins** – Council noted that the cost of emptying is increasing to £3.75 per bin per empty.

## 6. NEW ITEMS

**(a) RECREATION GROUND / PLAY AREA** - Council considered whether there were any any urgent new matters for attention and resolved that all matters could carry forward to the June meeting. It was agreed that councillors would meet over the coming weeks to progress the installation of the new notice board. It was agreed that dog fouling issues were currently at a reduced level but acknowledged that they may increase as the weather improves.

**It was resolved** that the council would investigate the logistics of installing the new doggie bin within the recreation ground and moving one of the smaller existing bins to the new location on the corner of Newent Lane / Byfords Road. It was noted that the seat on the child's swing had been replaced.

**(b) HIGHWAYS ISSUES** - Councillors considered whether there were any urgent new matters to be reported, and agreed that there weren't. It was agreed that the traffic flow had been far better during the time when the traffic lights on the B4215 were turned off and the associated right-hand turn blocked off.

**(c) GENERAL DATA PROTECTION REGULATIONS (GDPR) – It was resolved** that the council approve the draft new documents / procedures (temporarily amended to reflect the current uncertainty relating to DPOs) as provided by the Clerk relating to the email signature, the GDPR Policy and the privacy statement for the web site, and that the Clerk would upload them as appropriate. **It was further resolved** that the Clerk would make further minor amendments as and when advice was received regarding DPOs. The Clerk advised that GAPTC advice was not to employ a Data Protection Officer at this time, as negotiations were ongoing with government / NALC / ICO regarding parish councils. The Clerk also advised that clerks were not expected to have the necessary legal expertise to carry out this role, and that she did not have the experience to advise the parish council on such complicated legislation, and that it may therefore be necessary to employ the services of a suitable party in the future, once GAPTC clarify the position. Finally, the Clerk advised that the most important thing for the council and individual councillors to remember was that they should not hold any personal information for council purposes unless they have a current, legitimate council business reason to do so, and that they should delete / destroy anything that is no longer necessary. The situation is not straight forward with parish councillors, as they are also members of the community and therefore hold many personal details which they have for personal use, and the Clerk had been advised at her training events, that a commonsense approach would be taken in this regard.

**CARRY FORWARD As and when further advice received**

**7. INFORMATION SHARE – NOT REQUIRING DECISION OR SPEND** - The Clerk provided details recently received regarding works due to take place at Over roundabout.

**8. ITEMS FOR NEXT OR FUTURE MEETINGS**

- **COMMUNITY SPEED MONITORING** – update from PCSO
- **STANDING ORDERS** – Council to review Standing Orders after introduction of GDPR
- **FINANCIAL REGULATIONS / RISK ASSESSMENTS** – Review and amend as necessary
- **RECREATION GROUND** – Football pitch possible improvements / treatment

**9. TRAINING, MEETINGS AND SEMINARS**

Wednesday 2<sup>nd</sup> May – GAPTC – National Planning Policy Framework Demystified training course at Brockworth Community Centre, GL3 4ET from 2pm – 5pm. £55.00 per person

**10. NEXT MEETING - Tuesday 5<sup>th</sup> June 2018**

**11. CORRESPONDENCE (GENERAL)**

**(a) FoDDC** - Press Release – approval of Publica plan for 2018/19

**(b) Gloucestershire County Council** - Temporary Traffic Order for Closure A4136 Nailbridge to Plump Hill to facilitate surfacing works. Diversion is via main Road, Huntley.

**(c) GAPTC / NALC etc.**

- National Salary Award information from NALC
- Service Level Agreement

**(d) Royal British Legion** - Request for the parish council to support the Silent Soldier campaign

Miscellaneous correspondence not specifically relevant to Huntley parish council, but that may have been of interest to the public, was available to view at the meeting but is not detailed on this agenda

Meeting ended at 19.40 hrs

**Certified as an accurate record of the proceedings of the open meeting of Huntley Parish Council on 1<sup>st</sup> May 2018.**

**Signed:**

**Date:**

1600

Initials

Chairman.

MINUTES