

# **ADDLETHORPE PARISH COUNCIL**

Please note these minutes are draft until approved as a true record

## **MINUTES OF THE ANNUAL MEETING OF ADDLETHORPE PARISH COUNCIL HELD ON 8<sup>TH</sup> MAY 2018**

The Annual Meeting of Addlethorpe Parish Council was held on Tuesday 8<sup>th</sup> May 2018 at 7.45p.m. in the small hall, St Peters Hall Ingoldmells

### **PRESENT:- COUNCILLORS H.BOUGHTON (CHAIRMAN), G.ESCOTT, N.TOWERS, I. CLIFT, R.SHORT AND T. SMITH.**

County and District Councillor C.Davie did not attend. Two members of the public were present.

### **OPEN FORUM**

#### **1)ELECTION OF CHAIRMAN 2018/19**

It was proposed, seconded and agreed to appoint Councillor H.Boughton as Chairman for 2018/19.

#### **2) DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Boughton accepted the Nomination for Chairman and signed the Declaration of Acceptance.

#### **3) CHAIRMAN'S REMARKS**

The Chairman welcomed everyone to the meeting and thanked everyone for their continued support. Cllr Boughton stated thanked everyone for their vote of confidence in his Chairmanship of the council, however, he also stated that next year he will be considering standing down from the role next year.

#### **4) APOLOGIES FOR ABSENCE**

None

#### **5) DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE 2000 LOCAL GOVERNMENT ACT**

None

#### **6) ELECTION OF VICE-CHAIRMAN 2018/19**

A proposal was seconded and agreed to appoint Councillor N.Towers as Vice-Chairman for 2018/19. A Declaration of Acceptance of Office as Vice-Chairman was signed.

#### **7) MINUTES OF THE MEETING HELD ON 10<sup>TH</sup> APRIL 2018**

The notes of the meeting held on 10<sup>th</sup> April 2018 were approved as the minutes and signed by the Chairman.

## **8) RECEIVE REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES**

None

## **9) CLERK'S REPORT ON MATTERS OUTSTANDING**

- a) Review of Standing Orders/Financial Regulations and Risk Assessment: Councillors were asked if they had any amendments or views on the existing document. The review concluded that no further adjustments were needed and the documents were approved and signed.
- b) General Data Protection Regulations: New Regulations come into force on 25<sup>th</sup> May 2018 and replace the existing Data Protection Rules. To comply with the new Regulations, the Parish Council were required to undertake several steps. Appendix A to these notes states what actions are required and the action the Council has taken.

## **10) CORRESPONDENCE**

The following items of correspondence have been received:

By Post:

- a) Local Councils Update – May 2018 – This publication did not arrive in time for the meeting as expected. 'Snippets' will be distributed with next month's notes.

By E:Mail:

- a) ELDC Election Office: Notice of Councillor Vacancy – copies to be posted onto the Parish Council Notice Boards. If 10 electors do not come forward by 22<sup>nd</sup> May 2018 to request an election, a co-option may be permitted.

## **11) APPROVE PAYMENT OF ACCOUNTS**

It was proposed, seconded and agreed to pay the following accounts: -

- a) Community Consultation Ltd - £196.54 – Annual Insurance
- b) Welton Garden Services - Grass Cutting April £114.00
- c) Hand Bros – Churchyard maintenance of Trees - £720.00
- d) Transfer from Current a/c to Deposit a/c: £500 for Election Costs Reserve
- e) Mrs Jen Cooper – Annual Audit £40.00
- f) Mrs M.K. Boughton – Clerks salary – April 2018

## **12) DISCUSS FINANCIAL MATTERS**

a) Internal Audit Report: The accounts were audited in April 2018 by Ms Jen Cooper who reports that everything is in good order, with no area needing any further attention.

b) Certificate of Exemption for External Auditor: The Parish Council has turnover under the limit required for full external audit. Now, although there is still a requirement for Internal Audit, the new rules exempt the need for a full External Audit, providing the accounts are posted on an F.O.C. website and Public Rights are maintained. A Certificate of Exemption is now sufficient and this was duly signed by Cllr Escott as the Responsible Financial Officer.

### **13) PLANNING CONSENTS/REFUSALS**

Noted as follows:-

a) G Hardy Ltd: PP change of use of land to provide extension to existing holiday park to site caravan lodges and 34 touring caravan pitches. Land: Chapel Fields, Trunch Lane, Chapel-St-Leonards. **GRANTED**

### **14) PLANNING APPLICATIONS**

The following have been received:

a) Tritton Knoll: Electrical System Project Sequencing Plan. **NO COMMENTS**

### **15) BOWMANS BUSINESS PARK**

Nothing to report

### **16) DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Tuesday 12th June 2018 at 7.30p.m. in the small hall at St Peters Hall, High Street, Ingoldmells.

### **16) ANY OTHER MATTERS FOR DISCUSSION ONLY**

a) A visitor to the Church has reported that while her car was parked, it was broken into and her handbag stolen. It was decided that warnings signs were required that asked visitors etc. not to leave valuables visible in their cars. Clerk will source a sign/s for this purpose.

b) A letter from Lloyds Bank plc was received after the Agenda for the meeting was published which described the changes to the way cheque deposits for business accounts would be handled from 10<sup>th</sup> July 2018. A new Mobile Banking App has been introduced which allows banks to clear a digital image i.e. a photograph of the cheque/s concerned. Only signatories to the account can do this. Also it is now no longer possible to use a Cashpoint card to withdraw cash over a Post Office Counter (it is still possible to use the ATM at a P.O.).

As there was no other business the meeting closed at 8.15p.m.

## **APPENDIX**

### **GENERAL DATA PROTECTION REGULATIONS.**

Parish Council Meeting held 8<sup>th</sup> May 2018 – Item 9b:

For immediate action:

- a) Appointment of a Data Protection Officer. Originally, the Parish Council were required to appoint a DPO (who could not be a Councillor or the Clerk). Work by LALC and other bodies challenging this, highlighted the facts that many Town and Parish Councils/meetings were very small with very limited resources, and also that they would handle limited types of Data. The data that these small councils handle is largely in the Public Domain, in the first instance. The Government has agreed to table an amendment to its own Parliamentary Bill to exempt small Councils from the need to appoint a DPO, although it would still be deemed to be good practice if they do.
- b) Adopt the Data Map: This document lists the various types of document that might be handled by a Council, where it goes, storage methods, length of storage etc. Addlethorpe Parish Council voted to adopt this document at the meeting on 8<sup>th</sup> May 2018.
- c) Adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy. These documents have been supplied by LALC for Parish Council to adopt and use.
- d) Adopt Privacy Notices: There are two types of notice – one for Staff, Councillors and Role holders and the second is a general document. The Clerk will issue these documents a.s.a.p.
- e) Security Compliance Notices: all Councillors were given a form which listed the areas where data could be stored, such as hard copy, computer files etc, and also required confirmation of that passwords and Anti-virus software were in place and up to date. All Councillors signed these documents and returned them. The Clerk has filed them.
- f) Registration as a Data Controller with the Information Commissioners Office: The Parish Council must register with the ICO which incurs a fee. The Clerk will check this out and arrange the necessary action.

For ongoing compliance:

- a) A Data Protection Impact Assessment must be completed for the implementation of any new system such as CCTV.
- b) Consent records must be up to date (Reviewed every 2 years) and Renewed every 5 years.
- c) Review and amend the Data Map as necessary and at least annually.
- d) Review and update all GDPR documentation annually.

