

CASTLE EATON PARISH COUNCIL

**MEETING of the PARISH COUNCIL held on THURSDAY,
MARCH 8, 2018, at 7.00pm in the Village Hall.**

MINUTES

PRESENT

Cllr W Hughes (chairman)
Cllr D Sainsbury (vice-chairman)
Cllr D Naidu
Cllr L Saunders
Cllr S Gruszka
Four residents
A Gorton (clerk)

The Chairman opened the Meeting by welcoming all present and re-iterating the protocol adopted for a Parish Council meeting.

1 APOLOGIES FOR ABSENCE

Apologies were received from Borough Cllr Mrs M Penny.

2 DECLARATIONS OF INTEREST

No specific declarations were made at this point but the 'general interest by association' was adopted.

3 MINUTES OF THE MEETING OF THE PARISH COUNCIL, DECEMBER 13, 2017

The Minutes had been circulated previously to Councillors and were accepted as a fair and accurate record. They were signed by the Chairman and clerk.

4 MATTERS ARISING FROM THE MINUTES

4.1 Sign on the road to Kempsford.

The clerk reported correspondence with SBC and Wiltshire Council, confirming that the signs will be re-erected as soon as possible in the next financial year (2018-2019),
Thanks were expressed to Cllr Penny for her intervention in this matter.

4.2 Sign on the C114.

The clerk reported correspondence with SBC, confirming that a sign will be erected near the village entrance on the C114 from the A419, indicating the weight-limit through the Conservation Area.

Thanks were expressed to Cllr Penny for acting on behalf of the Parish Council in this matter.

Cllr Saunders agreed to liaise further with Cllr Penny to ensure the sign was erected as soon as possible.

4.3 Refuse Bins



The clerk reported correspondence with SBC (StreetSmart) concerning the promise to provide two bins, one black and one green, to be deposited outside the Village Hall. Though the Village Hall Cttee had not seen these bins, a resident reported that two bins had been standing outside the Hall some weeks ago. Cllr Saunders was asked to communicate with Cllr Penny to ask if she could ensure the bins are delivered.

4.4 Circulation of Minutes

It was decided to defer the matter of circulation of Minutes until the Parish Council Meeting following the May elections, along with any new protocols the new Council may wish to put in place.

4.5 Community Benefit Fund

4.5.1 The Chairman brought the Meeting up to date with the item agreed previously for provision of tarmac on parts of the path and car-park at the Village Hall. The contractors originally appointed had now decided not to undertake the work. The Village Hall Cttee are seeking new quotations and will report them to a future Meeting of the Parish Council.

4.5.2 The Chairman reported that further work is being done by the Village Hall Cttee on their previous proposal to apply for funds for an air-conditioning in the Village Hall, and hope to have this prepared in readiness to submit it to the next Parish Council Meeting.

5 GENERAL DATA PROTECTION REGULATION, MAY, 2018

The Chairman introduced this agendum, describing its intention of strengthening the Data Protection Act 1998 and giving further protection to members of the public.

The clerk reported his understanding of the responsibilities of the Parish Council under this Regulation. The Parish Council does not maintain a data-base of residents but only of certain details of Parish Councillors such as names, addresses, telephone numbers and email addresses, all of which are in public domain.

The clerk will continue to act as de facto Data Protection Officer. For each element, the major questions concern the need to keep the specific data, whether permission has been obtained to keep it, and to determine how long it should be kept for, giving persons involved the right to erasure.

RECESS

- 1 A resident (JE) described how the VCC is hoping to marshal interest among residents to take on litter-picking and clearance through the parish.
The Chairman advised that health and safety procedures must be taken into account
Cllr Sainsbury raised the matter of insurance for both the Parish Council's liability and for any residents involved.
It was AGREED that further discussion of this was necessary, that procedures may have to be documented and that equipment may have to be provided/bought.
- 2 The Chairman distributed a list of his current duties and tasks, and which will have to be filled when he retires from the Parish Council at the end of his current term of office (Addendum 1).
- 3 The Chairman agreed to prepare a Chairman's Report to be given to the Annual Parish Meeting in May.

6 PARISH COUNCIL WEBSITE – NOMINATED PERSONS

Cllr Naidu agreed to take over the Chairman's current role regarding the website, and will liaise with Cllr Gruszka.



7 FINANCE

7.1 The clerk reported receipt of the External Auditor's Report, 2017, and the two points were noted

7.2 It was AGREED that Mrs Eleanor Newman should be asked to act as Internal Auditor for the 2017-2018 accounts

7.3 Bank account (01529286) as at 1.3.2018 **£49,812.31**

Cheques for signature		
Grant Thornton (external audit)		£180.00
Castle Eaton Village Hall (hire of room)		6.00
A Gorton – salary	430.00	
expenses	<u>51.59</u>	481.59
HMRC (PAYE)		70.45
Total cheques payable		£732.04

Bank balance after cheques presented **£49,074.27**

(Bank account 02700108 = £500.00

Defibrillator account = £542.00, CBF = £45,095.81, transitional relief = £1,125.00))

8 CORRESPONDENCE

SBC members' Bulletin – weekly

SBC Planning Bulletin – weekly

What's On In Cricklade – January, 2018, February, 2018, March, 2018

Local Government Digest – weekly

Local Government Review – weekly

SBC – Elections and Voter ID pilot study

Local Government Executive – weekly

Clerks and Councils Direct – monthly

Swindon Clinical Commissioning Group - monthly

WILD Project Newsletter

Civic Voice – monthly

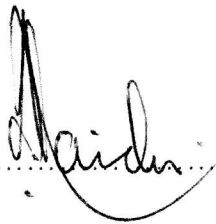
NALC - GDPR Tool-kit

9 DATE OF NEXT MEETING.

The Annual Parish Meeting and Parish Council AGM will be held on May 17, 2018, at 7.15pm
(NB Please note the time)

In recognition of his outstanding service to the Parish Council and the parish generally, Cllr Hughes was presented with a gift from the Councillors and clerk.

Signed



(chairman)



(clerk)

8.3.2018

(date)