

**Minutes of the Annual Meeting of the Clarborough & Welham Parish Council held Monday 14<sup>th</sup> May 2018 at 7.00pm in the Clarborough Village Hall, Main Street, Clarborough.**

Present: Cllr Gibson (Chair), Cllr Bowler, Cllr George and Cllr Hardie

Others present: Mrs Davies (Clerk), District Cllr Sutton, Mr Oates (Footpath Warden) and members of the public

**854/18 Election of Chair**

Cllr George proposed Cllr Gibson as the Chair for 2018/19; this was seconded by Cllr Hardie and resolved by the Council.

**855/18 Election of Vice-Chair**

Cllr Hardie proposed Cllr Bowler as the Vice-Chair for 2018/19; this was seconded by Cllr George and resolved by the Council.

**856/18 To receive signed Declarations of Office**

Cllr Gibson and Cllr Bowler both signed their Declaration of Office which was counter signed by the Clerk.

**857/18 To receive apologies of absence**

Apologies for absence were received and approved from Cllr Baines, Cllr Avery and Cllr Willcock.

**858/18 To receive any Declarations of Interest in any items on the agenda**

No Declarations of Interests received.

**859/18 Open session for members of the public to speak**

Mr Oates gave his footpath report as follows:

My Report for the Annual Meeting at the end of April was a little down beat.

To rectify, though I try to walk the paths network on a regular basis, I would like to thank members of the public who draw my attention to paths issue that need action. Thanks also, of course, to the Countryside Access Team in Nottingham who generally respond to requests and put up with my constant barrage of emails and phone calls.

In general, the paths are in good order and are enjoyed by local residents and also by the many visitors who pass through on longer journeys.

**860/18 To appoint memberships of working parties for 2018-19**

Playing fields – Cllr Gibson and Cllr Bowler

Road Safety – Cllr Gibson and Cllr Willcock

Planning – All Councillors

Flooding matters – Cllr Avery and Cllr Bowler

Friends of the Parish Pasture – Cllr Willock and Cllr Avery  
 Allotments – Cllr George and Cllr Hardie  
 Parish Council Forum – Cllr Baines and the Clerk  
 Footpath Warden – Mr Oates  
 Notice boards at Clarborough – Cllr Gibson and the Clerk  
 Notice Boards at Welham – Cllr Gibson  
 Bassetlaw Central Forum – Cllr Gibson  
 Estate Officer – Cllr Gibson  
 Snow Warden – All Councillors  
 Grit bins – Cllr Gibson  
 Village Hall Committee – Cllr George  
 Litter picking, grot spots & dog fouling – All Councillors  
 Neighbourhood Plan – Cllr Willcock and Cllr Avery  
 Christmas Dinner – Cllr Baines (W.I)

Deferred to a later meeting – Christmas lighting event and Mulled wine stall

Councillor Hardie proposed to approve the above memberships; this was seconded by Cllr George and resolved by the Council.

#### **861/18 To appoint the Internal Auditor for 2018-19**

The Chair proposed Mrs Savill to carry out the Internal Audit; this was seconded by Cllr Bowler and resolved by the Council.

The Clerk reported that the Internal Audit had taken place on the 26<sup>th</sup> April 2018 with no issues raised and the Auditor signed the Annual Internal Audit Report 2017/18.

#### **862/18 To review signatories for the NatWest Bank**

The current signatories are Cllr Gibson, Cllr Avery, Cllr Baines and Cllr Willcock. The Chair proposed to keep this same signatories; this was seconded by Cllr Bowler and resolved by the Council.

#### **863/18 To review the Financial Risk Assessment for 2018-19**

The Clerk previously circulated copies of the risk assessment for the Councillors to review.

Cllr Bowler proposed to approve the risk assessment; this was seconded by Cllr Hardie and resolved by the Council.

#### **864/18 To approve the Annual Governance Statement for 31<sup>st</sup> March 2018**

The Clerk read through the Annual Governance Statements and Cllr Bowler proposed to approve the statements; this was seconded by Cllr George and resolved by the Council.

### **865/18 To approve the Annual Statement of Accounts for 31<sup>st</sup> March 2018**

The Clerk previously circulated copies of the year end finances and figures for the Statement of Accounts. Cllr Bowler proposed to approve the Annual Statement of Accounts; this was seconded by Cllr George and resolved by the Council.

The Clerk previously reported that the Council can apply for a certificate of Exemption from a limited assurance review; this is due to the gross income and expenditure being under £25,000 for the year. Everything for the end of year audit is the same as usually but instead of sending the information off to an external auditor; all the information must be published on the website.

Cllr Hardie proposed to apply for the exemption; this was seconded by Cllr George and resolved by the Council.

### **866/18 To review the Financial Regulations and Standing Orders**

Copies of the Financial Regulations and Standing Orders had previously been circulated to the Councillors for them to review.

The Clerk reported that the Financial Regulations were up to date with current regulations and no amendments were required.

Cllr George proposed to approve the Financial Regulations with no amendment required; this was seconded by Cllr Hardie and resolved by the Council.

The Clerk reported that N.A.L.C has issued update Standing Orders covering the last 5 years change in regulations; most of them we have already included in the Standing Orders. The major amendment is the new General Data Protection Regulations which needs to be adopted and included in the 2018 version.

Cllr Bowler proposed to update the standing orders to include the new legislation; this was seconded by Cllr Hardie and resolved by the Council.

### **867/18 To review the following policies – H&S, Equality Act and Complaints Procedure**

Copies of the above policies have been circulated and Cllr Bowler proposed to approve the policies with no amendments; this was seconded by Cllr George and resolved by the Council.

Cllr Bowler agreed to carry on as the Council representative for the Health & Safety.

### **868/18 To adopt General Data Protection Regulations for compliance**

- a) To adopt the Data Map as circulated
- b) To adopt the General Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy
- c) To adopt Privacy Notices

The Clerk previously circulated copies of the new policies and Procedures for the Councillor to consider. Cllr Bowler proposed to adopt the above policies and procedures; this was seconded by Cllr George and resolved by the Council.

**d) To receive completed Security Compliance checklists from all Councillors**

The Clerk confirmed that she has received completed checklists from all the Councillors.

**e) To confirm that the Parish Council is already registered as a Data controller with the ICO**

The Clerk confirmed that the Council is registered with the Information Commissioner's Office under registration reference ZA352392.

At this point the Clerk reported that the House of Commons has accepted a Government amendment to the Data Protection Bill which, once the Bill has been enacted, will exempt all town, parish and community councils from the requirement to appoint a Data Protection Officer. All other requirements of the GDPR will apply and will come into force on the 25<sup>th</sup> May 2018.

**869/18 Finances – to approve payments**

Cllr Bowler proposed to approve the following payments; this was seconded by Cllr Hardie and resolved by the Council.

- a) Parish Clerk's wage and expenses £157.35 (2032)
- b) HMRC – p.a.y.e £37.40 (2033)
- c) P Willcock – Allotment expenses (grant ) £209.92 (2034)

**870/18 To consider the following planning application**

**Application ref: 18/00533/LBA**

Proposal: Erect detached three bay garage with auxiliary accommodation at first floor level, erect an orangery on the rear elevation to the main dwelling and a replacement detached single garage  
 Location: Yew Tree Farm, Main Street, Welham

The Council considered the above application and Cllr George proposed not to make any objections; this was seconded by Cllr Bowler and resolved by the Council.

**871/18 Time and date of the next Parish Council meeting**

The next Parish Council meeting will be held on the Monday 11<sup>th</sup> June 2018 at 7pm in the Clarborough Village Hall, Main Street, Clarborough.