

CARLTON-ON-TRENT PARISH COUNCIL

Minutes of the meeting of
Carlton-on-Trent Parish Council held
in the Village Hall, Main Street, Carlton on Trent on

Tuesday 6th March 2018 at 7.30pm

Present:

Cllr N Fletcher (Chair), Cllr M Martin (Vice-Chair), Cllr M Eley, Cllr L Hopkins, Cllr F Jerome, Cllr R Whate, CCllr B Laughton, DCllr S Michael, T Grimes (Clerk) and 2 members of the public

1) To consider any apologies for absence

There weren't any absences.

2) To receive any declarations of interest in items on the agenda

MMA declared an interest in the clerk's wages.

3) To accept the minutes of the Parish Council meeting held Tuesday 2nd January 2018

It was noted that this should read 6th February and the minutes were approved as a true record of the meeting and were signed by the chair.

4) 10 minute open forum to receive questions and comments from members of the public

A question was asked about recent drilling and trenches appearing in the field just beyond the lorry park towards Cromwell. CCllr BL informed those present that there had been a proposal for an extension to the gravel works and suggested the clerk contact Steve Osborne James at the Council for further information.

5) To note any matters arising from the minutes of 5th December 2017

It was noted that this should read 6th February 2018.

a) Bank signatories

The clerk tabled a letter confirming that Jean Clerk had been removed from the council's bank signatories.

b) Bank Standing Order

The clerk informed council that this was now active.

6) To co-opt a new member to the council

The clerk informed councillors that she had received one expression of interest and had invited the candidate to attend. RW informed the meeting that there was another party who may be interested but was unable to attend this meeting. There was some discussion as to whether the co-option should go ahead or be delayed due to the fact that the person not present was not given a deadline. Following a proposal to delay the co-option which was voted against by 4:3, it was

RESOLVED: To consider the co-option at this meeting.

(Proposed NF, seconded MMA, carried by majority 4:2)

The candidate was questioned and asked to leave the room.

RESOLVED: To co-opt Melanie McKinnon to the council.

(Proposed FJ, seconded MMA, carried unanimously)

MMc was asked to return to the meeting and welcomed onto the council. Having duly signed the acceptance of office MMc took part in the remainder of the meeting.

7) To receive updates on any District & County Councillor matters

DCllr SM reported that NSDC had set up the development company mentioned at the previous meeting and that they had agreed a Council Tax increase of 1.94%.

CCllr BL noted that the council would be establishing a care facility aimed at releasing hospital beds. The scheme would provide a place for those no longer needing hospital care but taking up beds because they are not yet able to cope at home. The county council has also obtained funding for building council housing; a 30 year project would begin with 82 houses being built in 2018. CCllr BL also confirmed that the County Council had agreed a 4.99% increase in Council Tax.

NF asked whether there had been any announcement regarding VIA and CCllr BL responded saying their work was being re-assessed but that 111 surface dressing schemes had been approved, although not in this area.

8) To consider any planning matters

a) Notifications received

None

b) Planning applications to discuss

None

c) Any other planning business

None

9) To decide what to do about the Housing Needs Survey

The clerk informed council of an email from Miles King suggesting that a smaller development of three properties may be possible. There was some discussion about the viability of the results in the study, however, it was agreed that this was no longer the issue. DCllr SM confirmed that the process was council led and they could halt the process at any point up to the build starting, so by identifying a suitable site there was no commitment to completing the development.

RESOLVED: To move on to identifying suitable sites.

(Proposed MM, seconded RW, carried by majority 6:1)

10) To consider actions required to comply with the new Data Protection legislation

a) To carry out a Personal Data Audit

The clerk confirmed that this was well under way and that there was very little data processing actually carried out other than the clerk's own details required for employment purposes, the councillors contact details which are in the public domain anyway and then any individuals details received through correspondence.

b) To devise privacy notices for the public and for staff/councillors

c) To develop a recording system of data processing activity

d) To devise a consent form

e) To devise a Subject Access Policy

f) To devise a Privacy Policy

g) To devise a Security Incident Response Policy

The clerk had circulated the GDPR Toolkit provided by NALC for reading prior to the meeting which contained models for items b) to g). There was some discussion about the practicalities of obtaining consent and the detail required in the recording system.

RESOLVED: To adopt all the model policies and adapt them to suite in time, when more information and understanding is gained.

(Proposed MMA, seconded FJ, carried unanimously)

h) To consider appointing a Data Protection Officer (DPO)

The clerk reported that the District Council had declined to provide such services at present and that there had not been any news from NALC on the matter.

RESOLVED: To wait for more information before appointing a DPO.

(proposed MMA, seconded NF, carried unanimously)

- i) **To consider registering with the Information Commissioners Office (ICO)**
The clerk noted that registration would be mandatory on 25th May and would cost £55, however, it had been suggested that those already registered prior to May 25th at the current rate of £35 would only pay the increased fee at their renewal date.

RESOLVED: To register with the ICO.

(proposed FJ, seconded MMA, carried unanimously)

11) To receive feedback from councillors on any meetings/training attended

None

12) To note the following correspondence and respond as appropriate

a) **E-on – Price increase**

The clerk tabled a notification that prices will rise from April 9th 2018. It was suggested that the supply be cancelled if the bid for a new notice board is successful. It was noted that the telephone kiosk needed a clean out and a coat of paint.

b) **Clerks & Councils Direct**

This was put in the pack for councillors to read.

13) To respond to the following consultations

a) **DEFRA – Crime and Poor Performance in the Waste Sector**

The clerk read out comments received from FJ regarding local waste issues.

RESOLVED: To submit the comments made by FJ.

(proposed FJ, seconded MMA, carried unanimously)

14) To consider the following financial matters

a) **To note the bank reconciliation**

The statements and reconciliation were checked and signed by the chair.

b) **To consider the following payments**

i) **ICO registration £35**

This was approved under item 10) i) in resolving to register.

c) **To note the following payments**

i) **Village Hall Fee TBC**

This was set at two hours, making £18 on account. The clerk requested that this be paid due to it being the year end.

RESOLVED: To make the payment.

(proposed RW, seconded MMA, Carried unanimously)

ii) **Standing Order for Clerks Wages to February £167.19**

It was noted that the February payment had gone out and payments will now go out monthly.

15) To raise any other business which may need to be included on the agenda of the next meeting

RW asked where the salt was and who was responsible for spreading it in icy weather. NF confirmed that he was a snow warden and that salt had been spread in various locations but not on the bend in Ferry Lane where the lamp post was knocked down. He added that the salt was in the grit bins and anyone could collect it for use on the highway or paths but not private drives and paths.

FJ confirmed that the lamp post had been reported and LH informed the meeting that it had been taken away.

The clerk informed councillors that following the request to Jean Clark, she had removed the statement that she was a Parish Councillor from her Facebook page.

16) To note the date of the next meeting

The next meeting will be held on 3rd April 2018

The meeting closed at 9.12pm