

SCALDWELL PARISH COUNCIL

CHAIRMAN: Eugene O'Leary

CLERK: Hayley Cawthorne, Rose Cottage, Station Road, North Kilworth, Lutterworth, LE17 6ER

Email: scaldwellpc@gmail.com

Web: www.scaldwellvillage.org

Minutes of the meeting of The Scaldwell Annual Parish Council held on Wednesday 16th May, 2018 at 7.40 p.m.

Present: -

Councillors: Cllr E O'Leary (Chairman)
Cllr P Purcell (Vice Chairman)
Cllr P Long
Cllr S Thorne
Cllr M Wharton
Cllr Mr D Cross

Clerk to the Parish Council: Hayley Cawthorne

Members of the Public: None

		ACTION
18/080	To elect a Chairman and sign "Acceptance of Office" form Cllr Long proposed Cllr O'Leary, seconded by Cllr Cross. RESOLVED: Cllr O'Leary will hold the position of Chairman for this year. Cllr O'Leary and the clerk signed the 'Acceptance of Office' form Cllr O'Leary, the new Chairman asked the parish to note that this would be his final year.	CLERK to copy and file
18/081	To elect a Vice Chairman and sign "Acceptance of Office" form Cllr O'Leary proposed Cllr Purcell, seconded by Cllr Long. RESOLVED: Cllr Purcell will hold the position of Vice-Chairman for this year. Cllr O'Leary and the clerk signed the 'Acceptance of Office' form Cllr Purcell and the clerk signed the 'Acceptance of Office' form	CLERK to copy and file
18/082	To receive apologies and to approve reasons for absence Received from Cllr Margaret Vinton Received from Cllr Cecile Irving-Swift	
18/083	To receive any declarations of interest for items on the agenda None	
18/084	Approval and signing of the minutes Noted that the timings stated on the minutes for the Annual Parish Council Meeting and the Annual Parish Meeting were incorrect. This was amended to say the Annual Parish Meeting start time of 7 pm, and the Annual Parish Council Meeting to start at 7.30 pm. RESOLVED: The minutes of the Meeting of the Parish Council on Wednesday 18 April 2018 were approved and signed.	CLERK to copy and file

	RESOLVED: The minutes to the Extraordinary Meeting of the Parish Council held on Wednesday 10 May 2018 were approved and signed.	
18/085	Public address No members of the public were present.	
18/086	District & County Councillor Reports None	
18/087	Chairman's Report on actions or matters arising from the minutes (<i>for information only</i>) <ul style="list-style-type: none"> • Brixworth development update – purely speculative development plan • Brixworth surgery – no update • WW1 commemorations – discuss at the next meeting 	Agenda item for next meeting
18/088	To Appoint Parish Council Representatives RESOLVED: The following representatives were confirmed: <ul style="list-style-type: none"> a) Foundation of Thomas Roe – Cllr Long and Cllr Vinton b) Scaldwell Relief in Need Charity - Cllr Long, Cllr Vinton and Cllr Thorne c) Scaldwell Parish Trust - Cllr Long, Cllr Vinton and Cllr Thorne d) Friends of the Playing Field – Cllr O'Leary e) Village Hall Management Committee - Cllr O'Leary f) Neighbourhood Watch - Cllr Wharton g) Tree Warden – No longer required h) Snow Warden and Footpath Warden – Cllr Purcell 	
18/089	Insurance – To review and confirm the insurance provision RESOLVED: To continue with the current 3 year policy. The clerk with confirm with insurers. Cllr Purcell will instruct the policy to be upload to the Parish Council website. Query as to whether the Parish Council can claim back IPT. Clerk to research and report back	<ul style="list-style-type: none"> • Clerk to confirm with insurers • Cllr Purcell to put policy online • Clerk to research IPT recovery
	Meeting adjourned for visitor at 8.00 pm	•

	Meeting reconvened at 8.15 pm.	
18/090	To review Council policies, procedures and regulations Defer until the next Parish Council Meeting	Place on the agenda for next meeting
18/091	Annual Accounts for year ending 31 March 2018 <ol style="list-style-type: none"> 1. To receive annual accounts report The <i>vice</i>-Chairman had circulated to all Councillors in advance of the meeting the financial report with annual cash flow spreadsheet, the list of all payments and receipts for the year, the bank reconciliation for year end and the BDO format annual return. 2. To approve the internal audit report RESOLVED: Internal audit report approved. 3. To approve the annual governance statement certificate of exemption RESOLVED: Annual governance statement certificate of exemption approved and signed 	Clerk to scan signed forms and then send where to???

	<p>4. To approve the annual governance statement section 1 RESOLVED: Annual governance statement section 1 approved and signed</p> <p>5. To approve the annual governance statement section 2 RESOLVED: Annual governance statement section 2 approved and signed</p> <p>The vice-Chairman had circulated to all councillors in advance of the meeting the annual return figures as detailed on the annual return.</p>	
18/092	<p>Correspondence to consider and agree any actions on correspondence received</p> <p>a) Parish & Town Council's Meeting - 14 June 2018 RESOLVED: Cllr O'Leary to attend</p> <p>b) CPRE Northants Summer Road Show - 7 June 2018 RESOLVED: Cllrs Purcell and Cross to attend</p>	Clerk to confirm attendances
18/093	<p>Neighbourhood Watch & Police Liaison Cllr Wharton reported a flurry of thefts in the last two weeks in local Northampton villages. Proposed that he would write an article in the next parish magazine suggesting a more proactive approach, such as a Neighbourhood Watch Scheme and/or Neighbourhood Whats App Group, and requesting for people to engage.</p>	Clerk to share details of North Kilworth Neighbourhood Watch scheme
18/094	<p>Planning - to consider planning consultation papers, applications and completions received No planning applications to consider</p>	
18/095	<p>Parish Assets – to receive updating reports and agree any action required:</p> <p>a) Playing Field Report Concern that an unsafe 'fort', which was cordoned off, was still being used. The committee had followed due safety process by securely cordoning off the area, but people were not adhering to this.</p> <p>b) Street Lighting – Upgrade Update Cllr Purcell reported that he was still waiting for quotes for the lanterns.</p> <p>c) Village Green Improvement Plan Cllr Cross shared the project detail plan which would be sent to contractors requesting quotes to carry out the work. RESOLVED: Agreed the document and agreed to send out to contractors</p>	
18/096	<p>GDPR - to discuss and agree actions to ensure compliance with the new regulations including:</p> <p>a) Agreement for the provision of a data protection officer service with Northants CALC RESOLVED: Council agreed to sign up to the free data protection officer service with Northants CALC</p> <p>b) To adopt the Data Map RESOLVED: Council agreed to adopt the Data Map</p> <p>c) Data Protection Policy, Subject Access Request Procedure, Data Breach</p>	<p>CLERK: To confirm with CALC</p> <p>CLERK: To collate, scan and file documents</p> <p>Cllr Purcell:</p>

	<p align="center">Policy and Record Retention Policy</p> <p>RESOLVED: Council agreed to adopt the Data Protection Policy, Subject Access Request (SAR) Procedure, Data Breach Policy and Record Retention Policy</p> <p>d) Adopt the Privacy notices RESOLVED: Council agreed to adopt the Privacy notices</p> <p>e) To receive completed Security Compliance Checklists from all Councillors RESOLVED: All councillors completed and signed checklists</p> <p>f) To note that the Council is already registered as a Data Controller with the ICO The Council noted this information.</p> <p>g) To ratify who our third party data processors are and to agree action required to address correct written contracts in place. Query regarding whether the website was GDPR compliant. RESOLVED: Review terms of reference and check GDPR compliance for both the payroll and website providers</p> <p>h) To consider if any specific action/systems should be put in place in relation to Children and their data. Noted that no information regarding children is collected, recorded or processed.</p>	<p>To upload GDPR Documents onto the website</p> <p>Cllr Purcell/ Clerk to contact website controller</p>																														
<p>18/097</p> <p>a)</p> <p>b)</p>	<p>Finance & Administration</p> <p>To receive financial report and bank reconciliation Cllr Purcell confirmed bank reconciliation and signed bank statements.</p> <p>Receipts & Payments – note receipts and approve and sign the payments presented at the meeting for payment Receipt: none Payments: RESOLVED: To approve the following payments for payment</p> <table border="1" data-bbox="228 1293 1263 1619"> <thead> <tr> <th>Chq</th> <th>Payee</th> <th>Purpose</th> <th>VAT</th> <th>Amount</th> <th>Powers</th> </tr> </thead> <tbody> <tr> <td>1022</td> <td>R&G</td> <td>Green Space Maint. Feb £152.62 (113817) Green Space Maint. April £399.70 (113956)</td> <td>£92.05</td> <td>£552.32</td> <td>Highways Act 1980</td> </tr> <tr> <td>1023</td> <td>SSE SWALES</td> <td>Street Lighting Supply</td> <td>£5.20</td> <td>£109.38</td> <td>Highways Act 1980</td> </tr> <tr> <td>1024</td> <td>HMRC</td> <td>Clerks PAYE</td> <td></td> <td>£57.60</td> <td>LGA 1972</td> </tr> <tr> <td>1025</td> <td>G Greaves</td> <td>Clerks Final Salary</td> <td></td> <td>£229.47</td> <td>LGA 1972</td> </tr> </tbody> </table>	Chq	Payee	Purpose	VAT	Amount	Powers	1022	R&G	Green Space Maint. Feb £152.62 (113817) Green Space Maint. April £399.70 (113956)	£92.05	£552.32	Highways Act 1980	1023	SSE SWALES	Street Lighting Supply	£5.20	£109.38	Highways Act 1980	1024	HMRC	Clerks PAYE		£57.60	LGA 1972	1025	G Greaves	Clerks Final Salary		£229.47	LGA 1972	
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<p>18/098</p>	<p>Clerk Vacancy The Chairman thanked Gillian Greaves for her time working as Clerk to Scaldwell Parish Council. He welcomed Hayley Cawthorne into the Clerk's role.</p>																															
<p>18/099</p>	<p>Parish Councillor Updates and Reports for information only Cllr Cross gave an update regarding the refurbishment of the phone box and installation of a defibrillator. He shared a document detailing the works required with the councillors, which would be sent out to contractors to obtain quotes for carry out the refurbishment.</p>																															

18/100	Items and deadline for next Agenda Deadline for agenda items to be forwarded to the clerk in time to be considered at the next Parish Council Meeting is Monday 18 th June, 2018.	CLERK: Collate agenda items. Agenda displayed by Thursday 21 st June
18/101	To note the date of the next meeting of the Parish Council Next Parish Council Meeting will take place on Wednesday 27 th June, at 7.30 pm in the Village Hall, School Lane, Scaldwell	CLERK: To book village hall
Meeting closed at 9.44 pm		

These minutes are signed as a true and accurate record

Hayley Cawthorne

Hayley Cawthorne, Clerk to Scaldwell Parish Council

Dated: 27th June 2018

Eugene O'Leary
Chairman

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Dated:.....

