

MIDDLE RASEN PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council on 15/5/18

Present:-

Mr M Stamp (Chairman), Mr D Pattison, Mrs S Smith, Mrs G Dennis, Mr J Padley, Mr T Smith

Also Present: Mrs J Trotter (Clerk)

Visitors:- None.

1) Election of Chairman

It was proposed by Cllr D Pattison, seconded by Cllr T Smith and

Resolved: Cllr M Stamp be elected as Chairman for ensuing year.

2) Apologies for Absence

Cllr P Dawson (H), Cllr J Ranby (I), Cllr M O'Connor(I), and Cllr L Strange

It was proposed, seconded and

Resolved: That apologies be accepted from above members of the Council.

3) Election of Vice Chairman

It was proposed by Cllr M Stamp, seconded by Cllr S Smith and

Resolved: Cllr D Pattison be elected as Vice Chairman for ensuing year.

4) To receive declarations of interest in accordance with the 2011 Localism Act

None.

5) To review Standing Orders

It was proposed, seconded and

Resolved: That necessary updates to Standing Orders be approved and adopted.

6) To review Financial Regulations

It was proposed, seconded and

Resolved: That Financial Regulations be approved and adopted.

7) To discuss and resolve renewal of annual insurance policy

It was proposed, seconded and

Resolved: Insurance policy is renewed under current agreed 3 year agreement which expires in May 2020 with Community Lincs.

8) To review arrangements (including Legal Agreements) with other Local Authorities, not-for profit bodies and business

It was proposed, seconded and

Resolved: Arrangements with current contractors are appropriate.

9) To review Council's/Employees representation on or work with external bodies and arrangements for reporting back

Mr P Dawson, Mr D Pattison & Mr J Padley – John Wilkinson Trust and Middle Rasen Community Fund

Mr D Pattison – Police Forum

It was proposed, seconded and

Resolved: Representatives as noted above are to report back at next appropriate Council meeting following attendance at meetings.

10) To review Parish Council Risk Assessment/Management

It was proposed, seconded and

Resolved: Risk Assessment/Management documents appropriate for Council use. Cllr Pattison to remain as Finance Councillor.

11) To review inventory of land and assets

It was proposed, seconded and

Resolved: Asset Register approved as correct.

12) To review Complaints Procedure

It was proposed, seconded and

Resolved: Complaint Procedure to be adopted unchanged.

13) To review Council's Policies, procedures and practices in respect of its obligations under FOI and Data Protection

It was proposed, seconded and

Resolved: FOI Policy as presented be adopted and that further items would be discussed under Agenda Item 28.

14) To review Council's Policy for dealing with Press/Media

It was proposed, seconded and

Resolved: The Council continues to adopt an open door policy for the Media, and Communications Policy as presented be adopted.

15) To review Council's Employment Policies and procedures

It was proposed, seconded and

Resolved: Discipline and Grievance Arrangements (NALC advised) as presented be adopted.

16) To review Council Expenditure incurred under S137 of the Local Government Act 1972

Council spend for 2017/18 - £100.00 – Poppy Appeal and CAB.

It was proposed, seconded and

Resolved: Expenditure for 2017-18 was appropriate and in line with budgeted amount.

17) To set forward dates for Parish Council meetings for year ahead

Resolved: Dates forwarded by Clerk be accepted. Meetings to be held on third Tuesday of Month, at Church Hall, at the time of 7.30pm.

18) Notes of last meeting on 17th April 2018, to be approved as minutes:-

It was proposed, seconded and

Resolved: Notes be signed as a true record.

19) Chair and Council's Comments:-

- The Chair informed the Council that a retired Parish Councillor had passed away –
The Clerk to send condolences to the family.
- Cllr Dennis stated that a parishioner had asked if a permanent speed camera be mounted on the A631
The Clerk to contact the RSP to investigate the implementation of a static speed camera.

20) Reports from District and County Councillors:-**WLDC Matters:**

Cllr Smith had consulted with the planning department manager with regard to consultation issues. WLDC are not aware of an issue, and therefore the Clerk to is inform the District Councillor if issues continue. Cllr Smith has been e-mailing Cllr Strange with locations of large potholes.

LLC Matters:

The Clerk reported that Cllr Strange had stated that he is working on the parish's behalf to ensure that a proper traffic management plan is implemented during the flooding alleviation scheme works, and that he will be in attendance at the public consultation meeting. He is further trying to ensure that the A631 remains as open as possible during the works.

21) Crime

No report submitted.

22) Clerks Report on Matters Outstanding:-

Landowner had been contacted regarding path and ditch clearance.

WLDC had been contacted with regard to purchase of Dog Waste Bins.

Flood alleviation scheme public consultation date – 5th June 2018 – Village Hall - 4-7pm.

23) Planning:-

137542 - Land Adj Corrie Cottage, Gainsborough Road, Middle Rasen, Market Rasen, LN8 3JU

Planning application for 2no. semi-detached dwellings.

Although the Parish Council have concerns with regard to the access onto the Highway, subject to appropriate consents being obtained from the Highways Department, have no objections in principle to the application.

Permission Granted:

137111 - Land adj Stocks Cottage Church Street Middle Rasen LN8 3TR

Planning application to erect 1no. dwelling.

137411 - A46 Truck Stop Gainsborough Road Middle Rasen LN8 3JU

Planning application to vary condition 4 of planning permission 133678 granted 25th May 2016 - To alter the site layout by extending the southern car wash area screen to the east and erect a 2.4 metre timber fence to the shared west boundary.

The Council had a discussion with regard to the approval of the planning permission of 137111 and they were of one mind that they are appalled with decisions taken by the planning authority with no due regard for the views of the Parish Council and the local residents.

Cllr Smith was asked to report the Parish Council's views at a future WLDC planning committee meeting.

24) Correspondence:-

WLDC – Planning Training information, Notice of Meetings, Cllr E-brief

E-mail from parishioner re parking – the council to take up with the LCC Councillor – Clerk to inform.

LALC – NALC survey, Rural Crime Survey,

Clerks and Councils Direct Magazine

YHLCOSA – E-mail and request

Market Rasen Town Council – E-mail and request - agreed

25) Finance and Accounts for PaymentInvoices:

Anglian Water – Burial Ground Water	£ 8.44
Community Links Insurance Services - Insurance	£367.74
Lincolnshire Landscapes – Grass Cutting	£600.00
Green Grass Contracting – Grass Cutting	£ 43.20
Cassells Ltd – Internal Audit	£ 96.00
Post Office Ltd – WLDC – Dog Waste Bins	£300.00
Salaries	£509.84

It was proposed, seconded and

Resolved: All Invoices be passed for payment.

26) Annual Return for the year ended 31st March 2018**a) Execute review of effectiveness of internal audit**

It was proposed, seconded and

Resolved: Internal auditor's report **approved** by the Council.

b) Execute Annual Governance Statement

It was proposed, seconded and

Resolved: Annual Governance Statement executed.

c) To approve Statement of Accounts

It was proposed, seconded and

Resolved: Council approved Statement of Accounts and Chair and RFO signed documentation.

d) To sign Certificate of Exemption

It was proposed, seconded and

Resolved: Council approved signature of Certificate of Exemption by Chair and RFO.

27) To appoint Internal Auditor for 2018-19 Financial Year

It was proposed, seconded and

Resolved: Cassells be appointed as Internal Auditor for 2018-19 financial year.

28) To discuss and resolve on GDPR compliance:**a) To appoint a council's Data Protection Officer via LALC**

In light of advice from National and Local Association, the Council will defer any decision until the Bill has been passed.

b) To adopt the Data Map

The Council agreed to the purchase of an encryption programme and new filing cabinet with key and services of IT technician to programme IT – maximum cost of £150 + VAT.

c) To adopt Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy**d) To adopt the Privacy Notices****e) To receive completed Security Compliance Checklists from all councillors**

All Councillors present signed, (and Cllr J Ranby) and returned the compliance checklists.

f) To note that the council is already registered as a Data Controller with the ICO

It was proposed, seconded and

Resolved: Agreements outlined in above items ensure that the Council are working towards compliance with regard to GDPR legislation in line with advice from LALC.

29) To discuss and resolve on Grant Application from Rase Heritage Society

It was proposed by Cllr D Pattison, seconded by Cllr M Stamp and

Resolved: To approve grant application in the sum of £100.00 to be used to celebrate the centenary of Peace Day for exhibition and afternoon tea on 19th July 2019 at Church Hall.

30) Reports from meetings

None.

31) Items for next meeting

Discuss and resolve on Grant Application to Middle Rasen Village Hall

Discuss and resolve on maintenance costs following Parish Asset Inspection

The Chairman thanked the Clerk for her hard work on the GDPR paperwork to ensure compliance.

There being no other business the meeting closed at 8.53pm.

Date.....

Signed..... (Chairman)