

PARISH OF NETHER KELLET
Draft Minutes of the Meeting of the Parish Council held at
Congregational Church School Rooms on Wednesday 6th June 2018 at 7-00 pm.

Present: Councillor Mr Peter Riley - Chair
Councillor Mr Chris Halhead
Councillor Mr George Smith
Councillor Mr Ian Williams

In attendance:

18024 **APOLOGIES FOR ABSENCE:** Apologies were received from Councillors Bentham, Johnson and Whitaker; City Councillor Mr J R Mace and County Councillor Williamson

18025 **MINUTES:** It was **RESOLVED** that the Minutes of the meeting held on Wednesday 2nd May 2018 be approved.

18026 **DECLARATION OF INTERESTS:** There were no declarations of interests or dispensations in respect of items on the Agenda.

18027 **ADJOURNMENT FOR PUBLIC DISCUSSION & INFORMATION ONLY UPDATES:**

1) **Public discussion:** None

2) **Clerks report:** The Clerk reported on correspondence received which included a letter from a resident about an incident at the junction of Laithbutts Lane and Main Road involving a vehicle and two untethered dogs. **Action:** Members requested that the issue of vehicles speeding through the village be discussed as an Agenda item at the next meeting of the Parish Council.

Members were informed that they have been invited to and 'Effective Meetings Workshop' on 14th June and a 'Flooding Training Event' on 26th September. **Action:** Members noted the training events and undertook to inform the Clerk if they wished to attend.

Members were also informed that the City Council's Local Plan had now been submitted to the Planning Inspectorate and that the City Council were undertaking a 'Call for Sites' providing an opportunity for sites to be identified that might be suitable for allocation as Gypsy and Traveller temporary or permanent sites. **Action:** Members noted the submission of the Local Plan and, after some discussion, determined that there were currently no suitable sites for Gypsy and Traveller allocation.

Lancashire County Council are again running the Local Delivery Scheme in 2018/19 and Parish Councils are invited to 'opt-in' with a one-off payment of £250 being paid to spend on vegetation clearance around gates/stiles/signposts and up-growth such as nettles/brambles growing through the surface. Councillor Smith reported on the work carried out in 2017/18 relating to the Local Delivery Scheme. **Action:** Members requested the Clerk to advise Lancashire County Council that the Parish Council wishes to opt in for 2018/19.

3) **Members updates on issues arising since the last meeting:**

a) **PACT:** None

b) **LALC:** Councillor Halhead reported on the recent Annual meeting of the Lancaster branch of LALC, notably that, following submission to Lancaster City Council and subsequent consultation, the neighbourhood plans for Wray and Wennington Parish Council's arrangements are now being made for the 'independent examination', subject to which there will be a referendum and, finally, adoption.

c) **QUARRY:** Nothing to report

d) **TWINNING ASSOCIATION:** None

e) **FLY-TIPPING:** Councillor Smith reported that no significant fly-tipping incidents

had occurred. The tree stump dumped previously had now been removed.

- f) **PRoW:** The detailed summary report of the Public Right of Way provided by the former Parish Clerk was discussed. It was noted that with the improvements initiated by the Parish Council over the last few years the standard of footpaths in the parish are of a good standard and something to be proud of.

It was also acknowledged that it is neither practical or possible to make all paths 'perfect for everyone all the time'. The comments in the report were noted and actions will be taken as the need arises.

- g) **VILLAGE HALL:** Councillor Riley reported that there are vacancies on the Village Hall Committee and that it would be good to see younger residents putting their names forward. Plans have now been drawn up for the Garage store and an application has been made to use the field for the annual Sports/Field Day.
- h) **PROJECTS:** Ongoing- nothing further to update
- i) **BA4N:** Councillor Bentham had provided a written report on progress including a duct being laid by volunteers through St Mark's Churchyard providing a link from Halhead field behind the church and onto Main Road - the first important step in providing a connection to the Over Kellet network. Plans are in place to carry out the next steps in the coming months.
- j) **LODGES CHARITY:** None in the absence of Councillor Johnson – further consideration is needed around the constitutional matters and management arrangements in relation to its charitable status. **Action:** Include as an Agenda item at the July meeting of the Parish Council
- k) **LEGTHSMAN REPORT:** Councillor Smith reported that had undertaken a variety of duties including cutting back grass verges and vegetation; grass cutting on the playing field and play area; weed spraying and repairs to the 'Kissing gate' at Newlands Road.
- l) **GENERAL MATTERS:** Councillor Williams thanked the Clerk for chasing up the delayed delivery of plants/flowers for the village from Lancaster City Council that had now been received. Unfortunately, they were of a very poor quality, some were unusable and other are expected to 'fail'. It was reported that much better-quality flowers are available from Laburnham Nurseries. **Action:** Clerk to write to Lancaster City Council, Public Realm, to seek a reduced invoice or other recompense.

Councillor Williams also suggested that the grass cutting regime provided by Lancaster City Council is not sufficient and needed to be re-considered or supplemented by other means. **Action:** That the Clerk also requests further details of the current grass cutting regime currently provided.

Councillor Smith provided a 'maintenance report on the playing field' setting out details of work planned relating to the equipment and furniture including preparation and painting of goal posts, tubular climbing frame, seats and waste bin and repair to the filed gate. **Action:** Clerk to seek expressions of interest for the painting requirements.

The Clerk reported that he had been advised that the front cover of *Round and About* had been printed in colour for the first time and that it had been suggested that the back cover could also be printed in colour for little additional cost. Members commented that the printing of the latest edition had been of a superior quality. They wished to congratulate the Editorial team and supported the colour printing on the front and back pages of the magazine.

It was **RESOLVED** that Members updates be noted and that follow-up action be taken as required.

18028 **PLANNING APPLICATIONS/TRAFFIC ORDERS:**

Application No:	Description:

It was **RESOLVED** that no representations be made regarding the above planning application.

18029 **PLANNING AUTHORITY DECISIONS:** Members considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously deliberated.

It was **RESOLVED** that the decisions of the planning authority be noted

18030 **ACCOUNTS FOR PAYMENT:**

100814	Mr R Bailey, Parish Clerk's Fees and Expenses – April 2018	£212.46
100815	Mr D Whiteway – Internal Audit Fees	£60.00
100816	Getmapping PLC – Parish Online subscription	£60.00
100817	BHIB Insurance Brokers – 2018/2019 Insurance Renewal	£323.85

It was **RESOLVED** that, subject to a decision to Agenda item 18031 below, the above account(s) be paid.

18031 **INSURANCE RENEWAL:** The Clerk reported that notice has been received from BHIP Insurance Brokers for renewal of insurance for the period 01/06/2018 – 31/05/2018. The proposed insurance cover includes Employers' Liability and Public/Products liability of £10M. Also included is cover for:

- 1) Property and premises (various amounts);
- 2) Business interruption (various amounts);
- 3) Officials indemnity (£500k);
- 4) Legal expenses (£250k);
- 5) Money (various amounts);
- 6) Fidelity Guarantee (£250k);
- 7) Libel and Slander (£250k);, and;
- 8) Personal accident (£100k)

Members discussed the continued validity of the insurance cover and it was then **RESOLVED** that the insurance cover for 2018/2019 as stated, be approved.

18032 **INTERNAL AUDIT REPORT:** The Clerk presented the Internal Auditor's Report 2017/2018 setting out the work undertaken, findings and his opinion on the Parish Council's arrangements to manage if financial affairs and governance responsibilities.

As required a summary of his findings and opinions were included within the Annual Governance and Accountability Return (AGAR), as approved by the Parish Council in May. In referring to the requirements for the AGAR in the more detailed report now presented the Internal Auditor commented 'I am pleased to report to the Council that I have been able to confirm compliance with all relevant aspects. I have discussed with the Parish Clerk the matters raised by the external auditors, BDO in their "Issues Arising Report" for 2016/17, namely the maintenance of an up to date asset register, and the arrangements for the signing and public inspection of accounts. Whilst we are satisfied that these issues have both been addressed since the auditor's report, we have agreed that further attention should be given during the coming year to the detail of the asset register to ensure its accuracy. Subject to the above, I have not made any further recommendations to the Council.

It was the Internal Auditor's overall opinion '..that, subject to the above comments, the Council has effective arrangements to manage its financial affairs and responsibilities'

After some comments, it was **RESOLVED** that the outcome of the Internal Audit Report be approved and that the Internal Auditor, Derek Whiteway, be thanked for carrying out the audit and that he be appointed for the 2018/2019 accounts.

18033 **PRIVACY NOTICE & INFORMATION & DATA PROTECTION POLICY:** Further to the approval at the last meeting of the Parish Council the Clerk presented a draft Privacy Notice in accordance with GDPR requirements. Members were reminded that Privacy Notices are a key element of GDPR as a public statement of how the Council (or any organisation) applies data protection principles to processing data.

It was reported that the Privacy Notice differs from a data protection policy which, necessarily, goes into more details about data protection objectives, responsibilities and how to handle violations.

Members considered that the Privacy Notice as drafted, provided a clear and concise explanation of the legal basis for processing data; how the information might be used and stored and for how long; the rights that the 'data subject' has, and; how they can raise a complaint.

The Clerk had presented a draft Data Protection and Information Policy. The Policy drafted in line with the new GDPR requirements sets out in detail how the Parish Council will comply with the rules, known as '*data protection principles*' and details of the rights of the individual, or data subject, under the Data Protection Act 2018.

After some discussion and questions, it was **RESOLVED** that the Privacy Notice and Data Protection & Information Policy as drafted be approved and adopted by the Parish Council.

18034 **FREEDOM OF INFORMATION SCHEME 2018:** The Clerk advised Members that the Freedom of Information Act 2000 requires that every authority has a Publication Scheme that sets out the Council's commitment to make certain classes of information routinely available to the public. These include, but are not restricted to, policies and procedures, minutes of meetings, annual reports and financial information etc.

Given the additional requirements of GDPR, the Clerk had updated the Parish Council's existing Publication Scheme setting out information held (as well as information that might be held in the future); where it is/will be held and whether there will be any charges for the information being made available.

Members were asked to consider whether there should be a charge for any disbursement costs (i.e. photocopying, postage and delivery) for requests for information.

After some comments and questions, it was **RESOLVED** that the updated Publication Scheme, as presented, be approved. It was **further RESOLVED** that no charge for disbursements costs be made, although the Parish Council will reserve the right to cover its costs where a high volume of information is requested.

18035 **DATE & TIME OF NEXT MEETING:** The next meeting of the Parish Council will be **Wednesday 6th June 2018**. The Parish Council meeting closed at 8:15pm



Clerk of the Council Date:

Chair

Date: