

OFFWELL PARISH COUNCIL

MINUTES OF A MEETING HELD ON MONDAY 21st MAY 2018 IN THE JUBILEE ROOM AT THE SOCIAL CLUB

Present: Cllrs. M. Brake (Vice Chair), J Tristram, S Patch,
T Staunton, M. Mulrain, C Whithear

In Attendance: A Jenkins (Clerk), Cllr. G. Godbeer (EDDC),

Members of Public: 7

COUNCIL BUSINESS

1. Apologies

Cllr. A. Small, Cllr. P. Tuke, Cllr. D. Millington, Cllr. H. Parr (EDDC), Cllr. M. Shaw (DCC)
PCSO 30017 D. England

2. Declaration of Interests

None

3. Election of Chairman

Cllr. Brake said that Cllr. Small was prepared to stand again. Cllr. Patch proposed Cllr. Small continue in the post, seconded by Cllr. Tristram, all in favour.

4. Chairmans's Declaration of Acceptance of Office

The Clerk to contact Cllr. Small (who had tendered his apologies for not being able to attend) to sign a declaration witnessed by the Clerk.

5. Election of Vice Chairman

Cllr. Patch proposed Cllr. Brake continue in the post, seconded by Cllr. Staunton, all in favour.

6. Vice Chairman's Declaration of Acceptance of Office

Cllr. Brake signed the declaration witnessed by the Clerk.

7. Members' Declaration of Acceptance of Office

The remaining Councillors (with the exception of Cllrs. Tuke and Cllr. Millington who had tendered their apologies for not being able to attend) signed their declarations witnessed by the Clerk.

8. Confirmation of Responsible Financial Officer

Cllr. Brake proposed that the Clerk continue in the role as the RFO, seconded by Cllr. Patch, all in favour.

9. Confirmation of Council Representatives on other committees/Bodies

Footpaths representative – Cllr. Tristram, proposed by Cllr Patch, seconded by Cllr. Staunton, all in favour.

Snow Warden representative – Cllr. Small, proposed by Cllr. Brake, seconded by Cllr. Patch, all in favour.

Offwell Recreation Ground & Village Hall Charity representative – No person proposed

Highways representative – Cllr. Patch proposed by Cllr. Brake, seconded by Cllr. Tristram, all in favour.

10. Minutes of the Meeting held on 16th April 2018

The minutes were declared a true record of the proceedings, proposed by Cllr. Whithear, seconded by Cllr. Brake, all in favour.

11. Matters Arising from the Minutes

Councillor Patch advised that the carpenter was shortly due to commence the repair work to the Noticeboard.

Cllr. Tristram explained the nature of the work needed on Bridal Path No. 17 in the Woods.

12. Correspondence

The Clerk reported that the following correspondence had been received:-

- a) Email re the Calor Rural Community Fund.
- b) Email from EDDC re their Community Buildings Fund.
- c) Email from EDDC re consultation on venues used by EDDC for polling stations.
- d) Notice of a Temporary Prohibition of through traffic on the lane to Bluebell Farm from Monday 21st May to 1st June. The Clerk understands that this is in connection with fibre optic cable installation work being carried out by Gigaclear.
- e) Email from EDDC re a further CIL Neighbourhood Proportion payment of £345.58 by BACS to the Parish Council.
- f) Email newsletters from Offwell C of E Primary School

Cllr. Mulrain proposed, Cllr. Staunton seconded, all in favour, that the Clerk in future to no longer to use his discretion but to forward on all email correspondence received to Councillors.

Cllr. Tristram was concerned about how Cllr. Tuke would receive the correspondence as she did not have an internet connection. The Clerk said that he would discuss the matter with Cllr Tuke and the Chair.

13. GDPR

The Clerk reported that he had drafted the various policies required to comply with the introduction of GDPR legislation on the 25th May. These policies had been sent out to all Councillors and requested that these policies be formally adopted by Council to comply with the new legislation.

The Clerk advised that representations had been made by National Association of Local Councils) NALC to the Government about the problems caused to small Parish Councils in appointing a Data Protection Officer. The Government had listened to these concerns and had passed an amendment to the GDPR legislation that for the time being Parish councils did not have to appoint a Data Protection Officer.

The Clerk also advised that the Information Commissioner has said that she is looking to Councils to demonstrate that they are committed to making progress towards embedding the right processes and procedures and that GDPR is a journey rather than a destination. She sought to reassure councils that if they have a positive attitude to finding practical solutions to some of the challenges of implementation, they will find a pragmatic, fair and proportionate regulator.

Cllr. Mulrain said that he had a number of queries on the proposed draft policies and that they also referred to other policies. The Clerk advised that the policies followed draft wordings drawn up NALC following legal advice on the legislation and discussions with the Information Commissioner's Office. He agreed with Cllr. Mulrain that the policies did refer to other policies which the Council did not have. He said that the Council needed to look into the matter of what policies it should have in force, so as to embed the right processes and procedures.

Cllr. Brake proposed, seconded by Cllr. Patch, all in favour that the following policies be formally adopted by the Council:-

Information & Data Protection Policy (OffwellPCPolicy100May2018)
Retention and Disposal Policy (OffwellPCPolicy101May2018)
Appendix A:List of Documents for Retention or Disposal (OffwellPCPolicy102May2018)
The Management of Transferable Data Policy (OffwellPCPolicy103May2018)
Email Contact Privacy Notice(OffwellPCPolicy104May2018)
General Data Protection Regulations (Service) Consent to hold Contact Information (OffwellPCPolicy105May2018)
Social Media and Electronic Communication Policy (OffwellPCPolicy106May2018)
Councillor Privacy Notice (OffwellPCPolicy107May2018)
Privacy Notice (OffwellPCPolicy108May2018)
Subject Access Request Form (OffwellPCPolicy109May2018)
Data Security Breach Reporting Form (OffwellPCPolicy110May2018)
Privacy Impact Assessment (OffwellPCPolicy111May2018)

Cllr. Mulrain proposed, seconded by Cllr. Brake, all in favour that a Policy Sub- Committee be formed to look into the matter of Council Policies. The sub-committee to be Cllr. Brake, Cllr. Mulrain and the Clerk. The date and venue of the first meeting yet to be agreed.

The Clerk said that in future he would send out all emails to the Councillors new email addresses set up by Councillor Brake. He asked all the Councillors to check that they were able to access these new accounts and to confirm as soon as possible that they are able to do so.

14. Finance

- a) The Clerk advised that the internal audit had not yet been completed but should be complete by the first week of June, and requested that the matter of the Annual Governance Statement and Exemption Certificate for the 2017/18 accounts be deferred to a special meeting to be held in the first week of June. Cllr. Brake proposed, Cllr. Patch seconded that the matter be deferred to the special meeting, all in favour. The Clerk to advise the date.

Cllr Tristram proposed, Cllr. Patch seconded, all in favour that:

- b) £238.12 be paid to the Clerk for the period 5th March 2018 to 2nd April 2018
c) £45.80 be paid to HMRC for PAYE for period 2nd April 2018 to 30th April 2018
d) £260.80 be paid to Community First Trading for renewal of the Insurance Policy.
e) The Clerk advised that there was £10,571.58 in the current account (after allowing for uncleared cheques) and passed for Councillors perusal the Bank Statement dated 1st May 2018

He advised that a separate dedicated bank account had been opened with the bank for holding the CIL Neighbourhood Proportion monies and that last year's CIL payment of £742.81 had been transferred from the current account to the new account. The further CIL £345.58 received on the 25th April would also be shortly transferred to the new account.

15. Planning Applications

There were no applications to consider but the Clerk advised that he had received a letter from Mr & Mrs Ward of Broadpark, Offwell. It was a copy of a letter they had sent to EDDC Planning objecting to Planning application 18/0885/FUL for construction of art studio and use of adjacent land for camping on land adjacent The Old Pavilion, Cuckoo Down Lane, Honiton. Councillors noted the objections made but as the site was not within the Parish felt that the matter should be left to Honiton Town Council to comment on.

16. Minutes & Correspondence

See item 12 above.

17. Dates & Times of ordinary council meetings for the ensuing year

Dates agreed:-

Monday 18 th June 2018	Monday 17 th December 2018
Monday 16 th July 2018	Monday 21 st January 2019
Monday 20 th August 2018	Monday 18 th February 2019
Monday 17 th September 2018	Monday 18 th March 2019
Monday 15 th October 2018	Monday 15 th April 2019
Monday 19 th November 2018	Monday 20 th May 2019

18. Agenda Items for next meeting

Finger Post North Coombe Road

19. Date & Time of Next Meeting

The Clerk to advise date of special meeting to approve and sign off the Annual Governance Statement and Exemption Certificate for 2017/18 accounts

18th June 2018 -Ordinary Council Meeting

The meeting closed at 8.10pm.

Signed.....Date.....

