

READ PARISH COUNCIL

23/05/01

The Annual Parish Council meeting of Read Parish Council was held at United Reformed Church, East View, Read BB12 7PS Read BB12 7RL on **Wednesday 23rd May, 2018.**

Present: Chairman: Peter Collinge
Councillors: Bennett, Rostron, Ridge
In attendance: Shirley Bridge (Clerk)

3 members of the public attended.

- 1. Apologies for absence** – apologies for absence were received from Councillors Hacking, Collinson, Gandy and Hanson.
- 2. Appointment of Chairman** – Peter Collinge was appointed as Chairman for the year and signed the declaration of acceptance of office.
- 3. Appointment of Vice-Chairman and Council Representatives**

| Council Representatives | 2018 2019 |
|----------------------------------------------------------|---------------------------------------------------------|
| Vice-Chairman | Cllr Gandy |
| Signatories to the bank account/on-line banking approval | Chairman, Vice-Chair and Clerk |
| Playground inspection | This item for review and discussion at the next meeting |
| Parish Council Liaison Committee | Cllr Hanson and the Clerk |
| Planning Committee | Cllrs Collinge, Gandy and Hanson (Cllr Hanson, Chair) |
| Lengthsman Co-ordinator | Clerk |
| Footpath Officer(s) | Cllrs Bennett |
| Simonstone Parish Council link | Cllrs Rostron and the Clerk |
| PACT | Cllrs Collinson, Hacking and Rostron |
| Communications Working Group | Cllrs Collinge, Rostron, Hanson, and Ridge |
| Business Link | Cllr Gandy |

- 4. Declarations of Councillors' Interest and dispensations**
 - 2.1 To receive declarations of interest from councillors on items on the agenda** – none received
 - 2.2 To receive requests for dispensations for disclosable pecuniary interests** – none received.
 - 2.3 To grant any requests for dispensations as appropriate**
- 5. To approve the minutes of the previous Parish Council meeting (held on 18th April 2018)** – the minutes were approved.
- 6. Matters arising from the minutes not on the agenda** - none
- 7. Public participation:** None
- 8. Borough Councillor's Report** – Councillor Bennett highlighted the fact that the Hammond Ground appeal has now been adjourned until 8th October 2018 as the developers had failed to produce a bat survey.
- 9. Clerk's Report** – in support of Items a) b) e) i).

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10. Reports from external meetings:

Councillors noted the PACT report of the meeting held on 3rd May 2018.- the next meeting planned for 13th June 2018 6pm-7pm.

11. Allotment Report – AGM to be held on 24th May 2018.

12. Playground:

a) To receive the playground inspection report – all equipment in working order and litter picked.

b) Repairs and maintenance – chain and padlock to be purchased for double gates. Lengthsman instructed to remove single gate on far side.

13. Decision Items

a) Internal auditor's report – Geoff Lambert – Internal Auditor for Read Parish Council completed his audit of the Annual Accounts and the Annual Return for the financial year ended 31st March 2018 on 5th April 2018. He has approved and signed the Annual Return. He has no points to raise.

b) Appointment of Internal Auditor 2018/2019 – Appointment of Internal Auditor for 2018-2019 – proposal to appoint Geoff Lambert as the internal auditor for the council for the period ended 31st March 2019.

c) Gratuity for Internal auditor 2017/2018 – the gratuity paid to Geoff Lambert, Internal Auditor for carrying out the internal auditing 2016-2017 was £60.

RESOLVED: To award a gratuity of £60 to the Internal Auditor for his work on the Financial Accounts and Annual Return for the period to 31st March 2018.

d) Review of Governance Documents –

| | |
|-----------------------------------------------|----------------------------------------------------------------------------------------------|
| Standing Orders | No amendments |
| Financial Standing Orders | Minor amendment in 2017 to include details of on-line banking and on-line payments procedure |
| Risk Assessment | To be amended to include any implications from the new GDPR |
| Data Protection Policy | Amended policy draft |
| Data Privacy Notice | New draft |
| Freedom of Information – Publication Schedule | To be amended in light of new GDPR |
| Code of Conduct | No amendments |
| Complaints Procedure | No amendments |
| Terms of Reference – Planning Committee | No amendments |

e) Insurance renewal for 2018/2019 – Insurance renewal quote received from Came and Company (renewal date 1st June 2018). Cost of policy £296.95 (cost for last year £296.95 – no increase).

RESOLVED: To take up the insurance cover as detailed

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f) GDPR –

- **Data Audit** – Councillors noted the results of the recent Data Audit carried out by the Clerk in accordance with the new GDPR
- **Amended Data Protection Policy** – Councillors reviewed the amended draft Data Protection Policy.
- **Amended Data Privacy Notice** – Councillors reviewed the amended Data Privacy Notice.
- Councillors noted the latest news that a Government amendment to the Data Protection Bill that has removed the initial requirement for parish councils to appoint a Data Protection Officer.

RESOLVED: Councillors resolved to adopt the revised Data Protection Policy and also the related Data Privacy Notice.

g) Playground update - *covering of tarmac areas not complete.*

h) Communications Group – *dates agreed for forthcoming events:-
Christmas Tree event 30th November 2018, Senior Citizens' Party 1st December 2018.*

i) Salary award – NJC has reached agreement on the pay scales for 2018-2019 for full and part-time clerks.

RESOLVED: The following pay scale to be applied from April 2018.

Scale point 20 – £2,946.07 per annum. (currently £2,888.24 per annum)

j) Proposal from Chris Bird, Read Ales & Wines to hold a Gin and Music festival on 28th July 2018 on the football field owned by the Parish Council.

RESOLVED: Councillors considered this proposal and gave their support to this event and permission for the use of the field providing the necessary legal requirements are put in place. There will be no hire fee.

14. Highways matters – no report

15. Correspondence – none received

16. Planning Applications & Decisions/Enforcements

| |
|------------------------------------------------------------------------------------------------------------------------------------|
| Planning Application No: 3/2018/0299 |
| Proposal: Erection of detached garages, garden store and associated external works associated with planning permission 3/2017/1183 |
| Location: 8 Hammond Drive, Read BB12 7RE |
| Response required by: 14 th May 2018 |
| RESPONSE No objections |

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Planning Application No: 3 /2018 /0276

Proposal: Single-storey lean-to conservatory (resubmission of application 3/2017/1121

Location: The Barn, Turner Fold, Read BB12 7QZ

Response required by: 7th May 2018

RESPONSE
No objections

17. Finance & Accounts:

a) Payment of accounts –

| Date | Supplier | Amount |
|-----------|----------------------------------------------|-----------|
| 4/4/2018 | Frank Barnes – Skip hire | £246.00 |
| 10/4/2018 | Revive – Bus shelter clean | £20.00 |
| 18/4/2018 | Clerk salary April | £192.69 |
| 18/4/2018 | Admin, Printing etc | £64.92 |
| 25/4/2018 | A&T Resurfacing - allotment road resurfacing | £3,000 |
| 25/4/2018 | RVBC – litter bin services | £223.60 |
| 25/4/2018 | RVBC – dog bin services | £1,404.00 |
| 14/5/2018 | Water-plus – allotment water | £124.00 |

b) Income –

| | | |
|------------|-----------------|---------------|
| 05/04/2018 | Precept RVBC | £ 9,722.00 |
| 27/4/18 | HMRC VAT refund | £ 1,223.67 |

c) Bank reconciliation as at 30th April, 2018

| Opening Balances 01.04.18 | | |
|----------------------------------|------------|-------------------|
| Community Account | £3,981.57 | |
| Community Account | £17,998.11 | |
| Business Saver Account | £2,523.86 | £20,521.97 |
| Add: Receipts | | £11,069.67 |
| | | |
| Less: Payments | | £25,092.76 |
| Balance | | £20,905.82 |

18. Items for the next agenda

- **Communications Group**
- **Risk Assessment**
- **Playground**
- **Football field hire for music venue**

*The meeting ended at 7.55pm