

MEETING OF DIGBY PARISH COUNCIL

Dear Councillor

You are summoned to attend **DIGBY ANNUAL PARISH COUNCIL MEETING** to be held in the Digby War Memorial Hall on **Wednesday 16th May 2018** commencing at **6pm** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

County and District Councillors, the press and members of Digby electorate are cordially invited to attend.

PUBLIC FORUM

The public forum will proceed at 7pm for up to 15mins, when members of the public may ask questions or make short statements to the council.

DISTRICT & COUNTY COUNCILLORS MATTERS

From 7.15pm each Councillor will provide a 5 minute report on the business of their relevant council.

POLICE

From 7.30pm the local PCSO to give a 5min report on local incidents/information.

If none of the above are in attendance the Parish Council will RESOLVE to commence the full council meeting as soon as possible.

Angie McDonald

Clerk to the Council

Date: 9th May 2018

1. **ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE.**
2. **ELECTION OF VICE-CHAIRMAN AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE.**
3. **CHAIRMAN'S OPENING REMARKS.**
 - a) Welcome.
4. **APOLOGIES**
 - a) Apologies for absence and reasons given. GG
5. **DECLARATIONS OF PECUNIARY INTEREST & APPLICATIONS FOR DISPENSATION**
 - a) To receive reports on Members' Disclosable Pecuniary Interests in relation to agenda items and to receive applications for Dispensation in accordance with the Localism Act 2011.
4. **SIGNING OF THE MINUTES**
 - a) To resolve to accept the notes of the Parish Council meeting held on Wednesday 18th April 2018 as a true and accurate record of that meeting.
5. **PLANNING MATTERS**
 - a) Planning Applications Received
18/0449/HOUS – 4 The Hurn, erection of first floor extension over existing garage
18/0506/HOUS – 3 Church St, Erection of rear single storey lean to extension and rear extension above existing single storey wing.
 - b) Decision Notice.
Nil received.
6. **GENERAL PARISH MATTERS**
 - a) To appoint members to parish organisations.
 - i) Memorial Hall Committee
 - ii) Allotment Association
 - b) To appoint members to the working groups of the Parish Council.

- i) Planning
- ii) Drainage
- iii) Playing field
- iv) Finance
- c) Annual review of policy documentation,
 - Standing Orders – Adopt New Model Orders incorporating changes to Data Protection Regulations
 - Financial Regulations - Last reviewed May 2017
 - Complaints Procedure. – Last reviewed May 2017
- d) of the inventory of assets and insurance cover
- e) To adopt new General Data Protection Regulations
 - i) To appoint a Data Protection Officer
 - ii) To adopt the Data Map
 - iii) To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy
 - iv) To adopt the Privacy Notices
 - v) To receive completed Security Compliance Checklists from all councillors
 - vi) To note that the council is already registered as a Data Controller with the ICO
- f) To consider any additional information regarding the open spaces on Chestnut Close.
- g) To consider a grant for the Friends of Digby School toward school science equipment
- h) To acknowledge receipt of verbal complaint regarding vermin within land on North Street

7. HIGHWAYS

- a) To discuss site meeting held at Beck Street on 3rd April
- b) A hawthorn hedge is reported to be overgrowing the footpath along Greendykes.
- c) Highways will be carrying out a review of the Cross to assess if any improved protection can be offered.

8. THE VILLAGE HALL

- a) Questions, if any, regarding the recent village hall committee meeting.
- b) To discuss the usage of village hall garden area – Damage/insurance implications. Also to note location of keys for the gates.

9. DRAINAGE

- a) To report any updates from LCC, IDB or the Environment Agency

10. PLAYING FIELD, PLAY AREAS AND VILLAGE GENERAL

- a) Report on monthly inspection of play equipment from CH & JF
- b) Report on equipment after a fault had been reported by a parent

11. ALLOTMENTS

- a) Report from the last Allotment Association meeting.

12. FINANCE

- a) Note of bank balances and approve bank reconciliation
- b) To note income received.

Pigeon Club	£ 35.00
Allotment Rent	£720.00
Bowls Club	£ 60.00

- c) To resolve to approve the following payments:

	<u>Invoice</u>	<u>VAT</u>	<u>Total</u>
May Salaries/Expenses	629.42		629.42
Greensleeves	48.33	9.67	58.00
Came&Company – insurance	407.73		407.73
Jonathan Pearson Play equip repair	369.18	73.83	443.01

- d) Notification of increased charges to payroll processing due to GDPR

- e) The Annual Governance and Accountability Return

- i) To review the effectiveness of the internal control system.
- ii) To approve Section 1. Annual Governance Statement 2017/18 by resolution and to be signed and dated accordingly by the Chairman and Clerk
- iii) To consider Section 2. The Accounting statements 2017/18

- iv) To approve the Accounting Statement for 2017/18 by resolution and to be signed and dated accordingly by the Chairman and the Clerk (RFO).
- v) To agree, complete and sign the Certificate of Exemption for councils where gross income or gross expenditure £25,000 or less
- d) To appoint the Internal Auditor for 2017/18.

13. **CORRESPONDENCE**

- a) LCC Funding Portal – Distributed to councillors 23.4.18, 8.5.18
- b) NALC, Update on GDPR and Data Protection Bill – Distributed to councillors 3.5.18
- c) LCC Parish Websites update – Distributed to councillors 9.5.18

14. **DATE OF FUTURE MEETINGS**

20th Jun, 11th July, 15th Aug, 18th Sep, 17th Oct, 14th Nov 19th Dec

15. **ANY BUSINESS TO NOTE FOR THE NEXT AGENDA**

Update on Village Hall Garden Footway Lighting
Review Risk Assessment to include parish grass cutting

16. **CLOSED SESSION** (for confidential items in accordance with the Public Bodies Act 1960)