

East Drayton Parish Council

Minutes of the Parish Council meeting held at 7:00pm

on Tuesday 15th May 2018 in the Village Hall

Present: Cllrs N Stanley (Chairman), A Stanley, R Small, I Stephens; the Clerk. Members of the Public: S Ellis

1. **Apologies for Absence:** Cllrs H Mackintosh and D Jopling.
2. **Minutes of the meeting held on 17th April 2018** – approved and signed.
3. **Election of Chairman** – Cllr N Stanley was proposed by Cllr Small and seconded by Cllr Stephens and duly elected.
4. **Election of Vice Chairman** – Cllr Jopling was proposed by Cllr N Stanley and seconded by Cllr A Stanley and duly elected.
5. **To consider matters arising from the above minutes:**
 1. The Henry Small Memorial bench on North Green has been replaced. Thanks to the Small family and Cllr N Stanley.
 2. The planned closure of North Green was cancelled by VIAEM.
 3. There were no further matters arising.
6. **Declarations by Councillors of any disclosable pecuniary interest(s) in any agenda item.**
None.
7. **Planning** – none
8. **Correspondence** – see attached sheet.
9. **Urgent Business** –
 - Tony Jackson had contacted the Clerk regarding purchase of Lamp Post Poppies to commemorate the centenary of the end of the First World War in November 2018. The purchase of 30 poppies was agreed. Action – the Clerk.
 - **GDPR compliance:**
 - a. It was noted that it was no longer a requirement to appoint a DPO (ref. NALC).
 - b. The Data Map was adopted.
 - c. The following policies were adopted – Data Protection; Subject Access Request Procedure; Data Breach; Records Retention.
 - d. The Privacy Notices were adopted.
 - e. The Clerk received the completed Security Compliance Checklists and Consent Forms from the Cllrs.
 - f. The Council to be registered with the ICO. Action – the Clerk.
 - g. The documents in (b), (c) and (d) to be published on the village website by 25th May 2018. See www.eastdrayton.org
10. **Meeting adjourned for public discussion** – none
11. **Finance**
 - a. Income – 1st part BDC Precept - £1258.50
 - b. Accounts for payment
 - i) Annual Insurance - £220.06 APPROVED
 - ii) BKVC entry - £4 APPROVED

- iii) Clerk's expenses - £44.26 APPROVED
- c. Balance of accounts, as at 30/04/18
 - TSB - £4002.12
 - NBS - £1868.74
 - Total = £5870.86
- d. Transfer of funds – nil
- e. Annual Governance Statement 2017-18 (section 1 Annual Return) completed and signed.
- f. Accounting Statements 2017-18 (section 2 Annual Return) completed and signed. The Clerk thanked Mr M Goodman for again completing the Internal Audit.
- g. The Certificate of Exemption was completed and signed. The clerk noted that smaller councils now send this document along with contact details to the new External Auditors PKF Littlejohn LLP.
- h. The Exercise of Public Rights dates were set as 18th June – 27th July. All audit documents and financial statements will be available on the website over this period (www.eastdrayton.org).

12. General Business –

- Cllr Jopling asked the Council to consider purchasing new 30mph bin stickers for the village. He had noted many were fading and that many residents now had the new brown garden waste bins. It was agreed that the signs had been successful and Cllr Jopling could investigate the purchase of new stickers.
- Concern was expressed as to the future of the Blue Bell Inn. It was noted that the pub was available to lease and that the marquee had been dismantled.
- The dates for the first round of judging in the BKVC are 4th-22nd June and the second 2nd-20th July. The Council ask all residents to keep their frontages neat and tidy to show the village at its best.

13. Date of next meeting – Tuesday 17th July 2018 at 7:00pm in the meeting room of the Village Hall.

There being no further business, the Chairman closed the meeting at 7:35pm and thanked everyone for attending.

Signed.....

Cllr N Stanley, Chairman, East Drayton Parish Council

Dated.....