

**Present:** Cllrs: R Baxter, N Greenwood, S Lusher, W Martineau, A Steer & C Hammond,

1. **Apologies for absence** Cllr M Dolman, C. Cllr J Spicer & B. Cllr Bull

2. **Election of Chairman**

Cllr Martineau nominated Cllr Hammond for the position of Chairman. This was seconded by Cllr. Lusher. Cllr Hammond accepted the position.

3. **Chairmans Declaration of Acceptance of Office**

Cllr Hammond completed the Chairman's Declaration of Acceptance of Office.

4. **Election of Vice Chairman**

Cllr Lusher nominated Cllr Martineau for the position of Vice Chairman. This was seconded by Cllr Hammond. Cllr Martineau accepted the position.

5. **To elect Council Officers and Representatives to outside bodies**

Cllr Steer was elected as the Parish Council representative for the Village Hall

6. **Members Declarations of Interest and Dispensations:**

6.1 To receive declarations of interest from councillors on items on the agenda. None

6.2 To receive written requests for dispensations for disclosable pecuniary interests. None

6.3 To grant dispensations as appropriate under Section 33 of the Localism Act. None.

7. **Minutes** - to confirm and sign the minutes of the 4<sup>th</sup> April 2018 meeting as a correct record. (Minutes circulated)

8. **Meeting open to the public**

A member asked if there was anywhere in the village we could have a tennis court. We didn't think there was anywhere that could accommodate this at the moment. It was reported that the rope on the basket swing is fraying. The Clerk will ask Steve to have a look at this. It hasn't been picked up in the monthly Borough Council inspections.

**Action Clerk**

9. **Report from County Councillor:**

Cllr Spicer was unable to attend the meeting.

10. **Report from B. Councillor: C Bull**

Cllr Bull was unable to attend the meeting, see report in Annual Parish meeting minutes.

11 **Progress reports. For information, from:**

**11.1. Chairman**

11.1.1 Mobile Library Consultation

Following concerns about the lack of advertising of the recent Mobile Library consultation the Clerk received the following response from Stephen Taylor, Culture, Health and Wellbeing Manager, SCC: 'At this stage we are collating the responses from individual mobile library users about how and why they use the service. We made the survey available to people visiting the mobile library at every stop and on every route and have had a very good response rate. You are correct that there will be a formal public consultation open to all about our future plans, to which the Parish Council may wish also to respond. We very much value the offer of helping promote the consultation'.

## 11.2 Clerk:

### 11.2.1. Sign for cricket meadow & Aggies Piece

These are still in hand.

### 11.2.2. Streetlight, Openreach damage and Bollards B1111

The Clerk is chasing SCC about the connection of the new light.

After reporting a problem to Openreach, on the 13<sup>th</sup> February, the Clerk has finally received a reply. They are arranging for the issue to be investigated. This follows a complaint that the contractors who installed the green box near Millfield, made a mess of the verge there.

The Clerk has contacted 3 contractors who are accredited to work on the Highway. One came back to say they were too busy to take on any further work, one she met on the site, the third did not respond. She is still waiting for the contractor, who she met on site to come back to her with a quote.

### 11.2.3. Options for recycling bins

It was suggested that the pub car park might be the most suitable location for a recycle bin. The Clerk will write to the pub owners and see if they are interested in taking the idea forward.

**Action Clerk**

### 11.2.4. Village Event, to discuss event held on 28<sup>th</sup> April

Unfortunately, the weather was not great, but we still had a reasonable turnout, with about 16 people coming along on the day. This included 4 young people, which was nice to see.

### 11.2.5 Change to Agenda

The practice of closing a meeting prior to the start of a public participation session (and resuming again afterwards) is now considered outdated and contrary to legal advice. As such a session forms part of the meeting in law, it should be included on the agenda, managed by the Chairman and documented in the minutes. The minutes should however be succinct and might only record a list of the topics raised. They should not, in particular, record the names or other personal data of individual members of the public taking part. The Clerk has changed the agenda to reflect this.

### 11.2.6 Use of Cricket Meadow

The Clerk has been asked if the Cricket Meadow could be used for a boot camp on Saturday mornings. The School think this would be a good idea. The Councillors agreed that this would be a good idea, but we would need to make sure that it was managed correctly. A fee of £11.50 per hour was agreed, this is what the Village Hall charge. The time of the class would need to be considered, as some can start very early, and this would not be appropriate. Access and potential damage to the field needs also to be discussed.

**Action Clerk**

### 11.2.7 Grass Cutting

The grass cutting should start this week. There was a slight delay due to the wet weather.

### 11.2.8 Parish Forum

The next Parish Forum will be held on 29<sup>th</sup> May, Suffolk County Council Highways are being invited to attend. We can submit questions for them by the 11<sup>th</sup> May if we wish. The Clerk and Cllr Hammond will try to attend.

**Action Clerk**

## 8. Finance

The following accounts were approved for payment and the cheques signed by two signatories to consider payments.

Administration	£1646.70
SALC, Subscription	£367.33
GB Sports, swing seats	£112.80
There but not there, donation	£100.00
Came & Co, insurance	£858.14

### 12.2 Signing arrangements, Barclays

Cllr Lusher has been in to Barclays to present her ID. On chasing this up the Clerk has received a very unsatisfactory response from our Business Manager. She has subsequently made a complaint. A new form has been completed and will be submitted. **Action Clerk**

### 12.3 End of year Accounts

Due to a change in procedure these will be presented to the Council for approval at the June meeting, once they have been audited by the Internal Auditor. **Action Clerk**

### 12.4 Confirmation of receipt of Precept

The Clerk confirmed that the full amount of precept applied for has been received.

## 13. Data Protection

Update on requirement for Parish Council to employ DPO.

There is a proposed amendment to the Data Protection Bill. The proposed amendment, if passed, will exclude Parish and Town Councils from the Statutory Duty to appoint a Data Protection Officer. The Council will still be subject to the all of rest of the regulations GDPR and the new Act (once passed). Including adopting Privacy Notices and relevant policies, putting consent in place where required and keeping Personal Data safe in hard copy and electronically etc. If the amendment goes through it will be deemed good practice to appoint a DPO rather than a duty. Having looked at the Parliamentary website, the Bill is at Committee stage and there is no date yet for when it will pass to the last Committee Reporting stage or for its third reading in the Commons. Amendments are not always successful, so we will have to wait and see what happens.

The Clerk has prepared several documents for adoption and approval. These are as follow:

Adopted - Information Protection Policy

Adopted - Information Security Incident Policy

Approved - Form - Risk Assessment

Approved - Privacy Notice - Long.

Approved - Privacy Statement – General

Approved - Privacy Statement - New Councillor

Circulated for signing - Awareness Checklist for Councillors.

Copy of Approved - Assessment of personal data held by parish councils

It was agreed that a locked cabinet would need to be purchased and a formal disposal policy adopted. The Clerk will make the necessary arrangements to action the above. It was agreed that we would still employ LCPAS in the first year to ensure we are fully complaint with the new Act. The Clerk has made some enquiries regarding our current insurance policy. She received the following reply from Came and Company. 'following our telephone conversation, I can confirm that the Legal Expenses cover currently provided within the Ecclesiastical policy provides a legal defence and will meet compensation costs for a civil claim made against the Parish Council for compensation under Section 13 of the 1998 Data Protection Act which is the current legislation relating to data protection. There is a limit payable of £100,000 in respect of any one claim. With the new GDPR Act replacing the current legislation in late May 2018, we are expecting the insurers to amend the wording within the Legal Expenses section of the Council's policy to provide similar defence and compensation cover for a civil claim and we will update our clients in the near future once this has been clarified. With regard to data breach fines levied by the Information Commissioner or any other regulatory authority; as these will

arise from essentially breaking the law the policy will not respond to meet such costs which has always been the case with the current Act. Insurers will not provide compensation cover for such fines. Only civil claims are insured. If the Council is interested in arranging a more comprehensive Cyber Crime and Data policy, to cover events such as a data breach, Came and Company can provide further. However, the premium is likely to be in the region of £1,000 to £1,250.

#### **14. Village Hall**

The village hall benefitted from a good clean, inside and out, during the keep Barningham Beautiful event. A number of chairs were disposed of to make more room in the store cupboard. The Village Hall AGM is being held on May 15<sup>th</sup>, the current Chair is stepping down, so a replacement is being sought. The village hall is looking to do some works to the outside space and will be approaching the Parish Council to ask for a financial contribution once they have had some quotes for the works required.

#### **15. Speedwatch**

It was noted that Hepworth have a new device, the Clerk is trying to get some information regarding this. Cllr Steer and the Clerk are also still collecting data on the Evolis device.

**Action Clerk**

#### **16. Neighbourhood Watch**

Cllr Greenwood is in the process of obtaining further information so that he can potentially set up a new scheme in Bishops Croft.

**Action Cllr Greenwood.**

#### **17. Neighbourhood Plan**

The Clerk is making arrangements to pay back the grant not used during the grant period. The next meeting of the working party is scheduled for 21<sup>st</sup> May. At this meeting they will discuss the public meeting, sites for consideration and the Character Assessment.

#### **18. Councillors reports and items for future agenda**

Cllr Martineau informed the Councillors that he will be hosting a village event at his house on 2<sup>nd</sup> June 2018

There is a big pothole in Coney Weston Road, between the pond and Swiss Cottages. The Clerk will report this.

**Action Clerk**

There is a problem with the minutes not appearing on the website. The Clerk will investigate this.

**Action Clerk**

#### **19. Aggies Piece**

The post on the kissing gate is damaged. The Clerk will ask Steve to have a look at this.

#### **20. Caretakers report**

This was a better month for weather. The edging of the Sandy Lane footpath is quicker in the dry, but I am still progressing at one hour per week to protect my poor old back. One of the old litter bins on the Cricket Meadow had been knocked over and I took the opportunity of the saturated ground to knock the post back in. Frankly, the post is rotten and, when it next falls over, it should be replaced. Also, on the Cricket Meadow I applied weed-killer to the matting in front of the goal units in accordance with the Play Area Inspector's recommendation. I continued with the weed-killer to the weeds in the elevated path opposite the shop; this was very successful last year.

#### **21. Play area reports**

The new swing seats have been received and should be fitted this week. The Clerk has made an application to St Edmundsbury for reimbursement of the cost from the S106, Open Spaces money.

#### **22. Churchyard/Cemetery**

No report this month

**23. Planning Matters**

None received.

**24. Correspondence for information**

24.1 National Planning Policy update

24.2 Homelessness Consultation

24.3 Your Police your say, dates for public meetings. The Clerk, Cllr Lusher, Greenwood and Cllr Hammond will try to attend.

**25. Date of next meeting:** 6<sup>th</sup> June 2018 7:30

**26. To consider the exclusion of the public and press in the public interest for consideration of the following items:**

26.1 Personnel Issues. Clerk's pay increase. New pay scale from 1 April 2018. noted.

26.2 Legal Issues. None