

LOCKWOOD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 17th MAY 2018 AT 7.00 PM AT LINGDALE VILLAGE HALL

PARISH COUNCILLORS PRESENT: Cllrs M.Jefferson (Chairman), A.Clayton, A.Groves, B.Hardy, J.Henderson, P.Miller, K.Nolan and S.Young.

MEMBERS OF THE PUBLIC: None

POLICE: None

OTHERS: None

CLERK: Mr M.P.Stone

14. APOLOGIES FOR ABSENCE:- Apologies were received from Cllr C.Kingham. No apologies were received from Cllr M.Brown and Cllr D.Healey.

Clerk read a letter of resignation which had been received from Cllr V.Davison and accepted by the Chair. Clerk had submitted the letter to the governance team at RCBC. The notice of casual vacancy had been published on 15th May. The deadline for ten electors to call an election was midnight on 5th June 2018. If no election is called, Council will be able to co-opt to fill the vacancy. Any vacancy not filled by 2nd November 2018 will remain unfilled until the local elections on 2nd May 2019.

15. TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY, PECUNIARY AND NON PECUNIARY INTERESTS.

Cllr M.Jefferson declared a non-pecuniary interest in all matters relating to the Lingdale Lift-Off Group as Chairman of that group, The Neighbourhood Action Partnership (NAP) as Vice-Chair and The Big Local.

Cllr Nolan declared a non-pecuniary interest in all matters relating to Charltons and to The Big Local.

16. REPRESENTATION FROM RESIDENTS.

None.

17. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON THURSDAY 19th APRIL 2018.

Approval of the minutes was proposed by Cllr S.Young, seconded by Cllr A.Clayton and accepted by the members present as a true record.

18. MATTERS ARISING FROM THE MEETING HELD ON THURSDAY 19th APRIL 2018 – PROGRESS REPORTS ONLY.

Minute 171 Clerk gave an update regarding designated green spaces and reported that Redcar & Cleveland Borough Council (RCBC) have a document which lists all Local Wildlife and Geological Sites as part of the Redcar & Cleveland Local Plan. Lingdale Wildlife Meadow is listed as a Local Wildlife Site as Lingdale Common and is classed as neutral grasslands. A number of other local sites were included in the document and Clerk advised that he would extract them from the report and present a full list to a future meeting.

19. CORRESPONDENCE RECEIVED

Members received the following:-

- a) 2018 Community Facilities Survey from North York Moors National Park

Authority (NYMNPA). Clerk advised that this survey of community facilities in all villages within the National Park was carried out every three years. As Charltons in the only Lockwood village within the National Park Cllr Nolan agreed to complete the survey and return to the Clerk for submission to NYMNPA.

- b) NYMNPA Planning Parish Training Event 2018.
Resolved that Cllr Clayton (as Chair of Planning Committee) and Cllr Nolan (as Parish Councillor for Charltons) would attend the training with Cllr Jefferson as reserve.
- c) E-mail from Stephen Brown, Licensing & Parking Manager at RCBC re Premises Licence Applications - advising that for data protection reasons RCBC were unable to e-mail licensing applications to town and parish councils.
Resolved to send a response requesting that RCBC inform the Parish Council if any applications are submitted for the Lockwood Parish Council area.
- d) Employment Briefing E01 18 from NALC re 2018-2019 National Salary Award. Clerk advised that this contained the new pay scales which had been implemented in the May payroll, backdated to 1st April 2018.
- e) Legal Briefing L05-18 from NALC re Data Protection Fees.
Clerk advised that the briefing explained the new data protection registration fees that were due to come into effect with GDPR on 25th May 2018. As the Parish Council's registration with the Information Commissioner's Office (ICO) had been renewed on 15th May, the new fee structure would not apply to the Council until the next renewal on 15th May 2019. The new payment would be £40 with a £5 discount for payment via direct debit which is unchanged from the current fee.
- f) Legal Briefing L06 -18 from Nalc re Data Protection Legislation
Clerk advised that the briefing note gave details of the government's proposed amendment to the Data Protection Bill to remove the statutory requirement for Parish Councils to appoint a Data Protection Officer.
- g) Invitation to RCBC Mayoral Investiture Ceremony on Tuesday 22nd May. Chair and Vice-Chair to attend.

Cllr P.Miller left the meeting.

20. REQUESTS FOR FINANCIAL ASSISTANCE

None.

21. FINANCE

a) To approve all payments required in undertaking the council's business since the last meeting that are to be accounted for in the 2018-2019 financial year.

The Clerk provided members with the Finance Report for May 2018 giving full details of all financial transactions undertaken since the last meeting of the council which included the Bill payments, direct debits, transfers, income and cheque payments (vouchers 102929 to 102934) that the council was required to pay. An additional two payments were required. A Bill payment for £70.01 to D.North for expenses incurred re fuel for the Parish Van and a cheque (voucher 102935) for £34.70 to Anne Clayton re Mileage to CLCA meeting at Billingham (£20.70) and catering for the Annual Parish Assembly (£14.00).

Clerk advised that Transflex Vehicle Rental had been taken over by the Dawson Group and so Dawson Group would now appear on the finance report as the payee for the monthly vehicle rental direct debit.

Members **resolved to agree** all payments and transactions undertaken.

b) To approve the Annual Internal Audit Report 2017/18

Resolved to approve the Annual Internal Audit Report 2017/18

c) **To approve the Annual Governance Statement 2017/18** - Section 1 of the Annual Governance and Accountability Return (AGAR).

Resolved to approve the Annual Governance Statement 2017/18

d) **To approve the Accounting Statements 2017/18** - Section 2 of the AGAR.

Resolved to approve the Accounting Statements 2017/18

e) **To approve the Explanation of Significant Variances report** for the year ended 31st March 2018.

Resolved to approve the Explanation of Significant Variances report.

22. TO CONSIDER PLANNING APPLICATION

R/2018/0252/FF

PROPOSAL: Proposed change of use of agricultural land to form residential curtilage including new road and access

LOCATION: Cherry Tree House, Lingdale Road, Boosbeck, TS12 3BH.

APPLICANT: Mr C Treloar

Members considered the planning application.

Resolved that Lockwood Parish Council has No Objections to the application but note that work has already commenced on the access.

23. GENERAL DATA PROTECTION REGULATION (GDPR)

a) **To receive an update on the steps taken so far to comply with GDPR and the work still to be carried out.**

Clerk tabled a report based on the ICO GDPR checklist which gave details of what has been done so far and what still remains to be completed to comply with each element of the checklist. Clerk also reminded all councillors that any personal data they held on local residents through their role as a Parish Councillor was covered under the new GDPR regulations and so they should ensure that any data held is kept securely, not shared with any other party without consent and that they have the resident's consent to hold the data.

Most members believed that they did not hold any personal data relating to local residents.

Clerk advised that he was to produce a simple declaration form for all councillors to sign to acknowledge their understanding of the new regulations along with guidance notes and a basic data audit. Members were concerned that this was unnecessary and too bureaucratic.

Clerk agreed to keep the form as simple as possible.

Clerk advised that he was in the process of downloading and adapting a number of forms and policies from the SLCC toolkit. All data forms would be brought into use as soon as they had been adapted for Lockwood Parish Council use. All policies would be considered at the next meeting of the GDPR working party and recommended to full council for approval.

b) **To consider and adopt Privacy Notice**

Draft policy had been circulated with the agenda. Clerk advised that the policy had been adapted from a template produced by the Society of Local Council Clerks (SLCC) and required adoption at the meeting so as to be in place by 25th May when GDPR comes into force.

Resolved to adopt the Privacy Notice as presented.

24. COMMITTEE REPORTS

a) **To receive minutes of Allotment Committee meeting held on 14th May 2018.**

Draft minutes from the meeting were tabled. No issues were raised.

b) **To receive minutes of Finance, Personnel & Policy Committee meeting held on 12th April 2018.**

Clerk advised that the minutes had not been available at the last meeting and were included for information only. No issues were raised.

25. TO RECEIVE REPORTS FROM MEETINGS OF OUTSIDE BODIES ATTENDED BY COUNCILLORS.

a) Cllr Clayton reported on the latest CLCA meeting which had considered the responses from members suggesting issues to be raised with the Tees Valley Mayor.

Main issues to be raised were as follows:-

- i) The former British Steel/ SSI site at Redcar
- ii) What is being done to secure the future of Durham Tees Valley Airport
- iii) Transport issues - roads (Marton Crawl)
- iv) Housing allocations/new towns (Stainton currently has 3,000 homes but new proposals will add an additional 13,000 homes which changes the dynamic of a small village)
- v) Broadband in Rural areas.

There was a Northern Area meeting in York next week and a Training meeting in June which would focus on Social Media.

26. PARISH MATTERS

a) Clerk's report

Clerk reported that he would be on holiday week commencing Monday 28th May.

Discussions had taken place regarding producing some memorabilia to fill the blank walls within the Village Hall and a number of ideas had been suggested.

- i) The Parish Council had a football shirt with the Parish Council logo as a result of our grant given to assist with the start up of Lingdale Village FC. To frame the shirt professionally so it could be hung on the wall would normally cost £150 but due to the number of shirts being framed for the Big Local we could have the shirt professionally framed for £100.

Resolved to go ahead with framing the football shirt for display within Lingdale Village Hall at a cost of £100.

- ii) As a result of the error with the printing of the two Freedom Scrolls, the Council now has two spare slightly off centered scrolls that would have cost an additional £140. It was suggested that the two scrolls are framed together and displayed in Lingdale Village Hall. Cost would be around £60.

Resolved that the two freedom scrolls be framed in one frame at a cost of around £60 and displayed within Lingdale Village Hall.

- iii) Cllr Jefferson advised that each Big Local delegate had received a Klondike Jersey as a thanks for their efforts in helping with the Klondike Grand Prix. He was willing to loan his framed jersey for display in the Village Hall.

- iv) Cllr Jefferson offered to produce a collage of photos from the Klondike Grand Prix which would be framed and displayed in Lingdale Village Hall. Cost would be £40.50

Resolved to go ahead with the Klondike Collage for display within Lingdale Village Hall at a cost of £40.50

- v) Cllr Henderson suggested that another collage could be produced to reflect the success of the various villages in the In Bloom competitions.

Resolved to look into acquiring the necessary photographs from the local groups.

b) Chairman’s Report.

Chair thanked members for voting him back in as Chair for 2018/19. He stated that members had worked well together and had achieved a lot in the villages since he became chair in 2014.

Chair commented that Vic Davison had been a councillor for 20 years and suggested that as well as the standard letter of thanks, he should also receive something more substantial. It was suggested that a plaque engraved with his start and finish dates as a councillor should be looked at. It was noted that members would have to contribute the cost from their own money as the Parish Council was not legally allowed to contribute to the cost. Chair also suggested that a 10 year service award should be considered in future to recognise long serving councillors.

Chair thanked everyone for their help with the Klondike Grand Prix. Cllr Clayton requested that the date of next year’s race is made public much earlier than this year to allow more time to book events and plan activities. Chair advised that this would be difficult due to the complexity of the groups involved in signing off the race.

c) Ward Councillor Reports.

Cllr Young Thanked members for voting her in as Vice-Chair and reported fly tipping on Stanghow Ridge Road. Clerk had taken photos and would report in to RCBC in the morning.

Cllr Clayton reported that the football field to Stanghow path had been cut two weeks ago and would have grown again before the summer holidays. A second cut would be required. RCBC only cut the grass once per year so the Parish Warden would be asked to cut at least the bottom section nearest the playing field.

Cllr Nolan reported someone had been trying door handles in the Charltons at night. The Fox & Hounds pub had now been turned into three separate businesses, a hotel, pub and cafe.

27. THE COUNCIL WILL NOW BE IN PRIVATE SESSION

No items were discussed.

28. DATE AND TIME OF NEXT MEETING

Parish Council Meeting - Thursday 21st June 2018 at 7.00pm

The meeting closed at 8.39pm

Signed:M.Jefferson, Chairman, Date 21/06/2018

Signed:Clerk to the Council, Mr M.P.Stone Date 21/06/2018