

SHIPTON GORGE PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON
WEDNESDAY 10th January 2018**

Open Forum There were four parishioners present. Parishioners present were encouraged to look at the new Shipton Website and to encourage others to look at it – much work had gone into the new website to enable the council to comply with the Transparency Act and all organisations in the village had their own pages.

- a) Robert Cornish commented on the winter rains and the effect they had had on land throughout the village. He wondered if it was worth talking to Highways about the state of the roads, and the effect of surface water, commenting that the longer they are left the worse they will get.
- b) Simon Cleveland updated the meeting on the Best Kept Village Competition. Instructions that usually come out in first week in January will now be issued the last week of January. Simon will send out a letter to all village organisations who normally take part as soon as he has details of the competition. Entries will need to be in by 25 March and Judging should begin April/May and finish in July. Prize giving should be in late September. MB confirmed that the Parish Council would presumably be asked to enter the Playing Field and maybe the Village Green. GP asked that results of our entries over the last ten years be put on the new website. It was agreed this was a good idea and Simon was asked to remind the Village Society that their section on the website needs to be organised and got up and running.

18.00 Present - Cllr Mary Boughton (MB) - Chairman, Cllr Richard Cunningham (RC) - Vice Chairman, Cllr Hilary Cunningham (HC), Cllr Christine Huxtable (CH), Cllr Diane Buckenham (DB), and Cllr Gerry Pyke (GP)

In attendance - Parish Clerk, Paula Biss (PB), Cllr John Russell (JR) - District Councillor.

18.01 Apologies for Absence - Cllr John Porter, Cllr David Bass (DB) and Councillor Ros Kayes.

18.02 Declarations of Interest. There were none.

18.03 Chairman to sign as correct record the minutes of meeting held on 8th November 2017 – Two amendments were required. Minutes then agreed to be signed by Chairman and amended copy put on the Website.

18.04 To consider any matters arising from the Minutes not covered by this agenda. There were none.

18.05 Chairman’s Report - January 2018 – Was on the Website

May I start by wishing all councillors, our clerk and all those in the parish, a very Happy and Peaceful New Year.

I drafted a flyer for the Bride Valley News to obtain parishioners views on the future of bus transport and the proposal that the parish council contribute towards a community bus scheme that would provide a limited service to the village. Some changes were made following comments from councillors and the flyer was sent out in the January BVN.

SIGNED.....(CHAIR) DATED.....

3. Various updates completed on website.
4. Terms of Reference for Playing Field and Planning updated and put on Website
5. We need to remember to arrange an Annual Review of the Website with Maggie from Vision ICT for next year in time for September meeting.
6. Forwarded Pecuniary Interest Forms to Councillors, sent to Democratic Services Officer for redacting and putting on website. Two forms still outstanding.
7. Letter had been received from Mr Mitchell re Wayleave for BT equipment. This should be in the name of the Parish Council. Clerk has sorted this with BT and future Wayleave payments for both telephone box and BT equipment will be received by the Council.

18.07 Finance Report (CH) January 2018 – Copy Account on the Website

- a. There is very little to report since November.

The three month audit was completed by Brian Medland and his report attached below (b).

He raised the point that we do not have receipts for amounts paid on invoice but as we need two signatures and we have the invoice to back up the payment this has always in the past been acceptable. If the council agrees we continue in this way can this be put in the minutes.

It was agreed unanimously that receipts would not be requested from outside contractors where an invoice was received. Proposed CH, Seconded RC. No abstentions

Cheques to be authorised and put in the minutes.

868	20/12/2017	P Biss	56.08
869	20/12/2017	Small Engine Service	31.32

We also need to finalise and authorise the 2018/2019 Precept.

b. Shipton Gorge PC audit for the quarter ended 30th September 2017

The following checks have been undertaken for the quarter ended 30th September 2017:

1. Cheques were reconciled to invoices, bank statements and PC meeting approvals. The following audit trails need additional supporting documentation:
 - Payment to Bridport Radio £ 75.00 has no supporting receipt (invoice only held).
 - Payment to BDO £36.00 has no supporting receipt (invoice only held).
 - Payment to Vision ICT £1558.80 has no supporting receipt (invoice only held).
 - Payment to Dorset Association of Parish and Town Councils £120.75 has no supporting receipt (invoice only held).
2. Accounts spreadsheet was checked against expenditure (cheques issued) and found accurate.

SIGNED.....(CHAIR)

DATED.....

Note – it will not be possible to fully reconcile the accounts spreadsheet against income until year end due to the practice of recording allocated income in advance of receipt.

Brian Medland

SGPC Internal Auditor 12th December 2017

After discussion, it was understood that the PC has historically only had receipts in respect of payments to Councillors, the Clerk and for playing field maintenance. This is to be confirmed as acceptable practice in the next meeting minutes.

It was agreed unanimously that receipts would not be requested from outside contractors where an invoice was received. Proposed CH, Seconded RC. No abstentions

18.08 To Finalise budget/Precept for 2018-2019 and confirm use of receipts.

a. It was agreed unanimously that the draft Precept accepted at the November meeting should stand and clerk to send Precept request for £7058 to the Council. Pro MB, Seconded HC. No abstentions.

18.09 Bus Transport - Results on Website

The results of the Bus Survey were considered and there was much discussion. RC felt it virtually impossible to ask single villages (as all vary as to needs and where placed in the district) when the Council has wrecked the rural transport system and capping Council Tax and putting up the precept is just transferring problem from one to another. Basically the Parish Council is willing to subsidise a reasonable amount, not the extortionate amounts being set aside in precepts of other local councils. (John Russell, District Councillor, said that other councils had added as much as £2,000 to their precept) Therefore he felt that the draft precept accepted at November meeting should stand - see 18.08. Agreed Pro MB, Sec CH. Unanimously agreed.

A suggestion was made that residents got together and shared taxis – problem with all suggestions was that someone would have to “volunteer” to organise/co-ordinate the accepted, agreed proposals. This was not felt to be practicable.

It was agreed to promote the Axe Vale Ring and Ride in the meantime, continue to make charity donation and ask Axe Vale for any flyers which we could use to help promote the system.

It was also unanimously agreed that the Chair and Clerk should draft a letter to our MP – asking for the policy on rural buses to be reviewed. RC/HC to also submit draft to Chair of points they feel should be made.

18.10 Data Protection Changes – Data Protection Act has been in place since 1998 and is being updated in April 2018. There are basically 12 steps to be considered as in the briefing document the chairman had prepared, below, on these steps with comments in italics and initial actions needed.

Guide to the General Data Protection Regulation (GDPR)

Awareness

Make everyone concerned aware there are changes that require action.

This agenda item and information sheet ensures awareness of all councillors

SIGNED.....(CHAIR) DATED.....

Information you hold

Document data we hold, where it came from and who we share it with. Carry out an information audit.

To be compiled

Communicating privacy information

Review current privacy notices and make a plan to make any necessary changes.

Our Publication Scheme and Transparency Code, both on the website will need to be amended. We don't have a Privacy Notice as such as information is in both these documents.

Individual's rights

Check procedures to make sure they protect individual's rights including how we delete their data or provide it to them electronically.

We currently have no process for deleting individual data or providing individuals with the data we hold for them electronically if requested (we only offer it on the website or a hard copy). Both these need a change of procedures

Subject access requests

Plan how we will handle requests within the timescale and provide additional information.

A new process needs to be developed to cover how we hold data, how we provide it to individuals when requested and how we delete it when asked.

Lawful basis for processing personal data

Identify the lawful basis for our data processing activity and document it and update our privacy notice.

This should be simple, but we need to check. Firstly checking our Data Protection Registration

Consent

Review how we seek, record and manage consent and if we need to make any changes. Refresh existing consent if they don't meet the new standards.

At the moment we don't seek consent, so this needs a new policy approach.

Children

We need to consider whether we should verify people ages, and get parental consent for any data processing activity.

We rarely have a need to hold data on, or contact, children so this probably doesn't apply but maybe we should include it in a policy document.

Data breaches

We should make sure we have processes in place to detect, report and investigate any data breaches.

Not likely to have many but need to include this in a new plan/process and policy document.

Data Protection by Design and Data Protection Impact Assessment

Familiarise ourselves with the ICO's code of practice on Privacy Impact Assessments and latest guidance from the Article 39 working party.

Need to check this.

Data Protection Officers

Designate someone to take responsibility for Data Protection compliance. See if we are required to formally designate someone as a Data Protection Officer.

This will presumably be the clerk.

International

If we operate in more than one EU country you need to take extra measures.

Does not apply to us.

Initial Actions

- a. Look at the GDPR information and checklist on line at <https://ico.org.uk/>

SIGNED.....(CHAIR)

DATED.....

- b. Contact DAPTC as they will probably supply either a “model” GDPR document we can use as a template or help with advice. All parish councils will be going through this process so they should be able to help.
- c. Assess what data we hold at the moment.
- d. Print off and review both our Publication Scheme and Transparency Code which will need amendments.
- e. Formulate a Privacy Policy Document to cover GDPR and a protocol for handling data enquiries.

18.11 Parish Assembly – Confirmed date 11th April 2018. Discussion ensued on how to engage the interest of parishioners. Suggestions by next meeting please – copy of November’s notes on this - *“Last year’s attendance had been most disappointing. It was suggested a flyer/newsletter of what the council has done in the last year maybe be sent out in the BVN and DB1/DB and CH to hopefully meet to discuss possible format.”*

18.12 Litter Pick – Agreed Saturday 3rd March. GP to ask New Inn if we can gather in car park (we have had bacon butties in the past!). Although the date seems quite early, the job needs to be done before the spring growth really starts in earnest. Clerk to do posters when confirmed OK with New Inn. Start time 10.00am.

18.13 Report and Risk Assessment – Playing Field (JP) – Report on Website

Three proposals to be discussed.

- 1. Use of Grayham’s own equipment – agreed £50.00 per year for use of own equipment with the proviso that the Council is not responsible for maintenance or insurance of the items.
- 2. Goal Posts – still not the ones the councillors thought were being researched. *Clerk to check internet for other options.*
- 3. Leaf Blower – agreed this seemed an excellent choice. Unanimously agreed, Pro JP, Sec RC

18.14 Defibrillator – permanent sign. It was agreed a wooden sign would be purchased - “Village Hall and Defibrillator” to replace the current Village Hall signs. RC/HC had consulted with householders of the properties currently allowing the Village Hall sign to be on their walls, and explain what is proposed to be used and they were both in agreement. *Clerk has contacted Dorset For You who make signs.*

18.15 Resilience – GP There was no further information available. No-one had responded to requests for changes.

18.16 To receive the following Reports:

Highways – HC – My report is brief.

I have requested that drains in Shipton are cleaned, and have reported a pot hole.

On-going problems with access to Cuckoo Lane were raised. If drivers were breaking the law they should be reported to the Police as appropriate or residents must put up with the nuisance. It was queried whether horses were under the same regulations as vehicles. It was considered that there was an accident waiting to happen and it was agreed Clerk should attempt to make an appointment for the Highways department to meet with some councillor and go through the on-going problems.

SIGNED.....(CHAIR)

DATED.....

It was also agreed that the Council would send a further letter to residents asking them to trim back their hedges for safety reasons.

MB to speak with Andrew Fry in the hope a meeting with farmers could be set up for liaison as there had been further complaints of mud and manure on roads.

Planning – RC - No planning applications within the Parish since our last meeting. Some minor tree works granted and completed. Planning application at Innsacre Farm in the neighbouring Parish of Loders remains under consideration.

Rights of Way/Footpaths – WH - Happy New Year. We are now back in Icen Lane having spent most of 2017 away from the Parish while 'High Rigg' was being readjusted (virtually demolished and rebuilt!). I should perhaps apologise to Parish residents for the chaos in the lane over this period – I'm sure most drivers will have been held up by our builders at some stage. Not what they needed after negotiating the other hazards further down the lane.

As far as Rights of Way are concerned, I have a couple of points to make:

- There was an issue about access between Bonscombe Lane and Grove Lane (Walditch). It was reported (and I'm sorry I have lost the name of the person involved) that, because of the state of the bridleway, horse riders were using an adjacent footpath and rendering that impassable. As far as I am aware there is only a bridleway connecting these two areas, so I don't know what footpath they were referring to. Certainly the bridleway is difficult to negotiate during inclement weather as it turns into a small river, but I don't know what you do about that. It is quite possible that I misunderstood the communication, but if anybody on the Parish Council can enlighten me, I would be grateful.
- I notice that Milvers Lane is totally impassable without a wetsuit. I reported this to DCC as it is an unclassified road and it forms an important link between footpaths from Shipton to the coast. I am sure this has been reported many times, but it might be useful if others can have a moan. The DorsetForYou website makes it very easy to do so.

17.99 To confirm dates for the next SGPC meeting – 14th March 2018.

Meeting ended 9.45pm

SIGNED.....(CHAIR)

DATED.....