

STALMINE-WITH-STAYNALL PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Tuesday 12 June 2018 at 7.00pm at the Village Hall, Stalmine

Present: Cllrs D Forshaw (Chairman), D Booth, A Haydock, K Jenkinson, S Pelham, T Williams.

In attendance: Alison May, Clerk to the Council.

21(1) Apologies for absence

None

22(2) Declaration of interests and dispensations

None

23(3) Minutes of the last meeting

Councillors **resolved** to approve as a correct record the minutes of the meeting held on 8 May 2018.

24(4) Public participation

No members of the public were present.

25(5) Internal audit report

Councillors noted the internal audit report and considered the response, prepared by the clerk, to the three 'noted' points; there were no recommendations. Councillors thanked the clerk for the work she had done in ensuring a clean audit outcome.

26(6) Gate designs

Councillors reviewed the gate designs for the wooden gates to replace those at the entrance to the wood on Hallgate Lane. Councillors agreed on a preferred design and asked the clerk to proceed in obtaining quotes.

27(7) Bus shelter documents

Councillors **resolved** to proceed with the s144 agreement to allow the erection of a bus shelter at the corner of Stricklands Lane and Moss Side Lane. The document was signed by Cllrs Forshaw and Pelham and witnessed by the clerk.

28(8) Public Rights of Way delivery scheme

Councillors **resolved** to participate in this year's scheme to receive a £250 one-off payment in return for the lengthsman cutting back and strimming vegetation growth on public footpaths and bridleways in the parish.

29(9) GDPR

(a) Councillors acknowledged the necessity of being GDPR compliant and the need for councillors to ensure any personal data they may hold is handled in accordance with the new regulations. In order to ensure the correct paperwork is in place they **resolved** to approve and adopt the following documents provided by the clerk:

- The data audit schedule
- SWS Information Data Protection Policy 2018
- SWS Management of Transferable Data Policy
- SWS Press, Social Media and Electronic Communication Policy
- SWS Document Retention and Disposal Policy 2018

- SWS Document Retention and Disposal - Appendix A List of Documents for Retention or Disposal
- SWS Privacy Notice - New Councillor
- SWS Privacy Notice - Email Contact
- SWS Privacy Notice - Employee and Role holders
- SWS Privacy Notice
- SWS Consent to hold Contact Information Form
- SWS Subject Access Request Form
- SWS Data Breach Reporting Form
- SWS Privacy Impact Assessment Form

(b) The clerk made councillors aware of an additional service being offered by Easy Web Sites which would provide an enhanced and more secure website including encryption of emails and a terms of use document at a cost of £5 + vat per month. Councillors **resolved** to subscribe to this service in order to ensure that they are fully GDPR compliant.

30(10) Information Commissioner's Office fee

Councillors **resolved** to enter into a direct debit agreement with ICO for the compulsory registration fee of £35 per year.

31(11) Planning application

Application Number: 18/00480/FUL

Proposal: Erection of a detached bungalow with integral garage

Location: 5 Pennine Gardens Stalmine-With-Staynall Poulton-Le-Fylde Lancashire FY6 0FH

Resolved: that the council has no objections to the application.

32(12) Finance

Councillors **resolved**:

a) To note the following receipts:	
Current Account	36.00
Refund from SLCC	7306.54
VAT	15874.00
LEF final grant payment	

b) To approve the following payments:	Cheque	
Payroll	1467, 1469, 1471, 1473	1304.49
Clerk's expenses (on behalf of council)	1468	35.51
Lengthsman's expenses (on behalf of council)	1470	35.25
Extra lengthsman's expenses (on behalf of council)	1472	10.00
Fylde Mowercare & Cycles	1474	53.50
Glasdon	1475	296.23
Edwina Parry (internal audit)	1476	100.00

c) To note the following payments by standing order:	
Easy Web Sites (monthly hosting fee)	24.00

d) To note the statement of accounts for month ending 31 May 2018	
Current Account	24990.03
Reserve Account	9550.63
General Reserve Account	3408.94

33(13) Reports from outside bodies (for information)

None. Cllr Haydock reported that he had not received an invitation to the recent flood forum. The clerk said she would chase this with Wyre Council.

34(14) Clerk's report (for information)

New litter bin for playing field

The new litter bin, approved by councillors in the last financial year, has now been delivered. This will be fixed on the playing field once the lengthsman has completed the summer planting.

Lancashire Enterprise Fund

The fund has now confirmed the accounts submitted by the clerk for the final instalment of the grant funding for the playzone and has issued the outstanding payment for £15,874.

External audit

The paperwork required by the external auditor PKF – Littlejohn accountants has been submitted and the 30-day public inspection period commenced on 4 June.

Letter from Ben Wallace MP

A response from the MP is attached, which states that LCC has deemed the location of the proposed crossing unsafe and that the MP has asked what the council proposes to do regarding safety issues for pedestrians crossing the road. The letter also addresses Cllr John Shedwick's proposal for a full review of the A588, with the MP stating his support.

35(15) Exclusion of the press and public

Pursuant to s1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the council **resolved** to exclude the press and public to:

Discuss an employment matter.

36(16) Items for next agenda

Poppy tile from the Garstang and district heritage society. Use of playing field by Wyre Villa.

Councillors were also asked to raise matters to be included on the agenda for the next meeting of the Parish Council by notifying the clerk at least 10 days prior to the next meeting. A summary of the reason for raising the matter should be provided.

37(17) Date and time of next meeting

The next meeting of the Parish Council will be on **Tuesday 10 July 2018** at 7.00pm.

There being no further business, the Chairman closed the meeting at 8.15pm.