

SEATON PARISH COUNCIL ANNUAL MEETING
16th MAY 2018
VILLAGE HALL SEATON 7.45pm

Present:

Mr N Greenfield Chairman
 Mr D Coop
 Mr R Clarke
 Mrs C Lammie
 Mrs Siobhan Machin

In attendance:

Mr John Hill Clerk
 Mrs S Fox Internal Auditor
 One member of the public

MINUTES

1. APOLOGIES:

County Councillor Mr J Lammie

2. ELECTION OF OFFICERS:

The adopted policy is that the Chairman should serve a maximum three continuous years in office. Having served one year to date, Councillor Greenfield therefore accepted the formal nomination and became Chairman.

OFFICE	NOMINATION	PROPOSER	SECONDER	VOTE	RESULT
Chairman	N Greenfield	R Clarke	C Lammie	All	Elected
Vice Chairman	D Coop	N Greenfield	R Clarke	All	Elected
Village Hall Trustee (Chairman by default)	N Greenfield				
Charles Tryon Trust (Chairman by default)	N Greenfield				
Thompson's Field Officer	C Lammie	N Greenfield	R Clarke	All	Elected
Allotment Officer	D Coop	C Lammie	N Greenfield	All	Elected

3. DECLARATIONS OF INTEREST:

Councillor Clarke declared an interest in Item 12 – Footpaths. Due to his direct local knowledge and expertise on this issue, Members felt that he should be able to speak on the Item.

4. MINUTES OF THE PREVIOUS MEETING:

On a proposal by Councillor Clarke, seconded by Councillor Machin, the Minutes of the meeting of 14th March 2018 were duly signed as a correct record with the approval of all present.

5. MATTERS ARISING (NOT ON THE AGENDA):

Councillor Machin has not yet attended a Councillors' training course.
Councillor Greenfield and the Clerk will liaise with the Parochial Church Council and the Village Hall Committee to progress a Local Award process for Seaton.
Councillor Coop was allocated £25 for flowers for the ex beacon basket. 'Daphne' from the George & Dragon Public House has agreed to keep the flowers watered.

6. INTERNAL AUDIT REPORT:

Internal Auditor Sue Fox reported that, in general terms, Seaton Parish Council Accounts and supporting documentation for 2017/18 were satisfactory. One erroneous entry of £2.78 interest, received in 2018/19 but shown as a receipt in 2017/18, had now been corrected. She would like to see the transactions checked off against the Building Society books by one of the Councillors on a periodic basis. Councillor Greenfield said that this was being done in conjunction with the Clerk.

7. ANNUAL GOVERNANCE REVIEW & STATEMENT:

On a proposal by Councillor Clarke, seconded by Councillor Coop, Members approved the Annual Governance Review & Statement and the Effectiveness of Internal Controls.

8. FINANCIAL MATTERS:

Presentation of the Accounts:

The Clerk presented the Parish Council accounts for 2017/18 (previously circulated), together with the updated Fixed Asset Schedule. The Audit Return was also reviewed. Councillor Greenfield proposed and Councillor Machin seconded that the Audit Return, as presented, should be accepted and the certificate exempting Seaton Parish Council (as a 'small' Council) from external audit review should be authorised; all were in favour.

Some disquiet about the presentation of the Fixed Asset Schedule figures was expressed. There was a discussion around whether showing the insurance or replacement value of the assets is a true representation of the actual assets insofar as, through deterioration, they no longer have that value.

The Clerk explained that this is a laid down requirement of the audit process but that he also shows the original cost on the Schedule.

Members also queried why some items are not insured.

The Clerk explained that, when he had attempted to add these to the list of assets insured, the Broker, Came & Co, said that there was no point because their value fell below the £250 excess to be paid in the event of a claim. These are individual, separate items which are very unlikely to be part of a bulk claim. Members asked that this be reviewed with the Broker.

Accounts update:

Petty Cash	£65.85 (-£10 for this meeting)
Current Account	
Nationwide	£5604.14 + interest
West Brom	
Deposit Account	£5559.21 + interest

Clerk's salary review:

The Clerk's salary is fixed at the national scale rate SCP 19. The Clerk stated that this would mean an increase for 2018/19 to £10.107/hr. (a 3.7% increase as part of the NALC published Public Sector agreement), equivalent to an annual salary for 160 hours of £1617. This was agreed by Members following a proposition by Councillor Greenfield, seconded by Councillor Coop. The Chairman pointed out that the Clerk's workload has increased significantly not least because of the impending imposition of the Data Protection Act and will grow further in the future as a result of this legislation. Members agreed therefore that the Clerk should quantify the extra hours and the salary be reviewed in six months.

Payments:

Members approved the following payments on a proposition by Councillor Lammie, seconded by Councillor Machin:

Retrospective payments:

LRALC annual subscription 2018/19	£125.39
2Commune website hosting, support and licence	£330.00
HMRC 1 st Quarter PAYE Tax	£77.95*

New payments:

ROSPA Playing Field safety inspection	£96.60
Came & Co Insurance Premium (Ecclesiastical)	£499.66
McAfee Antivirus annual subscription for SPC computer	£124.98 (2 years)
Clerk's half-year salary (net of tax)	£646.80

*The Clerk reported that the HMRC has told him that SPC has currently overpaid £276.61 in tax and should 'Self-Serve' to eliminate this by withholding tax payments until that figure is reached. However, the Clerk will investigate this further in case an error has been made. The £77.95 quarterly tax payment previously approved by Members has not yet therefore been drawn down.

Update of signatories for the West Brom Building Society Account:

The Clerk reported that three signatures require removing from Seaton Parish Council's remaining West Brom Capital Account since both are no longer members of the Council: Jeremy Lang, Hilary Williams and Anna Horrell.

It is also necessary to add the Clerk/Responsible Financial Officer, Mr John Hill as a signatory because the Building Society will not discuss account issues with him otherwise.

The three remaining Councillors: Mr Nic Greenfield, Mr David Coop and Mrs. Siobhan Machin should be added if the West Brom does not limit the numbers.

On a proposition by Councillor Caroline Lammie, seconded by Councillor Robin Clarke it was agreed to change the signatory list on the West Brom Account by: Deleting Mr. Jeremy Lang, Mrs. Hilary Williams and Ms. Anna Horrell; Adding Mr. John Hill, Mr. Nicholas Greenfield, Mr. David Coop and Mrs. Siobhan Machin.

9. NEW DATA PROTECTION ACT REQUIREMENTS:

The new General Data Protection Regulations (GDPR) come into force on 25th May 2018 and apply to Parish Councils. However, the Government has now moved an amendment to its own Bill removing the requirement for Parish Councils to employ the services of a Data Protection Officer (DPO) providing that they follow the provisions of the Act insofar as they apply to the Council processes.

In conjunction with the NALC, the LRALC has issued a '12 Steps to Compliance' guide.

On a proposition by Councillor Greenfield, seconded by Councillor Coop, Members agreed that Seaton Parish Council should formally follow this guide, commencing with a Data Audit, and adopting the following:

Data Breach Policy; Data Protection Policy; Privacy Notice (Local Residents); Privacy Notice (staff & Councillors) and Subject Access Request Procedure.

The Clerk will circulate Drafts of these to enable formal approval.

Members also directed the Clerk to pay a Data Protection Fee of £40 to the Information Commissioner's Office.

The General Data Protection Regulations will now become a standing agenda item for Seaton Parish Council meetings.

10. THOMPSON'S FIELD:

Play area resurfacing: The grassing of the various areas is progressing.

ROSPA Inspection: This year's ROSPA report indicated that the depth of bark under the Multiplay apparatus is under the recommended 300mm but it was felt that this should be raked over and returned to grass over time.

The rough areas under the swings were reported as a trip hazard; it was considered that the protruding stones, etc. should be removed and the grass allowed to become established.

If the plastic covers for the swing chains are removed for inspection, as suggested by ROSPA, it will leave them vulnerable to damage & corrosion and may themselves present an additional hazard in the exposed state.

Swing seats: Councillor Machin reported that the small swing seats have been delivered.

Signage: Councillor Clarke informed Members that the new signage requested for the Playing Field would cost approximately £90 + Vat; this was agreed and they will now be ordered.

Grass cutting: Councillor Clarke and Mr John Mayfield have reported that the contractor is leaving some areas of the Playing Field uncut. The Clerk has spoken to the contractor who stated that this is the result of instructions given previously. Councillor Clarke will look at the areas in question and the Clerk will relay an update to the contractor.

11. ALLOTMENTS:

Tenancies: It was reported that Mr & Mrs Bentley have now taken over large plot No. 2 from Dr. & Mrs. Tring.

Risk Assessment: Councillor Coop presented a Draft Risk Assessment (previously circulated) for Seaton Allotments. Members agreed to accept this unchanged.

The Clerk was asked to include the relevant key points of this document in the letters, requesting payment of rents, to be sent out to tenants shortly.

12. HIGHWAYS:

Footpath E311:

Councillor Clarke reported that the Tenders for improving the egress of this footpath onto the Main Street had gone out but only one good response received. The sums of money involved, though less than before, are still high. A cost/benefit analysis will be required.

It was agreed by Members that a bid for the footpath works and the provision of a layby in Church Lane should be drafted to submit to the Integrated Transport Programme. In the meantime, costs will be obtained for a simple handrail and supports. Warning signs are to be provided by the County Council.

Parking restrictions & traffic calming:

This is ongoing: White lines have been introduced in various parts of the Main Street to provide a visual hazard which has the effect of slowing traffic. Although these are not parking restrictions as such, people are often unsure and the tendency to park in these areas is reduced.

Councillor Clarke has spoken to residents in Thompson's Lane about parking their vehicles in places which can cause an obstruction. Reports from residents have confirmed that there has now been an improvement in this regard.

Seaton road signs review:

It had been resolved last year to review the provision of extra road traffic warning signs in the village. After discussion Members agreed to adhere to the previous decision to keep signs to a minimum to preserve the rural ambience of Seaton.

Verges:

White posts have been introduced alongside some verges by the County Council in order to deter the incursion of vehicles and subsequent erosion of the verges.

Drains:

Following approaches by Seaton Parish Council, the County Council has cleared various problem drains. The Parish Council has asked that such clearing be carried out on a more frequent basis.

13. BUS SERVICE:

The members discussed a letter received from RCC about a complaint/request from a Seaton resident concerning the lack of a regular bus service in Seaton.

It was agreed that, as a first step, the 'Call & Collect' service should be promoted and the passenger uptake by Seaton residents monitored. If this is substantial, then a request will be made for a regular service to and from the village.

Additionally, the question of non-school passengers possibly using the school bus services will be investigated by Councillor Greenfield.

14. BEACON FOR WWI CENTENARY:

Villages in Rutland have been invited to share in the national celebrations of the centenary of the ending of World War I with the lighting of a beacon on 11th November this year.

Members agreed that a new beacon should be purchased. Councillor Clarke will look into the cost.

If poppies are to be made, a decision will be required as to the type and location in the village. Lizzie Shields agreed to raise this at the next village hall meeting.

15. CORRESPONDENCE:

The following item was tabled:

RCC: 2018/0008/FUL – 32 Main Street, Notice of the intention to appeal against Refusal of Planning Permission.

16. DATE OF THE NEXT MEETING:

The next Parish Council meeting will be held on Wednesday 26th September 2018, 7.00pm in the village hall.

The meeting closed at 21.53 hrs.

DRAFT