

# **SEATON PARISH COUNCIL MEETING**

**26<sup>th</sup> SEPTEMBER 2018**

**VILLAGE HALL SEATON 7pm**

Present:

Mr N Greenfield      Chairman

Mr D Coop

Mr R Clarke

Mrs C Lammie

Mrs Siobhan Machin

In attendance:

Mr John Hill      Clerk

Two members of the public

## **MINUTES**

### **1. APOLOGIES:**

County Councillor Mr J Lammie

### **2. DECLARATIONS OF INTEREST:**

Councillor Clarke declared an interest in Item 8 - Footpath E311. Due to his direct local knowledge and expertise on this issue, Members felt that he should be able to speak on the Item.

### **3. MINUTES OF THE PREVIOUS MEETING:**

Councillor Greenfield moved the following addition to the Draft of the Minutes under Item 10 Thompson's Field – concerning the suggested removal of the protective plastic covers from the swing chains for inspection purposes:

*'Members decided not to remove them because of possible corrosion issues.'*

With that inclusion, on a proposal by Councillor Clarke, seconded by Councillor Lammie, the Minutes of the Annual Meeting of 16th May 2018 were duly signed as a correct record with the approval of all present.

### **4. MATTERS ARISING (NOT ON THE AGENDA):**

Councillor Greenfield will set up a meeting with the Parochial Church Council, the Village Hall Committee and possibly the Charles Tryon Trust to progress a Local Award process for Seaton.

'Daphne' from the George & Dragon Public House is currently incapacitated and therefore Councillor Coop will arrange for the flowers in the ex-beacon basket to be watered.

The Clerk has spent some time looking into HMRC's assertion that Seaton's PAYE account is substantially in credit without finding the reason. Members suggested that this position should be accepted.

## **5. FINANCIAL MATTERS:**

### **Accounts update:**

Petty Cash	£103.02 (-£10 for this meeting)
Current Account	
Nationwide	£3359.72 + interest
West Brom	
Deposit Account	£5559.21 + interest

### **Payments:**

Members approved the following **retrospective** payments on a proposition by Councillor Greenfield, seconded by Councillor Machin:

Robin Clarke voucher for audit services	£25.00
Fenland Leisure swing seats	£417.60
Farm Signs Children's play area safety signs	£104.78
Biffa grass cutting services	£268.80
Information Commissioner registration fee (GDPR)	£40.00
Odd-jobs new catch for allotment gate	£3.99 (Petty Cash)

and **new payments** on a proposition by Councillor Lammie seconded by Councillor Machin:

Robin Clarke 'No Dogs' signs	£19.26
Defibrillator charge pack	£81.60

### **Update of signatories for the West Brom Building Society Deposit Account:**

Certified copies of Passport photographs are required from Councillors: Mr Nic Greenfield and Mrs. Siobhan Machin.

### **Budget for election expenses:**

Rutland County Council District Council (RCC) has written to Parish Councils explaining that the Parish Council elections will be run concurrently with County Council Ward elections in 2019 and the cost of the Parish elections will be recovered from each Parish Council. As a result of various scenarios, depending on whether elections are contested or not, the extra cost for Seaton would lie between £187.69 and £769.57.

RCC suggested that the higher estimated figure, plus 15% for increased costs (£885 total), should be included in the budget (Precept) return to the County Council. This could be spread over a four-year period.

On a proposition by Councillor Coop, seconded by Councillor Machin, members agreed to the four-year (£221pa) option.

## **6. NEW DATA PROTECTION ACT REQUIREMENTS:**

The new General Data Protection Regulations (GDPR) came into force on 25<sup>th</sup> May 2018 and apply to Parish Councils.

In conjunction with the NALC, the LRALC has issued a '12 Steps to Compliance' guide which the Clerk has been following on behalf of the Parish Council. Seaton Parish Council is now registered with the Office of the Information Commissioner.

Using modified templates provided by the LRALC, the Clerk had previously circulated for members' attention the following Draft policies:

Data Breach Policy; Data Protection Policy; Privacy Notice (Local Residents); Privacy Notice (staff & Councillors) and Subject Access Request Procedure. Members asked that the modifications adopted to orientate these policies around Parish Council operations be checked by the LRALC before formal adoption and publication on the Parish Council website.

The Clerk reminded members that they are required to have a separate e-mail account exclusively for Parish Council business and, where a digital device is shared, a separate Login for the Parish Council.

It was agreed that, apart from the Clerk continuing to use the seaton@outlook format, the addresses should be generic. Councillor Greenfield will seek technical advice on this.

## **7. THOMPSON'S FIELD:**

**Play area resurfacing and equipment maintenance:** Councillor Lammie has met with a representative of Playscape on a no obligation basis to inspect the children's play area and advise on safety work considered necessary.

No formal response has been received to date but, in general terms, the following observations were made:

The grass surface is ok except for under the tallest piece of equipment, where rubber matting should be considered, and the small play items which should be set much deeper in the surface, potentially allowing toddlers to climb on unaided.

The cosmetic appearance of the items was not an area of concern but the half-moon wooden section on the small platform is in urgent need of repair. It was noted that concern about these items was not raised by ROSPA in this year's annual inspection.

**Donated funds:** Members acknowledged with gratitude the £800 donated to Seaton playing field from a fund-raising event at Harringworth. It was thought that this is intended for a single piece of new equipment rather than for general maintenance of the area. When the response is received from Playscape, a decision will be made on purchasing an appropriate item.

**Signage:** Councillor Clarke informed the meeting that the new 'No Dogs' signage requested for the playing field has been delivered. Members will meet to decide on placement

## **8. HIGHWAYS ISSUES:**

### **Footpath E311:**

Following various unsuccessful attempts to obtain an acceptable price to improve the egress of this footpath onto the Main Street members felt that urgent remedial action is needed in the short term from a safety point of view. On a proposition by Councillor Coop, seconded by Councillor Machin, the meeting agreed to endorse the temporary suspension of Seaton Parish Council's Financial Regulations to allow a single bid for interim work to be accepted. On this basis, on a proposition by Councillor Greenfield, seconded by Councillor Lammie, members agreed to ask John Mayfield (Odd-jobs) to carry out the work, as specified at a price, of £300-400.

### **Drains:**

The drain area around Peake House has been refurbished; the drain will now be emptied and jetted.

Water is gathering near the village hall between the footpath and the granite setts.

A resident has reported that a drain in Church Lane is blocked. The Clerk will follow this up.

**Roadside hedges:**

Various problems are being caused by overhanging hedges including at the pinch point at the eastern end of Main Street. As a first move, Councillors Greenfield and Clarke will ask the property owners to cut back the hedges concerned.

**9. OVERHEAD POWER LINES/21 MAIN STREET:**

This had become an issue because, in spite of an existing wayleave, Western Power gave notification of an intention to erect HV power poles at the entrances to Grange Lane and 21 Main Street. This action has now been delayed for a review to be carried out and it is thought likely that the lines will be placed underground following that review.

**10. BUS ROUTE:**

Councillor Clarke has been in communication with **Tina Mann of ?** who has said that the school buses will no longer use the Moles Lane route because they are being damaged by overhanging hedges. Children are currently being picked up from a temporary bus stop at the Glaston Crossroads.

Subsequently RCC Highways Department agreed that there is no interference from roadside foliage. Members believe that a 53-seater bus is not necessary and is too large for the narrow lanes around Seaton.

This position is unsatisfactory and the Clerk was asked to contact RCC about the temporary bus stop and, with the safety and welfare of the children in mind, ascertain how the position will be resolved

The question of non-school passengers possibly using the school bus services has been investigated by Councillor Greenfield who reported that this would not be allowed for safeguarding reasons. However, the 'Call & Collect' system is operating and would be available in Seaton; literature on this is awaited.

**11. WWI CENTENARY COMMEMORATION:**

Following various communications prior to this meeting, members agreed to purchase, with a maximum cost of £100, commemorative large poppies to be affixed to lampposts and the Beacon pole.

Councillor Clarke reported that the Beacon could be placed in the field of Farmer Tom Joule along the Glaston Road above the playing field. This is the highest point from which the Beacon can generally be seen.

Mr. Joule has volunteered meet the cost of the Beacon, plus installation, up to a total of £850.

This was agreed and Councillor Clarke will arrange for purchase and installation and a revocable licence agreement to site this on Mr. Joule's land.

In response to an invitation by to nominate someone from the Parish to attend the WW1 Poppy Project display at Oakham Castle, Councillor Coop will forward the nomination.

**12. St. GEORGE'S BARRACKS PROPOSED DEVELOPMENT:**

The Clerk reported that the consensus comments from Councillors in response to the consultation on the inclusion of the St. George's Barracks development in the revised Local Plan were submitted by the deadline. These were sent in both directly to RCC and as part of the online controlled response regime set up by the County Council.

### **13. ALLOTMENTS:**

**Tenancies:** Jeremy Lang has relinquished his plot with immediate effect; this vacancy can now be advertised.

The Clerk has included the relevant key points of the Risk Assessment document, previously approved, in the letters, requesting payment of rents, sent out to tenants.

It was agreed that the Risk Assessment will be reviewed annually.

Allotment hedges need trimming.

### **14. CORRESPONDENCE:**

No correspondence was tabled:

The Clerk reported the outcome of the following Planning Applications:

1 West Lane – not yet determined;

1 Church Lane – approved;

Amberley Cottage – approved.

### **15. DATE OF THE NEXT MEETING:**

The next Parish Council meeting will be held on Monday 21<sup>st</sup> January 2019, 7.00pm in the village hall.

The meeting closed at 21.03 hrs.

DRAFT