

SEATON PARISH COUNCIL MEETING

25th MARCH 2019

VILLAGE HALL SEATON 7pm

Present:

Mr N Greenfield Chairman

Mr D Coop

Mr R Clarke

Mrs C Lammie

In attendance:

Mr John Hill Clerk

MINUTES

1. APOLOGIES:

County Councillor Mr J Lammie

2. DECLARATIONS OF INTEREST:

None declared.

3. MINUTES OF THE PREVIOUS MEETING:

On a proposal by Councillor Coop, seconded by Councillor Lammie, the Minutes of the meeting of 21st January 2019 were duly signed as a correct record with the approval of all present.

4. MATTERS ARISING (NOT ON THE AGENDA):

Councillor Clarke will take forward the issues raised by Mr J Lang concerning various overgrown areas in the village.

Councillor Greenfield will continue to progress the Local Award process for Seaton, inviting options for appropriate events at which to make a presentation.

It was suggested that the Open Gardens Day could be suitable.

Councillor Greenfield will continue to investigate the availability of RCC's 'Call & Collect' bus system for Seaton.

5. UPDATE ON BANK SIGNATURES:

A signed and certified copy of her Passport photograph is awaited from Councillor Machin.

The Nationwide current account passbook is full; the new one will require signatures from Councillors Greenfield, Clarke, Lammie and Coop as soon as possible. This must be done in a Nationwide branch together with Passport or Driving Licence for identity confirmation. **The Clerk** will provide the passbook for circulation between Councillors.

6. FINANCIAL MATTERS:

Accounts update:

| | |
|-----------------|---------------------------------|
| Petty Cash | £105.25 (-£10 for this meeting) |
| Current Account | |
| Nationwide | £2321.10 + interest |
| West Brom | |
| Deposit Account | £5559.21 + interest |

Payments:

Members approved the following payments on a proposition by Councillor Greenfield, seconded by Councillor Coop:

Retrospective:

| | |
|-------------------------------------|---------|
| RCC Street Lighting charges 2018/19 | £185.85 |
|-------------------------------------|---------|

New:

| | |
|--|---------|
| Parish Councillor training (S Machin) | £40.00 |
| Clerk's expenses 2018/19 | £81.00 |
| Clerk's GDPR expenses to date (37hrs x £10.107/Hr) | £373.96 |

Audit arrangements for 2018/19 accounts:

Sue Fox has agreed to carry out the internal audit of SPC accounts for 2018/19.

7. HIGHWAYS ISSUES:

Drains:

Councillor Clarke reported further problems with overflowing drains in the newly renovated area near Peake House.

The County Council should be reminded to regularly sweep the areas concerned to prevent blockage of the drains.

Councillor Clarke will raise both issues with the County Council Highways Department.

Roadside hedges:

Councillor Greenfield has produced a Draft of a light touch reminder to the residents whose overgrowing hedges are obstructing the highway. **The Clerk** will distribute this to the relevant properties. If that does not lead to the required action, the matter will be placed into the hands of the Highways Authority.

8. ALLOTMENTS:

Tenancies:

Councillor Greenfield has advertised the vacant allotment plot on the SPC website. The tree branches overhanging and shading one end of Plot No.1 have not yet been trimmed.

9. THOMPSON'S FIELD:

Play area resurfacing and equipment maintenance:

After discussion, it was agreed to await ROSPA's report in May before attempting further major resurfacing work on the Children's Play Area. However, **Members will** meet to spring-clean the area before the inspection.

The Clerk was asked to expedite the quotation from original supplier HAGS.SMP to repaint the play units.

Councillor Greenfield will ask John Mayfield (Odd-Jobs) to look at the half-moon wooden section on the small platform and other wooden roof sections which are deteriorating. It was believed that Mr. Mayfield is covered by his own insurance for carrying out such work.

In terms of funding new play equipment, **the Clerk** reported that Caldecott village has secured substantial grant aid for its proposed new play area for children. **He was asked** to obtain details and appropriate contacts that may be of use for Seaton.

Risk assessment/Tree Management Policy:

The Clerk reported that RCC offers a service inspecting and maintaining trees, together with a bespoke policy for ongoing maintenance and risk management. **The Clerk** was asked to obtain a quotation for this work.

10. NEW DATA PROTECTION ACT REQUIREMENTS:

GDPR policies:

The Clerk updated Members on progress towards full ongoing compliance with the above Act:

Seaton Parish Council is registered with the Office of the Information Commissioner; The following approved and adopted policies are now displayed for public viewing on the Seaton Parish Council website:

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

A data audit, including removing unnecessary personal data from individual files, is underway. In certain cases, where a document must be retained, personal data has been redacted.

E-mail addresses for Parish Councillors:

The Clerk reminded **Members that they are required** under GDPR 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.

11. SECURE, HARD DRIVE, BACK UP FOR SPC COMPUTER:

The Clerk informed Members that back up for the Parish Council's computer currently comprises a number of flash drives, at least one of which is stored off the premises. He recommended that these should be replaced by hard drives which have a more comprehensive, secure storage capacity: they cost around £75 each. Members agreed that **the Clerk should obtain** one hard drive initially and assess its usefulness.

12. PARISH COUNCIL ELECTIONS:

The four-year period for Rutland Parish Councils is coming to an end and the process has begun for nominations to be made for the forthcoming period, beginning in May this year. **Councillor Greenfield** will obtain nomination papers.

13. CORRESPONDENCE:

Correspondence tabled:

Planning Application 2019/0219/FUL – 6 Main Street, Seaton.

14. DATE OF THE NEXT MEETINGS:

The Annual Parish Open meeting will be held on Monday 13th May 2019, 7.00pm in the village hall, followed by the Annual Parish Council meeting.

The meeting closed at 20.28 hrs.