

HOW CAPLE, SOLLERSHOPE & YATTON GROUP PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council Tuesday 1st May 2018 at Brockhampton Parish Hall

Members Present

Bernard Morris (BM) John Jackson (JJ)
Elizabeth Glover (EG) Mark Hyde (MH)
Angela Hardy-Bishop (AHB) Bruce Jones (BJ)

Attending

2 members of the public
Liz Parry-Jones (Clerk)

18/39 Election of Chair

Resolved: to elect Bernard Morris as Chair

18/40 Election of Vice-Chair

Resolved: to elect John Jackson as Vice-Chair

18/41 Apologies for absence

Apologies were accepted from Mike Perlman and Chris Jones

18/42 Declarations of Interest and Requests for Dispensations

None

18/43 Minutes of Previous Meeting

Resolved: to approve the Minutes of the meeting 22nd March 2018 with the addition at 18/29 that EG had declared an interest.

18/44 Report from Ward Councillor

Cllr Durkin was not present at the meeting, his monthly ward report which had been sent to members ahead of the meeting.

18/45 Representations from the Public

None.

18/46 Finance

a. Report from Finance Working Group.

Notes of the FWG meeting on 10/04/18 had been sent to members prior to the meeting. There were no questions.

b. Audit Requirements.

It was noted that the Governance and Accountability for Smaller Authorities in England 2018 guidance had been used in the preparation of the financial records and Accounting Return. The requirements to complete and publish the Annual Governance and Accountability Return were also noted.

c. Certificate of Exemption.

Resolved: to certify that the Parish Council satisfies the exemption from Limited Assurance Review criteria

d. Internal Auditors Report.

It was noted that the Internal Auditor had recommended that members be provided with details of payments and receipts to date against the budget at each meeting.

e. Governance Statement

Resolved: to confirm that all statements had been complied with and to complete the Governance Statement accordingly

f. Accounting Statement

The Accounting Statement had been completed and signed by the Clerk and sent to members prior to the meeting.

Resolved: to approved the Accounting Statement as prepared by the Clerk

- g. Current Financial Position
The cashbook, bank reconciliation and schedule of payments and receipts actual v budget as at 31/03/2018 had been sent to members prior to the meeting. There were no questions.
- h. Invoices and Payments
Resolved: to approve the payments as set out in the Payments Schedule
- i. Payments since the last meeting.
None

18/47 Insurance

Quotes had been received from BHIB, and Zurich.

Resolved: to accept the renewal quotation from BHIB

18/48 Data Protection

- a. Report on Progress
EG reported that the GDPR Working Group had met and an Action Plan was proposed. The Clerk confirmed that an audit of personal data held had been completed and that a record would be maintained.
- b. Action Plan for Compliance with the GDPR
Resolved: to bring forward policies and statements based on the templates provided by NALC for approval at the next meeting
- c. Appointment of Data Protection Compliance Officer
Resolved: to appoint the Clerk as Data Protection Compliance Officer

18/49 Neighbourhood Development Plan

EG provided an update on the current state of progress. It was noted that the Regulation 16 consultation runs until 21/05/2018

18/50 Highways and PROW

- a. Report.
JJ gave a report. It was noted that, as previously agreed, the Lengthsman budget would be partly used to engage Terry Griffiths Contracts for two days
- b. Lengthsman and P3 scheme.
No additional works were identified beyond the scheduled tasks.
- c. Defects to be Reported to BBLP
None

18/51 Planning

- a. New Applications
None
- b. Recent Decisions Affecting the Parish
None

18/52 Meeting Dates 2018/19

Resolved: subject to confirmation of the availability of the venue, ordinary meetings will be held at Brockhampton Parish Hall on July 3rd, September 4th, November 6th, January 8th, March 5th, May 7th

18/53 Items Raised at the Parish Meeting

There were no items raised at the Parish Meeting for action by the Parish Council

18/54 Supporting Information

Noted

18/55 Items for Next Agenda

GDPR policies and statements
Revised Standing Orders

Payment Schedule

Payments approved at the meeting 1st May 2018

Jeremy Moore, Lengthsman works March	£118.00
Peter Jackson, NDP expenses	55.35
E. Glover, NDP expenses	£45.00
L. Newman, NDP expenses	£70.12
B. Morris, NDP expenses	£132.52
E. Parry-Jones, salary April	£4.94
E. Parry-Jones, expenses	£26.65
PiP Hereford, Newsletter printing	£55.48

Signed

Date