

## Ubbeston Parish Council

**Minutes of the Meeting of Ubbeston Parish Council at The Hub in Huntingfield on Thursday 18<sup>th</sup> January 2018 at 7.30pm.**

**Attendees: Cllr Chrissie Wootton (Chair), Cllr Allan Pike, Cllr Lynne Ward, Cllr Carl Walker, Cllr Nigel Youngs & Clerk Julie Collett No members of the public.**

- 1.18 To consider accepting apologies for absence** No apologies received.
- 2.18 To approve and sign the minutes of the Meeting of Ubbeston Parish Council on 9<sup>th</sup> November 2017** Minutes agreed unanimously and signed as correct.
- 3.18 To record declarations of interest from members in any item to be discussed** Cllr Pike declared a pecuniary interest in item 6.18.
- 4.18 To consider dispensation from members in any item to be discussed** None
- Public Forum**
- (i) Parishioner's questions or comments No comments
  - (ii) District & County Councillors' reports Cllr Burroughes invited but no reports received
  - (iii) To receive the Footpath Warden's report No Footpath Warden
  - (iv) To receive a report from the Tree Warden Cllr Youngs Nothing to report
- 5.18 To receive an update on outstanding actions from last meeting:**
- (i) Update on Highways issues with Clay Hill Highways reported that they do not intend to do any remedial work at this stage. Council are not happy as the road is constantly deteriorating and cars have grounded on the raised road surface. Clerk will report again.
  - (ii) Update on new signage. Highways have stated that we do not meet the criteria to move the 30 mph signs. Horse & rider signs we would need to fund ourselves. Clerk to check prices and write to Highways to ask if we need permission to erect these.
  - (iii) SID The application for the poles for the SID has now been granted. Nothing further heard from Cllr Burroughes regarding the SID. Clerk will chase and also look at possible ways of the council finding funding for this project.
  - (iv) Phone box. The council agreed to go ahead with the adopting of the phone box and sign the contract.
  - (v) Meeting with Steve & Lesley Heading. The Chair & Clerk have a meeting arranged and will report back to the council at the next meeting.
- 6.18 To consider new & outstanding planning applications, including consultation responses**
- (i) Planning Application DC/17/5379/LBC Variation of Condition 2. Standard Response sent. Planning details noted.
- 7.18 To consider the correspondence received.**
- (i) The Local Councillor.
  - (ii) Suffolk Legal re notifications.
  - (iii) The Pensions Regulator
  - (iv) Notification of external auditor for 2017/18
  - (v) Suffolk Accident Rescue Service Clerk to reply that no funds available for a grant.
  - (vi) Confirmation from the Pension Regulator that Ubbeston PC have completed a declaration for Ubbeston PC under the Pensions Act 2008.
- All correspondence noted.
- 8.18 To consider and agree the budget.** The clerk presented the budget to the councillors and this was unanimously agreed.
- 9.18 To consider and agree the precept for 2018/19** The council agreed to increase the precept to £3165 to cover the additional costs of the GDPR and possible audit costs.
- 10.18 To consider actions required to comply with General Data Protection Regulations.** The Clerk gave a brief introduction on the General Data Protection Regulation that comes into force on 25<sup>th</sup> May 2018.

## Ubbeston Parish Council

It will require a review of all the data that is held and an introduction of new processes and procedures to ensure conformance. A Data Protection Officer must be appointed and cannot be a Councillor or a Clerk. SALC are working with a company (DPO) to provide the training and to check the conformance. This will be in the region of £280 for year 1 and £120 for the second year. The council agree to invite SALC to include Ubbeston PC in appointing the recommended DPO.

**11.18 To note the details received from a letter from Lesley Heading.** A copy of a letter has been received informing the planning department that St Peters Church last planning application contained incorrect information regarding the land & boundaries surrounding the property. Council agree to be aware and to look closely at any further applications received from St Peters Church.

**12.18 To received updated accounts for the current year.** Accounts noted

**13.18 Finance**

Barclays Bank 1/12/17 £2079.14 Balances noted

**14.18 To approve the Account Payments**

(i) J Collett	Salary	£330.29
(ii) BT Payphones	Adoption Fee	£1.00
(iii) SALC	Payroll Fee	£21.60
(iv) J Collett	Postage	£6.72

Payments approved by council

**15.18 To approve the Account Receipts**

None

**16.18 To receive and discuss items from Parish Councillors**

- Cllr Pike reported that the Gulleys have not been cleared. Cllr Pike will forward the companies name and clerk will chase.
- High winds have caused a tree to uproot and block Low Road. Highways have been informed and have coned the area off. Ref 192452, clerk to monitor.
- Parish boundary Ubbeston sign has disappeared coming from Laxfield.
- Small 30mph road sign is in the ditch opposite Kingsway, this needs replacing in the appropriate place. Clerk to report.
- The chair requested a volunteer to take over as the council rep for the neighbourhood watch & police connect. Cllr Walker agreed. Details will be amended.

**17.18 To receive items for the next Agenda**

- Policy reviews

**18.18 Date of next meeting Parish Council meeting 22<sup>nd</sup> March 2018**

**19.18 Meeting Closed 8-45pm.**

Signed as a true record.

Chairman \_\_\_\_\_ Date \_\_\_\_\_

DRAFT