

## Ubbeston Parish Council

**Minutes of the Meeting of Ubbeston Parish Council at The Hub in Huntingfield on Monday 17<sup>th</sup> September 2018 at 7-30pm.**

**Attendees: Cllr Chrissie Wootton, Cllr Allan Pike, Cllr Nigel Youngs, Cllr Lynne Ward & CC & DC Stephen Burroughes.**

**84.18 To consider accepting apologies for absence.** Apologies accepted from Cllr Carl Walker.

**85.18 To approve and sign the minutes of the Meeting of Ubbeston Parish Council on 12<sup>th</sup> July 2018.** Minutes approved and signed as correct.

**86.18 To record declarations of interest from members in any item to be discussed** None

**87.18 To consider dispensation from members in any item to be discussed** None

### **Public Forum**

(i) Parishioner's questions or comments No Parishioners attending.

(ii) District & County Councillors' reports. Reports from Cllr Burroughes had been received and placed on the website. Cllr Burroughes also added that he had a meeting arranged with Highways to get answers on recurrent problems and reported problems not being dealt with. As District Councillor, ways of communicating with the villages needs revising. Ideas are a skype meeting involving relevant parties. Cllr Burroughes also confirmed there was money in the locality pot. Suggestion was an open door button for the hub. Clerk will write to the Hub trustees with the suggestion.

(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.

**88.18 To receive an update on outstanding actions from last meeting:**

(i) SID Still waiting outcome of grant application. Poles have now been put in place, although one is in the wrong location. Clerk has emailed asking for it to be moved.

(ii) Ubbeston Lodge Swimming Pool. No further action required.

(iii) Report on the fallen tree & blocked ditch. No further action required.

(iv) Update on phone box location. Cllr Pike has spoken to the owners of Green Farm and they have no objection to it being moved. Cllr Pike will contact SCDC planning as it is a listed building for guidelines. Volunteers have agreed to clean the phone box.

(v) Update on fallen tree on Low Road. Email from Highways confirming they are waiting for BT Openreach to attend and deal with their cables.

(vi) Clay Hill. Repairs to this road have now been done.

**89.18 To consider new & outstanding planning applications, including consultation responses**

(i) None Received

**90.18 To consider the correspondence received.**

(i) Letter from Barclays

(ii) Quality of Place Awards 2018

(iii) St Elizabeth Hospice-open gardens

(iv) Clerks & Councils Direct

Correspondence noted.

**91.18 To adopt the following policies for GDPR:**

(i) Councillor Privacy Policy

(ii) Information Protection Policy

(iii) Email Contact Privacy Notice

(iv) Social Media & Electronic Communication Policy

Councillors unanimously agreed to adopt these policies. Councillors also completed the GDPR checklist for Councillors. Clerk to hold on file.

**92.18 To review and update the standing orders** Councillors agreed to accept changes and adopt the revised standing orders.

**93.18 To review the Financial Regulations** Councillors reviewed and agreed no changes necessary.

## Ubbeston Parish Council

- 94.18 To review the insurance policy.** Councillors agreed the policy was still adequate and clerk had checked to ensure the policy had been updated to take into account the GDPR.
- 95.18 To review and update the asset register** The asset register was amended to include the filing cabinet. Councillors agreed to adopt the updated register.
- 96.18 To consider the purchase of grit bins.** SCC have reviewed the Grit Bin process. Grit heaps will no longer be supported by SCC due to damage to the environment. A grit bin will be required. Councillors agreed that there are three viable areas. Clerk will look into cost and grant opportunities, possible money from Locality Budget.
- 97.18 To consider the payment of 5 additional hours for the clerk re the GDPR.** Council unanimously agreed. Clerk to advise SALC.
- 98.18 Finance**  
Barclays Bank 24/8/18 £2398.99  
Balance Noted.
- 99.18 To approve the Account Payments**  
(i) J Collett Expenses £38-95  
(ii) Norwich Office Supplies £60-00  
(iii) Replacement Keys £5-90  
Payments approved.
- 100.18 To approve the Account Receipts**  
None
- 101.18 To receive and discuss items from Parish Councillors**  
Cllrs reported that three landowners have had to put up Keep Out signs to stop visitors to the village trespassing over private areas.
- 102.18 To receive items for the next Agenda**  
Grit Bins  
Budget  
Policy Reviews
- 103.18 To agree the dates for future meetings for 2018/2019.**  
Dates for the rest of the current financial year as follows:  
12<sup>th</sup> November 2018  
14<sup>th</sup> January 2019  
11<sup>th</sup> March 2019  
20<sup>th</sup> May 2019 APM & Annual Meeting of the Parish Council
- 104.18 Meeting Closed 9pm**

Minutes agreed as correct

Chair \_\_\_\_\_ Date \_\_\_\_\_

DRAFT