

## Ubbeston Parish Council

Minutes of the Meeting of Ubbeston Parish Council at The Hub in Huntingfield on Thursday 12<sup>th</sup> July 2018 at 7-30pm.

**Attendees: Cllr Allan Pike (Acting Chair), Cllr Nigel Youngs, Cllr Lynne Ward, Cllr Carl Walker, 3 Residents and Clerk Julie Collett**

**63.18 To consider accepting apologies for absence** Apologies received and accepted from Chrissie Wootton.

**64.18 To approve and sign the minutes of the Annual Meeting of Ubbeston Parish Council on 3<sup>rd</sup> May 2018.** Minutes were unanimously agreed and signed as correct.

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

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

### Public Forum

- (i) Parishioner's questions or comments A resident raised three items: Regarding item 67.18 (ii) on the Agenda, this should also include signage in relation to the swimming pool which was also of concern to the Parish Council, in that it might serve to encourage more visitors to the Campsite and adding to ongoing problems. The fallen tree on the agenda was the responsibility of highways and not the landowner. Also, it was not blocking the footpath. The blocked ditch, also on the agenda, was a private matter, not one for the Parish Council.
- (ii) District & County Councillors' reports. Apologies received from Cllr Burroughes. Reports received and now on the website.
- (iii) To receive the Footpath Warden's report No Footpath Warden
- (iv) To receive a report from the Tree Warden Cllr Youngs Nothing else to report, other than the item on the agenda.

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

(i) SID The application to the co-operative was turned down. However, the Clerk has applied to the District Council for funds from CIL.

(ii) Ubbeston Lodge Swimming Pool Nothing further heard, clerk to chase.

(iii) Update on the Councils meeting with Highways Confirmation has been received from Cllr Burroughes, that volunteers from the village can carry routine maintenance as long as their names are logged, they wear appropriate clothing, ie High Viz if on the road, then they will be covered by the council's insurance.

(v) Report on the fallen tree & blocked ditch. Cllr Youngs confirmed the fallen tree was still heavily rooted, and very unlikely to fall. The footpath was still passable. However, it has gone across the river and taken down another resident's fence. Regarding the blocked ditch, even after a long dry spell, the corner of the adjoining land still had a lot of water. The pipe under the driveway, although covered appeared to be blocked. Cllr Youngs and the clerk will arrange a meeting with the residents to discuss.

(vi) Electric supply in phone box Cllr Youngs confirmed there was no electric supply, but there is a new junction box on a pole nearby. Cllr Pike to speak to the residents of Green Farm to see if they have any objection to moving the phone box. Cllr Youngs has some volunteers willing to clean the kiosk.

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

(i) None Received

**69.18 To consider the correspondence received.**

(i) Quality of Place Awards 2018

(ii) Local Government Boundary Commission Correspondence noted.

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

(i) Privacy Policy

(ii) Employee Privacy Notice

(iii) Email Contact Privacy Notice

(iv) Data & Information Security Policy

Policies unanimously adopted by the Council.

## Ubbeston Parish Council

- 71.18 To carry out the annual review of the clerk's salary.** This item was discussed at the end of the meeting. The council are happy with the clerk's work and agree to increase to SCP 17 wef 1<sup>st</sup> July.
- 72.18 To consider increasing the Clerks salary in line with NALC pay scales** This item was discussed at the end of the meeting. The council are happy with the clerk's work and agree to increase in line with NALC pay scales.
- 73.18 To consider the payment of 15 additional hours for the clerk re the GDPR.** This item was discussed at the end of the meeting. The council are happy with the additional hours claimed for and agree the additional pay,
- 74.18 To receive the internal auditors report.** The internal report was received with two recommendations: Ensure the effectiveness of the internal controls is reviewed and to include P60 with the audit papers.
- 75.18 To confirm the submission of the External Audit report.** Acknowledgement received that the Certificate of Exemption was received before the deadline.
- 76.18 To renew subscription with Information Commissioners Office** The renewal was approved and clerk will arrange payment.
- 77.18 Finance**  
Barclays Bank 8/7/18 £2849.14  
Balance noted
- 78.18 To approve the Account Payments**
- |                               |          |         |
|-------------------------------|----------|---------|
| (i) J Collett                 | Salary   | £324.75 |
| (ii) J Collett                | Expenses | £34.20  |
| (iii) HMRC                    | Tax      | £1.20   |
| (iv) Information Commissioner |          | £40     |
| (v) Heelis & Lodge            |          | £50     |
- Payments approved
- 79.18 To approve the Account Receipts**
- |          |     |        |
|----------|-----|--------|
| (i) HMRC | Vat | £20.56 |
|----------|-----|--------|
- Receipt noted.
- 80.18 To receive and discuss items from Parish Councillors**
- Residents reported a lot of noise coming from The Croft Campsite recently. We understand that the Environment Protection team have responded by writing to the residents and to The Croft Campsite.
  - Ubbeston Low Road – Tree is still down, causing damage to the highway. Clerk will chase.
  - Clay Hill- Holes in road have been reported but clerk will chase as the damage seems to have got worse.
- 81.18 To receive items for the next Agenda**
- Policy Reviews
  - GDPR
  - Insurance Review
  - Agree Future Meeting Dates
- 82.18 Date of next Meeting of the Parish Council 6<sup>th</sup> September 2018 7.30pm.**
- 83.18 Meeting Closed 8.35pm**

Minutes signed as correct.

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

