

MINUTES OF AN EXTRA-ORDINARY MEETING OF BARTON-LE-CLAY PARISH COUNCIL,
HELD AT BARTON-LE-CLAY VILLAGE HALL
ON MONDAY 16th APRIL 2018

Present: Councillors Mr D Gunter (Chair), Mr L Davison-Williams (Vice-Chair), Mr J Selley, Mr J Roberts, Mrs G Gardner, Mrs B Thomas

In attendance: Mrs A Merryweather, Clerk, Mrs S Cowie, Assistant Clerk

Minutes: Mrs S Cowie

17/571 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Channon & Paxton

17/572 SPECIFIC DECLARATIONS OF INTEREST – None.

17/573 GDPR COMPLIANCE

573.1 Members were advised that The Parish Council has a legal requirement to comply and put in place policies and appoint a Data Protection Officer (DPO) by the 25th May 2018 deadline when GDPR Regulation will be enforceable under the Data Protection Act 2018. The role of the Data Protection Officer (DPO) cannot be carried out by the Clerk/Assistant Clerk or Councillor due to conflict of interest issues. Three quotations were circulated for consideration and Members favoured joining with other local Parish/Town Councils to instruct the Local Council Public Advisory Service (LCPAS) to act as DPO. Sixteen Parishes have grouped and a favourable rate has been negotiated, this will also widen and strengthen networks with our neighbouring Parishes.

Following discussion Councillor Gunter **PROPOSED** approval of appointing LCPAS (Local Council Public Advisory Service) as the Parish Council's Data Protection Officer, at a cost of £125.00 plus a half day training course fee of £250.00, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.

573.2 To approve set up of Earmark reserve for GDPR requirements EMR 329

Councillor Gunter **PROPOSED** that the Council establish Ear Marked Reserve (EMR329) for GDPR requirements, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

17/574 PLANNING COMMITTEE REPORTS/UPDATE

574.1 **To consider new planning applications or delegate authority to respond to committee**

CB/TCA/18/00097 Works to trees in a Conservation Area: Prune 1 Canadian Cedar Tree in front garden at 30 Sharpenhoe Road, Barton-le-Clay - *No comments*

17/575 CONSIDER SPECIAL OPENING TIME FOR SKIP AT ALLOTMENTS

The Parish Council previously agreed that the skip at the allotment site would be opened during the Spring for ploholders to dispose of any non-compostable matter. Members were asked their availability to supervise the skip opening and it was agreed that the skip be opened on Friday 27th April 2018 from 10am - 1pm and Sunday 20th May from 10am - 1pm. The Groundsman would be asked to supervise on Friday 27th April, Councillor Davison-Williams volunteered to supervise on Sunday 20th May. **ACTION: Assistant Clerk to advise all ploholders of opening dates and advertise on allotment notice board and skip.**

17/576 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE

- 576.1 **To approve the payment of accounts as listed within the April revised schedule**
Councillor Gunter **PROPOSED** approval of the accounts as listed, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.
- 576.2 **Approval of Annual Audit Plan**
Councillor Gunter **PROPOSED** Approval of the Annual Audit Plan, **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**.
- 576.3 **To consider/approve draft Freedom of Information Policy**
Minor alterations were highlighted - Point 2 should read "*Please note Office opening hours for visitors are Monday to Friday between 10am - 12 noon*", and page Information available from Barton-le-Clay Parish Council under the Model Publication Scheme - amendment to cost column - should read "No charge for first 10 sheets, 5p + VAT black and white and 10p colour, 11th sheet onwards. Email attachments free" "*Revision 1.1 , 16th April 2018*" to be added as a footer to all pages. Councillor Gunter **PROPOSED** approval of the Draft Freedom of Information Policy with the amendments as listed above, **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**.
- 576.4 **Review of Financial Regulations 2018/19**
Minor amendments were highlighted by Members - Point 2.2 to read "*On a regular basis, at least once in each quarter, and at each financial year end, a non-bank signatory member shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO.....*" This will take effect from April 2018. Councillor Gunter **PROPOSED** approval of the Financial Regulations 2018/19 with the amendment that a non-bank signatory member shall verify bank reconciliations quarterly with effect from 16th April 2018, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.
- 576.5 **Review of Standing Order 2018/19**
Councillor Gunter **PROPOSED** approval of the Standard Orders 2018/19 with the addition of point 82 relating to GDPR, **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**.
- 576.6 **Review of Code of Conduct 2018/19**
It was noted that Appendix B referred to in the document was not relevant. Following discussion Councillor Gunter **PROPOSED** approval of the Code of Conduct 2018/19 with the removal of all references of Appendix B (pages 1 & 2) and to update the Adopted date to 16th April 2018 and Revision number updated to 1.3, **SECONDED** BY Councillor Thomas and **UNANIMOUSLY CARRIED**.
- 576.7 **Exempt Business** - Cllr Gunter **PROPOSED** a resolution to exclude members of press and public from debate on agenda items 17/576.8 (Standing Order 67) "That in view of the confidential nature of business being transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw". This was **SECONDED** by Cllr Roberts and agreed unanimously

The Clerk and Assistant Clerk left the meeting. Cllr Roberts to prepare minutes
- 576.8 **To receive the minutes of the Pay & Personnel Sub-Committee meeting held on 27th March 2018, and ratify any recommendations contained therein.**

Cllr Roberts **PROPOSED** a number of recommendations/costs be implemented, Cllr Gardner **SECONDED** the proposal and the recommendations/costs were agreed unanimously. **ACTION: Cllr Roberts to arrange implementation.**



Cllr Roberts further **PROPOSED** that the course of action recommended in the Supplemental document be followed. This was **SECONDED** by Cllr Selley and agreed unanimously. **ACTION: Cllrs Gunter and Roberts to implement the Council decision**

17/577 **ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA** - None

The meeting closed at 9.30pm

I certify these minutes are a true and correct record of the Parish Council meeting held on 16th April 2018.

Dated this the 14th May 2018

COUNCILLOR D GUNTER
CHAIRMAN

**PAYMENT OF ACCOUNTS SCHEDULE
APRIL 2018**

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MULTIPLE INV. TOTAL	CHQ No.
0455/17	NEST	Pension payments March 2018 (Payment due April)	733.86	0.00	733.86	526		DD
0456/17	Direct 365	Skip Emptying - Allotments (March)	120.25	24.05	144.30	4134		DD
0457/17	British Gas	Pavilion Electric (02/03/18 - 28/03/18)	267.63	53.52	321.15	4806		DD
0458/17	Cawleys	Skip Emptying - Burial Ground (March)	34.68	6.94	41.62	4314		DD
0459/17	HM Rev & Customs	Mth 12 PAYE	631.40	0.00	631.40	525		
0460/17	HM Rev & Customs	Mth 12 Nat. Emp'ee NI Contri	407.16	0.00	407.16	525		
0461/17	HM Rev & Customs	Mth 12 Nat. Emp'ee NI Contri	468.24	0.00	468.24	525		
0462/17	HM Rev & Customs	Refund on PAYE Jan 2018	-240.49	0.00	-240.49	525	1,266.31	6854
0463/17	Dan Procter	March Mileage 188 miles @ 60.1p	112.99	0.00	112.99	4107		
0464/17	Dan Procter	Expenses March 2018	76.50	15.30	91.80	SPLIT	204.79	6855
0465/17	Village Hall	Meeting March x 3	102.00	0.00	102.00	4112		6856
0466/17	PPM Professional Management	Pest Control the Allotments March 2018	62.41	12.48	74.89	4609		6858
0467/17	Reynolds Landscaping	Hedge Cutting Burial Ground	65.00	13.00	78.00	4306		6859
0468/17	Crown Gas	Gas Changing Rooms (1/3/18-28/3/18)	378.01	18.90	396.91	4812		DD
0469/17	Anglian Water	Water, Office (07/01/18-06/04/18)	43.75	0.00	43.75	4137		DD
0001/18	JAC Publications	Delivery of Parish Newsletter April 2018	60.00	12.00	72.00	4124		6857
0002/18	ICCM	ICCM Corp Subs 2018/19	90.00	0.00	90.00	4108		6860
0003/18	Scottish Power	Parish Office Elec April 2018	47.62	2.38	50.00	4137		DD
0004/18	I. Nicholls	April Salary	Salary		Salary	4002		6849
0005/18	A. Merryweather	April Salary	Salary		Salary	4000		6850
0006/18	E. Rhodes	April Salary	Salary		Salary	4004		6851
0007/18	D. Procter	April Salary	Salary		Salary	4003		6852
0008/18	S. Cowie	April Salary	Salary		Salary	4001		6853
	TOTAL SALARIES		4,666.31		4,666.31	-	4,666.31	
0009/18	Peninsula Business Services	HR Services - April 2018	199.00	39.80	238.80	4151		DD
0010/18	Central Bedfordshire Council	Rates - Parish office April 2018	234.00	0.00	234.00	4137		DD
0011/18	Central Bedfordshire Council	Rates - Sports Pavilion April 2018	564.00	0.00	564.00	4811		DD
	TOTAL APRIL 2018 PAYMENTS			9,124.32	198.37	9,322.69		