

INGLETON PARISH COUNCIL

MINUTES OF ORDINARY PARISH COUNCIL MEETING - NUMBER 7- HELD ON WEDNESDAY 25TH APRIL 2018 AT INGLETON VILLAGE HALL – 6.45 PM

ITEM No.	ITEM
	<p>Prior to commencement of the meeting Cllr Leech as Chair, confirmed that in the interests of accuracy a recording of the Meeting will be made and deleted once the Draft Minutes were agreed as a True and Accurate Record at the next Parish Council Meeting. Cllr Leech also reiterated it was in order for the public to record (or video) the meeting.</p>
7/1	<p>Present: To record Councillors and Number of Visitors present. Councillors: Leech (Chair); Cartwright; Hunton (Vice Chair); Parrett; Pressley; Vickers In Attendance: N/A Visitors: Five No. (5)</p>
7/2	<p>Apologies for Absence: Councillors: Councillor Tillbrook</p>
7/3	<p>Declarations of Interest: Members are asked to consider whether they might have a personal or a pecuniary interest in any matter included on the Agenda for this meeting. If so, it is requested that any such interest be declared now. If subsequently during the consideration of any matter, it becomes apparent to any member that he/she does, indeed, have an interest, it should then be declared immediately.</p> <p>None Recorded.</p>
<p>Public Participation: Members of the public are invited to raise questions and/or concerns</p>	
	<p>Cllr Leech confirmed that residents are welcome to raise issues. However, it may not be possible for the Parish Council to give an immediate response or decision if the matter raised is not a current Agenda item. Any issue may have to be publicised to the general public before any potential Resolution can be made at a future meeting.</p>
7/4	<p>Public Participation: Agenda items. None Recorded.</p>
7/5	<p>Public Participation: Any other business. None Recorded.</p>
<p>Strategic Business: Issues of strategic importance that require priority attention</p>	
7/6	<p>EU General Data Protection Regulation (GDPR):</p> <p>DISCUSSED: GDPR is a legal obligation on all Parish Council's in the UK which becomes effective from the 25th May 2018. Cllr Leech confirmed that twelve documents had been prepared, which if adopted, would mean the IPC met all of the GDPR requirements short of having a Data Protection Officer (DPO). An amendment to the Bill, being discussed at Parliament, may remove that obligation; IPC are expecting to receive further information on the issue of DPOs from Durham County Council in due course.</p>

MOTION: A motion to adopt the policy, process and strategy documents (listed below) and review same on an annual basis, was received from Cllr Leech, seconded by Cllr Hunton.

- Data Protection Policy
- General Privacy Notice
- Glossary
- Information Security Classification Scheme
- Information Security Incident and Weakness Reporting Procedure
- Personal Data Processing Statement
- Public Interest Disclosure ('Whistleblowing') Policy
- Records Management Policy and Strategy
- Records Management Policy for Business Emails
- Subject Access Request Process
- Subject Access Request Form
- Tailored Privacy Notice

VOTE: The Motion was carried unanimously by a show of hands by all Councillors present.

RESOLUTION: The policy, process and strategy documents (above) were adopted and will be reviewed annually.

7/7 Annual Parish Meeting:

NOTED: IPC and IDCA have agreed to collaborate and have decided to invite members of Local Group's and Community Group's to give a short presentation of their area of interest and activity in the hope that this will encourage participation. The IDCA will circulate a letter of invitation together with a Notice promoting the Annual Parish Meeting which is scheduled to take place on Wednesday 23rd May 2018 in the Village Hall at 7.00 pm.

7/8 Standing Orders:

Motion to amend existing Standing Orders (S.O.10.e) to provide a Financial Statement monthly with the Minutes of routine meetings.

MOTION:

Cllr Leech proposed (Cllr Vickers seconded) a motion to amend Standing Order No. S.O.10.e from a requirement for the RFO to produce a monthly Statement covering all financial transactions to producing a financial statement to accompany each Routine Meeting, as follows:

"The RFO will produce a statement covering all financial transactions within the Council's financial year to date, which will be published as appendices to the minutes of each routine meeting."

DISCUSSED: Cllr Hunton explained that IPC were legally mandated to publicise expenses over £100.00 however, in the interests of total transparency Ingleton Parish Council wished to publicise to our Parishioner's all our expenses on a monthly basis irrespective of the amounts involved.

VOTE: The Motion was carried unanimously by a show of hands by all Councillors present.

RESOLUTION: Standing Order No. S.O.10.e was amended as above.

7/9 Maintenance Works – Sports Pavilion:

NOTED: Cllr Vickers gave a detailed report on activity to date. Cllr Vickers also confirmed that IDCA has agreed to match fund this project up to £3,500.00.

Cllr Leech wished to record his sincere thanks on behalf of the IPC and appreciation to the IDCA for their

support and generosity.

7/10 Pavilion and Field Working Group (PFWG) – Terms of Reference:
[This item was rescheduled to follow Item 7/14 and minutes should be read in conjunction]

NOTED: The PFWG had fulfilled the original Terms of Reference, having developed a Pavilion and Field Strategy, which was adopted by the Council (see item 7/14).

RECEIVED: Draft amended ToR document for PFWG.

MOTION: A motion was proposed by Cllr Leech to amend the Terms of Reference for the PFWG in order to extend the group's scope. Specifically, to alter the aim of "*develop[ing] a community led strategy to its [IPC] management and oversight of the Ingleton Parish Sports Pavilion ("the Pavilion") and Recreational Field ("the Field") and associated facilities*", to "*delegated responsibility to develop and manage the use of Ingleton Parish Sports Pavilion ("the Pavilion") and Recreational Field ("the Field") and associated facilities in accordance with Pavilion and Field Strategy.*" Powers and responsibilities to be altered to reflect the new aims. The motion was seconded by Cllr Cartwright.

VOTE: The motion was carried unanimously by all councillors present.

RESOLUTION: To amend the PFWG Terms of Reference as per draft ToR document.

7/11 Village Fayre:

Invitation from Ingleton District Community Association (IDCA) to collaborate in the Village Fayre

RECEIVED: The IPC have been invited by the IDCA to work with them collaboratively in their many activities.

NOTED: Cllrs Vickers and Hunton attended a recent IDCA meeting where collaboration was discussed in regard to Ingleton Village Fayre (Saturday 9th June 2018) and the Picnic In The Park (Saturday 30th June 2018) – together with other events in the pipeline. Infrastructure needs were noted, specifically that replacement tents were required for the Ingleton Village Fayre and the Picnic In The Park.

DISCUSSED: Collaboration with local community groups is a stated IPC strategic priority. The IPC are empowered to assist and promote community events where there is clear benefit to some, or all of the community. This could include promoting tourism and purchasing necessary infrastructure to support events. Therefore, IPC is able to purchase tents to support Community events and can apply for Grant funding for this purpose.

MOTION:

Cllr Leech proposed a motion for the IPC to make grant funding applications in order to purchase two tents and to make available £1,200 from the IPC funds for the purchase of two tents should external funding bids prove unsuccessful within an appropriate time scale. Seconded by Cllr Hunton.

VOTE: The Motion was carried unanimously by a show of hands by all Councillors present, with the exception of Cllr Cartwright. Cllr Cartwright is the "Parish Council Link Member," a member of IDCA and attends all IDCA meetings – as such Cllr Cartwright declared "an interest" in this item and did not participate in this vote.

RESOLUTION: IPC to make grant funding applications in order to purchase two tents and to make available £1,200 from the IPC funds for the purchase of two tents should external funding bids prove unsuccessful.

Routine Business

7/12 Minutes of the last meeting:

To confirm and sign the Minutes of the Ingleton Parish Council Meeting No. 6 - dated the 28th March 2018.

MOTION: Cllr Leech proposed a motion to confirm that the Minutes of the Parish Council Meeting held on Wednesday 28th March 2018 as an Accurate Record – Seconded by Cllr Cartwright.

RESOLUTION: The Minutes of the Ingleton Parish Council Meeting No. 6 - dated the 28th March 2018 were confirmed, signed by Cllr Leech as a true and accurate record and handed to Cllr Parrett for safe keeping.

7/13 IPC Finances:

To receive (*Document: IPC Finance Report – April 2018 – to be tabled/Document: Financial Risk Assessment – 2018 – to be tabled*) – (Cllr Vickers)

RECEIVED: IPC Finance Report – 28th March 2017-14th March 2018 from Cllr Vickers.

7/14 Pavilion and Field Working Group (PFWG):

To receive Pavilion and Field Strategy (*Document: Pavilion and Field Strategy – to be tabled*). [Pavilion and Field Working Group]

RECEIVED: Cllr Vickers provided a comprehensive report touching on PFWG activities from the Christmas Party, Picnic in the Park, outdoor service in September, gym equipment, advertising the pavilion for hire for parties – once it has been upgraded – then gave an overview of all the work's requested of the builder; no white goods, PAT Testing to be carried out in May. It is planned that all vital works be completed prior to the Village Fayre – Saturday 9th June 2018.

MOTION:

Cllr Leech proposed that £500.00 be authorised for the purchase of catering equipment appropriate to the Pavilion. (e.g. Electric Water Boiler and Electric Hot Plate – to cook bacon. Seconded by Cllr Cartwright.

VOTE: The Motion was carried unanimously by a show of hands by all Councillors present.

RESOLUTION: £500.00 is authorised for the purchase of catering equipment appropriate to the Pavilion.

RECEIVED: Pavilion and Field Strategy document.

MOTION:

Cllr Leech proposed that the Pavilion and Field Strategy be adopted, as tabled. Seconded by Cllr Hunton.

VOTE: The Motion was carried unanimously by a show of hands by all Councillors present.

RESOLUTION: The Pavilion and Field Strategy is adopted, as tabled

NOTED: Cllr Leech thanked the PFWG for the hard work and commitment they have shown in meeting the group's Terms of Reference. These ToRs were now fulfilled.

7/15 Cricket Club Working Group (CCWG)
To receive report (Cricket Club Working Group)

RECEIVED: Verbal report from Cllr Pressley.

NOTED: An Ingleton resident (a Solicitor) has drafted a Licence agreement for the use of the Pavilion and Field for KJCC and Ingleton Parish Council – free of charge. Cllr Leech wished to record the IPC's thanks to our resident for their generous and public spirited contribution.

DISCUSSED: Whilst the IPC were very encouraged by the positive developments reported by the CCWG, there were concerns that some key information remained outstanding, such as equipment, maintenance, and insurance. Moreover, the schedule to begin groundworks that would support the playing of cricket required a decision by the IPC by the end of May, prior to the Council's next Routine Meeting, and the progress of KJCC toward the £1000 bond remained uncertain. The idea of staging the bond payment, requiring £500 on signing the Licence at the end of May, and the remaining £500 in October 2018, was discussed.

MOTION: Cllr Leech proposed that we call an Extraordinary Parish Council Meeting to discuss in detailed logistics, timescales, and practicalities in order to make a final decision on whether to grant a licence to KJCC for the use of the Pavilion and Field. Seconded by Cllr Cartwright.

VOTE: The Motion was carried unanimously by a show of hands by all Councillors present.

RESOLUTION: An Extraordinary Meeting of the IPC will take place on Wednesday 16th May 2018 – at 7.15 pm in the Sports Pavilion at Ingleton. Meeting will be open to all villagers and visitors.

7/16 Personnel Committee:
To receive verbal update (Cllr Tillbrook)

[Cllr Tillbrook was not in attendance]

NOTED: Cllr Leech reported that unfortunately, despite all our best efforts with the support and help of Durham County Council we are still unable to employ a Parish Clerk.

Local Maintenance/Village Issues

7/17 Mole Hills – Playing Field:
(Item 7/17-6/18 – Brought forward from Meeting No. 6 – Dated 28th March 2018).
To receive verbal update (Cllr Hunton/Cllr Vickers)

RECEIVED: Cllr Vickers updated the PC. The Mole Catcher had been briefed and was in the process of removing the moles from the Sports Field.

7/18 Trees Survey:
(Item 6/19) – Brought forward from Meeting No 6 – Dated 28th March 2018

RECEIVED: Cllr Parrett reported that a Trees Survey was scheduled to take place by Durham County Council during the week commencing 7th May 2018. Cllr Parrett had been informed that an email Report would be forwarded to her in due course.

7/19 Hedges – Playing Field:
Overgrown hedges in the playing field (Cllr Vickers)

DISCUSSED: Cllr Vickers to make enquiries and report back in due course.

7/20 Old Well – Playing Field:

Potentially dangerous old well in playing field.

DISCUSSED: This item had been reported by a previous Parish Council Chair as a potential danger. Cllr Cartwright to speak with a previous PC Chair – establish the location and cordon the area off with tape in order that villagers – especially children – will avoid it pending an inspection of the site in due course.

Member’s questions to Chair or Clerk

To receive member’s questions.

7/21.1 Highway Hazard Notices (Hedgehogs):

DISCUSSED: Cllr Parrett reported on a Consultation in the pipeline between the Government and Local Authorities regarding warning signs to be placed in locations indicating that hedgehogs are likely to be on the main road and to give a reminder to drivers to drive slowly. Cllr Parrett requested permission to contact DCC with a request that we register an interest. (To be carried forward to next available meeting).

7/22 Planning Application at Hillside Farmhouse:

RECEIVED: A letter was received from a resident regarding a Planning Application to build a house where a large barn currently stands. The resident listed a number of points however, did not request that the Parish Council become involved directly. As there appeared to be no “Community Grievance” and after discussion it was felt that the Parish Council did not have a remit to pursue any course of action in regard to the application.

Some concerns were raised that notice of the Planning Application was placed away from the main road, meaning only the resident’s living within the location were aware of the proposal. It was noted that this may not be prior convention, but was not to the IPC’s knowledge, a contravention of legislation.

Cllr Leech will contact the Planning Department at Durham County Council and Mr. S. Ragg (Head of CDALC at DCC) to confirm what powers a Parish Council has in relation to planning applications.

Date and Time of Next Meeting

DATE	DAY	VENUE	TIME
Extraordinary Parish Council Meeting 16 th May 2018	Wednesday	Sports Pavilion	7.15 pm
Annual Parish Meeting 23 rd May 2018	Wednesday	Village Hall	7.00 pm

Ordinary Parish Council Meeting – No. 8 23 rd May 2018	Wednesday	Village Hall	8.00 pm
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The Meeting ended at 8.45 p.m.

Signed: Dated:

Councillor S. Leech (Chair)