

**Minutes Notes of Sedgebrook Parish Council Meeting
held at 8.00 pm on Thursday 19 April 2018 in Sedgebrook Social Club**

Present: Chairman G Preece, Vice Chairman C Wood, Cllr G Mahoney, Cllr J Denton, Cllr C Warby, Cllr H Drew-Bradley and Mrs J Bratton (Clerk).

- 1 Chairman's Remarks** – the Chairman welcomed everyone to the meeting.
- 2 Apologies for absence and reasons given** – apologies were received from, District Councillor Hannah Westropp and District Councillor Pamela Bosworth.
- 3** To receive declarations of interest on any item on the Agenda under The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 of the Localism Act 2011.
No declarations received.
- 4 Notes of the last meeting held on 8 March 2018**
With the addition of “A discussion was held regarding the post of Community Cleaner” under item 15.6 the notes of the last meeting, held 8 March 2018, were approved and signed as being a true record.
- 5 Clerk's Report on Matters Outstanding not covered by the agenda** – none.
- 6 Correspondence**
 - 6.1** To Allington & Sedgebrook Pre-School with thanks for donation.
 - 6.2** From Elan City regarding Evolis Radar Speed Sign.
 - 6.3** A copy of the April/May 2018 edition of Allington News – deadline for next issue is the 4 May.
 - 6.4** From HSBC regarding Privacy Notice to come into effect on the 25 May 2018.
 - 6.5** SKDC sent details of the grant for the provision of Community Cleaner.
- 7 Public Forum**
None.
- 8 Flooding – (Vice Chairman)**
 - 8.1** Items to report/update – Emails had been received from parishioners following the recent heavy rainfalls and subsequent flooding. Work is scheduled on Village Street and Allington Road. The Green and The Brook had not flooded this time. Parishioners advised to phone the Fire Brigade if properties were flooded and the County Council/Highways need to be aware of the situation. Flood bags are kept at Abbey Farm and require filling with the supply of sand.
 - 8.2** Flooding on Allington Road on 2 April 2018 (see above item 8.1)
- 9 Highways (Vice Chairman – 9.1 & 9.4/Cllr G Mahoney 9.2. 9.3 & 9.5)**
 - 9.1i Update - Potholes** – the Vice Chairman noted many potholes had been reported on the Lincs County Council website – best for both the Parish Council and residents to report the potholes. Cllr Drew-Bradley enquired if the pothole at Church Lane could be filled in. If it does not fit the criteria, then it will not be filled in.
 - 9.1ii A52** – concern raised that parts of the resurfacing of the A52 had not been completed following the set of temporary evening road closures. The order for the resurfacing stands for

18 months - certain procedures are required to give notice of the work. It was noted that diversion signs have been left around the area.

- 9.2 Lincolnshire Community Speed Watch** – members of the public to use hand held radars in their parish. Cllr Mahoney needs to approach people – a team of 3 parishioners are required to take notes and figures with a 50 metre stretch of road in order to display the signs.

Clerk Action: to put the item on the Annual Parish Meeting agenda.

Cllr Action: Cllr Mahoney to make a flyer to be available at the Annual Parish Meeting and to circulate it via the “village email.”

- 9.3 To request a new sign for Allington Road (used to be known as Station Road around 40 years ago)** – update – a new sign had been requested via the Lincs County Council website.

- 9.4 No Through Road sign – Bowman’s Way** – update –the small “no through sign” at the side of the Bowman’s Way sign is unreadable and on a couple of occasions lorries have had to reverse out. The matter had been reported to LCC and a new sign requested.

10 Planning (Vice Chairman)

- 10.1 Update** – Nothing further to report.

- 10.2 Planning Application No: S18/0448** – Proposed rear single storey extension – Tanglewood, Allington Road, Sedgebrook – SKDC were informed the Parish Council had no objections to the application.

- 10.3 Planning Application No: S17/2155** – Amended Information for Submitted Application – Downtown Garden Centre – the Parish Councillors were concerned about Allington Road and objected to the increased traffic.

Vice Chairman Action: to email comments to The Clerk for submission to SKDC.

11 Recreation & Footpaths (The Chairman)

- 11.1 Update** – Nothing additional to report.

- 11.2 Playground Equipment – update on grant for play equipment** – Further information required from Wren concerning a shortfall in the match funding of £1992.70. Following discussion it was resolved the Parish Council fund the £1992.70 from reserves.

Councillor Action: Cllr Mahoney to telephone Wren for clarification. Liaise with the Clerk should a letter be required.

Clerk Action: collate the required financial information and email to Wren prior to the deadline of 26 April.

- 11.3 Lock on the post at the entrance to the Recreation Field** – as further clarification required on the ownership of the land where the post is situated, it was resolved to leave the post as it is for the time being as the mowers can get past to complete the grass cutting.

- 11.4 Tree – overhanging branch adjacent to the bench** – update on meeting – a quotation had been received for £440 to take off the limb of the tree overhanging the bench in the play area. Further quotations will be required. It was resolved to wait as the bench may be moved should the lay out of the play equipment change.

12.1 General Data Protection Regulations in force from May 2018 – update on complying with duties (Clerk)

- 12.1.1** An information audit had been completed with Cllr Drew-Bradley and a copy circulated. The Parish Councillors resolved to adopt the Data Audit Schedule.

Clerk Action: to complete compiling an on-going action/diary list for items needing deletion.

- 12.1.2** The Parish Councillors resolved to adopt the following Sedgebrook Parish Council policies: Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy.

- 12.1.3a** The Parish Councillors resolved to adopt the General Privacy Notice which had been uploaded to the website.
- 12.1.3b** The Parish Councillors resolved to adopt the Privacy Notice for Staff, Councillors and Role Holders. These had been circulated to both the Staff and Parish Councillors.
Clerk Action: to send a copy to the Internal Auditor.
- 12.1.3c** Following discussion it was resolved to include a link to the General Privacy Notice on the website on the bottom of the Clerk's emails.
Clerk Action: to complete and insert on the PC Audit Schedule.
- 12.1.3d** Villagers' emails sent to the Clerk - it was resolved in the first instance to reply to a parishioner's email stating that the Parish Council may need to pass on their information included in their email to other authorities in order to gain a reply; consent to be requested for this action.
- 12.1.4a** GDPR Security Compliance Checklists were completed by all the Parish Councillors.
Clerk Action: Retain the GDPR Security Compliance Checklists until any Parish Councillor leaves office.
- 12.1.4b** USB locking software - it was resolved to purchase two encryption USB sticks to comply with GDPR legislation.
Chairman Action: To purchase 32 Gb USB encrypted sticks.
- 12.1.5** The Parish Council is already registered as a Data Controller with the Information Commissioner's Office.
Cllr Drew-Bradley confirmed that the Parish Council had now been through the GDPR compliance process. The Parish Councillors thanked both Cllr Drew-Bradley and the Clerk for their work with GDPR compliance.
- 13 BT Phone Kiosk – update on paint supply (Cllr J Denton) –** Cllr Denton will obtain a date for the repainting. The cost of a 2.5 litre tin will be just under £40 and the Parish Councillors resolved to go ahead with the purchase. The kiosk had been repainted a number of years ago so there should not be any lead remaining on the kiosk.
Cllr Action: to inform the Clerk of the payment details for the paint.
- 14 Best Kept Village & Small Towns Competition – to enter this year?**
It was resolved to enter the competition again this year - £18 for a Class One entry.
Clerk Action: to organise completion of the application form and payment of entry fee.
- 15 Annual Parish Meeting – 10 May 2018 – to discuss –** Cllr Drew-Bradley suggested purchasing a banner to advertise the Annual Parish Meeting in the village. The Chairman will put the details on a blackboard on The Green. for this year.
Cllr Action: Cllr Denton to obtain a quotation.
Clerk Action: to check with the Social Club the opening at 6.30 pm.
- 16 Finance (The Clerk)**
- 16.1 Verification of bank statements/bank reconciliations –** bank statements and reconciliations were verified to the year end 31 March 2018.
- 16.2 Quarter End Report as at 31 March 2018** - report had been circulated to the Parish Councillors.
- 16.3 Audit/End of Year Vat Return –** update on progress –
- 16.3.1 Certificate of Exemption –** as the PC's gross annual income/annual expenditure did not exceed £25000 and met the qualifying criteria, the PC is exempt from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. It was

resolved to complete the Certificate of Exemption which was signed by the Chairman and the Responsible Financial Officer.

Clerk Action: to send Certificate of Exemption and contact details to PK Littlejohn the external auditors.

16.3.2 Annual Internal Audit Report 2017/18 – this had been completed and signed by Internal Auditor in accordance with the Accounts & Audit Regulations 2015.

16.3.3 Annual Governance Statement 2017/18 – following circulation, it was resolved to approve the Annual Governance Statement. This was signed by the Chairman and the Responsible Financial Officer in accordance with the Accounts & Audit Regulations 2015.

16.3.4 Accounting Statements 2017/18 – following circulation the accounting statements were approved by the Parish Councillors and signed by the Chairman and Responsible Financial Officer in accordance with the Accounts & Audit Regulations 2015.

Clerk Action: to complete and send off the VAT return.

16.4 Payments – Community Cleaner – payments to the 30 April 2018 were resolved.

16.5 Payment – Parish Clerk – it was resolved to pay the Clerk up to 31 March 2018.

16.6 Payment – HMRC – it was resolved to pay PAYE for quarter ending 31 March 2018.

16.7 Payment – resolved to pay £81.59 for miscellaneous stationery to Viking.

16.8 Payment – resolved to pay P E Hempstead & Sons for grass cutting for March 2018

16.9 Payment – resolved to pay the Clerk £51 for telephone/broadband from November 2016 to 31 March 2018.

16.10 Payment – Upper Witham Internal Drainage Board – payment of agricultural drainage rates of £6.74 for the Recreation Field was resolved.

17 Items to be discussed at the next meeting:

17.1 To extend the path from the bungalow on Allington Road (where the borderline starts) up to the bridge.

17.2 GDPR – Compliance – update on procedures

18 To resolve whether to exclude the public and press for consideration of the following confidential staffing matter.

19 Clerk's salary to be discussed – details to be minuted separately.

20 Dates of the next Meetings:

Annual Parish Meeting: Thursday 10 May 2018

Annual Parish Council Meeting: Thursday 17 May 2018

The meeting was closed by the Chairman at 10.15 pm.