

PARISH OF THURNHAM

Draft Minutes of the Meeting of the Parish Council held at Glasson Dock Village Hall on Monday 4th June 2018 commencing at 7-00 pm.

Present: Councillor Mr D Whitworth (Chair)
Councillor Mrs B Bulloch
Councillor Mr M Hornshaw
Councillor Mr J Lamb
Councillor Mrs C Milligan
Councillor Mrs E Scott

1854 APOLOGIES: Apologies were received from Councillor Mrs M Stainton

1855 MINUTES: It was **RESOLVED** that the Minutes of the meeting held on **Monday 14th May 2018** be approved.

1856 DECLARATION OF INTERESTS AND DISPENSATIONS: There were no declarations of interest or requested dispensation from Members.

1857 ADJOURNMENT FOR PUBLIC DISCUSSION

- 1) There were no members of the public present.
- 2) Members raised several matters for note and action, including:
 - a) There remain several areas that need attention as part of the agreed schedules with Lancaster City Council and the Canal and River Trust. There was a general discussion about the standard of grounds maintenance in the local area and what is currently delivered by the authorities and what could be carried out by the Lengthsman and/or volunteers. It was reported that the Lengthsman has yet to meet with GAP and it was suggested that it would be beneficial to carry out a review with a view to establishing a reasonable standard of grounds maintenance, involving all parties, and within existing budget restrictions.
 - b) The central planting area in the Glasson Gateway Area also still needs attention and planters need to be filled and planted out. GAP and Lengthsman will be meeting to discuss and work on this area. Parking of motorcycles around the Gateway also continues to be a problem and it was suggested that the completed planters may be positioned in such a way as to restrict parking. There is also a possibility of the Parish Council purchasing suitable signage.
 - c) The Clerk reported that he is arranging to meet with Mark Bartlett, Lancaster City Council's Civil Contingencies Officer and Paul Bond from the Environmental Agency to take forward the development of an emergency plan combined with arrangements for an open meeting to discuss flood risk management in the area. The Clerk will report on any progress at the next meeting of the Parish Council.
 - d) There was a discussion about publishing a half yearly Newsletter including the activities of the Parish Council and other items of interest around the local area and district. The Clerk will draft a Newsletter for consideration and approval by the end of July.

It was **RESOLVED** that the, for information only updates be noted, and that action be taken on items raised as necessary

1858 PLANNING APPLICATIONS & OTHER STATUTORY CONSULTATIONS: The following planning applications were considered:

Application Number:	Description
18/00408/FUL	Demolition of detached garage and construction of detached 2 storey dwelling – 5 Tithebarn Hill, Glasson Dock

Application Number:	Description
18/00612/FUL	Erection of a detached outbuilding – Verandah Cottage, Main Road, Thurnham

Members discussed whether the plans for 18/00408/FUL would be in keeping with the surrounding area and take account of drainage implications and it was then **RESOLVED** that no representations be made in respect of the above planning applications.

1859 PLANNING AUTHORITY DECISIONS: Members considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously deliberated.

It was **RESOLVED** that the decisions of the planning authority be noted.

1860 ACCOUNTS FOR PAYMENT: The following accounts were considered for payment:

100335	Mr R Bailey - Clerks Fees & Expenses May 2018	£186.54
100336	Mr B Black – Annual rental of Noticeboards space	£ 20.00
100337	Greg Robinson Lengthsman Duties	£147.00

The work carried out by the Lengthsman was discussed and it was agreed that the work had been carried out to a good standard but there is a need to ensure that he is not maintaining areas that are the responsibility of the Canal and River Trust, Lancaster City or Lancashire County Council's. It was then **RESOLVED** that the above account(s) be paid.

1861 INTERNAL AUDIT REPORT: The Clerk presented the Internal Auditor's Report 2017/2018 setting out the work undertaken, findings and his opinion on the Parish Council's arrangements to manage its financial affairs and governance responsibilities.

As required a summary of his findings and opinions were included within the Annual Governance and Accountability Return (AGAR), as approved by the Parish Council in May. In referring to the requirements for the AGAR in the more detailed report now presented the Internal Auditor commented '*I am pleased to report to the Council that I have been able to confirm compliance with all relevant aspects. I can confirm that the two exceptions I reported to the Council last year, namely the need to retain and present sufficient evidence of expenditure (invoices, etc) and the need for a formal review of significant risks, have been dealt with during the year. That being the case, I have not made any further recommendations to the Council*

It was the Internal Auditor's overall opinion '*..that that the Council has effective arrangements to manage its financial affairs and responsibilities*'

After some comments, it was **RESOLVED** that the outcome of the Internal Audit Report be approved and that the Internal Auditor, Derek Whiteway, be thanked for carrying out the audit and that he be appointed for the 2018/2019 accounts. The Parish Clerk was also thanked for managing the Parish Council's accounts during the last year.

1862 INSURANCE CLAIM: The Clerk reported that the Parish Council's insurers had approved the recent claim for the replacement of a bus shelter on Main Road, Thurnham. Members were advised that as the suppliers require payment before starting work on constructing a bespoke wooden bus shelter and the insurers will only pay out once the works have been complete, the Parish Council will initially need to pay for the works from their own funds, amounting to £10,140 including installation and VAT.

It was acknowledged that for a period payment of this amount would have a significant impact on the Council's available funds, until the costs were reimbursed by the insurers.

There was then a discussion about whether the bus shelter could be installed by a local firm.

It was then **RESOLVED** that the Clerk contacts the bus shelter suppliers requesting a new pro-forma invoice, excluding the cost of installation and that Councillor Lamb approaches local firm(s) with a view to them installing the replacement bus shelter once delivered.

1863 PRIVACY NOTICE & DATA PROTECTION & INFORMATION POLICY: Further to the approval at the last meeting of the Parish Council the Clerk presented a draft Privacy Notice in accordance with GDPR requirements. Members were reminded that Privacy Notices are a key element of GDPR as a public statement of how the Council (or any organisation) applies data protection principles to processing data.

It was reported that the Privacy Notice differs from a data protection policy which, necessarily, goes into more details about data protection objectives, responsibilities and how to handle violations.

Members considered that the Privacy Notice as drafted, provided a clear and concise explanation of the legal basis for processing data; how the information might be used and stored and for how long; the rights that the 'data subject' has, and; how they can raise a complaint.

The Clerk had presented a draft Data Protection and Information Policy. The Policy drafted in line with the new GDPR requirements sets out in detail how the Parish Council will comply with the rules, known as '*data protection principles*' and details of the rights of the individual, or data subject, under the Data Protection Act 2018. After some discussion and questions, it was **RESOLVED** that the Privacy Notice and Data Protection & Information Policy as drafted be approved and adopted by the Parish Council.

1864 FREEDOM OF INFORMATION PUBLICATION SCHEME 2018: The Clerk reminded Members that the Freedom of Information Act 2000 requires that every authority has a Publication Scheme that sets out the Council's commitment to make certain classes of information routinely available to the public. These include, but are not restricted to, policies and procedures, minutes of meetings, annual reports and financial information etc.

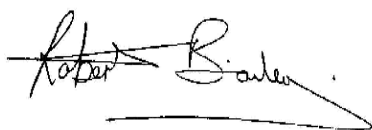
Given the additional requirements of GDPR, the Clerk had updated the Parish Council's existing Publication Scheme setting out information held (as well as information that might be held in the future); where it is/will be held and whether there will be any charges for the information being made available.

Members were asked to consider whether there should be a charge for any disbursement costs (i.e. photocopying, postage and delivery) for requests for information.

After some comments and questions, it was **RESOLVED** that the updated Publication Scheme, as presented, be approved. It was **further RESOLVED** that no charge for disbursements costs be made, although the Parish Council will reserve the right to cover its costs where a high volume of information is requested.

1865 PARISH PLAN RESIDENTS SURVEY: Following agreement on the themes to be included within a resident's survey, Councillor Milligan suggested that she liaise with the Clerk in the coming weeks with a view to a first draft being presented to Members for consideration in September. It was then **RESOLVED** that a draft residents survey be presented at the September meeting of the Parish Council.

1866 DATE OF NEXT MEETING: The Clerk advised that the next meeting of the Parish Council will be held on **Monday 2nd July 2018** commencing immediately after the Annual Parish Council Meeting. The meeting closed at 8:20pm



Clerk to the Council Date:

Chair

Date: