

**MINUTES OF THE DORRINGTON PARISH COUNCIL MEETING
MONDAY 18 JUNE 2018 AT WESLEYAN CHAPEL ROOM**

Present: Cllr Drury (Chair) Cllrs Kelly and Newton
NKDC Cllr Clegg
Parish Clerk G Garton
4 members of the public

Public Forum: A resident expressed his concern of the poor standard of grass cutting on the Playgarth and the need for new playground equipment.

Reports from the District Councillor was received. They included his report on sale of site for 4 dwellings and the access road conditions. Planning department have stated that the non-approval for agricultural access will be restated and any changes will be subject to a subsequent planning application. Cllr Clegg to forward planning response to clerk. He also reported on recent NKDC bi-elections.

Cllr Clegg left the meeting at this point.

In the absence of PCSO Woolerton, the clerk read out her report of incidents over the last three months which were an abandoned car, copper pipe and tractor batteries thefts.

1. **Chairman's Welcome:** The Chairman thanked all parish councillors, district councillor and public for attending.
2. **Apologies and reasons for absence:** Apologies received from Cllr Woodhead who was on holiday which was accepted. Gill Wilson has resigned as a parish councillor and the clerk has informed Electoral Services who will instigate replacement procedure. The chairman also reported that Jeff Kent had also tendered his resignation.
Action: Clerk to inform Electoral Services of Cllr Kent's resignation.
3. **Declaration of Interest:** None
4. **Notes of previous meetings held on 9 April and 10 May 2018 to be approved as minutes:** Proposed by BD and seconded by TN for meeting 9 April and proposed by BD and seconded by RK for the meeting 10 May that the notes be accepted as a true record. Duly signed by the chairman.
5. **Planning 019/18:** Decision notices had been received for applications 18/0474 and 18/0456. The application 18/0344 had been received and circulated but no comments were received or submitted.
6. **Finance 020/18:** The clerk had already circulated reconciliation. The available financial resources were £18510.01 prior to the approval of this meeting's expenditure. In order to satisfy transparency code, the following financial transactions had occurred since the last meeting in May

Expenditure	Chapel rent	£ 40.00
	LALC membership	£ 165.99
	Clerk's salary	£ 279.22
	HMRC	£ 69.80
	Clerk's expenses	£ 57.64
	Payroll provider	£ 50.40
	K Corocran fencing	£ 250.00
	Steelway Fensure	£3043.82
	Dorrington PCC	£ 500.00
Income	Precept	£5150.00

Dorrington Welfare Charity	£	25.20
Allotment rents	£	40.00

The payment of hall rental, clerk's salary and tax and grass cutting were approved and the cheque duly signed. A transfer request to move funds from deposit account to current account was signed. The clerk informed the meeting that the pay scales for 2018/9 had been received and from the 1 April 2018, the clerk's salary including increment will be £11.275.

7. **Regeneration of Play Area 021/18:** The new fencing had been installed and approved by the council. During the installation the existing graphics had been removed and are currently stored by the chairman. After discussion it was decided to investigate future likely sites for them. The clerk, who had recently been on a playground equipment inspection course, suggested that in order to satisfy current legislation the council needed to undertake and record weekly inspections by a rota of parish councillors. He was trying to obtain inspection documents to aid the process. It was agreed to add to next agenda when hopefully inspection documents will be available.
Action: Clerk to produce inspection documents and discuss rota at the next meeting

8. **Defibrillator 051/16:** JK to forward to chairman and clerk all the information regarding this so it can be progressed.

9. **Neighbourhood Plan 022/18:** The chairman reported on the progress of neighbourhood plan. Meetings are progressing, minutes produced and circulated to all councillors. Working party to establish their own web-site. Clerk to circulate to all councillors approved minutes.

10. **Co-option of parish councillor 023/18:** Following the resignation of Cllr Deverell and the advertisement of the vacancy there was one candidate: Antonia Kavanagh-Greene. It was agreed by all that she be co-opted as a parish councillor and the acceptance document was duly signed by the candidate. The clerk also gave her a copy of the disclosure of pecuniary interests which would be completed by the councillor in due course. A copy of the register was also presented. The chairman welcomed her to the council.
Action: Clerk to submitted documents to the electoral officer at NKDC

11. **Acquisition of a new enclosed litter bin at the Waverley 024/18:** The proposal was discussed and it was agreed to obtain some quotes for the purchase and installation of a bin and to decide whether to proceed at the next meeting.
Action: Clerk to obtain some quotes and contact K Corcoran for installation estimate.

12. **Data Protection 025/18:** In order to satisfy current legislation on data protection it is necessary to have approved policies and procedures in place. Since the circulation of the data protection policy it has been decided nationally that parish councils do not need to appoint data protection officers. All documents had been circulated as follows:
 - data protection map
 - data breach policy
 - data protection policy
 - record retention policy
 - subject access request procedure

All policies were discussed and it was proposed by RK and seconded by BD that these be adopted en bloc. Agreed by all. The clerk also circulated to each councillor a copy of the security compliance checklist for them to complete and return to the clerk at the next meeting.

13. **Correspondence 026/18:** The clerk had electronically circulated all relevant correspondence, listed below, and there was no further action necessary ; Merchant Navy Day, Cllr Davies – reporting highway faults, Boston Hospital Childrens' Services, Kerry Gresham – circle of support and accountability, LALC – rural crime, NKDC empty homes officer (Stuart James), LCC – GDPR parish web-site, NKDC – waste management strategy consultation, Lincs Police – rural crime

newsletter, Cllr Davies – grass cutting programme.

14. Items for next agenda 027/18: A request has been received from Diane Hansen from the NHS South West Lincolnshire Clinical Commissioning Group to attend a parish council meeting to discuss their five-year plan for NHS Services. It was agreed to invite to the next meeting. During the replacement of Tom's Garden fencing, one of the picnic benches was found to be beyond repair and removed. Because we had some surplus Big Lottery grant money, discussion will take place at the next meeting for consideration of a replacement.

15. To resolve to move into Closed Section: It was agreed to move into closed section.

There being no other business the meeting closed at 8.45pm The next meeting which will be on the 13 August 2018 at 7.00pm.