

**MINUTES OF A MEETING OF STOURTON CAUNDLE PARISH COUNCIL  
HELD ON TUESDAY, 3<sup>RD</sup> JULY 2018, AT 7.30P.M. IN THE VILLAGE HALL**

**Present:** C. Jones, Chairman, R. Paull, O. Simon, H. Walker, J. Waltham, Clerk S. Harris

<b><u>126.a</u></b>	<b><u>To Receive Apologies:</u></b> Apologies were received from P. Lane, District and County Councillor Carr-Jones and District Councillor Batty-Smith	Action
<b><u>126.b</u></b>	<b><u>Confirmation of Minutes of the meeting held on 5<sup>th</sup> June 2018:</u></b> The minutes were approved and signed, having been circulated previously.	
<b><u>126.c</u></b>	<b><u>Matters Arising Therefrom:</u></b> A planning application for a handrail alongside the steps to the graveyard in the churchyard was widely advertised in the village, no objections sent to the District. Also, no objections made to an application for The Retreat which arrived in between meetings Ref 2/2018/0522 and dealt with internal alterations which would be adequately protected by Conservation Officers. Concerns about the lack of railings alongside the stream in Caundle Lane will be reported again.	Actioned 09.07.2018 Ref 1099461
<b><u>126.d</u></b>	<b><u>Declarations of Interest</u></b> No declarations made.	
	<b><u>OPEN FORUM</u></b> – Not required	
	<b><u>MAIN AGENDA</u></b> <ol style="list-style-type: none"> <li><b><u>1. COUNTY COUNCILLOR’S REPORTS</u></b> District Councillor Carr-Jones continues to send reports which are circulated to all Parish Councillors.</li> <li><b><u>2. PLANNING</u></b> Neighbours informed, no objections but an e-mail was received from The Trooper requesting the chimney stack to be made taller to prevent smoke blowing down into the rear of the property which will be forwarded to NDDC with the comments. Parish Councillors had no objections to the plans in principle, proposed by H. Walker and 2<sup>nd</sup> by O. Simon and agreed unanimously, but did have concerns about potential flood risks as the area for the garden room has washed away on a previous occasion. Building an extension on this site could mean that could be washed away by flood water or cause an obstruction which would make water to back up into neighbouring properties. A flood report was recommended and attention to easing the passage of water away from the property.</li> <li><b><u>3. GENERAL DATA PROTECTION REGULATIONS</u></b> <b><u>TO ADOPT:</u></b> <ol style="list-style-type: none"> <li>a. Data Map</li> <li>b. Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy.</li> <li>c. The Privacy Notices</li> <li>d. To receive completed security compliance checklists from all councillors</li> <li>e. Confirmation that the council is already registered as a Data Controller with the ICO</li> </ol> </li> </ol>	

There may be a requirement to adopt a data protection officer, exemption application is going through parliament at present and further guidance from DAPTC is expected in due course.

Purchase of small lockable filing cabinet for clerk's use to comply with data protection regulations. Details of cost etc. to be added to the next Agenda for approval.

Forms have been prepared for the above from templates provided by DAPTC and were discussed. Parish Councillors do not store sensitive information and the Parish Council computer is compliant with the security recommendations.

**Privacy is the Parish Council's top priority and any information is kept solely for the use of the Parish Council and is not shared with anyone else.**

**4. CO-OPTION OF NEW PARISH COUNCILLOR TO FILL VACANCY**

The District Council has given the go-ahead for this position to be filled by co-option and the position has been advertised in the village and on the website.

**5. SILENT SOLDIER**

R. Paull proposed to go ahead with the purchase of a Silent Soldier for £100, seconded by H. Walker to mark the centenary of the end of the First World War.

**6. PLAYAREA INSPECTION REPORT: Next Agenda**

**7. PARISH COUNCIL BROADBAND**

All agreed that the Clerk may explore the possibility of changing the broadband provider, the cost is the same, but it is thought EE will provide a much stronger signal via the nearby mast. Internet is currently extremely unreliable and causing a lot of problems.

**8. GRASS CUTTING AT BRIMBLE COTTAGES AND IN THE PLAYAREA, NEW CONTRACTOR REQUIRED DUE TO RETIREMENT OF MR. LANE**

Tenders to be requested for all the grass cutting for next year's season.

**126.e**

**STATE OF FINANCES AS AT 03.07.2018**

	£	£
CURRENT ACCOUNT	7379 36	
DEPOSIT ACCOUNT	1,880 53	
TOTAL		9259 89

(Deposit balance Includes first half of precept)

**CHEQUES TO APPROVE AT THE MEETING**

CHEQUE		
100935	DAPTC Subscription	176 62
100936	Play safety Ltd (Play area ROSPA Inspection)	100 80
100937	Kevin Cosh Grass Cutting in cemetery and churchyard cuts 7 and 8	390 00
100938	S. Harris Clerk quarterly salary	400 00
100939	HMRC Re Clerk's PAYE	100 00

Proposed: J. Waltham      Seconded: R. Paull

<b><u>126.f</u></b>	<b><u>ROUTINE CORRESPONDENCE</u></b> Circulated e-mail 12.06.2018 DAPTC re Local Council Reorganisation 20.06.2018 Play Safety ROSPA Inspection Report 21.06.2018 Graham Carr-Jones re weed spraying programme on roads 26.06.2018 DAPTC Newsletter 27.06.2018 DAPTC Local Football Facility Plans	
<b><u>126.g</u></b>	<b><u>ANY OTHER BUSINESS/MATTERS FOR NEXT AGENDA</u></b> Clerk to write to Gordon and Chris Stobie to thank them for their contribution to the community, in particular Gordon's work repairing all the fingerposts around the village.	CLK Actioned 08.07.2018
<b><u>126.h</u></b>	<b><u>DATE OF NEXT MEETING T.B.A.</u></b>	
<b><u>126.i</u></b>	<b><u>TIME OF CLOSURE</u></b> The meeting closed at 8.05p.m.	