

# Broomley and Stocksfield Parish Council

## **Minutes of the Annual Meeting of the Parish Council held on Monday 14 May 2018 at Stocksfield Community Centre**

**Present:** Ms M Hunt (Chair), Mrs J Furniss, Mr C Liddle, Mr D Parke, Mr M Parker, Mrs H Rae, Mrs J Robson, Professor R Thompson, Dr P Vickers  
Mr N Spencer (Clerk to the Council).

**Also Present:** Ms A Hawes (Resident)

**Apologies:** There were no apologies.

The Chair opened the meeting at 7.47pm and welcomed those present. She reminded members that the County Councillor, Mrs Dale, had left the earlier Annual Parish Meeting in order to attend another meeting and would provide an update at the June meeting.

### **18/5/51 Election of Chair of the Parish Council**

Ms Hunt was elected as Chair of the Council (proposed Prof Thompson, seconded Mr Parker) and it was AGREED to suspend paragraph 3.4 of Standing Orders relating to the term of office of the Chair.

### **18/5/52 Election of the Vice Chair of the Parish Council**

Dr Vickers was elected as Vice Chair of the Council (proposed Prof Thompson, seconded Mrs Furniss) and it was AGREED to suspend paragraph 3.5 of Standing Orders relating to the term of office of the Vice Chair.

### **18/5/53 Declarations of Interest**

Prof Thompson declared an interest as a member of Stocksfield Golf Club in matters connected with its planning application. The Clerk declared an interest in the same item and, dependent upon a decision of the Council, in the item relating to data protection in connection with the Clerk's salary.

### **18/5/54 Public Participation**

#### *Birches Nook Cottages*

Ms Hawes updated members that Northumbrian Water (NWL) had conducted a camera survey of some of the sewers in January 2018 and have removed some debris. She has asked that all affected sewers are checked and is waiting for a reply. She agreed to update councillors in due course.

### **18/5/55 Advisory Groups: Review of Roles and Membership**

It was AGREED to leave the terms of reference of each advisory group unchanged except that the membership of the General Governance Advisory Group (GGAG) was amended to consist of the Chair and at least three councillors. Mrs Rae was then appointed to GGAG.

### **18/5/56 Review of existing arrangements for internal audit.**

Members considered a report of the clerk and AGREED that the arrangements for internal audit were satisfactory.

### **18/5/57 Appointment of Internal Auditor 2018/19**

It was AGREED to appoint Mr Peter Basnett as internal auditor for the financial year 2018/19.

### **18/5/58 Schedule of Parish Council Meetings 2018/19**

The previously circulated schedule of meetings until May 2019 was AGREED.

# Broomley and Stocksfield Parish Council

## **18/5/59 Management of land adjacent to 15 Branch End Terrace**

Members noted that throughout 2017/18 the Council has maintained the area of land adjacent to Branch End Terrace by cutting the grass, planting and weeding of borders and general care. Additionally members noted that the area of land had been fenced in March 2007 which, together with hedgerows, excludes others from the land.

## **18/5/60 Minutes of the Meeting held on 9 April 2018**

It was AGREED that the minutes of the meeting held on 9 April 2018 were a true and accurate record as amended (proposed Mr Parke, seconded Mrs Furniss).

## **18/5/61 Matters Arising**

### ***Traffic in Stocksfield – Local Transport Plans***

The Clerk informed members that Northumberland County Council (NCC) has provided information in connection with speed enforcement on New Ridley Road. NCC needs to ensure the site complies with relevant legal requirements and enforcement criteria. The Council will be informed once this has occurred and on completion of works the camera enforcement unit can be deployed by the police.

## **18/5/62 Finance**

### ***a) Approval of April Payments***

It was AGREED that the payments for April be approved as detailed in the previously circulated schedule (proposed Mr Parke, seconded Prof Thompson) and the summary of receipts and payments was noted.

### ***b) Schedule of recurring payments***

Members noted the previously circulated schedule of recurring payments.

### ***c) Review of Financial Regulations***

Members AGREED that the Financial Regulations are fit for purpose and should remain unchanged.

### ***d) Report of the Internal Auditor***

The report of the internal audit revealed no areas of concern or action. Members AGREED to receive and note the report.

### ***e) Annual governance statement 2017/18***

Members AGREED to approve the previously circulated annual governance statement for 2017/18.

### ***f) Annual accounting statements 2017/18***

Members AGREED to approve the previously circulated annual accounting statements for 2017/18.

### ***g) Statement of significant variances 2017/18***

Members AGREED to approve the previously circulated statement of significant variances between the accounting statement of 2017/18 and that of 2016/17.

### ***h) Statement of receipts and payments***

Members AGREED to approve the previously circulated statement of receipts and payments for 2017/18.

## **18/5/63 Parish Council Representatives**

There were no representative meetings.

## **18/5/64 Advisory Groups**

### ***a) General Governance Advisory Group (GGAG)***

#### ***i) Notes of GGAG meeting 23/04/18***

Members noted the previously circulated notes.

#### ***ii) Bank reconciliation to 31 March 2018***

Members noted the completion of the bank reconciliation to 31/03/18 which is to be countersigned by Mr Parke.

#### ***iii) General Data Protection Regulations (GDPR)***

The Chair referred to a previously circulated report of the Clerk and a draft Data Protection Policy which together outlined the extent of the work undertaken to ensure compliance with

## Broomley and Stocksfield Parish Council

GDPR before 24 May 2018. The documents included a revised purpose and manner for processing data, all of which had been examined by members of GGAG. After discussion the Council AGREED, subject to minor administrative details, to approve the following documents:

- Data Protection Policy and appendices including
  - Subject Access Procedure,
  - Privacy Notice – members of the public,
  - Privacy Notice – staff, members and role holders,
  - Consent form,
  - Guidelines for the retention of records (replacing the existing separate policy document)
- Data Processing and Confidentiality Agreement – Steve Gibbon Web Designs
- Personal data audit
- Internal register of processing activities

Members then considered the potential requirement to appoint a Data Protection Officer (DPO) dependent upon the final drafting of the Data Protection Act (DPA) 2018. Members recognised the advice of the National Association of Local Councils (NatALC) about a potential conflict of interest and AGREED to appoint the Clerk as DPO with immediate effect on the grounds that:

- the Council, as data controller, has determined and will in the future determine the purpose and manner in which personal data is processed, thereby avoiding a conflict of interest
- the extent and quantity of personal data processed by the Council is extremely low
- the risk to data subjects and the Council is therefore low when considering the wider context in which the Council operates
- the Clerk has experience of data protection legislation and has demonstrated appropriate expertise which is proportionate to the type of processing undertaken by the Council
- by the nature of the role, the Clerk has good knowledge of the local council sector, as well as the Council's data protection needs and processing activities
- the NatALC recommends the appointment of a DPO as good practice even if parish councils are subsequently exempted from the requirement to do so by the DPA 2018.

The Clerk then left the meeting. Members then AGREED to amend the Clerk's job description and person specification accordingly and to increase the Clerk's salary by one spinal column point on the National Joint Council for Local Government Services pay scale. The Clerk then rejoined the meeting.

**Action: Clerk, Chair**

### *iv) Freedom of information publication scheme*

Members AGREED that the Freedom of Information Act publication scheme should remain with one amendment relating to the frequency of publication of NE43 News. **Action: Clerk**

### *v) Stocksfield Local History Society: commemorative item at war memorial*

The Chair referred to a request to place a commemorative silhouette on the seat at the war memorial. After discussion it was AGREED to approve the request. **Action: Clerk**

## **b) Planning Advisory Group**

*i) Members noted the delegated authorities used as set out below:*

<b>18/01229/FUL</b> <b>19 Birkdene</b>	Garage conversion with front extension and roof alteration.	No comment Note use of delegated powers
<b>18/01239/FUL</b> <b>White House Court,</b> <b>1 Meadowfield Road</b>	Garage extension to side of main dwelling, new access and landscaping, including removal of trees	No comment Note use of delegated powers
<b>18/01375/FUL</b> <b>Woodlands Mill,</b> <b>Ridley Mill Road</b>	Construction of triple detached garage with storage above and new drive.	No comment Note use of delegated powers
<b>18/01467/FUL</b> <b>Wheelbirks Farm</b> <b>access to B6309</b>	Reinstate access from farm road to B6309	No comment Note use of delegated powers

## Broomley and Stocksfield Parish Council

ii) 18/01290/OUT Stocksfield Golf Club – outline application for 16 flats in two blocks on land east of the clubhouse.

Members considered a report in respect of the above prepared by Mr Parker. After discussion it was AGREED to object to the application on the grounds that the proposal was an inappropriate development within the Green Belt and to submit an amended report outlining the reasons behind the Council's objections. **Action: Clerk**

### **18/5/65 Consultations**

#### ***NCC - gathering your views on our road hierarchy***

The Chair referred to the previously circulated documentation that sought comments on changes to the road hierarchy within Northumberland. Members found it difficult to comment on the subject for a variety of reasons, including the inability to make comparisons with the previous arrangements and it was AGREED to inform NCC accordingly. **Action: Clerk**

### **18/5/66 Stocksfield Community Association Trading Arm (SCATA): Community Transport Survey**

The Chair reminded members of meetings between the Vice Chair and members of SCATA in relation to a proposed community transport survey in which the views of residents were sought. It was AGREED that the survey could be published jointly in the name of the Parish Council. **Action: Clerk**

### **18/5/67 Any other business**

#### *Enforcement officer*

The Clerk said that Prudhoe Town Council (PTC) is considering options to fund an enforcement officer to deal with dog fouling and litter and is keen to include neighbouring councils in that work. After discussion members expressed an interest in working with PTC to explore how such a resource could be shared and jointly funded. **Action: Clerk**

### **18/5/68 Date of next meeting**

Monday 4 June 2018

The Chair thanked members for attending and closed the meeting at 9.29pm.