

DUNDRAW PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at Wheyrigg Hall Hotel on Monday 21st May, 2018 at 7.45 p.m.

Present:

J. Bennett
J. Dockeray
G. Franks
L. Hall
C. Storey

Also Present:

One member of the public
J. Rae (Clerk)

1 ELECTION OF CHAIRMAN FOR COUNCIL YEAR 2018/19

Cllr Franks proposed that Cllr Bennett be re-elected Chairman for council year 2018/19. This was seconded by Cllr Dockeray. As no other nominations were received it was resolved that Cllr. Bennett be re-elected Chairman for the ensuing year.

2 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Bennett assumed the chair and signed a declaration of acceptance of office.

3 APPOINTMENT OF VICE CHAIRMAN FOR COUNCIL YEAR 2018/19

RESOLVED that Cllr Storey be re-elected Vice Chairman for council year 2018/19.

4 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr. A. Hedworth, Allerdale Borough Council.

5 MINUTES 19 MARCH 2018

The minutes of the meeting held on 19th March, 2018 were approved as a true record and were signed by the Chairman.

6 DECLARATIONS OF INTEREST

None received.

7 MATTERS ARISING FROM THE MEETING ON 19 MARCH 2018

A response had been received to the letter sent to Sue Hayman MP regarding the concerns raised at Dundraw. The MP had written to the Corporate Director – Economy and Highways at Cumbria County Council and to the Area Director, Environment Agency. A response had been received from the Environment Agency advising that there was little advice or assistance they could offer as the matters are within the jurisdiction of the local authority and the Highways department. A response was still awaited from Cumbria Highways. Members suggested that a chaser letter should be sent if a response is not received within two weeks.

8 PUBLIC PARTICIPATION

Concern was raised that large vehicles are causing damage to a drain in Dundraw. The drain is situated on the corner of the Dundraw/Moor Row and Dundraw/Waverbridge road. Members suggested that Highways should be made aware of the damage to the drain advising that if no action is taken the continuing damage will lead to inadequate drainage and will inevitably cause flooding. The repairs need to be carried out before winter or there will be severe problems in this area.

9 REPORTS FROM OUTSIDE BODIES

Cllr A. Hedworth, Allerdale Borough Council – Apologies had been received.

Cllr. J. Lister, Cumbria County Council was not present at the meeting.

Community Police Officer – A report had not been received

10 RENEWAL OF INSURANCE/RISK MANAGEMENT

The Clerk reported that the renewal documentation had been received from Zurich Municipal in the sum of £257.60. The policy was considered to be adequate for the parish council's requirements. **RESOLVED** to renew the policy for the next year with Zurich Municipal.

11 ACCOUNTS AND FINANCIAL MATTERS

(a) Statement of Accounts

The Parish Council's financial position was provided for Members information.

Balances as at 31st March, 2018

Treasurers a/c	£ 315.80
Business a/c	£ 710.00

Income Received:

Allerdale Borough Council – Half Yearly Precept	£875.00
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(b) The Clerk reported that the National Joint Council had agreed a pay increase for Parish Clerks of 2% for 2018 and 2019.

(c) Payment of accounts: The following accounts were approved for payment:

Wheyrigg Hall Hotel – Room Hire	£ 15.00
CALC Annual Subscription	£111.00
Zurich Municipal Annual Insurance	£257.50
Internal Auditor	£ 30.00

12 ANNUAL ACCOUNTS AND FINANCIAL STATEMENT 2017/18

The Clerk reported that the internal audit had been carried out with no issues identified.

(i) Annual Governance Statement – Members considered the Annual Governance Statement and agreed that arrangements are in place for effective financial management and the accounting statements are prepared in accordance with Accounts and Audit Regulations. **RESOLVED** that the Chairman and Clerk be authorised to sign the Annual Governance Statement.

(ii) Accounting Statement 2017/18 – Members agreed that the Accounting Statement in the annual return fairly represents the financial position of the parish council. **RESOLVED** that the Chairman be authorised to sign the annual return.

(iii) Certificate of Exemption - Members resolved that the Certificate of Exemption should be signed by the Chairman and Clerk certifying that the Parish Council is exempt from a limited assurance review and during the financial year 2017/18 the gross income for the year or gross annual expenditure for the year did not exceed £25,000.

(iv) Period of Exercise of Public Rights – Members noted that the period for the exercise of public rights will commence on 4th June and will end on 13th July. A notice will be displayed on the parish notice boards notifying electors of their rights to inspect the accounts.

(v) Publication on website – The Clerk reported the requisite documents will be added to the parish council's website

13 PLANNING MATTERS

- (a) Applications received:
None
- (b) Decisions:
None

14 ROADS AND HIGHWAY MATTERS

Action was still awaited by County Highways on the following issues previously reported.

Replacement of the grit bin at Dundraw

Repairs to the directional sign on the B5302 damaged by a hedge cutter

15 GENERAL DATA PROTECTION REGULATIONS

The Clerk reported that the General Data Protection Regulation will come into effect from 25th May 2018. This replaces the existing law on data protection and gives individuals more rights and protection regarding how their personal data is used by councils. A draft Data Protection Policy, General Privacy Notice and Consent Form had been prepared together with a draft Information Audit. Members resolved that the Data Protection Policy, the Privacy Notice and Consent form should be included on the Parish Council’s website.

Members noted that the Government has tabled an amendment to its Data Protection Bill to exempt all parish and town councils and parish meetings in England from the requirement to appoint a Data Protection Officer. It was also noted that the Parish Council will need to register with the Information Commissioners Office and pay a fee of £40.00. Confirmation on the latter point is still awaited

16 CORRESPONDENCE

The correspondence received since the last meeting was circulated and discussed at the meeting.

CALC – Minutes of the three-tier meeting held on 22nd March – Items discussed at the meeting included Data Protection Regulations, United Utilities Legacy Fund, Footway Lighting, Governance Reviews on Parish Councils.

- Clerks and Councils Direct
- Chief Executives Bulletin April 2018
- CALC Newsletter May 2018
- Allerdale Borough Council – Letter regarding Footway Lighting

17 PARISH PLAN

Items are ongoing, no additional items were added.

18 DATE OF NEXT MEETING

The next meeting will be held on Monday 16th July.

The meeting closed at 8.35 p.m.

Signed..... Date.....