**DANEHILL PARISH COUNCIL**

**Minutes of the public meeting preceding the Council meeting held on Wednesday 28th February 2018 at Chelwood Gate Village Hall.**

Present: T. Blake (TB), A. Goodburn (AG), D. Birchell (DB), A. Pattison (AP) and N. Macleod (NM).

Absent: C. Crouch (CC) and R. Lewis (RL)

In addition, there were also members of the public present.

Emma Fulham Clerk to the Council was in attendance.

The Chairperson of the Parish Council, Andrew Goodburn (AG), opened the meeting at 7:30pm.

**Report from Cllr Galley:** No report available as he was absent.

**Report from Cllr Roundell –** No report available as he was absent.

**Public:**

There was a request for funding from Keith Banbury for the Hall at Danehill for the floor. There was some discussion on logistics and costs. The Council was minded to postpone any immediate funding to Hall until the facilities consultation was concluded as investing heavily in the hall floor when a replacement hall or complete refurbishment would be a waste of parishioner funds.

The public meeting closed at 7:55pm and the Parish Council meeting commenced.

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Absent: C. Crouch (CC) and R. Lewis (RL)

There were also members of the public present.

Emma Fulham Clerk to the Council was in attendance.

97. To accept apologies and reason for absence.

C. Crouch (CC) and R. Lewis (RL)

98. To receive Declarations of pecuniary and declarable Interests from members in respect of any matter on the agenda.

The Chairman reminded Cllrs to declare when necessary.

99. To approve as a true record and sign the minutes of the meeting held on 24th January 2018.

**Unanimously approved as a true record.**

100. To deal with matters arising from the minutes of the meeting held on 24th January 2018.

None.

101. Correspondence List.

The list had been circulated prior to the meeting.

The correspondence on the lights was noted and the quote received. The Clerk was asked to arrange repairs.

102.Finance.

(i) To report on account year to date 2017/18.

This had been circulated prior to the meeting.

AP outlined the position and there were no queries.

(ii) To approve Payment schedule.

**The list had been circulated prior to the meeting totalling £2891.18 was unanimously approved.**

(iii) To approve BBQ costs up to £2000.00.

This item was deferred to the next meeting.

(iv) To approve audit arrangements.

**Rodabe Rudin was unanimously appointed as the internal auditor for 2017/18.**

103. To approve new fee schedule for the Cemetery and the Garden of Remembrance.

The schedule had been circulated and the Council agreed one change to remove the charges for spreading ashes.

**This was unanimously approved.**

104. To receive Highways proposals update and consider next steps and expenditure.

The SLR meeting had discussed School Lane and decided to not to progress with works up to 25k for what was simple and minor improvements.

The Council had asked for more information on speed limits towards the Coach and Horses. The Clerk would chase up ESCC.

The speed indicator license was imminent.

**NM would get a final specification and quote for all the purchases needed for the SID and would provide it to the Clerk to action once the license was granted so she could arrange the purchase.**

105. To receive facilities review update and expenditure plans.

The working party had met and a draft questionnaire and costs outlined. It was unlikely that results would be in by the Annual Meeting.

**The Council agreed to pay up to £5000 to complete this consultation exercise with the working party to finalise the detail in order to expedite matters.**

106. Parking Sticker Wording for approval.

**The Council agreed to shelve this idea and not progress it further.**

107. To receive report and costs for data protection regulations compliance.

This report had been sent to Cllrs for their information.

The Clerk has attended a recent training day and taken advice from SSALC.

In the main the Council are quite well prepared as generally the Council is advised by a qualified Clerk and has only low level need for data storage and collection.

The Clerk has already taken some action including updating the website adding privacy notices etc.

The following will need actioning and expenditure:

* Updated policy on data protection to be advised.
* Notices added to website and correspondence where required.
* Only necessary emails to be forwarded and all personal info to be redacted.
* Appoint an external data protection officer £300-£500.
* Arrange software upgrade to encrypt the PC laptop. £200-£250 for license and software and £150 for IT help.
* Cleanse of paper records. Clerk hours to shred and reorganise. Cost – Clerk time.
* Mail chimp or similar email to all newsletter subscribers asking them to confirm opt in. (newsletter database)

**It was unanimously agreed that the Clerk should finalise the DPO appointment and arrange encryption.**

**Costs would be sourced for the office shredding and organisation.**

**The Clerk was asked to seek clarification on redaction on emails from SALC.**

108. To receive proposal for Parish Office use and costs.

The Council had received costs for reorganisation and refurbishing the office at Chelwood Gate.

**The Council unanimously approved a decision to give up the office understanding they had to give 6 months notice. DB was asked to find out the hourly rate for hire and Chelwood Gate Hall Committee feedback on this, broadband provision etc.**

109. To consider grass cutting proposal from ESCC for the parish to pay for additional urban grass cuts over the two cuts per season provided by the County Council. To maintain the current standard of six cuts this would cost Danehill Parish Council in the region of £733 per annum.

**The Council agreed unanimously to accept two cuts and not pay for additional ESCC grass cutting.**

110. To receive reports from Parish Councillors.

None  
  
111. Matters to report and for consideration at future meetings.

None

112. To ratify planning minutes.

Duly ratified by the Council.

113. To consider planning applications.

None

Date of next meeting 28th March 2018 at Danehill Memorial Hall.

**Meeting closed at 9:35pm**