

Minutes of Annual General Meeting of Nunnykirk Parish Council held on Thursday 3rd of May 2018 at Wingates Village Institute, commenced at 18.00hrs.

Welcome to all

Present: Kirsty Bell(chair), Louise Kirkwood, Chris Dickson, Gary Scorer, Sue Rollitt (clerk), Parishioners Neil & Carol Fowler

Apologies: None

Minutes of last meeting held on Monday February 5th 2018 approved and signed by Kirsty Bell

Chair's report May 2017 to May 2018 read

Election of Chairperson. Kirsty Bell proposed by Louise Kirkwood, seconded by Chris Dickson. Kirsty completed new Declaration of Acceptance form for office of Chair.

Parishioners questions.

Neil and Carol Fowler raised issue of state of Woodland 1 in Wingates which has a TPO placed on it. During extreme winter/spring weather trees have fallen and others are being strangled by ivy. Sue to email Andrew Bennett, Legal Services, to establish if an Enforcement Order can be put on to ensure landowner replace trees of similar species and height and to enquire if photos were taken in 2016 and that the woodlands have been monitored.

Declaration of interest in items on the agenda other than the standard declaration of interest

None. Councillors reminded it is their responsibility to inform the monitoring Officer within 28 days of any changes. Also notify the Clerk. Changes to be submitted by email or letter.

Matters Arising

1 Email sent to Chris McDonagh Planning Officer re Fontburn access issues on 6/2/2018 to establish what can be done re this situation. This issue discussed. Potholes have been repaired but access road continues to flood during winter and access still remains unresolved. Sue to email Robert Wilson (Planning Enforcement Officer) again and enquire if he will meet with Northumbrian Water and the landowners.

2 Email sent to Louise Coogan re request for Job Centre info to be on our website, request turned down

3 Email to Martin King re grit bins and costs, potholes and gritting priorities etc. Reply received. Councillors decided cannot afford extra grit bins and refills. Update on Haggy's Gate and cattle grid repairs, 2 new gates in situ on Ward's Hill and 1 cattle grid repaired. Main cattle grid damaged beyond repair awaiting new one to be installed. Potholes in abundance within our parish, Chris to email Glen Sanderson re Ewesley, Healey Mill, Ritton and Coatyards area. Sue to email re Wingates, Garrett Lee and Todburn and past Fiddler's Elbow to Southward Edge.

4 History information sent to Julia Plinston for website.

5 Letter sent to NCC informing them of Barry Frost's resignation. Co option discussed, 1 Notice Of Vacancy to be placed on Notice Board for 14 days and 1 copy sent to Elections Office. If election not requested, anybody who wishes to be co opted will be decided by Councillors.

Correspondence

1. Data Protection information discussed. Action Plan commenced before May 25th, will be completed as soon as possible after this date.

Action Plan

a) Privacy notice to be put on website before consent forms/letters/SAE's delivered.

b) Letter and Consent form to be adapted by Louise and Sue, to be hand delivered to all households within the Parish by Louise, Chris, Gary and Sue.

Data Audit Questionnaire

Part A

1. Parish Councillors and Clerk completed Questionnaire

2. Data controller – Nunnykirk Parish Council

3. Questionnaire completed 3/05/2018

Part B

4.

- a) Personal data kept by Council – names, addresses, contact details
- b) Personal data given by Residents
- c) Collect/process data for communicating local concerns, staff and newsletter
- d) Personal data disclosed to Councillors/Staff
- e) Minutes may contain parishioners names, Query whether Council should name parishioner if permission given, and only name property if applicable if permission not given.
- f) Council does not send personal data overseas
- g) Council does not collect any sensitive data

Part C

5. Suppliers, Companies and other organisations the Council contracts with- no reference to us dealing with Northumberland County Council

Part D

6. General Questions about Personal Data

- a) Data stored on computer /paper copies
- b) Steps taken to prevent unauthorised use- Norton security
- c) How Council manages access to data- Only the Clerk has access and manages personal data. Paper copies of consent forms to be on spreadsheet. Also need backup of Chair
- d) Process involved in giving access to staff/councillors- Clerk and Chair send information

7.

- a) Procedures for deletion, correction, restricting personal data- none at present To be actioned

8.

a) Internal/external access to personal data- Clerk/Chair

b) Authorisation procedure for accessing data- none at present To be done actioned

9. Privacy notice to be placed on website

10. Personal data gathered for newsletter so far as we are aware

11. Policies, processes or procedures for checking accuracy of personal data
None at present To be actioned

12. In event of security breach procedures in place. None at present To be actioned

13. Procedure for requests None at present To be actioned

14. Internal record of consents On return of consent forms, will be kept as paper, email copies and also on spreadsheet

15. Cookies used by NALC

16. Website privacy notice for Parish Council To be actioned

17. Data protection training provided by NALC

18. Responsibility for reviewing personal data, clerk to send New Parishioner form out, Louise to draft letter

19. Archiving/Retention/ Deletion not discussed

Part E

20. Monitoring not discussed

Parish Councillors and Clerk to look at our own privacy notice at July meeting.

End of Data Audit Questionnaire.

2 AGAR- discussion re new auditors/requirements. Meeting arranged for Tuesday 5th June at WVI meeting to review effectiveness of internal control, prepare/approve the Annual Governance Statement and approve the Accounting Statements. Certificate of Exemption read, completed and signed

by Chair and Clerk after Councillors all agreed gross income or gross expenditure did not exceed £25.000.

3 New Model standing orders information. To be readopted at July meeting

4 Northumberland Local Plan Spring 2018 Consultation No comments

5 Litter picking possibility highlighted by Neil Fowler (parishioner), researching with Village hall and other Parishes. He will contact NCC re help with bags and grabbers. To check re insurance.

Meetings/Training Reports

None attended

Finances

1.In Account as of March 26th 2018 £674.47

2.Cluster fee cheque for £5.50 sent 06/02/2018

3.Cheque written for Kirsty Bell £49.99 for Norton Security annual fee.

AOB

1.Verge issues outside Village hall. Costs approx. £2.000 - £4.000. Ali Johnson to contact Louise Distance of verge to alter- Outside cottage no 7 up to south boundary of cottage No 4. Louise to draft letter to parishioners in village who would be affected by works. Also to contact Heather Leatherland re adding information to WVI newsletter for other parishioners information. To query whether Glen Sanderson could help with some funding and how easy to receive grant for council land alterations.

2.Safety Issue re traffic in Wingates. Issue raised re some vehicles approaching and travelling within the village at a speed deemed to be unsafe. Vulnerable children, animals, livestock and other road users at risk. Considered erection of specific signs re children beware and double/ blind bend on approach to village before the Sawmill, and concealed access at Sawmill. Sue to email Martin King at Highways re suggestions and costs and email Glen Sanderson re costs.

Meeting Closed at 20. 20 hrs.

Date of next meeting Thursday 5th July 2018 at 18.00hrs

