

Minutes for Nunnykirk Parish Council Meeting held Thursday July 5th 2018 at 18.00 hrs, at Wingates Village Institute

Welcome to all

Present: Kirsty Bell(chair) Louise Kirkwood Chris Dickson Gary Scorer

Sue Rollitt (clerk)

Neil Fowler

Apologies for Absence: None

Co option

All procedures followed re advertising vacancy.1 elector Neil Fowler expressed an interest whom Parish Councillors are all in agreement to co opt him onto the Parish Council. Neil Fowler completed/signed and dated Declaration of Pecuniary Interests and Declaration of Acceptance of Office. Minutes of Annual General Meeting held May 3rd 2018 and Minutes of Audit Meeting held 5th June 2018, read/approved and signed by Kirsty Bell.

Questions from Parishioners- None

Declaration of Interest in items on the agenda other than standard declarations of interest- None

Matters Arising

1 E mail to Andrew Bennett, Legal Services, re TPO concerns from 2 parishioners. Response received and emailed to Councillors. Planning Officer or Woodlands Officer to contact Sue. Email to Andrew to chase them up before meeting. Response from Jon Sharp, Planning Officer, stating problem is that we are not dealing with unauthorised works to protected trees so no enforcement can be taken. Suggests Parish contacts Landowner to see if they would be willing to carry out remedial works, and send link to own your own woodland information. The landowner would not need to apply for an any work of this nature to be done. Councillors discussed information, Sue to email Barry Wilson and ask him for any more guidance he can give us and to enquire again if NCC monitor TPO woodland.

2 Chris and Sue emailed Glen Sanderson re pothole locations within the Parish. Potholes filled and patching now completed. Thank you letter sent to Glen.

3 Email to Martin King, Highways, to thank him for cattle grid/gate repairs on Wards Hill. Any other concerns to contact him direct.

4 Email to Martin King re alleged speeding issues on approach to and through Wingates. He has asked Traffic Road Safety Team to contact Sue. Response from Neil Snowdon, requesting map/detailed information of precise areas, Sue to do this. Then speed surveys can be arranged to determine exact speeds .If data applicable then to discuss potential signage solutions should any be required. To meet on site if necessary. Emailed map and road numbers to Neil before meeting locating problem areas.

5 Email to Robert Wilson, Planning Enforcement Officer, re Fontburn access issues, asking if he would be willing to meet with Northumbrian Water and Landowner. No response. Email to Andrew Bennett, Legal Services, requesting him to persue this matter for us. Neil Masson, Principal Solicitor responded stating again awaiting response from Robert Wilson.

6 Updated Document Retention Information received

7 Verges outside Village Hall report from Louise/Neil. Applied to Community Chest,3 quotes sent end May, awaiting response.

8 Louise drafted New Parishioner letter, to be slightly altered.

9 Model Standing orders dated 2014 readopted on 7/12 2017.Stephen Rickitt advised that as National NALC new Orders not available yet and 2014 MSO's are acceptable. He will email new updates when available.

10 Email to Post Office declining request to use our website for information re location of Offices.

11 Litter picking update from Neil, nothing arranged yet. Suggested winter time when vegetation has died back.

12 GDPR

- a) Privacy Notices placed on Website. One for General Public and one for Councillors and Staff
- b) Louise and Sue produced letter/consent form for Parishioners. All hand delivered by Louise Gary Chris and Sue,26 response so far from 61 deliveries

c) Sue contacted Stephen Rickitt re only naming someone as a Parishioner or the property within the minutes (See Part B GDPR) Stephen responded that there are no National concerns on naming person in minutes but suggests that we do only name as parishioner, also number of parishioners attending meeting, not names and Planning applications should state application no and site, not by name as planning permission granted for the land not the landowner/individual.

d) Action Plan continued.

Part B 4 f) Website available world wide

Part C) No information held other than individual Parish councillors

Part D 8b) Laptop/password Clerk and Chair have access to this

10) Rely on new forms/out of date shredded

11) Annual review. If email/letter returned, send letter to new occupier

12) To adopt policy-Appendix 9

13) SAR Letter and policy to be completed

14) Appendix 10, to do Consent Spreadsheet

19) Archive/Retention/Deletion Shred or in Clerks papers. If irrelevant it is destroyed immediately. Clerk and 1 other instructs shredding.

20) Monitoring of systems-Email only, Antivirus(reviewed annually and updates sent if necessary,) unusual activity investigated.

To email BHIB Insurance re Data Security Breach Insurance to enquire if necessary and cost.

To contact NCC re should Parish emails be encrypted

Privacy notice for Councillors and Staff given out

Training/Meetings reports none attended

Finance

1 AGAR. Meeting held June 5th 2018 to approve Annual Governance Statement, Internal Audit and Annual Accounting Statement (See separate minutes). Certificate of Exemption (agreed upon and signed at AGM 2018) sent along with contact details to external auditor PKF Littlejohn on 6/06/2018.

Exercise of Public Rights and Summary of Rights to be placed on website and notice board Sunday 1st July until Friday 10th August 2018, along with Audit Information and Certificate of Exemption to be placed on website.

2 Cheques paid- BHIB Insurance £273.82 (new insurance lower than last year and now includes Clerk Absence cover, Tree felling and Lopping cover and Fly tipping cover.) NALC subs £58.26 NALC website host fee £75.00

3 In A/C as of today - £857.40

4 Expenses paid as follows

- a) To Louise Kirkwood for stamps, envelopes and copying re GDPR consents-to send receipts to Sue for repayment
- b) To Kirsty bell for printer ink £51.53, Microsoft renewal £59.99 and copying costs £3.48
- c) To Sue Rollitt for wages plus extra hours worked April 29th 2018 – June 26th 2018 .Minutes of 07 /12/2017 agreed wages up July 2018 to £7.88 per hour . Wages Dec 2017 – July 2018 £204.88. Extra hours £157.60 plus £3.00 for poly pockets and arch file.

Any other business

1 Northumberland Local Plan: Regulation 18 Draft Plan Consultation Consultation -councillors to read information and comment on by 15th august 2018

2 VCS network meeting hosted by MIND

Next 4 meetings are as follows:

September 6th 2018 at 18.00

December 6th 2018 at 18.00

February 7th 2019 at 18.00

May 2nd 2019 AGM at 18.00

Meeting closed at 19.40 hrs

