

Minutes of a meeting of the Parish Council held on Wednesday 20th June 2018 at 7.00pm in the War Memorial Hall, Tutshill.

Present: Councillors: Birch, Bollen, Drew, Evans, Gregory, Koning, Molyneux, O'Toole and Powell.
Officers: Clerk (Carol Hinton)

1. ATTENDANCE

- a) Apologies for absence from those councillors unable to attend were received from Councillor Tullett
- b) **Resolved to accept** those apologies received with reasons for absence from Councillor Tullett.

2. DECLARATIONS OF INTEREST

- a) **Resolved to receive Declarations of Interest** in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and in accordance with the provisions of the Localism Act 2011 in respect of members.
- b) **Resolved to note** Notice of Dispensation for members of Mopla Cottages Committee issued by the Clerk.
- c) **Resolved to consider any Dispensation Requests** received by the Parish Clerk and not previously considered.
None Received

3. MINUTES OF PREVIOUS MEETING

- a) **Resolved to approve** as a correct record the minutes of the meeting held on 16th May 2018.
- b) **To consider any questions** arising from those minutes – there were none.

4. PUBLIC CONSULTATION

To receive and consider any questions from the Public, which may be answered but not debated.
There were no members of the public present.

5. COMMITTEES

Resolved to receive reports, minutes and recommendations from committees

- i). Planning, Development Control and Highways Committee meeting held on 23rd May 2018
Questions to Councillor Powell, Chair of the Committee – Cllr O'Toole commented that Item 4 (b) the two houses had 'sold' signs on them and did not think they could yet be sold. Cllr Koning asked what was being done about Item 14(e) – Clerk to refer to Admin Assistant for next meeting of the Committee.
- ii) Finance and Probity Committee meeting held on 6th June 2018
There were no questions to Councillor Powell, Chair of the meeting
- iii) Mopla Cottages Committee meeting held on 6th June 2018
There were no questions to Councillor Powell, Chair of the meeting

6. CHAIRMAN'S ANNOUNCEMENTS

To receive and note any announcements from the Chairman of the meeting.

- i) The Chairman reported on the NHS drop-in meeting on 14th June in S&BVH – only two other members of the public attended. It was reported that the new hospital would not be built on either of the existing sites and would be no more than 1.5miles from whichever town centre was chosen. The site would be large enough for future potential extension and car parking. It will have 27 individual en-suite rooms. There is a team looking at transport links for each venue – the criteria being how many can travel to each site within 90 minutes. A citizen's jury will look at all statistics and recommend the best site to the Glos Clinical Commissioning Group. (The NHS representatives remarked that on referral to a specialist a 'pin number' should now be issued to a patient who can then research the each consultant including quality and waiting times and book appointments direct. This should be available even though the Parish has Welsh GPs.)
- ii) Councillor Molyneux was asked to look into why different shaped plastics with the same recycling code were not all collected and some containers therefore being put into landfill sites at a cost to the District Council which she will discuss with the leader of the District Council.
- iii) The new 'hit' counter on the Parish Council website was showing 595 visits in first 9 days.

7. POLICING IN THE PARISH

Resolved to note the report downloaded by the Clerk and the emailed report from PC Davies.

8. **PARISH CLERK'S REPORT**
Resolved to receive and note the Parish Clerk's Report.
9. **SEDBURY AND BEACHLEY VILLAGE HALL – INSURANCE RENEWAL (Councillor Bollen declared an interest and did not take part in the vote)**
Resolved to approve adequacy and renewal of insurance for Sedbury and Beachley Village Hall with Community First @ £470.83 to 31st May 2019 – year 3 of 5 year Long Term Undertaking.
10. **FINANCE**
a) **Resolved to approve payments** according to the Financial Statement for May 2018
b) **Resolved to receive and approve the Financial Statement** for May 2018
c) **Resolved to note** Receipts and Payments Sheet as presented to the Finance and Probity Committee on 6th June 2018
d) **Resolved to note** Budget Monitoring Sheet as presented to the Finance and Probity Committee on 6th June 2018
11. **DATA PROTECTION FEE**
Resolved to approve payment of Annual Data Protection fee (currently £40) by direct debit. The Clerk and 2 councillors duly signed the Direct Debit Form.
12. **SEDBURY AND DISTRICT LEISURE GARDENERS ASSOCIATION**
Resolved to approve Annual Management Fee of £627 per annum for 2018, 2019 and 2020 following receipt of breakdown of expenditure of Management Fee for years 2015, 2016 and 2017
13. **ANNUAL INTERNAL AUDIT REPORT**
Resolved to receive, note and approve Annual Internal Audit Report and Clerk's recommendations (The Clerk was thanked for her work and the good report)
14. **LOCAL GOVERNMENT PENSION SCHEME - ADMIN ASSISTANT PENSION**
Resolved to note further to minute 2017/2018 March 2017 Page 28 item 12 (b) that whilst the Council is not required to make contributions to the Scheme for the Admin Assistant due to age and salary level, Kevin Duffin is eligible to join the Glos CC LGPS but had declined to when offered the opportunity in March 2017.
15. **GENERAL DATA PROTECTION REGULATIONS (GDPR)**
a) **Resolved to adopt** Tidenham Parish Council Privacy Policy
b) **Resolved to adopt** Tidenham Parish Council General Privacy Notice
c) **Resolved to adopt** Tidenham Parish Council Privacy Notice for Staff, Councillors and Role Holders.
d) **Resolved to adopt** Tidenham Parish Council Subject Access Requests Policy
e) **Resolved to approve** Tidenham Parish Council Inventory of Data – June 2018
(Councillors thanked The Clerk and Admin Assistant for all of their hard work in preparing these documents and implementing GDPR)
16. **CCTV POLICY**
Resolved to adopt revised CCTV Policy to comply with GDPR subject to amending the review frequency to 'annually'
17. **RISK ASSESSMENT**
Resolved to approve review and adoption of amended TPC Risk Assessment subject to wording amendments under the GDPR Section
18. **WORKING GROUP REPORT TO COUNCIL**
Resolved to note report to Council by Working Group of Councillors Evans, Koning and Lewis on the improvement of Council's engagement with residents. The Council agreed with the principle of better engagement with the community and for the Group to meet with the Clerk and Admin Assistant to explore introduction of ideas. The Chairman thanked the Working Group for their work on the Report.

19. **LITTER BIN – SEDBURY AND BEACHLEY VILLAGE HALL (Councillor Bollen declared an interest and did not take part in the vote)**
Resolved to approve purchase and installation of Glasdon super trim line litterbin (in heavy duty plastic) for £89.80 + VAT – total cost £107.76 for the S&BVH front play area from Forest Equipment Services.
20. **CORRESPONDENCE**
Resolved to receive and note any other correspondence as detailed in the Clerk's Report:
Also response from the Diocese regarding the future burial provision in the Parish, extra Mopla Cottages meeting to be held immediately prior to next full Council meeting reference insurance renewal and Councillors asked if visit still required from Steve White at Chepstow Racecourse regarding noise levels in view of his having been unable to attend for the past few months – it was felt this was no longer necessary.
21. **COUNCILLORS' REPORTS**
Resolved to receive and note any matters which councillors wish to raise and where appropriate add to the agenda for the following meeting or meetings of committees:
Councillor Powell – the grass had been cut in Wyebank Road but after strimming the road edges the cuttings were not blown off of the road and so could block drains.
Councillor Birch – the footpath from Bigstone Grove to the Glos. Road is overgrown and weeds waist high.
22. **FUTURE MEETINGS**
Resolved to note the dates of future council and committee meetings:
Wednesday 27th June 2018 - Planning, Development Control and Highways Committee
Wednesday 11th July 2018 – Amenities Committee
Wednesday 18th July 2018 – Full TPC Council Meeting

The meeting closed at 21.04hrs