



Sutton Cheney Parish Council

MINUTES OF SUTTON CHENEY PARISH COUNCIL MEETING HELD ON WEDNESDAY 11TH JULY 2018 AT 7:30pm AT DADLINGTON VILLAGE HALL, THE GREEN, DADLINGTON

Parish Councillors Present:

Ambrose Long
Keith Morton

Alan Summers
Suzanne Clarke

In Attendance

Joanne Lowe (Parish Clerk)
2 Members of the Public

024/18 CHAIRS WELCOME

Cllr Long opened the meeting and welcomed everyone present.

025/18 PUBLIC PARTICIPATION

One member of the public raised the issue of speeding in Dadlington and raised the question about whether Sutton Cheney Parish Council could partner with Stoke Golding Parish Council to tackle speeding together. Speed cameras and traffic calming measures were also discussed. Options to resolve the issue would be decided on during discussion on the relevant agenda item.

026/18 APOLOGIES

Cllr Linda Mayne gave apologies due to illness.

027/18 DECLARATIONS OF INTEREST PECUNIARY AND NON-PECUNIARY

None received.

028/18 PREVIOUS MINUTES

It was resolved that one amendment to be made to the minutes from the Parish Council meeting on Wednesday 16th May 2018. Proposed Cllr Clarke, Seconded Cllr Summers.

029/18 BOROUGH AND COUNTY COUNCILLORS REPORTS

It was noted the report from County Councillor Ivan Ould. No report was received from Cllr Reg Ward.

030/18 POLICE REPORT

It was noted the response from PC Robert Cross in response to recent crime incidents in Dadlington. It was resolved that the next Parish Council meeting should focus on speeding and that a local promotion drive should be undertaken to encourage affected Parishioners to the meeting. It was noted that the meeting should be advertised in the Stoker and the Graphic and the Clerk to produce an online survey to those unable to attend the meeting on 12th September. It was noted that the Clerk will liaise with local social media channels to further promote it. It was noted that representatives from the Police and LCC Highways should be invited to attend the meeting. It was noted that the Clerk will advertise for volunteers to join a Community Speedwatch campaign.

031/18 PAYROLL SERVICES TO CLERK

The Chair read aloud the 3 quotes received by the Council and the Council resolved to appoint Ladywell Accountancy Services to undertake payroll services for the Clerk due to it being the cheapest option. Proposed Cllr Morton, seconded Cllr Clarke.

032/18 HANDYPERSON TENDER

The chair introduced a draft tender that had been drawn up by the Clerk as a suggestion to tackling light physical work across the Parish such as maintaining the SPID, removing fallen branches, litter picking and maintaining the allotment. After a discussion centred on whether the Councillors could carry out some of the roles described in the tender safely and correctly as well as cost implications and liability issues. The Council voted 1 Cllr for and 3 Cllrs against to resolve not to advertise for a handyman service across the Parish on an ad hoc basis. Cllr Summers agreed to volunteer to charge and alternate the positions of the SPID's between Sutton Cheney and Dadlington. The Clerk to send Cllr Summers the risk assessment for him to sign and agree to. The Clerk to purchase replacement batteries for the SPID for delivery to Cllr Summers.

033/18 RAISED PLANTERS

The chair read aloud quotations for raised planters obtained by the Clerk. After concerns about how the raised planters would be maintained and with recent issues of theft of plants from neighbouring Councils, it was resolved not to consider any quotes for installing raised planters in Sutton Cheney.

HUMAN RESOURCES COMMITTEE

034/18 The Council resolved for the following members to be appointed to HR committee for 2018 – 2019 (proposed Councillor Morton, seconded Cllr Long):

Cllr Moreton	Cllr Clarke	Cllr Long (Chair)
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035/18 It was resolved to readopt the draft terms of reference for the HR Committee. Proposed Cllr Morton, seconded Cllr Clarke.

CO-OPTION OF COUNCILLOR

- 036/18** One application was received by the Clerk for the vacancy of Parish Councillor for the Dadlington Ward. Cllr Sarah Roberts was co-opted onto the Council. She was observed by the Chair in signing her declaration of office and was welcomed to the Council table.

RE-ADOPTION OF STATUTORY POLICIES

- 037/18** It was resolved to adopt the new Standing Orders using the NALC's revised 2018 version. Proposed Cllr Morton, seconded Cllr Clarke.
- 038/18** It was resolved to re-adopt the Financial Regulations. Proposed Cllr Morton, seconded Cllr Clarke.
- 039/18** It was resolved to adopt the Council's Code of Conduct. Proposed Cllr Morton, seconded Cllr Clarke.
- 040/18** It was resolved to re-adopt the Council's Model Publication Scheme. Proposed Cllr Morton, seconded Cllr Clarke.
- 041/18** It was resolved to re-adopt the Council's Procurement Policy with one amendment under "tasks or items where the estimated value is less than £300, authorising the Clerk, in conjunction with the Chairman, to order as necessary from any supplier any item required for the administration or operation of the Council subject to the provisions made in the parish council budget. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk and Chairman".
- 042/18** It was resolved to re-adopt the Council's Freedom of Information Policy. Proposed Cllr Morton, seconded Cllr Clarke.

GDPR COMPLIANCE

- 043/18** It was noted that the General Data Protection Regulation (GDPR) will take effect on the 25th May 2018. It was noted that the Parish Council is already registered as a Data Controller with the Information Commissioner's Office (ICO); reference number ZA292427. It was noted that a new section will be created by the Clerk on the Parish Council website to contain information relating the new regulations. It was noted that LRALC will confirm arrangements for a Data Protection Officer (DPO) service shortly.
- 044/18** It was resolved to adopt privacy notices for both residents and Staff / Councillors and to make them available on the Council's website. Proposed Cllr Morton, seconded Cllr Clarke.
- 045/18** It was resolved to adopt the Subject Access Request Policy in line with GDPR. Proposed Cllr Morton, seconded Cllr Clarke.
- 046/18** It was resolved to adopt the Data Protection Policy in line with the GDPR. Proposed Cllr Morton, seconded Cllr Clarke.
- 047/18** It was resolved to adopt the Data Breach Policy in line with the GDPR. Proposed Cllr Morton, seconded Cllr Clarke.

GRANT APPLICATION – SHENTON CHURCHYARD MOWING

- 048/18** The Clerk gave an overview of the recent legal briefing issued by NALC advising that Parish Councils have no legal power to give money to Churches under Section 8 of the Local Government Act 1894. Cllrs chose to ignore this advice as well as the requirements outlined in the Council's adopted Grants and Donations Policy and the Council resolved to donate £500 to Shenton Church for churchyard maintenance. Proposed Cllr Roberts, seconded Cllr Morton.

STREETLIGHT UPGRADE

- 049/18** A discussion centred on the options available to the Council. The Clerk has been chasing for a quotation from LCC to upgrade streetlights to LED but no information has been sent to date. The Clerk had also sourced a local company who could replace the lamp with the old style SOX lamp at a cost of £260. Following discussions between Councillors, it was resolved not to repair the broken streetlight located at Twenty Acre Lane / Bosworth Road Sutton Cheney and to inform LCC of the Parish Council's intentions of not continuing to fix streetlights due to the high level of cost.

CORRESPONDENCE AND CLERKS REPORT

- 050/18** The Clerk gave a report to Councillors regarding recent correspondence.
- Only ½ plot is now available on Sutton Cheney allotments – tenants occupy the rest
 - Ambion Lane road signs have been installed by HBBC
 - Cllr vacancy in Sutton Cheney – Cllr Summers agreed to leaflet drop all houses in Sutton Cheney
 - Clerk has arranged notices at each noticeboard so that the PC has half of the display showing legal notices, updates and information
 - Snapdragon event will take place on Dadlington Green on 7th August and Clerk to ask HBBC about parking on site
 - Rural conference date set for 20th November at Twycross Zoo
 - LEADER grant fund has re-opened – EOIs to be received by 27th August
 - Rural watch newsletter received and circulated to Cllrs
 - Report on HBBC's powers regarding untidy gardens has been published

FINANCE

- 051/18** The Council resolved to approve the financial statement for May – June 2018. Proposed Cllr Morton, seconded Cllr Long. The Chairman signed the financial statement as an accurate record with no amendments
- 052/18** The Council resolved to approve the budget monitoring statement at the end of Q1. Proposed Cllr Morton, seconded Cllr Clarke. The Chairman signed the financial statement as an accurate record with no amendments.
- 053/18** The Council resolved to approve and sign cheques totalling £5187.82. Proposed Cllr Morton, Seconded Cllr Clarke.
- 054/18** It was resolved to approve the purchase of a laptop for use by the Clerk in line with agreed budget item. Proposed Cllr Keith, seconded Cllr Clarke.
- 055/18** The Clerk advised the Council of the current situation regarding S106 and following advice from HBBC, that monies can't be spent retrospectively. It was resolved to use S106 monies on improving the allotments in Sutton Cheney. Proposed Cllr Morton, seconded Cllr Summers.

DADLINGTON VILLAGE HALL COMMITTEE REPRESENTATIVE

- 056/18** It was resolved that Cllr Roberts represents the Parish Council at Dadlington Village Hall Committee meetings and report news and updates back to the Council during members reports.

LRALC COUNCILLOR TRAINING

- 057/18** It was noted that Councillors were available on 5th September 2018 for the bespoke LRALC training session.

UPCOMING PARISH COUNCIL MEETINGS

- 058/18** It was resolved to book Dadlington Village Hall for January 23rd and March 13th.
- 059/18** It was resolved not to change the start time of the Parish Council to 7:45pm. Parish Council meetings will start at 7:30pm. Proposed Cllr Clarke, seconded Cllr Roberts.

MEMBER'S REPORTS

- 060/18** Cllr Morton attended the drop in event organised by the developers behind the solar farm in Sutton Cheney and noted concern over its size and potential disturbance from construction traffic. However, the proposed diversion of the PROW that runs through the site might be of benefit to visitors to Sutton Wharf. Cllr Morton also commented on the fact that the development will require an archeological survey which may be of interest due to the presence of a Roman road that runs through the site.
- 061/18** Cllr Clarke attended a recent Employment Law training event hosted through LRALC and stated that on top of a HR Committee, the Council needs a Grievance and Discipline Committee which need to be different Cllrs to those in the HR committee. The Council also needs a social media policy which the Clerk agreed to draft for the next meeting.

The meeting finished at 9:20pm.

Chair Date