

Barrington Parish Council

Minutes of Annual General Meeting held on 15th May 2018

Present :-

Councillors Day, Gibson, Granger, Kemp, Lock, McCormick, Potter, Rhodes-Kemp and Svensson. Mrs Val Parkes (Independent Internal Auditor). County Councillor Kindersley and District Councillor Van de Weyer were also present. Mrs Tookey was in attendance as Clerk. Three members of the public.

During the public participation session, after which they left the meeting, Masters Barker, Oakley and Van de Weyer addressed the Council. They were in the process of obtaining signatures on a petition requesting a skateboard park which could be used for bikes and scooters as well. Council were informed of possible costs, reminded of link to government's aim of five hours of sport a week, and that skateboarding has the least injuries. A suggested site was behind the slide mound. Group were thanked for their attendance and Council looked forward to hearing further from them.

1.	Apologies were received from Ms Liz Fitzgerald on behalf of Redrow.	
2.	Declarations of Acceptance of Office:- Councillors signed acceptances were countersigned by the Clerk.	VT
3	Election of Chairman 2018-2019 Retiring Vice-chairman Cllr Day called for nominations for Chairman. Cllr Svensson had nominated Cllr Potter, and was seconded by Cllr Day. Cllr Granger nominated Cllr Rhodes-Kemp and was seconded by Cllr Gibson. Following a ballot <u>Cllr Potter was elected as Chairman.</u>	
4.	Election of Vice-chairman 2018-2019 Cllr Day had been nominated by Cllr Potter, and was seconded by Cllr Mc Cormick. Cllr Gibson proposed Cllr Granger, and was seconded by Cllr Kemp. Following a ballot <u>Cllr Day was elected as Vice-chairman.</u>	
5.	Code of Conduct Councillors' signed Codes of Conduct were collected by the Clerk.	VT
6.	Register of Pecuniary Interests Councillors' completed forms were collected for onward transmission to South Cambs District Council.	VT
7.	Appointment of Independent Internal Auditor Mrs V Parkes, after agreeing to continuing, was unanimously re-appointed on the proposition of Cllr Granger.	VT
8.	Councillors Responsibilities <u>8.1 Responsibilities/committees/subcommittees</u> were agreed as per Appendix "a" <u>8.2 Street warden areas</u> were agreed as per Appendix "a" <u>8.3 S106 working groups</u> were agreed as per Appendix "a"	ALL
9.	Cambridgeshire County Council County Councillor Kindersley gave a short report before leaving the meeting at 8.50p.m.	

	<p>9.1 He has been pushing Ian Southcott for a <u>CEMEX Liaison meeting</u> which is promised for June.</p> <p>9.2 The next round of <u>Local Minor Highway Funding</u> is available for bidding. Council agreed that <u>Malthouse Way</u> surfacing could be a scheme to put forward.</p> <p>9.3 As previously reported CCC will be selling off its Castle Hill property and today announced <u>moving to Alconbury</u>.</p> <p>9.4 Councillor Kindersley was asked to chase Heidi Allen regarding meeting with the <u>CCG regarding health provision issues</u> in the area.</p> <p>9.5 Discussion regarding <u>Whippet not informing travellers</u> when they have problems.</p>	<p>VT</p> <p>SK</p>
10.	<p>Standing Orders Clerk had distributed the new standing orders from National Association of Local Councils which covered new pieces of legislation. Council deferred to next meeting with the current standing orders to continue to apply.</p>	VT
11.	<p>Review of Policies</p> <p>11.1 <u>Disciplinary and Grievance Policy</u> having been previously circulated, was reviewed and accepted.</p> <p>11.2 <u>Bullying and Harassment Protocol</u> having been previously circulated, was reviewed and accepted.</p> <p>11.3 <u>Complaints Procedure</u> having been previously circulated, was reviewed and accepted.</p> <p>11.4 <u>Children and Vulnerable Adults Policy</u> having been previously circulated, was reviewed and accepted.</p> <p>11.5 <u>Press and Media Policy</u> having been previously circulated, was reviewed and accepted.</p> <p>11.6 <u>Financial Regulations</u>: Clerk had deferred review due to possible changes. Council agreed that the existing councillors on the mandate i.e. Councillors Day Gibson, McCormick, Potter, and Rhodes-Kemp remain as the only signatories. Clerk was also investigating moving account in order to be able to make bank transfer payments.</p>	<p>VT</p> <p>VT</p> <p>VT</p> <p>VT</p> <p>VT</p> <p>VT</p>
12.	<p>General Data Protection Regulations (GDPR)</p> <p>12.1 In order to comply with the requirements of the new Act on the proposition of Cllr Gibson Council agreed to <u>adopt the following policies</u>:-</p> <p>12.1.1 <i>Removable Media Policy</i>: Councillors will have queries for the trainer.</p> <p>12.1.2 <i>Information Security Incident Policy</i></p> <p>12.1.3 <i>Social Media and Electronic Communication Policy</i>. Clerk pointed out the variances for BPC. Within the BPC policy the “Spotted in Barrington” Facebook page is recorded as a third party provision and not under the control of the council. The website was given to the village by Media Creative Ltd. who require the Council to sign its Data processing Agreement. It was agreed the Chairman should sign this.</p> <p>12.1.4 <i>Information Protection Policy</i>.</p> <p>12.1.5 <i>Retention of Documents and Records</i>; and the</p> <p>12.1.6 <i>Privacy Notice</i></p> <p>12.2 Council agreed <u>to record the use of</u>:-</p> <p>12.2.1 Checklist for Privacy notices</p> <p>12.2.2 Checklist for Technical and Organisational Safeguards and Measures</p> <p>12.2.3 Checklist for Lawful Basis for Processing</p> <p>12.2.4 Employee Privacy Notice</p>	VT

	<p>Signed copies of the documents to be forwarded to Local Council Public Advisory Service.</p> <p><u>12.3 Councillors signed the GDPR Awareness Checklist for councillors</u> together with the Councillor Privacy notice.</p> <p><u>12.4 Assessment of Personal Data:</u> Clerk updated Council on progress. BPC may require written agreement with the Green Charity. Clerk had checked regarding youth club data and written acceptance has to be obtained from parents. BPC volunteer groups to also sign e mail and telephone privacy consents.</p> <p><u>12.5 Risk Assessment:</u> Clerk updated Council on progress. Main areas are those highlighted in 12.4 above, together with use of Councillors tablets, and memory sticks etc. Clarification to be sought at the training session on the 24th.</p> <p><u>12.6 Councillors noted the Data Protection Briefing</u> which had been circulated.</p> <p><u>12.7 Local Council Public Advisory Service training session</u> has been arranged for Thursday 24th May at 7 p.m. in the village hall.</p>	<p>VT/ SP /HM cC</p> <p>ALL</p>
	<p>There being no further business meeting closed at 9.15 p.m.</p> <p>Signed Chairman 19th June 2018</p>	

	<p>Dates of next meetings (starting at 7.30 p.m.)</p> <p>July 17th August 21st September 18th October 16th November 20th December 18th</p> <p>2019:</p> <p>January 15th February 19th March 19th April 16th A.P.M. May 7th May 21st (plus A.G.M.) June 18th July 16th August 20th September 17th October 15th November 19th December 17th</p>	
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BARRINGTON PARISH COUNCIL www.barringtoncambs.com

Clerk: Valerie Tookey 36 The Causeway, Bassingbourn SG8 5LG

Tel: 01763 243153 Email: valerietookey@sky.com

The Green Charity, Barrington Registered Charity N° 205227

Chairman: Sheila Potter **Secretary:** Joanne Honey

E mail: gc@barringtoncambs.com 07379 408457 01763 24712