

Minutes of Annesley & Felley Parish Council meeting held at Annesley Parish Hall on 4th June 2018 at 7.00pm.

Present: Cllr's J Zadrozny, D Martin, W O'Brien, A Wortley, PD Thomas, R Madden, D Williamson, T Smith, J Bell, three members of the Public, the Clerk and John Saint were in attendance.

The meeting was chaired by Cllr J Zadrozny.

1 Apologies for Absence: Cllr's H Wortley, V Heslop and A Cope.

2 Declarations of Personal & Prejudicial Interest: None

3 Public Questions:

3.1 Member of the Public requested that a dog waste bin should be installed on Newstead Road (opposite no. 1).

3.2 Member of the Public reported that all of the road drains on Moseley Road required cleaning out. It was agreed that this issue would be reported to Nott's CC.

3.3 Member of the Public reported that the grass cutting, recently carried out by ADC, had not been completed to a satisfactory standard; also all grass cuttings and other debris had not been cleared up. Cllr J Zadrozny agreed to take this issue up with ADC.

3.4 Member of the Public reported that a large waste bin had been dumped to the rear of Moseley Road.

3.5 Member of the Public reported that a black BMW car had been abandoned to the rear of 40, Moseley Road. It was agreed that the Parish Council would report this issue to the police.

4 To accept the minutes of the meeting held on 14th May 2018: Minutes of the Annual Parish meeting, Annual General meeting and Parish Council meeting were accepted as a true record of the meetings and signed by the Chair of the meeting.

5 Matters Arising:

5.1 DBS/CRB checks to be carried out for all Youth workers and the Caretaker. Cllr PD Thomas reported that after taking professional advice DBS/CRB checks are not required due to the short period that the Youth Club operates each week.

5.2 Parish Council to source lamp stand poppy wreathes in celebration of the First World War centenary. It was agreed that 250 lamp stand poppy wreathes will be purchased.

5.3 Information boards/signage for the pit wheel monument. It was agreed that this item should now be included in the Art Feature Project.

5.4 A "Tommy silhouette" to be sourced in celebration of the First World War centenary. It was agreed that one "Tommy silhouette" will be purchased.

6 Chair's Urgent Items

6.1 GDPR compliance - the following was agreed, approved and adopted at this meeting:

a) Appointment of a Data Protection Officer (DPO) - DPO will not be appointed at this time as all Parish Councils are currently exempt from the requirement to appoint a Data Protection Officer.

b) The Data Audit dated May 2018 was agreed, approved and adopted - this had been circulated to all Councillors prior to the meeting.

c) The Data Protection Policies: Subject Access Request Procedure, Data Breach Policy and Records Retention Policy were agreed and adopted - all policies had been circulated to all Councillors prior to the meeting.

d) The Privacy Notices were agreed and adopted - all Privacy Notices had been circulated to all Councillors prior to the meeting.

e) It was agreed and adopted that all Councillors and Employees will complete a Security Compliance Checklist - copies of the Security Compliance Checklists had been circulated to all Councillors prior to the meeting.

f) The Parish Council registered as a Data Controller with the ICO in May 2018.

6.2 Cllr J Zadrozny suggested that a representative from ADC should be invited to the July Parish Council meeting to discuss fly tipping and dog fouling within the village.

7 Members Items

7.1 Cllr PD Thomas reported that the recent Headway charity event, held at the Parish Hall, had been very successful and well attended raising £1,200.

7.2 Cllr A Wortley reported that some Councillor contact details held on the Parish Council web site were still incorrect. All Councillors must check their details on the web site as soon as possible and advise any changes to the Clerk. **Action All Councillors**

8 Youth Club

8.1 None

9 Cemetery

9.1 None

10 Parish Hall

10.1 Hall bookings were reviewed and agreed.

11 Parish Plan Review

11.1 The Parish Plan is now on the Parish Council web site. Updates on progress will be discussed and reported at each Parish Council meeting.

12 Report of External Meetings

12.1 None

13 Planning Applications

13.1 V/2018/0295 - 14 May 2018 - Woodlands Little Oak Plantation, Annesley Woodhouse - Crown lift a mixed group of trees and remove dead wood and one dead tree. No objection or comment.

13.2 V/2018/0325 - 28 May 2018 - 3 Little Oak Avenue, NG17 9BG - Two storey side and single storey rear extensions, dormer windows to front and rear to form new rooms in roof space. No objection as the Parish Council fully supports this application.

14 Correspondence requiring attention and outstanding replies list.

14.1 None

15 Finance Statement and accounts for payment

The Clerk presented the monthly financial statements.

15.1 Payments approved were as follows:

<u>Date</u>	<u>Payee</u>	<u>Pay type</u>	<u>Value</u>	<u>Description</u>
06-Jun-18	Boiler Room Digital	DD	36.00	Web site maintenance
20-Jun-18	Ashfield DC	DD	53.00	Business rates - Cemetery
15-May-18	BHIB Insurance Brokers	BACS	1,523.25	2018/19 Insurance premium
17-May-18	Water Plus Ltd	DD	58.72	Hall water charges
23-May-18	Clarks Cemetery Services	BACS	180.00	Repairs to headstone
01-Jun-18	Clarks Cemetery Services	BACS	870.00	Contract work (incl. new Cemetery area)
01-Jun-18	J Saint	BACS	242.67	Salary
02-Jun-18	British Telecom plc	BACS	102.77	Telephone bill
07-Jul-18	HMRC	BACS	397.17	National Insurance & PAYE
01-Jun-18	J Barlow	BACS	1,263.76	Salary and Admin costs
17-May-18	Nott's Clubs for Young People	BACS	400.00	Youth worker support
31-May-18	Nott's Clubs for Young People	BACS	400.00	Youth worker support
Payment value			£5,527.34	

16 Statutory Compliance Checks

16.1 Children's Play Area and Skate Park - the Caretaker (John Saint) confirmed that all statutory compliance checks had been completed.

16.2 Parish Hall - the Caretaker (John Saint) confirmed that all statutory compliance checks had been completed.

The meeting closed at 8.10pm.

The next Parish Council meeting will be held on Monday 2nd July 2018, at the Parish Hall, Annesley, commencing at 7.00pm.

Signed.....Chair of Meeting

Date.....