

Glaisdale Parish Council

Mr D. Palmer

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Dalegarth

The Green

Glaisdale

Whitby

North Yorkshire

YO21 2PW

MINUTES OF GLAISDALE PARISH COUNCIL MEETING held at The Robinson Institute, Glaisdale, on Thursday 17th May 2018.

PRESENT: Cllrs : N Hopwood (Chair), C Featherstone, C Pearson, M Foord, C Hatch. R Norris.

APOLOGIES : Cllr SW Thompson

i **ELECTION OF OFFICERS :**

Chairman : Cllr SW Thompson - Proposed Cllr RN, Seconded Cllr NH, All members agreed.

V Chairman : Cllr N Hopwood - Proposed Cllr RN, Seconded Cllr CF, All members agreed.

ii **ACCEPTANCE of OFFICE DECLARATION**

Chairman : Declaration of Acceptance Office of Chairman to be signed asap (due to absence of proposed chairman), Clerk to witness.

1 **MINUTES OF PREVIOUS MEETING :** Presented, agreed and signed as a true record.

2. **MATTERS ARISING FROM THE MINUTES**

2.1 Police reports – attached.

- Noted - no items of note relating to this parish. No police officer present.

2.2 GDPR regulations – Items of note for consideration and understanding.

- Members advised of latest developments, in particular the information that the govt. has laid down an amendment to their own GDPR legislation proposals whereas smaller Local Authorities (Parish, Town and Community Councils and Parish Meetings) will not now be obliged to appoint a Data Protection Officer to oversee their management of any personal information they may process. All other requirements for processing and managing personal data will still be enforced by the ICO and the principles embodied in the GDPR legislation will have to be adopted and undertaken by smaller local authorities.
- This latest amendment has now passed its first reading in the Commons without change and it is expected that it will pass into law on the 25th May.
- Progress on GPC's readiness for GDPR changes is ongoing with the Data Audit now approx. 60% complete. New procedures being set in place for management of existing data held as well as any new data which may be processed in the future.

2.3 Yorkshire Ambulance service – Defibrillator issues for response.

- YAS require the appointment of a 'Guardian' to monitor and ensure the serviceability of the Defibrillator device installed at the Robinson Institute in order to process the transfer of ownership to the Parish Council. Members suggested some local individuals who may

Signed as a true record :(Chairman)

DATE :

be interested in taking on this responsibility and Cllr CF will approach them to ask if they are willing. Once this matter is settled then YAS can proceed with the transfer.

2.4 Parish Seat condition/repair schedule for discussion.

- Final survey schedule now received and Clerk will compile them all into tender document for sending out to prospective contract holders.

3. PLANNING

3.1 Applications :

3.1.1 NYM/2018/0272/FL : Application for variation of condition 3 of planning approval NYM/2010/0522/FL to allow the building to be occupied as local occupancy dwelling at Glaisdale End Methodist Chapel, High Street, Glaisdale.

- No Objections raised.

3.2 Referrals

None Received

3.3 Results :

None Received

4. FINANCE

4.1** Notification from BHIB Insurance brokers regarding the forthcoming Parish Council insurance renewal (due 1st June). Promise of zero increase in premium from previous policy. Expected detail due before the next meeting in May. Payment approval required.

- Members advised that the expected comparative quotation from Zurich Insurance, to compare against that received from BHIB, has not materialised and so the only option for renewal is to proceed with the quotation from BHIB.
- Payment proposed Cllr CH, seconded Cllr CF. All members in agreement. Cheque 100083 issued in payment.

4.2** Community First Yorkshire (previously YRCC) membership renewal due for consideration.

- GPC's current affiliation to this organisation was called into question by members when considering what past benefits have been received from membership. Members could not recall any situations where membership has been made use of by local organisations in this parish and continued membership was not thought to be a good use of resources. Renewal of membership to be declined on this occasion.

4.3 First instalment of 2018/19 Precept and Model Agreement payments received from SBC.

- Noted - Monies paid into accounts via BACS.

4.4** Revised pay scales received from NALC for 2018 onwards. Clerks remuneration for review.

- Clerk advised members of latest pay scales received from NALC for clerks employed under their General Contract of Employment terms. These terms apply to the Clerk for GPC and members agreed to adopt these latest terms.
- Clerks hourly rate of remuneration to be increased in line with NALC revised rates. Changes to bank mandate approved Cllr CH, seconded Cllr RN. New mandate document signed for presentation to GPC bankers.

4.5** GPC Website hosting renewal due for 2018/19. For discussion. Transfer of domain to UK based company to be considered in relation to GDPR Data transfer requirements. Clerk has researched suitable alternatives which are presented for consideration. Transfer to require opening of account with new provider. Payment arrangements to be approved.

- New hosting account provider agreed to be 'UK2' - being a recommended hosting company which maintains UK based servers for storage of online files (website information etc.) This assists with GDPR compliance.
- Clerk has discussed GPC requirements with UK2 but has been told that the opening of a new account can only be paid for via debit/credit card. Subsequent renewal payments can be set up on direct debit arrangements. GPC does not operate a debit/credit card and so the Clerk has agreed to pay for the initial account opening fee personally, for which the council will reimburse the clerk. A direct debit arrangement for subsequent payments will then be set up for payment from GPC bank account.

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- Approval for this arrangement made by Cllr CH, seconded Cllr CF. All members in agreement. Cheque 100084 issued in payment.
- 4.6 2017/18 internal audit now complete. Annual return documents to be reviewed and approved for signature and Exemption Certificate approval and signature required for return to external auditors.
- Statement of Accounts approved Cllr CH, seconded Cllr CF. All members agreed.
 - Exemption Certificate approved Cllr CH, seconded Cllr CF. All members agreed.
 - Both of above documents signed by chairman as approved.
 - Audit effectiveness Review documents considered by members and approved for acceptance by Cllr CH, seconded Cllr CF. Document signed by chairman as approved.

5. CORRESPONDENCE

5.1 Action / Reply

None Received.

5.2 Minutes & Reports

None Received.

5.3 For Information

5.3.1 NHS Hambleton, Richmondshire and Whitby CCG information from new Vice Chair.

- Noted.

Newsletters received : None

Publications received : None

Other items of communication were received.

6. REPORTS OF MEETINGS ATTENDED

Signed as a true record :(Chairman)

DATE :

None attended.

7. MATTERS OF INTEREST RAISED BY MEMBERS

7.1 Highways Issues.

- Armco barrier at foot of Limber Hill, Glaisdale is still loose and insecure after impact by unknown vehicle. NYCC to be urged to expedite repairs asap.
- Numerous potholes throughout the parish previously reported are now being attended to, albeit slowly. Cllr CP to monitor repairs and urge completion.

7.2 Abandoned vehicles throughout Glaisdale.

- Several apparently abandoned vehicles, filled with rubbish and general detritus, have been abandoned in various locations throughout Glaisdale. These vehicles are unsightly and decaying in situ and should not be in a public space. Registration numbers of the vehicles have been collected for passing on to DVLC for action.

8. DATE OF NEXT MEETING : Will be on Thursday 21st June 2018, starting at 7.30pm and will be held at The Robinson Institute,