

Annual Meeting of the Parish Council

Minutes 7.00pm Tuesday 8th May 2018, Harberton Parish Hall

Cllr Beamish	<i>Present</i>	Cllr Camp	<i>Present</i>	D.Cllr Tucker	<i>Absent</i>
Cllr Bowley	<i>Present</i>	Cllr Davidson	<i>Apologies offered and accepted</i>	C.Cllr Hodgson	<i>Present</i>
Cllr Broom	<i>Apologies offered and accepted</i>	Cllr J.Hockings	<i>Present</i>		
Cllr Janes	<i>Present</i>	Cllr S.Hockings	<i>Present</i>	Clerk: Ms Radford	<i>Present</i>
Cllr McDonnell	<i>Present</i>	Cllr White	<i>Present</i>	Public	2
Cllr Waite	<i>Apologies</i>	Cllr Williams	<i>Late</i>		

1. Election of the Chairman

Although not present at the meeting, it was noted that Cllr Ginny Davidson had emailed the Clerk to stand down as Chairman of the Parish Council. It was noted that Cllr Davidson had indicated a willingness to be nominated as chair.

Ginny Davidson was nominated, seconded and unanimously elected as Chair.

2. Election of the Vice Chairman

David Camp was nominated, seconded and unanimously elected as Vice Chairman.

3. Delivery by the Chairman of the Council of his/her acceptance of office form unless the council resolves for this to be done at a later date

It was **RESOLVED** that the chair deliver her acceptance of office form at the June meeting of the Parish Council.

4. Confirmation of the accuracy of the minutes of the last meeting of the Council.

It was agreed to defer this item to the ordinary meeting of the Parish Council, held at 7.30pm.

5. Receipt of the minutes of the last meeting of a committee.

It was agreed to defer this item to the ordinary meeting of the Parish Council to be held at 7.30pm.

6. Consideration of the recommendations made by a committee.

Not discussed.

7. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.

All issues listed within this item will be reviewed elsewhere on the agenda.

8. Review of the terms of references for committees.

8.1. Finance Committee Terms of Reference was reviewed and no amendments made. It was noted for the minutes that employment issues are delegated to the Finance Committee.

8.2. Harberton Parish Neighbourhood Plan Steering Group Terms of Reference was reviewed. It was noted that 'electoral roll' was spelled incorrectly under paragraph 3.

9. Receipt of nominations to existing committees

9.1. **Finance Committee** Peter Beamish, Geoff Broom, David Camp, John Hockings, Gwen Janes and Nick Williams were nominated.

9.2. **Harberton Parish Neighbourhood Plan Steering Group** Geoff Broom, Ginny Davidson and Nuala McDonnell were nominated.

10. Appointment of members to existing committees

10.1. Finance Committee It was **RESOLVED** that Peter Beamish, Geoff Broom, David Camp, John Hockings, Gwen Janes and Nick Williams make up the membership of the Finance Committee, chaired by the Vice Chair, pending acceptance of Cllrs Broom, not present.

10.2. Harberton Parish Neighbourhood Plan (HNP) Steering Group. It was **RESOLVED** that Ginny Davidson and Nuala McDonnell serve on the HNP steering group.

11. **Appointment of any new committees** There were none.
12. **Review and adoption of appropriate standing orders and financial regulations.**
- 12.1. Standing orders were reviewed. **It was RESOLVED** to remove the following items from the standing agenda of the annual meeting of the Parish Council:
Confirmation of the accuracy of the minutes of the last meeting of the council;
Receipt of the minutes of the last meeting of a committee; and
Consideration of the recommendations made by a committee as these items are regular standing items of Ordinary Parish Council meetings.
It was RESOLVED to merge items *Receipt of nominations to existing committees* with *Appointment to existing committees*.
- 12.2 Financial Regulations were reviewed and no changes made.
13. **Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities.**
There were none.
14. **Review of representation on or work with external bodies and arrangements for reporting back.**
- 14.1. **Harberton Playing Field Association** **It was RESOLVED** Steve Hockings represent the Parish Council on the committee and report back to the Parish Council.
- 14.2. **Harbertonford Playground Association** **It was RESOLVED** that Peter Beamish represent the Parish Council on the committee and report back to the Parish Council.
- 14.3. **Community Land Trust** **It was RESOLVED** that Nick Williams report back to the Parish Council at monthly meetings.
- 14.4. **Harberton Parish Hall** **It was RESOLVED** Ginny Davidson attend Harberton Parish Hall meetings as representative of the Parish Council and report back to the Parish Council when necessary, should she accept.
- 14.5. **Harbertonford CE Primary School Committee** **It was RESOLVED** Peter Beamish attend School Committee meetings when possible as representative of the Parish Council and report back to the Parish Council when necessary.
15. ~~**In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future**~~ As this is not an election year, this was not discussed.
16. **Review of inventory of land and assets including buildings and office equipment.** The asset register was reviewed and accepted.
17. **Review and confirmation of:**
- 17.1. **Risk Assessment** The risk assessment was reviewed. It was agreed to amend to include reference to Playground Committees having their own Risk Assessments in place.
It was noted that the risk assessment refers to clerk's access to reference books and if sufficient resources have been purchased. It was agreed that the clerk would request books from the council should she require them.
- 17.2. **Arrangements for insurance cover in respect of all insured risks** The invitation for renewal of insurance had been circulated to all Parish Councillors in advance of the meeting. The Clerk reminded the Parish Council that it had resolved to enter into a 3-year binding agreement with Ecclesiastical at the Annual Meeting of the Parish Council in May 2016 and reported that:
- the Devon Air Ambulance Lighting Column could be added to the current policy with no increase to the premium.
 - the defibrillators were automatically covered within the policy, however the telephone kiosks themselves were not covered for damage, and should the Parish Council wish to increase cover for damage, the telephone box would need to be valued in order to provide a quotation for increase in premium.

In reviewing the policy documents it was observed that in 'councillor' has is defined to mean 'elected' councillors and that there be no reference to 'co-opted' councillors. After discussion, **it was RESOLVED** to increase the cover to include the lighting column at a value of £6,640.

It was RESOLVED to renew the insurance at a cost of £407.04 including insurance premium tax, provided the Parish Council receives written assurance from the insurers that co-opted councillors would be covered by the insurance policy in exactly the same way that 'elected' councillors are.

It was agreed that the Parish Council would like to insure the telephone kiosks for damage. The Clerk agreed to discuss this with the insurance company.

18. **Review of the Council's and/or staff subscriptions to other bodies. It was RESOLVED** to continue membership of the Devon Association of Local Councils and the Clerk's membership of the Society of Local Council Clerks.
19. **Review of the Council's complaints procedure.** The Complaints Policy and Procedures were reviewed with no amendments made.
20. **Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998.**
 - 20.1. **Freedom of Information Policy** The Parish Council considered adding the Information Commissioners Office's (ICO) 'Model Publication Scheme' pages to the Freedom of Information Policy. **It was RESOLVED** to incorporate a hyperlink.
 - 20.2. **Data Protection Policy** It was noted that the General Data Protection Regulations were due to come into effect on 25th May 2018. It was reported that the Information Commissioner's Office (ICO) has issued a statement of reassurance setting out their views on the particular challenges facing the local council sector regarding the General Data Protection Regulation (GDPR), that the important thing is to take concrete steps to implement responsibilities to better protect customer data. The clerk reported that she is in the process of working through a GDPR toolkit, as prepared by the National Association of Local Councils (NALC), to provide new policies and procedures for the Parish Council. However, it has become clear that in order for these documents to be proportionate and appropriate, that the Clerk undertakes a data audit for data the Parish Council collects and processes. It was proposed that the clerk bring this audit to the Parish Council at the next ordinary meeting in June 2018, and that policies and procedures are brought for consideration on a monthly basis until the Parish Council is fully compliant with GDPR. Councillors agreed to this approach.
Harberton Parish Council Subject Access Request Policy The Parish Council reviewed the standard Subject Access Request Policy as provided by NALC. **It was RESOLVED** to adopt the policy. **It was RESOLVED** that the Parish Council not adopt NALC's model privacy policies but develop a proportionate policy having undertaken the data audit.
21. **Establishing or reviewing the Council's policy for dealing with the press/media.** The Press and Media Policy was reviewed and no amendments made.
22. **Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.** It was agreed that ordinary meetings would continue to take place on the second Tuesday of each month, alternating between Harberton Parish Hall and Harbertonford CE Primary School, with no ordinary meeting in August unless urgent business required it.

The Clerk was thanked for her hard work throughout the year.

The meeting was closed at 7.40pm.