

# Markyate Parish Council

## MINUTES OF THE ANNUAL MEETING OF MARKYATE PARISH COUNCIL

**HELD ON TUESDAY 1<sup>ST</sup> MAY 2018 AT 7.30PM IN THE Y2K HALL, MARKYATE, AL3 8PS**

**Present:** Cllr. P. Bunyan, Chairman, Cllr. R. Peterson, Vice Chairman, B/Cllr. H. Chapman,  
Cllr. S. Pilkinton, Cllr. P. Sherriff, Mrs D. Sells (Clerk/RFO)

**In attendance:** C/Cllr. Terry Douris

### **01/18 ELECTION OF THE CHAIRMAN OF THE COUNCIL**

Nominations were invited for the Office of Chairman.

Cllr. Peterson nominated Cllr. Bunyan which was seconded by Cllr. Pilkinton

**It was**

**RESOLVED** that Cllr. Bunyan be appointed to the Office of Chairman of the Parish Council for 2018/19

Councillor Bunyan read and signed the Chairman's Declaration of Acceptance of Office and agreed to abide by the Code of Conduct.

### **02/18 ELECTION OF THE VICE CHAIRMAN OF THE COUNCIL**

The Chairman asked for nominations for the Office of Vice Chairman and nominated Cllr. R. Peterson, which was seconded by Cllr. Pilkinton.

**It was**

**RESOLVED** That Cllr. R. Peterson be appointed Vice Chairman for the year 2018/19

Cllr. Peterson read and signed the Vice Chairman's Declaration of Acceptance of Office and agreed to abide by the Code of Conduct.

### **03/18 APOLOGIES FOR ABSENCE**

Cllr. D. Kao, due to work commitments and Cllr. L. Bottrill due to personal reasons.

### **04/18 DECLARATIONS OF INTEREST**

No declarations of interest at this meeting.

### **05/18 APPOINTMENT OF COMMITTEES AND WORKING GROUPS**

To appoint Parish Council Committees and Working groups

**RESOLVED**

that the following be established and accepted by the Parish Council:-

- |                                       |                            |
|---------------------------------------|----------------------------|
| (1) Budget and Finance Committee      | (2) Halls Committee        |
| (3) Aley Green Cemetery Committee     | (4) Cemetery Working Group |
| (5) Halls Refurbishment Working Group | (6) Staffing Committee     |

### **06/18 ELECTION OF COMMITTEE MEMBERS, CHAIRMEN AND VICE CHAIRMEN**

#### **Budget and Finance Committee**

It was proposed by Cllr. Bunyan and seconded by Cllr. Peterson and

**RESOLVED**

that Cllr. Pilkinton be appointed as Chairman, Cllr. P. Bunyan is appointed as Vice Chairman and the following sit on this committee:

Cllrs. P. Bunyan, R. Peterson

#### **Halls Committee**

It was proposed by Cllr. Bunyan and seconded by Cllr. Pilkinton and

**RESOLVED**

that Cllr. R. Peterson be appointed as Chairman, Cllr. P. Bunyan is appointed as Vice Chairman and the following sit on this committee:

Cllrs. S. Pilkinton, Mrs E. King.

### **07/18 APPOINTMENT OF MEMBERS TO SERVE ON WORKING GROUPS/OUTSIDE BODY COMMITTEE**

It was **RESOLVED** to appoint the following representatives:-

- **Aley Green Cemetery**, B/Cllr. H. Chapman, Cllr Peterson, Cllr. Sherriff.
- **Cemetery Advisory Committee**, B/Cllr. H. Chapman, Cllr. P. Bunyan, Revd. Sander/Mrs Mead, St Johns The Baptist Church, Mrs G. Ivey, Markyate Methodist Church.
- **Staffing Committee**, Cllr. P. Bunyan, Cllr. S. Pilkinton, Cllr. R. Peterson
- **Hall Refurbishment Working Group**, To be confirmed.

### **08/18 TERMS OF REFERENCE FOR HALLS COMMITTEE AND WORKING GROUPS**

The Terms of Reference for Standing Committees were reviewed and it was proposed by Cllr. Bunyan and seconded by Cllr. Peterson and

**RESOLVED** that no amendments were necessary.

**09/18 REPRESENTATIVES ON OUTSIDE BODIES**

It was **RESOLVED** to appoint the following representatives:-

- **Watling Ward Action Group**, Cllr. Sherriff, Cllr. Bunyan, Cllr. Pilkinton
- Members were asked to consider nomination for the HAPTC Executive Committee but no proposals were put forward.

**10/18 COUNCILLOR APPOINTMENT TO SPECIFIC AREAS OF INTEREST**

It was **RESOLVED** to accept the following Parish Councillors to represent their particular area of interest as follows:-

Airport	H. Chapman	Health	P. Bunyan/ S. Pilkinton
Elderly Welfare	S. Pilkinton	Emergency/Disaster	P. Sherriff
Environment	No proposals (nominees welcome)	Markyate Monthly	P. Bunyan, Clerks
Newsletter	R. Peterson	Planning	All Councillors
Police	No proposals (nominees welcome)	Transport	No proposals (nominees welcome)
Schools	P. Bunyan/S. Pilkinton		

**11/18 MINUTES OF PARISH COUNCIL MEETING**

It was **RESOLVED** that the draft minutes of the Parish Council Meeting held on the 3<sup>rd</sup> April 2018, as circulated, be received as a true record and were signed by the Chairman. This was proposed by Cllr. Peterson and seconded by Cllr. Pilkinton.

**12/18 DRAFT MINUTES OF ANNUAL GATHERING 10<sup>th</sup> APRIL 2018**

It was **RESOLVED** that the draft minutes of the Annual Gathering of Markyate held on 10<sup>th</sup> April 2017, as circulated, be received as a true record.

**13/18 PUBLIC COMMENTS AND QUESTIONS IN ACCORDANCE WITH STANDING ORDER 1 (c to j)**

No public questions at this meeting.

**14/18 CALENDAR FOR COUNCIL AND COMMITTEE MEETINGS 2018/19**

A draft schedule for meeting dates was circulated prior to the meeting.

It was **RESOLVED** to accept the schedule of future meetings of the Council and its Standing Committees for 2018/19 as circulated.

**Action: Clerk**

**15/18 CHAIRMAN'S REPORT 2016/17**

It was **RESOLVED** that the Chairman's Report as circulated, be published.

**Action: Clerk**

**16/18 PLANNING DECISIONS**

1	4/03223/17/FHA	Raised off road parking with steps to front door	14 The Coppins	Refuse
2	4/00379/18/FHA	Proposed single storey front and rear full width extensions with pitched roof	33 Cowper Road	Grant

**17/18 PLANNING APPLICATIONS FOR CONSIDERATION AS LISTED AND THOSE RECEIVED BETWEEN 25<sup>TH</sup> APRIL AND 1<sup>ST</sup> MAY 2018.**

1	4/00788/18/LDP [Lawful Development Certificate]	Loft conversion with rear dormer and velux windows to the front  For information	94 High Street	For Information Only
2	4/00755/18/FHA	Garage conversion	27, Ver Brook Avenue	OBJECT: taking away parking spaces and putting more cars on the street
3	4/00850/18/FHA	Two storey and single storey rear extension	25, Corner Wood	No Objections
4	4/00855/18/LDP [Lawful Development Certificate]	Garage conversion  For information	20, George Street	For Information Only
5	4/00841/18/FUL	Construction of one detached two bedroom dwelling to the rear of 8, Parkfield	R/O 8, Parkfield	OBJECT: Infilling and over-development of site
6	4/00949/18/LBC	Removal, repair and reinstatement of timber cornice. Removal, repairs and reinstatement of leadwork along existing gutters. Repair/rebuild of chimney stacks. Front coat of arms to be refurbished and re supported	Beechwood Park School, Beechwood Park	No Objections
7	4/00996/18/LDP	Construction of hip to gable rear facing dormer window and insertion of four No. front facing roof lights	16 Dammersey Close	No Objections

### 18/18 ACCOUNTS FOR PAYMENT

To approve the schedule for payment as attached.

It was proposed by Cllr. R. Peterson and seconded by Cllr. P. Sherriff and **agreed** unanimously to approve the schedule for payment.

**RESOLVED:** that the schedule of payment be signed as circulated.

The schedule of accounts listed the balances of the Parish Council's accounts as at today's date as follows:

MPC Current Account	£4,102.49
HSBC [Precept Account]	£30,192.15
MPC Investment [NS&I]	£20,960.26
Petty Cash	£16.18
<b>TOTAL</b>	<b>£55,271.08</b>

### 19/18 PARISH FUNDING FROM DBC, 2018/19

DBC have confirmed the summary of the payments Markyate Parish Council will receive for the financial year 2018/19 is as follows:-

Precept Demand: £50,818.33

Council Tax Support Grant £ 1,751.67

Concurrent Services: £ 8,006.81

Warden: £10,011.22

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Total for 2018/19 £70,588.03

**No action.**

### 20/18 DRAFT ACCOUNTS FOR 2017/18

It was proposed by Cllr. P. Sherriff and seconded by Cllr. R. Peterson and **RESOLVED** that the Council approve the draft accounts for the Parish for 2017/18.

### 21/18 CHANGES TO HSBC BANK MANDATE AND NS&I BANK SIGNATORIES

**HSBC Current Account, HSBC Savings Accounts and HSBC Precept Account.**

It was **RESOLVED** that the following would be Parish Council bank signatories for the above:-

**CATEGORY 'A' – TWO SIGNATURES REQUIRED**

P. Bunyan, R. Peterson, S. Pilkinton, D. Kao

**CATEGORY 'B' – ONE SIGNATURE REQUIRED**

J. Bismire, Clerk/RFO, D. Sells, Clerk/RFO, D Fitzsimons, Financial Officer/Halls Administrator

### NS&I Investment Account

It was **RESOLVED** that the following continue be the bank signatories for the NS&I Savings Account.

Cllr. P. Bunyan, Cllr. R. Peterson, Cllr. S. Pilkinton, J. Bismire, D. Sells, D Fitzsimons.

**Action: Clerk/FO**

### 22/18 PUBLICATION SCHEME

The Publication Scheme was reviewed and it was **RESOLVED** to make no amendments. The cost for photocopying remains as last year – 10p per sheet.

### 23/18 REVIEW OF STANDING ORDERS

Standing Orders and Financial Regulations were reviewed with no amendments.

### 24/18 REVIEW OF FINANCIAL REGULATIONS

Financial Regulations were reviewed with no amendments.

### 25/18 REVIEW OF PARISH COUNCIL INSURANCE

It was noted the Parish Council insurance was renewed on 1<sup>st</sup> October 2017 with Ecclesiastical via Came & Company for 12 months.

It was confirmed the legal requirement of the Certificate of Employers' Liability insurance to 30 September 2018 has been displayed in the Village Hall and Y2K Hall.

**Action: Clerk**

### 26/18 WHO WE ARE AND WHAT WE DO

Who We Are and What We Do was reviewed and it was **RESOLVED** to make no amendments.

### 27/18 RECRUITMENT POLICY

The Recruitment Policy was reviewed and it was **RESOLVED** to make no amendments.

### 28/18 CCTV POLICY

The CCTV Policy was reviewed and it was **RESOLVED** to make no amendments.

**29/18 EQUALITY AND DIVERSITY POLICY**

The Equality and Diversity Policy was reviewed and it was **RESOLVED** to make no amendments.

**30/18 DATA PROTECTION POLICY**

The Data Protection Policy was reviewed and it was **RESOLVED** to make a few minor additions, due to the new GDPR regulations coming into force on the 25<sup>th</sup> May 2018.

**31/18 INFORMATION SECURITY POLICY**

The Information Security Policy was reviewed and it was **RESOLVED** to make no amendments.

**32/18 RACE EQUALITY POLICY STATEMENT**

The Race Equality Policy was reviewed and it was **RESOLVED** to make no amendments.

**33/18 CODE OF PRACTICE IN HANDLING COMPLAINTS FOR MEMBERS OF PUBLIC**

The Code of Practice In Handling Complaints for Members of Public was reviewed and it was **RESOLVED** to make no amendments.

**34/18 RECORDS MANAGEMENT POLICY**

The Records Management Policy was reviewed and it was **RESOLVED** to make no amendments.

**35/18 POLICY AND PROCEDURE FOR INFORMATION REQUESTS**

The Policy and Procedure for Information Requests was reviewed and it was **RESOLVED** to make no amendments.

**36/18 HEALTH AND SAFETY AT WORK**

The Health and Safety at Work Policy was reviewed and it was **RESOLVED** to make no amendments.

**37/18 PRESS/MEDIA**

It was **RESOLVED** that the Clerk and/or Chairman of the Parish Council and in their absence the vice-chairman of the Parish Council, will deal with requests from the press/media and parish councillors should forward all requests to the Clerk/Chairman.

**38/18 TO RECEIVE AND ADOPT MARKYATE PARISH COUNCIL PRIVACY POLICY**

The MPC Privacy Policy was received and adopted.

**39/18 TO RECEIVE AND ADOPT MPC STAFFING COMMITTEE TERMS OF REFERENCE**

The MPC Staffing Committee Terms of Reference was received and adopted.

**40/18 CRICKET CLUB DRAFT LEASE**

B/Cllr. Chapman continues to send emails, but to no avail. He will continue to chase for an update.

**Action: HC**

**41/18 TRANSFER OF NEW CEMETERY LAND**

No contact has been received from Inland. One of the companies that could not be located has now been found, they have requested details, but in the meantime, the other parties are happy to proceed. Things are moving in the right direction.

**Action: HC**

**42/18 PARISH PATHS PARTNERSHIP [P3]**

Ongoing.

**Action: Clerk**

**43/18 GDPR, TO NOTE AND APPOINT DATA PROTECTION OFFICER**

The Government has tabled an amendment to exempt all Parish Councils from the requirement to appoint a Data Protection Officer (DPO), but although this will be discretionary, it is regarded as good practice.

**RESOLVED:** It was proposed by Cllr Bunyan and seconded by Cllr Pilkinton to appoint Unitymetrix.com as the DPO for Markyate Parish Council for at least the next year commencing 1 May 2018 plus one day to conduct initial detailed audit work to ensure compliance with GDPR to be completed.

**Action: Clerk**

**44/18 MARKYATE MONTHLY/TWITTER**

Peggy's Field – play equipment

Data Protection Officer

New Halls Administration

**Action: LB**

**45/18 CLERKS REPORT**

Nothing to report at this meeting.

**46/18 CORRESPONDENCE FOR INFORMATION ONLY**

The Clerk circulated the list of general correspondence which was duly noted.

C/Cllr Douris updated the Council on a few items:

There will be a 20 mph zone consultation on the 25<sup>th</sup> May – 22<sup>nd</sup> June. An exhibition will be held at the Y2K Village Hall on the 6<sup>th</sup> June from 4.30 pm – 8.30 pm. A high response to this consultation is needed; C/Cllr. Douris will be looking for a significant clear majority either for or against the proposals.

The A5183 will have overnight works carried out in May. The two proposed lay-by's will be closed off.

Should the Parish request a visit from the Deputy Mayor (C/Cllr. Douris), he will be happy to attend.

**47/18 PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960**

It was resolved that under S 4 (A) of the Public Bodies (Admissions to Meetings) Act 1960 the Press and Public be excluded during the items in Part II of the agenda for this meeting, because it is likely that publicity would prejudice the public interest by reason of the confidential nature of the business or for other special reasons stated in the resolution, arising from the nature of the business or proceedings.

- To receive staff update
  1. The new Financial Officer/Halls Administrator commenced duties on the 24 April 2018 on 3 month trial period.
  2. The temporary Financial Officer has worked extra hours and will continue to ensure continuation of financial reports etc. until the new poster holder is competent
  3. The 12 hour clerk has worked extra hours to cover training, halls bookings and staff holidays
  
- 1. To receive and note National Salary Award for 2018-2019, as circulated.  
To note increase in NALC pay scales.
  
- To receive and note National Salary Award for 2018-2019  
The National Joint Council for Local Government Services (NJC) has reached agreement on the following:
  - New pay scales for 2018-2019 to be implemented from 1 April 2018
  - New pay scales for 2019-2020 to be implemented from 1 April 2019
 Further information on these will be issued by NALC later this year.

There being no other business the meeting closed at 8.50 pm

**Next meeting: 5<sup>th</sup> June 2018**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_