

Minutes of Meeting of
Kingscote Parish Council
Held 9th January 2018, Hunters Hall

present: - Cllrs S Cooper (Chair), G Nichols, B Bennett, R Gale, J Bowers
Officers: -Fiona Thornton.
County Councillor S Hirst
District Councillor R Morgan

17/013. Apologies for Absence

None

17/014.Declarations of Interest under the Localism Act 2011

None

17/015.Reports from Gloucestershire County Councillor on matters relating to the Parish

Cllr S Hirst reported: -

- councillor funds will be available 2018/19 for improving the parishes.
- Lengthsman scheme is starting again for small repairs/improvements
- Suggested other areas of funding for parish needs

17/016. Reports from Cotswold District Councillor

Cllr R Morgan reported: -

- J Parsons has been awarded honorary alderman
- WWI commemorations – funds awarded to ward councillors for parishes to apply
- Human poppy – proposal for a remembrance day human poppy with local youngsters from each parish representing each person who died within the parish

17/017.Reports from Parish Councillors on matters not on this agenda

Cllr S Cooper reported re: TPO 17/0003 Land at Manor House, Kingscote

Appeals hearing of 28th Nov. 17 found on balance no evidence had been submitted to suggest that the tree was causing damage to nearby utility services or the highways and although the tree was in close proximity to a number of other trees, it was not screened by those trees and it was therefore considered to be a 'stand alone' tree which had significant public amenity value.

In view of this, the committee considered that TPO 17/0003 should be confirmed without modifications

17/018.Confirm Minutes of meeting held on 10th October 2017

Decision: Proposed by Cllr B Bennett and seconded by Cllr R Gale, agreed by all. The minutes were approved and signed as a true record of the meeting

17/019.Council to approve and adopt the following: -

- a) Standing Orders
- b) Financial Regulations
- c) Code of Conduct
- d) Complaints Procedure

Decision: Proposed by Cllr J Bowers and seconded by Cllr B Bennett that these policies/procedures are approved and adopted by Council. Agreed by all

17/020.Finance

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a). Council to set and agree budget for 2018/19

Budget	£
Clerks Fees	1,500.00
Insurance	900.00
Community Projects	600.00
Net Total	3,000.00
Defibrillator	1,000.00
Transparency	1,860.00
General Reserves	6,800.00
Total	12,600.00

Decision: Proposed by Cllr G Nichols and seconded by Cllr R Gale that the budget be set at £12,600. Agreed by all

b). Council to agree and ratify precept sum for 2018/19

Decision: Proposed by Cllr G Nichols and seconded by Cllr R Gale that the precept sum be set at £3000. Agreed by all.

c). Payment of accounts

Payee	Details	Gross £	Net £	VAT £
F Thornton	Clerks Fee plus expenses	388.96	388.96	0.00
Paid 27.04.17 to be authorised				
A Davidson	Clerks Fee	250.00	250.00	0.00

Decision: Proposed by Cllr S Cooper and seconded by Cllr J Bowers, agreed by all, the above payments were approved for payment.

d). Appointment of Internal Auditor

Decision: Proposed by Cllr B Bennett and seconded by Cllr S Cooper that C Jacob be appointed as internal auditor Agreed by all

e). Bank Mandate

Decision: Proposed by Cllr J Bowers and seconded by Cllr S Cooper that the Clerk be added to the bank mandate. Online banking to then be set up. Agreed by all

17/021. Correspondence/Communication with Parish Council

- CDC Christmas – rescheduled waste collections and other useful information
- CDC Comment now on our budget proposals for 2018/19
- Kingscote Parish Magazine for January 2018
- Christmas message from Cllr. Mark Annett, Leader of Cotswold District Council
- CDC press release – planning fees to increase by 20% wef 17th January 2018
- Glos CC Budget Consultation

17/022. Planning

a) applications for comment
none

b) notice of decisions

- 17/03110/CLOPUD 17/04089/FUL Walnut Farm Bagpath Kingscote Proposed use of outbuilding for ancillary accommodation Decision: Permit
- 17/02468/FUL Bagpath Court Barns Bagpath Court Alterations and extension of barn and attached stables (with approved ancillary residential unit) to create one independent dwelling and alterations to existing domestic store to ancillary annexe Decision: Permit

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- 17/04124/FUL Brook House, 12 Bagpath Kingscote
Full application for demolition of existing kitchen extension, two storey extension to existing property and conversion of garage into annexe Decision: Permit
- 17/02493/FUL The Kingscote Barn Binley Farm Kingscote Change of use from agricultural land to Use Class C1 Hotels and siting of 16 units of accommodation to include 4 eco lodges, 8 glamping pods and 1 shepherds' hut in association with the existing wedding and conference venue Decision: Permit

c) awaiting decision

- Compliance with conditions 4 (panels) 6 (design) 7 (landscape) 10 (cross sections) & 11 (trees) – erection of two storey rear extension with balcony above – Jandacott Scrubetts Lane Bagpath Kingscote

17/023. General Data Protection Regulation (GDPR)

NALC GDPR FACTS (Nov 17)

- GDPR is an EU regulation which comes into force immediately on 25th May 2018
- The Data Protection Act 1988 was repealed by 25th May 2018
- Every organisation will need to comply with 6 data protection principles when processing personal data
- Privacy notices must contain more information e.g. the purposes of the processing, the legal basis for the processing, information about individual's rights under GDPR. Most privacy notices can be posted on the council's website and noticeboards, in some cases, privacy notices may need to be delivered directly to data subjects
- If relying on consent to process personal data, this must be freely given, specific, informed and unambiguous, easy to withdraw as it is to give
- Organisations can, generally, no longer charge for Subject Access Requests
- Individuals have additional rights which include 'the right to be forgotten'
- Organisations will need to conduct Data Protection Impact Assessments in certain circumstances
- Organisations need a clear process for managing and responding to personal data breaches
- Some GDPR breaches need to be notified to the ICO within 72hrs
- Councils will need to appoint a Data Protection Officer
- Organisations which breach GDPR risk fines up to 4% of global turnover

ADVICE FROM ALCA (Nov 17)

- A Clerk or a Councillor can not be the Data Protection Controller, it must be an external appointment, for which there will be undoubtedly be a cost implication to the Council
- Every organisation in the UK will be looking to appoint a DPO. The DPO must be 'qualified' but the minimum qualification of a DPO is not yet known.

Decision: Council to monitor advice and act accordingly

17/024. Website

Council have secured Transparency Grant Funding to the sum of £1860 to set up a Council dedicated website and to adhere to the Governance and Accountability for Smaller Authorities in England

Decision: Proposed by Cllr G Nichols and seconded by Cllr B Bennett to accept quotation from P Barnes to set up a website for the sum of £225 with a maintenance cost of £110 per year. Domain registration will be in the region of £36 inc VAT for a 2 year period. Agreed by all.

Councillor details shall be name and photo with contact made via the Clerk

The Clerk asked for photos of the parish to be forwarded for use on the site

17/025. Items to report

(Items can be discussed but members can make no decisions)

- Defibrillator – fundraising to start once bank account finalised
- External Audit 2016/17 now finalised – agenda item next meeting

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- 21st Jan. Fossecross Police Open Day Ashley Weller Rural Crime Officer [Cllr G Nichols had attended a meeting to discuss rural crime, which has increased, and what can be done.]
- GAPTC – next agenda for council to consider membership
- Broadband – Cllr J Bowers reported 25 properties now connected. There had been some teething problems. Hope to roll out the next phase.

17/026. Date of next meeting

6th March

15th May – APM/AGM

9th Oct

Signed

Dated.....