

# MENDHAM PARISH COUNCIL

MEETING – 16<sup>TH</sup> JULY 2018

MINUTES [approved by councillors on 17-09-18]

*No Public Forum as no members of public present.*

1. The chairman, Tony Dawson, firstly signed the declaration of acceptance [having been absent when elected in May], then welcomed councillors Denis Pye, Kathy Ferrar, Thelma Brown, Richard Mattocks, Jimmy Kent, Steve Keeling and Stewart Orr. Apologies were received from Suffolk County councillor Guy McGregor and parish councillor Mark Shortt. The clerk, Caroline Cardwell, was in attendance. Also present Lavinia Hadingham, Mid Suffolk District councillor.
2. Declarations of interest and any dispensations allowed – Thelma Brown declared a personal interest in item 7 and several councillors declared a personal interest in funds for the boules piste.
3. Minutes of the previous meetings [23-05-18; 18-06-18] were approved as a true record after removal of remark “this was agreed” in the May minutes; the minutes were duly signed
4. Matters arising not on agenda – “in” and “out” notices for the car park were discussed and Richard Mattocks agreed to source them; Kathy Ferrar and Richard Mattocks will paint the bus shelter; Plans for WWI end anniversary are still in the planning stage; Jimmy Kent very kindly offered to remove waste from a local premises.
5. Finances - Balance at Lloyds Bank [29-06-18] - £13,276.53; Cheques were approved as follows - 202 - to Chris Barnes for 225.00 [maintenance]; 203 to C. Cardwell for 315.64 [ net sal jun/jul]; 204 to C. Cardwell for 153.66 [expenses Nov 17 to Jul 18]; Total cheques - £694.30
6. GDPR –
  - Appointment of DPO – councillors discussed the needs of the council and agreed that the clerk should monitor and supervise the council’s compliance with the regulations; this to be added to the clerk’s job description; councillors agreed to pay the clerk for extra hours undertaken in setting up GDPR requirements.
  - Payroll contract with Van Dijk Accountants approved
  - Privacy notice for website approved
  - Privacy notice for employees approved
  - Risk assessment of data provision and use approved and signed, and to be reviewed on a regular basis
  - Councillors’ responsibilities – the clerk circulated a suggested list for councillors with regard to personal and business use of e-mails etc.
  - The clerk holds a privacy policy checklist which is to be reviewed on a regular basis
  - The clerk also holds check lists for the Legal Basis for Processing and Technical and Organisational Safeguards and Measures
  - Councillors will consider setting up a separate e-mail address for the clerk and themselves for council business
7. Planning – councillors will meet tomorrow to discuss DC/18/02901; councillors’ attention was drawn to the Suffolk Minerals and Waste Local Plan but had no comment.

8. School parking problems – these were extensively discussed as there is considerable concern over a possible accident to a child. It is reported that for the Autumn Term the school will instigate awareness among parents of the need for safety and consideration.
9. Boules piste – councillors agreed to donate £1000 towards a new pitch; the MSD councillor also offered another £1000 from her locality budget.
10. Reports from MSD Councillor [Lavinia Hadingham] included details of the housing land supply available in the district and mentioned 99 new homes in Needham Market. The council have invested in the share holding company CIFCO, and she also commented on CIL payments and a new data base. The council is promoting a new Business and Social Awards scheme – closing date 28<sup>th</sup> September.
11. Correspondence received and discussed.
12. Any other business – a revival of the Speedwatch programme is planned – a meeting will be held at Stewart Orr's, 7.30pm on 17 July; there were comments re the pothole over the bridge but it is in Norfolk!
13. Next meeting – 17<sup>th</sup> September 2018

*The meeting closed at 8.25pm.*