

Minutes of the meeting of Staverton Parish Council held on Monday
19 March 2018 at 7.00 pm at Staverton Village Hall.

The meeting commenced at 7.05 pm.

8. PRESENT: Vice Chair Mark Frati, Cllr Paul Nye, Cllr Kevin Lamb, Cllr Ray Symonds, Cllr Nick Woodall, Cllr Andy Borresen, Cllr Jeff Gibson and Parish Clerk June Jones

Attending: Wiltshire Cllr Trevor Carbin, Police Sgt Paul Harvey, PCSO A MacLachlan, volunteer resident John Corfield and two local residents.

9. APOLOGIES: Chair Simon Richardson

In the absence of the Chair Simon Richardson, Vice Chair Mark Frati chaired the meeting and read out the emergency fire instructions for the village hall.

10. MINUTES OF THE LAST MEETING held on Monday 15th January 2018 were held to be a true record.

11. APPLICATION FOR PARISH COUNCILLOR VACANCY

Having received the application from Mr Shaw well in advance of the meeting, the Councillors were able to offer him the position of Parish Councillor. Cllr Jeff Gibson proposed, Cllr Ray Symonds seconded that Mr Shaw be co-opted onto the parish council. The Parish Clerk indicated that he sign the Declaration of Acceptance of Office in her presence and duly countersigned the Declaration. He was then instructed to complete online the Wiltshire Council Register of Interests within 28 days of his co-option. He was welcomed onto the Parish Council.

12. POLICE MATTERS

The Councillors welcomed Sgt Paul Harvey and PCSO Andrew MacLachlan to the meeting. Chief Constable Mike Veale has stepped down from his role and will be moving to Cleveland Police. His temporary replacement for 12 months will be Kier Pritchard. Sgt Harvey was pleased to report that they have recently apprehended the group of 4 males, 3 of whom were juveniles, responsible for the spate of car key burglaries in and around the Westbury/Trowbridge area. A 17 year old from Warminster and a 17 year old from Trowbridge have been charged with aggravated taking of a vehicles without consent, driving whilst disqualified and without insurance. A 16 year old and a 19 year old from Trowbridge have been arrested on suspicion of burglary and have been released on bail. Advice is to lock doors and windows every time you leave the house. Do not leave keys and handbag in full view. Report any suspicious activity immediately to police on 101. The Councillors thanked them for the update and the advice.

13. SPORTS GROUND & VILLAGE HALL

a. **Visit to Cereal Partners:** Due to a busy workload this has been postponed.

b. **Complaints of Dog Faeces:** Two residents have recently complained. The Parish Council has recently installed an additional bin for waste along the footpath off Cygnet Way leading to School Lane and will be paying for this to be emptied. The two residents who attended the meeting explained that they were having problems at Bulrush Close but there were no bins nearby. Councillors unanimously agreed to look into this and see if another bin could be installed in this area. However it was once again pointed out that unless offenders are reported to the Police or to the Wiltshire Council Dog Warden to get a conviction then it was unlikely to improve.

c. **Car Park next to Boat Yard at The Slipway:** After agreement with Wiltshire Council, the Parish Council will fund the cost of lowering the hedge around this area to prevent anti-social behaviour and fly tipping.

14. WILTSHIRE COUNCILLOR TREVOR CARBIN

Unfortunately the litter pick arranged for Sunday 18th March had to be cancelled because of the snow. Rather than attempt to reschedule Cllr Carbin will go round when the weather improves. Suggested date for the autumn litter pick is October 7th.

The trees by the canal behind The Slipway have now been replaced. He will be meeting up with the contractor on March 28th to discuss replacing other dead trees around the Marina. However this will probably require an Area Board grant application to cover the cost.

The B3105 through Staverton came second in the assessment of freight routes to be considered by Wiltshire Council, so will be done this year. First stage is that Atkins will undertake a traffic survey in the Spring.

Thestfield Drive Reed Beds: The Area Board gave another grant, so Wiltshire Wildlife Trust will be carrying out further work in March, June, September and October.

Flood Gates. Following a meeting with the Environment Agency, Wiltshire Council highways and Wilts Fire and Rescue, it's been decided to go for the smaller scheme with gates at each end of the B3106 Holt Lane. Bradford and Trowbridge Area Boards have agreed to contribute £5,000 between them out of a total cost of around £10,000.

He has been asked to look at the possibility of getting improvements to the cycle route from Staverton into Trowbridge, which runs along the canal towpath to Airsprung Bridge and then beside the railway into town.

The Parish Council raised concerns about developers buying up land and then selling this on. The Government is looking into this at present.

15. EDITOR OF STAVERTON NEWSLETTER

Sadly Caroline Smith, who has been the volunteer editor of the Staverton News for several years is moving out of the area and Councillors thanked her for her support and dedication over the time she has been covering this role. Local resident Natasha Webster has recently been interviewed as her replacement. Councillor Paul Nye proposed and Cllr Ray Symonds seconded that she be offered the position which will be reviewed in 6 months' time. This was unanimously agreed. Miss Webster has been given all the necessary guidelines, consent forms and data protection information required to fulfil this role and comply with the new Data Protection Act 2018. The Parish Council welcomes Natasha to her new role and wishes her every success for the future.

16. COUNCILLOR/RESIDEDNTS MATTERS

a. **Visit to Cereal Partners by Councillors:** Unfortunately due to pressure of audit work the visit has still to be arranged.

b. **Complaints of dog faeces on footpaths and highway verges:** The Parish Council has recently purchased a dog bin for the footpath between Cygnet Way and School Lane and is also paying for this to be emptied. Following complaints from the Bulrush Close area and the lack of bins, it was decided to look into this and see if another bin can be installed and maintained by the Parish Council. However once again residents are advised to report immediate illegal dog fouling to Wiltshire Council Dog Warden Service or the police. The community needs to get a prosecution to stop reoffending.

c. **Car Park next to Boat Yard at The Slipway:** Following discussions with Wiltshire Council Highways agreement was reached to cut back the hedge to prevent illegal drug taking and fly tipping in the car park. It is hoped to get this hedge cut back very soon.

d. **Play area inspection report re gaps under the bridge:** The recent health and safety report raised an issue with the size of the gaps in the wooden bridge. The contractor was asked to look at this but said that it was within acceptable limits. No further action necessary.

17. PARISH STREET MAINTENANCE

Resident John Corfield has been the Parish Council's volunteer co-ordinator with the Parish Steward, maintaining hot spots missed by the regular maintenance crew from Wiltshire Council Highways. Unfortunately Mr Corfield will be moving away and will be no longer able to fulfil this role. Councillors thanked Mr Corfield for his support and practical work for the community since he moved to Staverton and wished him well in his future home. Cllr Nick Woodall said that he was willing to take on this role temporarily until a new volunteer comes forward. **Action:** This role to be advertised in the next issue of the newsletter.

18. FINANCE

a. **The Clerk's Financial Report** of income and expenditure since the last meeting was approved unanimously.

BANK ACCOUNTS AND PETTY CASH HELD				
	Date of Balance	ACCOUNT BALANCES		Date of Balance
£			£	
18,274.55	31.12.17	NAT WEST PRECEPT ACCOUNT	14,342.27	12.3.18
4,271.00	9.1.18	NAT WEST - CLERKS GRATUITY ACCOUNT	4,271.00	12.3.18
67.36	9.1.18	PETTY CASH	14.68	12.3.18
9,227.14	31.12.17	NAT WEST GROUND MAINTENANCE FUND	7,862.68	12.3.18
50,000	9.1.18	JULIAN HODGE BANK (Investment Bond 2 YR)	50,000	12.3.18
15,000	9.1.18	JULIAN HODGE BANK (3 YR FIXED DEPOSIT ACCOUNT)	15,000	12.3.18
96,840.05			91,490.63	

NATIONAL WESTMINSTER PRECEPT ACCOUNT

Date	Chq	Description	Net Cost £	Income £
PAYMENTS SINCE LAST MEETING				
24.1.18	908	WALC GDPR Briefing Session 3 x delegates 23.1.18	105.00	
4.2.18	909	Avast Software ~Computer Security 1 year	33.33	
4.2.18	910	Cleaning of village hall January 18	100.00	
4.2.18	911	Replacement for lost chq 898 (already accounted for £28.36)	0.00	
4.2.18	912	Telephone & Laptop Insurance Jan 18	29.28	
6.2.18	913	ABU Gas & Plumbing - Boiler repairs	310.00	
11.2.18	914	Petty cash transfer	250.00	
14.2.18	915	White Horse Property Services - Grass cutting 1st qtr	280.00	
14.2.18	916	Ship It Appliances - Fridge for village hall	99.99	
30.1.18	SO	Clerk's NET Salary for Jan 18 £922.93 (20p outstanding)	922.73	
22.2.18	SO	Clerk's NET Salary for Feb 18	922.73	
29.1.18	DD	SSE electricity bill to 11 January 18	2.70	
			3,055.76	
PIS INCOME SINCE LAST MEETING				
26.1.18	408	Village Hall Hire - Invoices 169/170/171/172		84
26.1.18	409	Staverton Rangers field hire Jan 18		60
12.2.18	410	Village Hall hire 24.2.18 Invoice 174		50
22.2.18	411	Village Hall Hire - Invoice 179		168
26.1.18	BACS	Superior - Donation to Community Fund		250
5.1.18	BACS	Village Hall Hire - Invoices 161/167/168 Aug-Oct 17		84
15.1.18	BACS	HMRC refund due for VAT Qtr 3		429.94
23.2.18	412	Village Hall Hire - Invoice 181		133
27.2.18	413	Playing Field Hire - Staverton Rangers		100
13.3.18	414	Village Hall hire Invoice 177		35
13.3.18	414	Village Hall Hire Invoice 155		28
13.3.18	415	Village Hall Hire Invoice 180		70
6.2.18	BACS	Village Hall Hire Invoice 178		42
27.2.18	BACS	Village Hall Hire Invoice 183		28
27.2.18	BACS	Village Hall Hire Invoice 173		30.00
				1591.94

TRANSFER

11.2.18	914	Petty Cash		250
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NATIONAL WESTMINSTER MAINTENANCE FUND ACCOUNT

Cheque No	Description	Net Cost £
PAYMENTS SINCE LAST MEETING		
14.2.18	26	White Horse Property Services - Inv 1319
		1297.5
		1,297.50

PIS		INCOME SINCE LAST MEETING			
18.1.18	BACS	Julian Hodge Bank Investments		16.43	
22.1.18	BACS	Julian Hodge Bank Investments		79.84	
19.2.18	BACS	Julian Hodge Bank Investments		16.43	
21.2.18	BACS	Julian Hodge Bank Investments		79.84	
				192.54	
TRANSFER					
				0.00	
Nos		PETTY CASH PAYMENTS SINCE LAST MEETING		Net Cost £	Income
24.11.17 to 1.03.18	31 to 50	Stationary, postage, signs, LPCAS templates, Latches for village hall, keys for village hall, Kitchen pots and pans, utensils, Toaster		262.46	
				262.46	

b. Audit Documents 2017/18

- a. **Assets Register** (1) Cllr Nick Woodall proposed and Cllr Kevin Lamb seconded that this be approved. Unanimously agreed.
- b. **Code of Conduct** (2) Vice Chair Mark Frati proposed and Cllr Nick Woodall seconded that this be approved. Unanimously agreed.
- c. **Complaints Procedure** (3) Cllr Kevin Lamb proposed and Cllr Jeff Gibson seconded that this be approved. Unanimously agreed.
- d. **Council Equity Policy** (4) Cllr Paul Nye proposed and Cllr Ray Symonds seconded that this be approved. Unanimously agreed.
- e. **Internal Audit Review** (6) Cllr Jeff Gibson proposed and Cllr Paul Nye seconded that this be approved. Unanimously agreed.
- f. **Internal Audit Programme** (7) Cllr Ray Symonds proposed and Cllr Kevin Lamb seconded that this be approved. Unanimously agreed.
- g. **Internal Audit Report** – The report from the Internal Auditor, Auditing Solutions Ltd, was read by all Councillors and the actions raised were acted upon and minuted at the meeting held on 15 May 2017(8) Cllr Lindsay Shaw proposed and Cllr Kevin Lamb seconded that this be approved. Unanimously agreed.
- h. **Financial Regulations** (9) Cllr Nick Woodall proposed and Cllr Kevin Lamb seconded that this be approved. Unanimously agreed.
- i. **Model Standing Orders – Part II** (10) Cllr Paul Nye proposed and Cllr Kevin Lamb seconded that this be approved. Unanimously agreed.
- j. **Risk Assessment – Play Area** (11) Cllr Nick Woodall proposed and Cllr Jeff Gibson seconded that this be approved. Unanimously agreed.
- k. **Risk Assessment – Sports Ground** (12) Vice Chair Mark Frati proposed and Cllr Ray Symonds seconded that this be approved. Unanimously agreed.
- l. **Risk assessment – Fire/Health and Safety Village Hall** (13) Councillors thanked Cllr Jeff Gibson for his efforts updating this risk assessment and for carrying out regular checks on the fire equipment and emergency lighting. The company supplying the equipment will be providing him with a maintenance check record book. Cllr Jeff Gibson proposed and Cllr Ray Symonds seconded that this be approved. Unanimously agreed.
- m. **Risk assessment – Financial** (14) Vice Chair Mark Frati proposed and Cllr Lindsay Shaw seconded that this be approved. Unanimously agreed.
- n. **Data Protection – Privacy Statement** (15) Cllr Kevin Lamb, Data Protection Information Officer and acting lead co-ordinator for the Parish Council, explained to all the Councillors that all Data Protection guidelines, risk assessments and other documents had to be robustly updated to comply with the new Data Protection Act in May 2018. Non compliance can result in heavy fines. In future he will be the first point of contact for any suspected breaches in data handled by the Parish council. Following advice from NALC at a recent training session for the Chair Simon Richardson, the Clerk June Jones and Cllr Kevin Lamb, the Parish Council has engaged Local Council Public Advisory Service to provide a Data Protection Officer to ensure that Staverton Parish Council is compliant with the new law and regulations. This service will cost £150 and will be ongoing. Although the Government had given Councils very little time to prepare and inform them, Cllr Lamb was pleased to report that considerable time has been spent so far working on this with the Parish Clerk and he was satisfied that enough had been done so far to

comply with the regulations. However this is ongoing and there will still need to be more work carried out for future compliance re IT guidelines and other areas of improvement. He reiterated that Councillors need to take this new Data Protection law very seriously and they should familiarize themselves with all the documents recently circulated by email to everyone. Changes should be made to IP addresses for Councillors and close attention paid to how sensitive information is circulated to others (not part of the Parish Council). Consents need to be obtained if personal information is to be used or shared and names and addresses not to be shared unless already in the public domain. He has prepared the Parish Council Privacy Statement to be posted online on the Parish Council Website as soon as possible and it should be distributed to all administrators and processors of Parish Council business. Cllr Lamb proposed that this be approved. Cllr Nick Woodall seconded this proposal and it was unanimously agreed. Cllr Lamb and Parish Clerk June Jones were thanked for all the preparation work necessary to enable the Council to comply. [Action: Privacy statement to be posted online.](#)

- o. **Data Protection – General Guidelines** (16) Cllr Kevin Lamb proposed and Vice Chair Mark Frati seconded that this be approved. Unanimously agreed. [Action: Guidelines to be given to all Processors and hirers.](#)
- p. **Data Protection – Controller and General Data Protection Awareness Checklist** (17) - All Councillors were asked to sign both of these documents at the meeting to confirm that they had read and understood what actions they need to carry out to comply with the new Law. These signed copies were handed to the Parish Clerk. Cllr Kevin Lamb proposed, Vice Chair Mark Frati seconded that these be approved. Unanimously agreed.
- q. **Data Protection – Processor Guidelines** – These guidelines are to be used by the Parish Clerk, the Bookings Manager and the Editor. Cllr Kevin Lamb proposed and Vice Chair Mark Frati seconded that these be approved. Unanimously agreed. [Actions: copies to be distributed and signed by all Processors to confirm compliance.](#)
- r. **Data Protection – Risk Assessment** (18) Cllr Kevin Lamb proposed and Cllr Jeff Gibson seconded that these be approved. Unanimously agreed.
- s. **Data Protection IT Health Check for Parish Clerk's Computer** (19) The Parish Clerk called in PC ONLINE to carry out an IT health check on her computer and advise on security for Parish Councillors' own computers. A Malware software programme was installed and private and parish council documents and email access was separated, security software was updated, new back-up more secure software was installed. Old files to be removed or gradually deleted. Councillors were advised to change their private IP addresses to .org.uk parish council addresses. It was advised that over the next year or so that a laptop be purchased for the sole use of the Parish Clerk to provide more security of information held on the laptop. Several options were suggested for future software and management support. [Action: Parish Clerk to ask PC ONLINE to provide IP Addresses for all parish councillors and delete redundant information and files.](#)
- t. **Data Protection Summary 2018** (20) The Parish Council was asked by LCPAS to provide information regarding which policies, notices, guidelines etc. had been adopted. A summary of adoptions, notices, compliance and actions were assembled in this document and a list of actions to be carried out as soon as possible. Cllr Kevin Lamb proposed and Cllr Nick Woodall seconded that these be approved. Unanimously agreed. [Action: Clerk to forward on to LCPAS.](#)
- u. **Data Protection – GDPR Risk Assessment** (21) – Guidelines for this risk assessment recommended that 4% of the Council's income to be set aside for costs if a breach occurred and the PC needed legal advice. Cllr Kevin Lamb proposed and Cllr Nick Woodall seconded that this be approved. Unanimously agreed. [Action Parish Clerk to check with insurance company to see if sufficient legal protection cover for Data Protection breaches.](#)
- v. **Data Protection – Check List Questions** – Privacy Statement (22) Cllr Kevin Lamb proposed and Cllr Ray Symonds seconded that the check list be approved. Unanimously agreed.
- w. **Register of Interests** – Although Councillors have to update their Register of Interests on the Wiltshire Council website, copies of signed hard copies should also be posted on the Parish Council website. Councillors handed over their signed copies. [Action: Clerk to ensure that signed copies are displayed on the website.](#)
- x. **Notice Board for The Slipway** - The existing notice board is in a very poor state and needs replacing. Three suggested replacement options were presented to the Parish Council for further discussion. It was agreed to purchase the Classic 58 Mounted External Notice Board with Header from the Notice Board Company at a purchase price of £1,099 plus VAT. Vice Chair Mark Frati proposed that the Parish Council accept this quotation and this was seconded by Cllr Ray Symonds. This was unanimously agreed: [Action: Parish Clerk to notify owner of land of replacement notice board, order the board from the Notice Board Company and Cllr Kevin Lamb to contact Mr Deacon to get date to install and remove the old noticeboard.](#)
- y. **White display gates for bridge entrance to village** – To provide white gates to all entrances to the village would be too costly. As these gates are used to slow down traffic as well as being visually attractive, it was suggested that the Parish Council approach the Area Board for grant funding. [Action: Wiltshire Councillor Trevor Carbin to contact Wiltshire Council Highways and ask for a survey to see if it is feasible for these gates to be installed at each of the bridge entrances.](#)
- z. **Briefing note 342 Changes to Waste Disposal** – WC will no longer provide business waste disposal. As from 1st April 2018 the Parish Council will contract waste removal from Hills Waste. [Action: If the contactor is unsatisfactory, alternative providers of this service will be sourced next year.](#)

19. CORRESPONDENCE

Briefing Note 342 concerning an update on Waste disposal from Wiltshire Council has been circulated and read.

20. DATE OF THE NEXT PARISH COUNCIL MEETING: 14 May 2018 – This meeting will be the ANNUAL PARISH MEETING held at 6.30 pm followed by the ANNUAL GENERAL MEETING OF THE PARISH COUNCIL held at 7.30 pm.

The meeting closed at 9.20 pm

Meeting Dates for 2017-2019	18	SEPTEMBER 2017	19	MARCH 2018	16	JULY 2018	14	JANUARY 2019
On Mondays starting at 7.00 pm	20	NOVEMBER 2017	14	MAY 2018 AGM & APM	17	SEPTEMBER 2018		
At the village hall	15	JANUARY 2018		JUNE (Exec Ctee Meeting)	19	NOVEMBER 2018		