

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD IN THE PARISH OFFICE ON TUESDAY 8th MAY 2018 AT 7.30PM

PRESENT Cllrs Lorna Clark, Gary Grayston, Donna Griggs, Ron Hetherington, Jeff Jones, Marie Males, Conrad Oatey (Presiding Chair), Peter Rapley, Glennis Robinson, Mel Roper, Kevin Shaw, Liz Taylor, Carys Thomas, John Thurman

The Clerk Neil Lambert and Deputy Clerk Sue Lewis were also present.

18/APC/1 ELECTION OF CHAIRMAN

Nominations for Chairman

Cllr Ron Hetherington -	Proposed Cllr Marie Males	Seconded Cllr Glennis Robinson
Cllr Conrad Oatey -	Proposed Cllr Kevin Shaw	Seconded Cllr Mel Roper

A vote was taken on the above nominations

Cllr Ron Hetherington – 6 votes
Cllr Conrad Oatey – 8 votes

It was therefore agreed that Cllr Conrad Oatey be elected as Chairman of the Parish Council for 2018/2019

18/APC/2 TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE AND AGREEMENT TO ABIDE BY THE CODE OF CONDUCT.

Cllr Conrad Oatey read out and signed the Chairman's Declaration of Acceptance of Office.

18/APC/3 APOLOGIES FOR ABSENCE – Cllr Moira Males reasons received and accepted

18/APC/4 ELECTION OF VICE-CHAIRMAN

Vice-Chairman Nominations

Cllr Ron Hetherington -	Proposed Cllr Marie Males	Seconded Cllr Glennis Robinson
Cllr Kevin Shaw -	Proposed Cllr Carys Thomas	Seconded Cllr Mel Roper

A vote was taken on the above nominations

Cllr Ron Hetherington – 6 votes
Cllr Kevin Shaw – 8 votes

It was therefore agreed that Cllr Kevin Shaw be elected as Vice Chairman of the Parish Council for 2018/2019

18/APC/5 APPOINTMENT OF COMMITTEES

a) Amenities Committee (Max Of 8 Members Plus Council Chairman & Vice-Chairman)

The Constitution of Committees determines that Cllrs Conrad Oatey and Cllr Kevin Shaw serve on the Amenities Committee by virtue of being Chairman and Vice-Chairman of the council respectively.

Following a show of hands the following councillors were declared as being members of the Amenities Committee:- Cllrs Lorna Clark, Donna Griggs, Jeff Jones, Marie Males, Peter Rapley, Mel Roper, Glennis Robinson, Liz Taylor

Agreed unanimously

b) Planning Committee (Max of 3 Members per Ward plus Council Chairman & Vice-Chairman)

The Constitution of Committees determines that Cllrs Conrad Oatey and Cllr Kevin Shaw serve on the Planning Committee by virtue of being Chairman and Vice-Chairman of the council respectively.

A paper ballot was taken and the following Councillors were declared as being members of the Planning Committee:- Cllrs Gary Grayston, Donna Griggs, Ron Hetherington, Marie Males, Glennis Robinson, Mel Roper, Liz Taylor, Carys Thomas, John Thurman

18/APC/6 a) AMENITIES AND PLANNING COMMITTEES TO MEET TO ELECT CHAIRMAN AND VICE-CHAIRMAN.

Amenities

Nominations for Chairman

Cllr Mel Roper -	Proposed Cllr Lorna Clark	Seconded Cllr Kevin Shaw
Cllr Marie Males -	Proposed Cllr Jeff Jones	Seconded Cllr Peter Rapley

A vote was taken on the above nominations

Cllr Mel Roper - 8 votes
Cllr Marie Males – 2 votes

It was therefore agreed that Cllr Mel Roper be elected as Chairman of the Amenities Committee for 2018/2019

Vice-Chairman – The following proposal was received

Cllr Marie Males	Proposed Cllr Glenis Robinson	Seconded Cllr Peter Rapley
	Agreed unanimously	

Planning Committee

The members of the Planning Committee met and the Chairman of the Council asked for nominations for Chairman and Vice-Chairman of the Committee

Nominations for Chairman

Cllr Carys Thomas -	Proposed Cllr Mel Roper	Seconded Cllr Donna Griggs
Cllr John Thurman -	Proposed Cllr Ron Hetherington	Seconded Cllr Marie Males

A vote was taken on the above nominations

Cllr Carys Thomas – 8 votes
Cllr John Thurman – 3 votes

It was therefore agreed that Cllr Carys Thomas be elected as Chairman of the Planning Committee for 2018/2019

Vice-Chairman – The following proposal was received

Cllr John Thurman –	Proposed Cllr Marie Males	Seconded Cllr Glennis Robinson
	Agreed Unanimously	

b) ELECTION OF TWO ORDINARY MEMBERS TO THE MANAGEMENT COMMITTEE

In addition to the Chairman and Vice-Chairman of the Parish Council, Amenities and Planning Committee forming the Management Committee, nominations are required for two additional members:-

Nominated –

**Cllr Donna Griggs - Proposed Cllr Mel Roper
Cllr Ron Hetherington - Proposed Cllr Marie Males
Cllr Glennis Robinson - Proposed Cllr Ron Hetherington**

**Seconded Cllr Lorna Clark
Seconded Cllr Glennis Robinson
Seconded Cllr Peter Rapley**

A paper ballot was taken on the councillors nominated

Cllr Donna Griggs – 9 votes
Cllr Ron Hetherington – 9 votes
Cllr Glennis Robinson – 5 votes

It was therefore agreed that Cllrs Donna Griggs and Ron Hetherington be elected to serve on the Management Committee for 2018/2019

18/APC/7 APPOINTMENT OF MEMBERS TO PORTFOLIOS AND REPRESENTATION ON OUTSIDE BODIES

PORTFOLIO	NAMED REPRESENTATIVE
Highways and Pavements	John Thurman
Health and Safety	Lorna Clark
The Environment & Meadow Park	Mel Roper
Policing, Crime Prevention, CCTV & Neighbourhood Watch	Ron Hetherington
Planning, Local Developments & Conservation Area	Carys Thomas
Rights of Way	Liz Taylor
Publicity	Lorna Clark
Youth Issues, Playgrounds & Recreation	Glennis Robinson
Christmas & Floral Decorations	Kevin Shaw
Business, Employment & Local Traders	Mel Roper
Closed Churchyard & Village Burial Ground	Conrad Oatey
Emergency Co-ordinator	Conrad Oatey

Outside Bodies

Community Care – Cllr Peter Rapley

E.L.P.F.C. – Cllrs Marie Males, Liz Taylor, John Thurman

Village Website – Cllr Conrad Oatey and Mr John Ollivere*

Community Plan – Cllrs Gary Grayston, Carys Thomas, Conrad Oatey, Kevin Shaw, Donna Griggs

Village Hall Committee - Sonya Oates, Sue Lewis, Cllr Marie Males, Tim Woods (these representatives were nominated March 2018) plus one vacancy.

Working Parties

Newsletter – Cllrs Mel Roper, Lorna Clark

18/APC/8 TO CONSIDER ISSUES NOT FORMING PART OF THE ANNUAL COUNCIL MEETING BUT WHICH REQUIRE URGENT ATTENTION.

A) General Data Protection Regulations – To approve policies and practices as per attached papers and previously circulated

The Clerk referred to paper previously circulated and the following were agreed and adopted

1. Cllrs e-mail addresses
2. Data Map – subject to alteration of planning applications Column I to be changed to 1 year after completion of development; the map to be reviewed in 3 months' time
3. Retention Policy
4. Papers previously circulated: Data Protection Policy, Subject Access Request Procedure, Data Breach Policy, Security Compliance Checklist, General Privacy Notice (public and external) and Privacy Notice (Councillors and employees, internal).
5. East Leake Parish Council is already registered as a Data Controller with the ICO
6. Data Protection Officer – In accordance with guidance received it was agreed to defer appointment until further advice had been received from NALC/SLCC.
7. Good "Office Housekeeping" – rooms, cabinets and drawers to be locked, full suite of door keys to be used, desktop computers time out when not in use, wall displays to omit personal data.
8. CCTV Protocol – awaiting to hear from the Police
9. Website "Captcha forms – I am not a robot" implemented

B) General Power of Competence – to consider asserting approval for wider powers than current status

RESOLUTION

As the Council meet the conditions of eligibility set out in the Statutory Instrument, Parish Council (General Power of Competence (Prescribed Conditions) Order 2012 it was agreed to adopt the General Power of Competence

**Proposed Cllr Marie Males
Agreed Unanimously**

Seconded Cllr Carys Thomas

18/APC/9 CONFIDENTIAL ITEM

It was resolved that the public be excluded from the Meeting for consideration of the above item of business pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 because of the confidential nature of the business to be transacted (see page 5a)

There being no other business the meeting closed at 8.30pm
* Parish Council nominated representatives