

## SEDGWICK PARISH COUNCIL

### Minutes of the Annual General Meeting held on Wednesday 9 May 2018 at 7:30pm Venue: Sedgwick Village Hall

**Present:** Cllr B Holmes (Chairperson), Cllr R Gill, Cllr D Willacy, Cllr J Oscroft, G Stoker, Cllr R Smith, District Cllr T Harvey, District Cllr B Cooper, District Cllr R Bingham, Mrs S Roberts (Parish Clerk), and a member of the public.

#### 1/18 **Election of Chairperson**

The Clerk took position of Chairperson for this item. It was proposed, seconded and unanimously resolved that Cllr Holmes should be the Chairperson for 2018/19

#### 2/18 **Declaration of Acceptance**

A Declaration of Acceptance form for 2018/19 was signed by Cllr Holmes and witnessed by the Clerk.

#### 3/18 **Election of Vice-Chairperson**

It was proposed, seconded and unanimously resolved that Cllr Gill should be the Vice-Chairperson for 2018/19

#### 4/18 **Apologies**

It was resolved for apologies with reasons given to be noted from PCSO Boaks and County Cllr Gray

#### 5/18 **Minutes**

It was resolved for the Chairperson to sign the minutes of the meeting held on 18 April 2018 as a true record.

#### 6/18 **Declarations of Interest / Dispensation** Requests: None

#### 7/18 **Public Participation:**

- BT building reported – poor state of repair -awaiting update ref MON0189470
- Resident complained about trees being removed from the canal and the growing rook population. These matters were discussed under item 14b on the agenda

Police Report: 54 incidents have been reported in the wider area with 10 being recorded crimes; the report will be displayed on the Noticeboard and website.

District Cllrs: All 3 District Councillors introduced themselves at the meeting and commented on found the residents of Sedgwick to be extremely friendly. As they are new in post they had nothing to report but looked forward to be working with the Parish Council

County Cllr B Gray – sent her apologies and a report (see reports)

#### 8/18 **Appointment of Representatives:** - South Westmorland Local Area Partnership- Cllr Willacy and Cllr Smith, Highways - Cllr G Stoker, Gritting - Cllr R Gill, Financial Verifier Cllr Oscroft Deputy Cllr Smith, Emergency Plan Officer Cllr Stoker, Health & Safety Officer Cllr Stoker, Website Officer Cllr Holmes, Website Administrator Parish Clerk, Canal Officer Cllr Smith & Cllr Willacy, Millennium Field Officer Cllr Stoker and Planning Officer Cllr Willacy. Action – to update website page.

#### 9/18 **Planning: - None Received**

#### 10/18 **Highways/Footpaths**

1. Received Highways report by Cllr Stoker- see attached report. Cllr Stoker added that any potholes that appeared needed to be reported asap so they could be repaired.
2. Road Closure: Signs have been erected in the Village about a road closure so that resurfacing and repairs can be carried out. (May 11<sup>th</sup> overnight)
3. Correspondence has been received from CCC. The pothole statement was mentioned along with the fact that repairs are in progress.

## **11/18 Playground /Millennium Field**

1. Cllr Stoker has carried out the monthly check on the Millennium Field and reported back that Cllr Willacy had repaired the two steps and repairs had been carried out on the branch section of the tree slide. It was agreed he and Cllr Willacy would clean the slide before the next meeting. A new bench has now replaced and an old bench removed. Cllr Stoker ask Council's approval to remove an old broken bench attached to the fence, which was not fit for purpose. This was approved and would be carried out before the next meeting. Cllr Stoker had purchased some paint to enhance the picnic tables as soon as the weather permits. The Area had been well used over the bank holiday weekend and Cllr Stoker had emptied all the littler bins. It was agreed the parish walk in July would inspect the picnic benches and netball stand to identify any improvements required
2. It was agreed to receive a quote for the Annual Safety Inspection from ROSPA, this would be arranged by the Clerk.

## **12/18 Canal**

1. The monthly inspection of the Canal Pathways had been carried out – (see reports) Cllr Stoker agreed to rectify the lose sign and an inspection of the pathways would be carried out on the Parish Walk in July
2. Repair to retaining wall and coppiced vegetation/trees had been completed, Cllr Willacy had supervised the work and was pleased to report it was a good job done.
3. The correspondence received complaining about the coppicing of trees was discussed. It was agreed that the coppicing had been necessary to make safe the retaining wall and had been carried out correctly. It was agreed for Cllr Gill to reply, explaining what had been agreed by Council. He would also include the SLDC advice acquired by the clerk about the rook population, also mentioned in the letter.
4. Update- safety inspection by A Hearne- Treescapes. Date to be agreed and Council will be advised of the inspection
5. The LCRP Towpath Trail Road Show was attended by the Cllr Holmes on Tuesday 8 May at the Strickland Arms. The proposed cycle path route was displayed, following the existing rights of way through the parish as agreed with Council in December. Helen Moriarty confirmed the HLF bid has been successful and the Stainton, Hincaster and Sedgwick Project is going ahead. She agreed to provide Council with a written report for the next meeting.

## **13/18 Data Protection Training**

- Cllr Holmes provided a written report – see reports
- It was agreed and approved to Adopt and the GDPR Implementation Action Plan
- Press and Media Policy agreed and approved
- Protocol on recording of all recording and filming of meetings agreed and approved
- Retention of Documents Policy agreed and approved
- Sedgwick Parish Consent form agreed and approved
- Sedgwick Parish Privacy Notice (Public) agreed and approved
- Sedgwick Parish Councillors Guide to the new legislation document was circulated

## **14/18 Armistice Beacon**

See written report by Cllr Holmes, It was agreed to part fund the marquee at a cost of £125.

## **15/18 Finance**

- a) Bank Balance as of 30 April 2018 £12,863.35
- b) Receipts SLDC Precept £10,035.18 and SLDC Grant £ 68.23, VAT repayment £163.46
- c) Payments Approved: G Stoker- painting materials £15.30, P Airey – repair stone wall £200 and P Hull Audit and report £80.00, First Utilities DD £ 18.99 Broadband.
- d) The Accounts Report from Meeting Dated 18<sup>th</sup> April 2018, the transactions cleared was signed.
- e) Financial Report: The Audit Report was received, and amendments made and approved, these documents would be approved by the Auditor to complete the signing of the audit document. The certificate of exemption had been completed and approved. Notification of completed Audit would be displayed for examination in the cabinet and the website, when the exemption certificate is finalised. The Audit report is available from the Parish Clerk.
- f) Clerk Salary NALC guidelines April 2018 increase from £12.44 to £12.82, was approved.

- g) Revised budget 2018/19, 3 year financial plan and contingency statement all discussed, agreed and approved.
- h) Financial Regulations 2018/19 were, discussed and approved.
- i) Approval was given to part fund the Armistice Beacon marquee cost £125.00

#### **16/18 Newsletter - Summer Edition**

It was agreed to publish the newsletter later in the summer, Councillors to consider topics for the next meeting. Ideas discussed to-date Cllr Willacy had taken photographs of the work on the Aqueduct, these can be displayed with a write up. The Canal being built 200 years next year, Highway's repairs, Armistice weekend events, Website update and GDPR.

#### **17/18 Correspondence:**

- Local Government Briefing: Complying with the general data protection regulations, received noted and discussed
- NALC: data protection fees, information received that next years fees would cost the Parish Council £35, as they are paid on DD.
- Calor Rural Community Fund: received and noted
- Correspondence update on GDPR and the Data Protection Bill, received, discussed and noted

#### **18/18 Items for consideration for a future agenda**

- Highways Report
- Canal Report
- PCSO Report
- Annual Safety Report Millennium Field
- Update on progress of the Audit
- Newsletter – Summer Edition
- Website Update

#### **19/18 Date of next meeting**

It was confirmed that the next Parish Meeting will be on Wednesday 13<sup>th</sup> June - 7.30pm and will be held in the Sedgwick Village Hall. Please note **July's Meeting will be held on July 18<sup>th</sup> not 11th 2018** and would be preceded by a Canal and Millennium Field walk and check.

*The meeting closed at 9 35 pm*

Signed: ..... (Chairperson)  
Date: 18 July 2018