

Randwick and Westrip Parish Council

Minutes of the meeting of the Council held at 7.15 pm on Thursday June 21st at Cashes Green School

Present

Councillors:

Shaun Egan

Mike Woods

Robert Davies

Cheryl Byford

Alex Egan

Clerk Mr B Parsons

District Cllr Edmunds

1/6/18 **Apologies:** Cllrs Smith, Holder, Reed and Fontenla. County Cllr Oosthuysen

2/6/18 **Public Forum:** There were three parishioners present and District Cllr Edmunds.

Mrs Badham asked about the condition of the road outside the development at Blenheim Rise.

The Clerk had contacted the Local Highway Manager who had said that he would see if he could get a contribution from the developer for some patching.

Mrs Badham also raised a question again from the Annual Parish Meeting Council communications and minutes, which was to be discussed later on the agenda.

3/6/18 **Declarations of interest in items on this agenda:** None.

4/6/18 **Minutes:** The minutes of the meeting held on May 17th were approved and signed.

5/6/18 **Draft minutes of the Annual Parish Meeting:** Cllrs noted the contents of the draft minutes, which had been summarised orally by Cllr Egan.

6/6/18 **Report from the Officer of the Council:** Cllrs noted the contents of the Clerk's report.

7/6/18 **Correspondence:** Cllrs noted the correspondence listed in the Clerk's Report. The Clerk was asked to respond to a survey from The

Gloucestershire Association of Parish and Town Councils about the means and frequency of their communication to parish councils.

Action: The Clerk to retain requests for donations from The Open Spaces Society and the Sue Ryder Leckhampton Hospice until the autumn grants are considered.

A parishioner had asked about excavated material from a building project which had been deposited at the site of the former Girl Guide building. The Chairman had been informed that it was likely to be removed within two weeks. Cllrs decided to consider whether to refer the matter to SDC Planning if the material had not been moved by the next meeting.

8/6/18 **Questions from Councillors:** Cllr Woods asked what else could be done to reduce speeding in the Parish. PCSOs were monitoring the speed of vehicles near Cashes Green School where the VAS had recorded the highest speeds and GCC was going to install posts to allow the VAS to be used in more parts of the Parish. The Police would not authorise the use of an ANPR camera in the Parish.

Cllr Davies asked cllrs for their views on the manufacturer's suggested changes to the new climbing frame for Randwick Playing Field. An attachment had to be redesigned.

Resolved: Cllr Davies to discuss the change with the manufacturer and if the explanation was satisfactory to tell the Clerk to ask the manufacturer to proceed. If the explanation needed further discussion it would be dealt with on the July agenda.

A parishioner had asked Cllr Davies whether residents were permitted to spray weed killer on weeds growing alongside their properties on the footpath side of their boundaries.

Action: The Clerk to ask GCC and SDC what regulations apply.

Cllr Byford asked whether the Council had any policy or powers relating to unkempt gardens. Cllrs believed that items that could be harmful to health or a nuisance could be reported to the District Council.

Cllr Davies asked about rubbish that had been left on Randwick Playing Field after the Wap. It was agreed that this was to be included in discussion under item 12b.

9/6/18 **District and County Cllrs reports:** No County Cllrs present. Cllr Edmunds had sent a written report and gave further information about the current SDC consultation on car parking charges.

10/6/18 **Planning, Traffic and Transport:**

a) **Planning applications:**

S.18/1307/TCA - 2 Ash View Cottages, The Stocks, Randwick - crown
reduce mature English Walnut - No Comment

11/6/18 **Finance and Personnel**

a) **Bank reconciliation:** Cllrs considered the bank reconciliations for April and May.

b) **Funding for maintenance of the play area at Randwick Playing Field:**
It was agreed to include this in discussion under item 12b.

12/6/18 **Environment:**

a) Cllrs discussed a letter from Randwick Football Club about dog mess on the playing field. RVH&PFC had suggested that dogs should be kept on leads after dusk.

SDC had informed the Parish Council that Public Space Protection Orders controlling dogs could not be reviewed until 2021. It was possible that an order could be made requiring leads at certain times such as after dusk. The SDC Dog Warden Service had had few reports of dog fouling at Randwick Playing Field and needed to have evidence to support any future action. The Wardens need parishioners to report fouling and other nuisance to SDC, which could be done via the SDC website.

b) Arrangements for the management of Randwick Playing Field: Cllrs discussed the current distribution of responsibilities which derived from the 1963 lease. RVH&PFC arranged bookings and lettings for the VH and Playing Field. The Parish Council paid for mowing and had paid for hedge maintenance and the overspill car park and was paying for improvements to the play area, which included S.106 developer contributions via the planning authority. Management responsibilities had grown and the Council would welcome the opportunity to re-establish the principles that underlined management responsibility.

Resolved: To invite the Trustees of the Village Hall and Playing Field to a Parish Council meeting to discuss management.

c) Environmental Plan: Cllr Smith was absent and this item was deferred until the July meeting.

d) Planting trees in a hedge at Randwick Playing Field: Cllrs thanked Mr Badham for his offer to supply and plant trees, with guards, via Stroud Tree Workshop at no cost, although STW would hope for a donation. The Chairman suggested forming a working party to consider the number, species and sites for planting of trees in the hedge at the southern boundary of the Village Green. He had obtained consent from two parishioners.

Resolved: To form a working party consisting of Vernon Williams, Cllr Cheryl Byford, Stan Giles and Roy Badham to report back to the Council at least one month before planting would take place.

13/6/18 **Communications:** A parishioner had spoken at the Annual Parish Meeting about communication between parishioners and the Council and had suggested that minutes should be more detailed. Cllrs discussed the function of minutes as defined in the standard work, "Arnold Baker on Local Council Administration".

Minutes ... "are intended to be formal records of official acts and decisions, not reports, still less verbatim reports, of the speeches made by councillors. Minutes should, therefore, be as short as is consistent with clarity and accuracy, and the arguments used in the discussion need to be recorded only if the decision cannot be clearly expressed in any other way. Short simple minutes are less likely to be defamatory than long reports."

Cllrs agreed to consider in future whether minutes gave sufficient information. The Chairman emphasised the fact that all meetings are open to the public and as well as attending meetings to get information parishioners could ask councilors questions: all councilors contact details were available on the notice boards and the Council's website. Cllr Davies suggested that an initiative such as a Parish Council stall at the Wap would be an effective way of improving communication. The Chairman reminded the meeting that the Annual Parish Meeting, intended for parishioners to raise any parish matters that concerned them, was advertised but generally attracted few parishioners to attend, eight in 2018.

14/6/18 **Annual review of Council documents:** The working party had recommended adoption of new documents relating to the 2018 General Data Protection Regulation, recommended making some changes to revise and update existing documents and recommended that other governing

documents continued to have effect until superseded by new or amended arrangements.

a) **GDPR:** GDPR documents considered by the working party were: -

Consent for the Council to hold contact information

The Council's privacy notice

The Council's data audit schedule

The Council's data retention and disposal policy

The Council's list of documents for retention or disposal

The Council's information and data protection policy

The new councillor privacy notice

The Council's management of removable data policy

The Council's social media policy

Some of these documents could not be finalised until legislation currently before Parliament confirmed that parish councils did not need to appoint a data protection officer, but were approved in principle.

Resolved: To accept the working party's recommendations and approve the Council's: -

Consent for the Council to hold contact information

Privacy notice

New councillor privacy notice

Data audit schedule (inventory of personal data captured, stored and processed by Randwick and Westrip Parish Council)

Resolved: To accept the working party's recommendation and adopt the Council's: -

Data retention and disposal policy

Management of removable data policy

Social media policy

Information and data protection policy.

b) **Risk management:** Cllrs accepted the working party's recommendation and approved the Council's existing arrangements for risk management.

c) **Complaints procedure:** Cllrs accepted the working party's recommendation and approved the Council's existing procedure.

d) **Freedom of Information and Data Protection:** Cllrs accepted the working party's recommendation and approved the Council's existing procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018

e) **Policy for dealing with the press and media:** Cllrs accepted the working party's recommendation and approved the Council's existing policy and its protocol on the filming and recording of meetings.

f) **Code of conduct:** Cllrs accepted the working party's recommendation and approved the Council's existing code.

g) **Standing orders:** Cllrs accepted the working party's recommendation and adopted revised standing orders complying with the National Association of Local Councils' latest model, subject to Parliament requiring parish councils to appoint a data protection officer.

h) **Financial regulations:** Cllrs accepted the working party's recommendation and resolved to revise section 4.4 changing the Council's review of salary budgets from October to December when the budget is drafted.

i) **Internal financial control systems:** These were reviewed in April 2018 prior to the internal audit.

j) **Delegation arrangements to employees:** Cllrs accepted the working party's recommendation and confirmed the powers delegated to the Clerk as stated in the Financial Regulations [*Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by: the Council for all items over £500: the Clerk for any items below £500.*]

k) **Committees and working parties:** Cllrs accepted the working party's recommendations and resolved to dissolve the Planning Committee, which had not needed to meet for a number of years. The Council would continue to ask the planning authority to grant extensions of time where appropriate in order to make representations about planning matters and could call an extraordinary meeting if an application needed discussion between regular scheduled meetings.

Communications Working party: Cllrs Shaun Egan, Mike Woods, Marina Fontenla and Alex Egan were appointed.

l) **Terms of reference for committees:** There were no standing committees. The Council would appoint working parties with specific remits as required.

15/6/18 **Representatives on outside bodies:** Cllr Shaun Egan was appointed as Council representative on the Randwick Village Hall & Playing Fields Committee.

Cllrs asked for more information about the Council's representation on The Randwick Charities and deferred any appointment.

Action The Clerk to write to the Secretary of The Randwick Charities for information about the appointment of trustees.

16/6/18 **Membership of other bodies:** The Council reaffirmed the necessity of the Council's membership of the GAPTC and the Clerk's membership of the SLCC and ALCC.

17/6/18 **Subscriptions:**

Resolved: To pay the annual subscription to GAPTC and to pay for the Clerk's membership of the SLCC and ALCC.

18/6/18 **Fees and charges:** Cllrs deferred any decision about the contributions charged to Randwick School, Randwick Cricket Club and Randwick Football Club for mowing the playing field until the Council had met with the Trustees of Randwick Village Hall and Playing Field to discuss management responsibilities.

19/6/18 **Inventory and Asset Register:** Cllrs reviewed the Asset Register.

20/6/18 **Deeds:** The deeds were available for inspection.

21/6/18 **Chairman's allowance:** Cllrs confirmed the Chairman's allowance for 2018/19 as £100.

22/6/18 **Dates and times of meetings:**

Resolved: To continue to meet at 7.15 on the third Thursday of each month. Meetings would be held at Randwick Village Hall and Cashes Green School.

23/6/18 **Items delegated to the Clerk and items for the next agenda:** As above plus consideration of the Council joining the CPRE.

24/6/18 **Orders for payment:**

M Reed Expenses overspill parking area

B Parsons Expenses - stationery, software, stamps

S Gardiner Work to trees at Finn's Way

SGMS Mowing playing field

GRCC Training course

M Lammas June monthly contract payment

B Parsons June salary less PAYE due in 1st quarter

HMRC PAYE tax due in the 1st quarter

O2 mobile phone 12 June - 11 July

25/6/18 **Next meeting:** Thursday July 19th at Randwick Village Hall

The meeting closed at 8.55 pm.