

**Stretton Parish Council
Extraordinary Meeting on Tuesday 15th May 2018
7.00 pm at The Jackson Stops**

MINUTES

Present: Cllrs Richard Foster (Chairman), John Leefe (Vice Chairman) Greg Harker, Molly Hayns, Paul Finlay. Cllr Brian Lester (from item 5)

Apologies: Nick Begy, (Ward Councillor) Sally Skyrme (Clerk).

Members of the public Present: 8 members of the public were present

1. Public session

- a. A member of the public raised the question of the future of the Ram Jam Inn. Upon enquiry at the nearby garage, he had been informed that the fencing that had been erected was a prelude to demolition within the next few days. The member asked whether the council would try to instate 'Listed Status' on the Ram Jam in order to protect an historical site.
- b. **The Chairman undertook to establish what, if anything, was happening because, as far as he knew, no planning application had been approved. The question of listed status would be included as an agenda item at the next meeting.**

2. To receive declarations of unregistered disclosable pecuniary interests

- a. None received

3. Apologies for absence

- a. Apologies had been received from Ward Cllr Begy and Sally Skyrme. At this stage of the meeting, Cllr Lester was unable to attend, the meeting unanimously agreed that his absence was unavoidable because of his workload around the farm.

4. To consider planning applications:

- a. **2018/0277/FUL** Proposed extensions to existing hay barn, Church Farm Manor Road Stretton Oakham LE15 7RA.
 - i. There were no objections to this and the Chairman undertook to write a note to that effect on the RCC Planning website
- b. **2018/0259/FUL** Proposed erection of steel-framed tractor shed. Land to the East of Shires Lane, Stretton, Rutland
 - i. There were no objections to this and the Chairman undertook to write a note to that effect on the RCC Planning website.

5. To approve the Stretton Parish Council policy documents for the General Data Protection Regulations (GDPR).

- a. Cllr Hayns introduced the documents that she had prepared to

help us comply with the GDPR. In addition, the clerk had conducted a data audit which showed that only a relatively small amount of personal data was held. None of the councillors held any personal data in hard copy, although it was thought likely that emails from individuals containing personal information had been received. The point was made that, if the email is no longer relevant it should be deleted. However, if it was relevant it should be kept for 7 years.

- b. To assist Cllr Hayns, Cllr Harker had written the Subject Access Request Policy (SAR). He noted that it was the right of any member of the public to know what information was being held on them, previous charges for that information was now waived and the response needed to be within one month. There were exceptions noted in the policy, but this must be the normal response.
- c. One important development was that the clerk would require a small lockable cabinet in which to keep correspondence. It was unanimously agreed that the clerk should spend up to £50 to obtain such a cabinet.
- d. It was proposed by the chairman, seconded by Cllr Leefe and resolved unanimously, that the 5 documents shown below are adopted by the council and placed on the PC website, to represent the PC policy towards data protection:
 - i. SPC Data protection policy
 - ii. SPC Data breach policy
 - iii. SPC General Privacy Notice
 - iv. SPC Staff, Councillor and Role holder privacy notice
 - v. SPC Subject Access Request (SAR policy)
- e. The Chairman thanked Cllr Hayns and assistants for their good work in guiding the PC through this difficult exercise. We had made every effort to comply with the regulations and, no doubt there would be adjustments needed once the policies were in use. But this was a great start.

6. To approve an internal auditor

- a. It had not been possible to arrange a meeting between the Parish clerk and the usual internal auditor. The clerk had arranged for an auditor from Somerby's Chartered Accountants in Leicester to conduct the audit on 16th May at a cost of £175 (not more than £200). It was unanimously agreed that the clerk should proceed with the audit as agreed.

7. To approve advert for new clerk vacancy

- a. A draft advert for a new clerk was discussed. It was agreed that with the new regulations, increased scrutiny and greater delegation down to local level, that the replacement clerk should be contracted for 4 hours per week rather than 3. It was also agreed that the pay scale should remain the same and that the incumbent would qualify for the working from home allowance.
Cllr Harker agreed to amend the draft advert accordingly and circulate to Cllr members for final comment before forwarding to CEO LRALC for action.

- 8. To approve a payroll provider**
 - a. It was resolved to use an external payroll provider, Hoople Ltd that now operates the payroll for Rutland County Council.
- 9. To consider and approve a draft Risk Assessment**
 - a. Cllr Harker introduced the Risk Assessment document prepared by the task and finish group. 8 main risks had been identified but it was important to note that further work was need to ensure that the risks were mitigated. However, this was a start and the document, which would be displayed on the PC website, would need to be regularly reviewed.
 - b. It was resolved to adopt the risk register unanimously by the council. The Chairman thanked Cllr Harker and the task-finish group for their work.
- 10. To approve overtime payments for the Parish Clerk in the final weeks of her employment**
 - a. With the introduction of the GDPR and her handover, it was resolved that the clerk should be paid overtime for the additional work she was required to do. Cllr Hayns would agree with the clerk what needed to be done and its duration.
- 11. Next meeting time and place**
 - a. Annual Parish Council Meeting: 8pm Thursday 24th May 2018
Jackson Stops back room
 - b. Annual Parish Meeting: 7pm Tuesday 29th of May 2018 St
Nicolas' Church

The meeting closed at 8.30 pm