

Knightwick and Doddenham Parish Council

Minutes of the Annual Meeting of the Council held at 7:10pm on Monday 21st May 2018 in the Talbot Hotel, Knightwick.

Present;

Chair: Cllr B Munt,

Cllrs: Ms; G Evans, M Horton, K Parkinson, L Pearson. Messrs; F Budden, P Edwards, D Steel.

G M Brewin (Clerk)

Apologies:

All present

Public Question Time prior to the formal meeting; None

Agenda *The meeting was opened by the current chairman Cllr B Munt.*

1.

To accept nominations and appoint a Chairman.

Mr B Munt was proposed and unanimously agreed. He signed the 'Declaration of Acceptance of Office' and took the chair.

2

Apologies for absence and members' declarations of interest.

All members were present. There were no declarations of interest in agenda items.

3. To accept nominations and appoint a Vice-Chairman.

Ms G Evans was proposed and unanimously agreed.

4.

To appoint a representative to the Knightwick Charity Trustees

Cllr F Budden was proposed and agreed.

5.

Confirm the Minutes of the meeting of 19th March 2018 - Circulated in advance.

Agreed and signed by the chair.

6.

Financial Matters:

a) Approve the Council's Accounts 2017-8 - Circulated in advance.

Approved - see appendix- a

b) Approve the formal Annual Governance Statement

Approved

c) Approve the formal Annual Statement of Accounts

Approved

d) Approve payment - Council's Insurance Premium - £285.60

Approved

e) Approve payment - Council's Membership Fee WCALC - £221.18 inc vat

Approved

f) Confirm - Clerk's Salary & Hours - 2018-9 (NALC - SCP27 - £12.815/hr, 242hrs/yr) (£258.44/mth)

Approved

g) Confirm - Lengthsman Contract with WCC 2018-9 - £2141 (as for 2017-8).

Confirmed

7.

Planning Matters: Note clerk's delegated responses to

a) Application Number : 18/00527/HP The Cottage, Ankerdine Hill, Knightwick, WR6 5PN - no comment.

b) Application Number : 18/00302/LB The Mill House, Doddenham Hall Barns, WR6 5NZ - no comment.

Both noted.

8.

Adopt New Standing Orders - circulated in advance.

Agreed.

9.

In accordance with General Data Protection Regulation 2018. appoint the Clerk (Mr G M Brewin) as Data Protection Officer to the council

Agreed

The clerk noted that the government was likely not require small parish councils to appoint a data protection

officer but it seemed appropriate that the council name the clerk in this position so that In future any references to data protection matters could be addressed to the right person.

He also noted that the council did not hold any personal data and it would not process personal data within the meaning of the act. He was asked to publicise this and also issue a privacy statement via the medium of the local newsletter 'Footprints'.

10.

Clerk's report; current items, actions from previous meetings and correspondence received

a) Demolished Bus Shelter. He now had all the details of the incident. The police have confirmed the driver's name and address and the fact that he was insured. The local supplier of the original bus shelter has provided a quotation for clearing the site and constructing a new shelter to the same design. A provisional cost was likely to be around £2000 and this compares very favourably with quotations for other styles of bus shelter. It was agreed that the replacement should go ahead matching the old style in consultation with our insurers and that he should keep the Chair informed of progress on this major item of expenditure.

b) Parking area by the surgery. He was still waiting for a response to the council's comments on the county council engineer's proposal for the area. This was taking some time.

c) SmartWater crime prevention. Following a second item in the 'Footprints' magazine only one additional parishioner had come forward expressing an interest. With a response of around 20 from 140 residences he advised that the council could not proceed with this project and this was confirmed.

d) Footpath at Sunningdale Estate. As no response had been received via the parish's footpath warden he was asked to take this matter directly to the county council's footpaths and the rights-of-way office.

e) Subsequent to the road traffic incident which caused in the demolition of the bus shelter councillors expressed a severe concern about the traffic situation along this stretch of the A44 Road. He was asked to raise this matter with the local police and county council highways engineers to see what could be done to improve safety in this area.

11.

Items for the Next Meeting

Item 10 - a, b, d,e. above.

12.

Confirm the date of the next meeting: 16/07/2018 at 7:00pm In the Talbot Hotel Knightwick.

Confirmed.

The meeting closed at 8:32pm

Minutes confirmed 16/07/2018