**Minutes of the Baconsthorpe Parish Council Meeting held at**

 **Baconsthorpe Village Hall on Monday 26th March 2018**

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**PRESENT**

Councillors: J Cooper (Chairman), S Gibbs (Vice-Chairman), P Youngs, A Galpin. In Attendance: Clerk, Patsy Adams. County Councillor Steff Aquerone. 1 Member of the Public

1. **Welcome and to consider apologies and reasons for absence**

The Chairman, Jonathon Cooper opened the meeting at 7.36pm and welcomed everyone. There were no apologies

1. **Declarations of interest and requests for dispensations.** Jonathon Cooper (Chairman) declared an interest in item 9
2. **To approve Minutes of the Meeting held on 8th January 2018.** The minutes, having been previously circulated, were approved and duly signed by the Chairman.
3. **Receive reports from Councillors from Norfolk County Council, NNDC and Norfolk Police.**

**Norfolk County Councillor Report** CC Cllr Aquerone updated the meeting on the functions and duties carried out by the County Council and his role within that structure, and as a local Councillor. Cllr Aquerone informed the meeting that he had voted against a number of recently proposed public spending cuts, including reductions to bus subsidies and the grit bin budget. He went on to explain that he had also voted against the recently awarded pay increase. It is Cllr Aquerone’s intention to uses the increase as a slush fund to pay for additional community projects.

**Norfolk District Council Report** – none received

**Police Report** – The chairman read out the latest Police report.

1. **Public Participation –** None
2. **To receive an update on items from the previous minutes as follows:** None.
3. **Parish Council Vacancy**
4. The Chairman announced that it was the intention of the Council to Co-opt into the vacancy for a Parish Councillor.
5. Councillor Sophie Gibbs nominated Susan Belbin and this nomination was seconded by Cllr P Youngs.
6. The Chairman closed the meeting to allow Council to Vote. Once votes had been cast the Chairman re-opened the meeting
7. Susan Belbin received unanimous votes and therefore, the Chairman duly declared Susan Belbin be co-opted onto Baconsthorpe Council.
8. Susan Belbin read out the Declaration of Acceptance and the Clerk read out the response. Susan Belbin and the Clerk signed and dated the Declaration Papers. Susan Belbin handed the Declaration to the Clerk who said she would deliver the declaration by hand to the Council Offices in Cromer.
9. To hear the new Councillor’s induction. The Clerk formally welcomed Cllr Belbin and a short induction followed.
10. Cllr Belbin was invited to join the Council and take part in the meeting. The Clerk asked Cllr Belbin if she had any declarations of interest in the current Agenda and she replied that she had not, however she asked the Clerk to minute that she was the Chairman of the Village Hall Committee.
11. **Governance and Financial Matters.**
12. **To consider the Bank Reconciliation and the Budget Report** After due consideration the Council approved the report and the reconciliation and they were signed by the Chairman

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1. **To consider invoices for payment.** After consideration the Council AGREED to pay the following invoices: The Clerk’s salary & expenses £350.90, D Bracey, Playground Inspection £120.00, NPTS Subscription £37.00, Baconsthorpe Village Hall (hire) £68.00, The Clerk, Training Fee £5.60
2. **To receive an update on banking matters** The Clerk explained that, after further investigation the Nat West account discussed at the last meeting may not be suitable after all. In the intervening time the Clerk had spoken to Barclays Bank who were now able to offer an online banking service of a similar nature. After discussion the Council Agreed to accept the Clerk’s suggestion to remain with Barclays and move to ‘simple signing’ arrangements and online banking.
3. **To consider the appointment of the Clerk as Data Protection Officer.** Cllr Gibb proposed and was seconded by Cllr Galpin. It was therefore, **AGREED** that the Clerk be appointed Data Protection Officer and that the Clerk’s Contract would be amended at the next meeting.
4. **To approve the GDPR Policy previously circulated.** After consideration, the Members AGREED to approve the GDPR Policy.
5. **To consider the Clerk’s request for a 2% pay increase from 1st April 2018.** Members AGREED to this request.
6. **The Allotments.**

 **To receive an update and to review the Allotment Budget**. The allotment issues were deferred until section 9 of the Agenda due to a Data Protection issue.

1. **The Playground**

The Chairman, Jonathon Cooper gave the Clerk completed inspection sheets and the Clerk was asked to post further sheets to the Chairman. No further issues were reported. The members considered the RoSPA inspection Report previously circulated.

1. **Planning**

**To receive information on Planning Applications and Decisions.** None received.

1. **Highways**

**To report issues or receive updates**

The Clerk was asked to chase the previous report made regarding the damaged sign on the Street and report a further damaged sign opposite Pit Farm

1. **Items for inclusion on the next agenda**
2. To consider featuring the Baconsthorpe Church –‘Raising the Roof’ fundraising campaign on the Parish Council’s website.
3. To consider a plastic sign to replace the current one on the Playground.

**14.To consider closing the meeting to hear matters of a confidential and legal nature**. The Clerk informed the Members about matters regarding outstanding allotment rents and the sale of the Garages. It was Agreed that the matters would be considered again one further developments had transpired.

There being no further business, the Chairman closed the meeting at 21.42pm

**The next meeting will be on 21st May at 7.30pm**