

<p style="text-align: center;"><b>New Earswick Parish Council</b> <b>Minutes</b> <b>16 April 2018</b> <b>Business Commenced at 19.00 hours</b></p>
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**Attending Councillors:** Don Crawford (Chairman) (DC)  
Vic Atkins (VA)  
Fiona Crawford (FC)  
Christine Durrant (CD)  
Sue Glenton (SG)  
Darren Newton (DN)  
Carol Runciman (CR)  
Audrey Steel (AS)  
John Young (JY)

**Apologies:** Elizabeth Jefferson (EJ)

**Clerk/Minute Taker:** Sally Bruckshaw (SB)

18.04.01 **Notices of the Meeting**

These had been posted on all notice boards and the web site.

18.04.02 **Absence of Member Due to Illness**

**RESOLVED:** Members formally accepted the apologies that had been received from EJ over the previous months due to illness.

18.04.03 **Police Matters**

An update for March had been received. All other matters had been dealt with at the earlier Annual Parish Meeting, when a Police representative had attended.

18.04.04 **Minutes of the Last Meeting**

The minutes of the meeting held on 19 March, 2018 were approved as a correct record and signed by the Chairman.

18.04.05 **Planning:**

18/00647/FUL - 7 Toremil Close, New Earswick, York YO32 4DP - Erection of Conservatory to Rear.

Members had no objection to this application. Response B.

18.04.06     **Chairman's Business/Correspondence Received**

**Meetings**

27.3.18 - JRHT - Deputy Director.

28.3.18 - Community Walkabout.

16.4.18 - JRHT - Deputy Director.

16.4.18 - New Lodge liaison meeting. Members raised urgent safety concerns relating to how contractors were accessing the site with heavy vehicles. JRHT to be asked to review the situation immediately. They also commented on the amount of litter being left on the site by contractors.

**Correspondence**

22.3.18 - Volunteers from the church appreciated that residents thanked them for the work they had undertaken in the Parish.

22.3.18 - Contractor notifying that there would be temporary traffic lights outside Nestle on Haxby Road (23 - 27.4.18).

22.3.18 - JRHT - Confirmation that work continues on the land adjacent the River Foss in connection with invasive plants.

11.04.18 - JRHT - Invitation to the official opening of the re-furbished Folk Hall 14 July at 12.00 p.m.

18.04.07     **Parish Council Office - Update**

Members were still awaiting a copy of the new terms being proposed by JRHT.

18.04.08     **Huntington Burial Authority - Update**

The Minutes of the meeting held on 25.01.18 had been received. DC had attended a meeting on 14.3.18. SG & AS had attended a further meeting on 9.4.18. SG gave an update report.

18.04.09     **General Data Protection Regulations**

SB had attended training sessions organised by SLCC and YLCA (24.3.18 & 11.4.18). She outlined the changes being brought about by the GDPR that would come into force on 25.5.18 which replaces the Data Protection regulations which the Council had previously adopted a policy for.

Areas that require attention:-

- 1     Data audit - What data held, where it comes from who it is shared with.

2 Privacy notices - Review and put in place e.g. on grant application forms, web site.

3 Policies - Need to be reviewed and updated. Time scales for retention.

Council is the Controller who is responsible for compliance.

Clerk is the Data Processor.

Data Protection Officer which Parish Council requires, needs to have no conflict of interest. An external organisation had been sourced and information still awaited from YLCA as to whether they would undertake the role.

#### 18.04.10 **Finance Committee - Update**

The Finance Committee had met on 12.04.18 and the draft minutes of the meeting were circulated. Two grant applications had been considered in detail and recommendations made for full Council.

#### 18.04.11 **Review of Internal Financial Controls and Remit of Internal Audit**

It was confirmed that a review of the effectiveness of internal financial controls and the remit of the internal audit had been undertaken by the Finance Committee.

**RESOLVED:** That the internal financial controls and remit of the internal audit be accepted.

#### 18.04.12 **Annual Insurance Renewal**

**RESOLVED:** That following consideration by the Finance Committee, the policy with the current insurers be renewed for the following year.

#### 18.04.13 **Yorkshire Local Councils Associations Membership Renewal**

**RESOLVED:** That the annual membership of the Yorkshire Locals Councils Associations be renewed.

#### 18.04.14 **Finance**

A BT	30.60 (5.3.18)
B Autela Group Limited (Payroll)	46.08 (20.3.18)
C YLCA (GDPR Training)	45.00 (20.3.18)
D Huntington Parochial Church Council	260.00 (20.3.18)
E Yorkshire Local Councils Associations	692.00
F Sparks Electrical (Cabinet Electrical Supply)	93.80
G Clerk's Salary (April)	574.91

**RESOLVED:** That the above payments be accepted.

The financial statement and bank reconciliation for the period to the end of March was circulated to Members.

18.04.15    **Items for the Next Meeting**

Parish Council Office

Burial Authority

General Data Protection Regulations

Annual Audit

**There being no further business, the meeting closed at 20.45 hours.**

Signed \_\_\_\_\_ Chairman, 21 May 2018