

Brinsworth Parish Council

MINUTES OF THE MEETING HELD ON THURSDAY 18 OCTOBER 2018

Those present :

Chairman : Cllr J Williams

Vice-Chairman : Not Present

Councillors : Cllr R Bowler, Cllr D Dyson, Cllr Mrs P Gregory, Cllr S Ridge, Cllr Mrs M Rollinson, Cllr Mrs K Saxton, Cllr Mrs J Tompkins

Officers : G Blank

2214 Public Question Time (20 minutes)

There were no members of the public in attendance.

2215 Apologies

Apologies were received from Cllrs Barry and Buckley and the reasons given were approved.

2216 Declaration of Members' Interests

The Chairman asked Councillors to make any declarations of interest prior to the relevant item being discussed

- To remind Councillors to update their declaration of pecuniary interests as and when necessary.

The Clerk reminded Councillors that it is their responsibility to keep their list of pecuniary interests up to date and submitted them via the Clerk to the monitoring officer at RMBC. Failure to do so is a criminal offence. These forms must be published on both the RMBC website and Brinsworth Parish Council website. With this in mind the Clerk presented Councillors with a blank register of interests form with guidance notes and asked that they be completed and returned to the Clerk to ensure that the data she has is up to date. The Clerk will also add as a regular agenda item as a reminder for Councillors at future meetings.

2217 Approval of the Minutes of the Meeting Held on :-

20th September 2018

RESOLVED: That the minutes of the meeting held on the 20th September 2018 are a true and accurate record.

2218 To Receive Information on Ongoing Issues and Decide Further Action Where Necessary

2206 (2197) - Costcutter razor wiring complaint - The Clerk informed Councillors that she had not received a response from RMBC Planning department and that she would send another email and copy in the Ward Councillors to ask for their support with the matter.

2210 - Weldricks litter complaint - The Clerk informed Councillors that she had not yet contacted the school but would do so and ask Ward Councillors to support the Parish Council in the matter.

2219 Meetings

a) To approve the future meeting venue at The Centre

The Clerk informed Councillors of the rules around where a Parish Council meeting can be held and under what circumstances these rules may be over ruled.

Councillors discussed and considered the options available to them.

RESOLVED: That future Parish Council Meetings will be held in The Centre as there is no alternative accommodation available free of charge.

b) To consider the frequency of future meeting requirements

The Clerk asked Councillors if 3 meetings per month were still required going forward as The Centre will be handed over to Brinsworth Community Trust for management. As a few members of the Parish Council were also Trustees she was mindful of the number of meetings they were required to attend. Councillors discussed the issue.

RESOLVED: That the frequency of Parish Council meetings is discussed at the Council's Annual Meeting but in the meantime the Clerk and Chairman can consider the agenda items and cancel meetings should they not be required.

c) To approve upgrading the email addresses

The Clerk informed Councillors that there was an issue with email storage and that to increase the capacity an extra cost of £2 per address would be payable. Councillors discussed the issue and how best to resolve it.

RESOLVED: That the capacity of the Clerk's email address be increased and Councillors are kept as they are and managed by deleting old agendas and minutes. The Clerk will also look into whether it is necessary for Councillors to have .gov email accounts.

2220 Community Issues

a) Police - There were no Police in attendance. The Clerk reported that PCSO Brown and a colleague have visited The Centre with a view to holding a regular drop in surgery for residents.

b) RMBC Ward Councillors - Apologies had been received from Cllrs Buckley and Simpson.

Councillor Simpson had forwarded several emails to update the Parish Council on issues and the Clerk had circulated these to Councillors.

c) Others - Cllr Bowler expressed his frustration that RMBC are installing a seating area at Brinsworth Lane shops and not addressing the real problems around the lack of parking. Councillors agreed this was a problem.

2221 Planning

- RMBC Planning Lists

a) RB2018/0296 - Demolition of flat roof utility building, first floor side and rear extension and canopy to front at 91 Whitehill Road - noted.

b) RB2018/1364 - Installation of shutters to existing shop front door & screens and blocking up of existing windows at Weldricks Chemist, 27 Brinsworth Lane - noted.

c) RB2018/1509 - Demolition of existing conservatory and erection of single storey side/rear extension at 4 Lyncroft Close - noted.

- To receive an update on applications previously considered

a) RB2018/0473 - Application to vary conditions 02 (Approved Plans), 03 (Materials), 04 (Boundary Treatment) and 07 (Parking Area) imposed by RB2016/1527 at 3 Willowgarth Avenue - Granted Conditionally - noted.

b) RB2018/1228 - Demolition of existing conservatory, erection of single storey rear extension & alterations to existing flat roof to form pitched roof at 41 Whitehill Lane - Granted Conditionally - noted.

2222 Reports

a) The Clerk and Cllr Bowler gave Councillors feedback from the YLCA Conference that they had attended in September. Both felt that the conference was extremely worthwhile and that they had gained a lot of knowledge from it. The Clerk encouraged all Councillors to keep themselves up to date on changes in policies and good practice by attending regular training offered to them by the YLCA.

b) The Clerk gave Councillors feedback on training she and the Centre Manager had attended that was held by VAR. The focus of the training was Finance and Governance for charities. The Clerk felt that the training was very useful and was going to arrange for the training to be given to the Trustees of Brinsworth Community Trust.

Whilst on the course the Clerk gained a valuable contact who worked with corporate companies who offered volunteers to work on community projects. The Clerk is going to register with VAR in the hope that the Parish Council can get support with litter picks, painting of play equipment and any other suitable projects.

c) The Clerk reported that now the Parish Council have installed CCTV there is a requirement to ensure they are GDPR compliant. Signs have been purchased to notify users and residents that they are being recorded and will be displayed as soon as they arrive. Councillors will need to decide who has access to the CCTV system and the level of access they require, a reason for the decision also needs to be recorded. The Clerk told Councillors that this will be added to the next agenda. In addition the Parish Council will need to have a robust policy on the use of the CCTV system to ensure they are covered on all aspects of GDPR law.

2223 Policies

- To approve the following policies to conform with GDPR Regulations:-

- a) General Privacy Notice
- b) Data Breach Incident Response Policy
- c) Subject Access Policy
- d) Privacy Notice (For Staff, Councillors and Volunteers)

The Clerk explained that the 4 policies circulated to Councillors prior to the meeting were all required to ensure that the Parish Council conform with GDPR regulations. The policies are all based on the guidelines sent out by YLCA. The only outstanding issue with regards to GDPR is the information audit which the Assistant Clerk has been tasked with completing.

RESOLVED: That all 4 policies relating to GDPR are accepted and adopted by Brinsworth Parish Council.

2224 Website

- To consider and approve updating the Parish Council website

The Clerk asked Councillors to consider updating the Parish Councils website to make it more user friendly and fully compliant with the requirements in the Transparency Code. In the first instance the Clerk would like to talk to the current website provider to seek training on how the website works and see what improvements can be made.

RESOLVED: That the Clerk work with the current website provider to see how the Parish Council's website can be updated and improved.

2225 Correspondence

- For action

- YLCA - Training Calendar Oct - Nov 2018 (forwarded) - The Clerk highlighted some training that may be of interest to Councillors. Councillors asked for the details to be circulated.
- SYPTE - Consultation on future of Supertram (forwarded) - Councillors noted the issue but did not want to submit a comment on the scheme.

- For information

- NALC - Chief Executive Bulletins (forwarded) - noted
- SYPC - Newsletter (forwarded) - noted
- SYFAB - Funding News (forwarded) - noted
- VAR - Bulletin (forwarded) - noted
- SYFRA - Newsletter (forwarded) - noted
- SYPTE - Tram Train Announcement (forwarded) - noted
- Any other correspondence

1) Aughton Early Years - due to the retirement of Cllr Dyson from their committee they have asked if the Parish Council wish to send a replacement. Councillors asked that more information be circulated to them for their consideration.

2) A resident who's property backs on to Millennium Park has requested that the Parish Council cut back the trees over hanging her property. Councillors agreed that the usual response should be sent to the resident explaining that the Parish Council do not have the man power or finances available to offer this service but the resident is within her rights to cut back the trees herself and leave the debris on the Park for the attendants to remove.

2226 Resource Centre

- To receive an update

The Clerk update Councillors on progress:

Some former regular users have started using the Centre as well as some new users. Cadam are due to complete the list of snags during the coming week ready for the final site meeting on the 25th October with Mitchel Proctor and The Big Lottery. Once snagging is completed the Centre staff are looking to open the Café as they now have staff in place.

- To consider a request from Archers to re-install their sign

Cllr Williams informed Councillors that he had been approached by Mr Archer who would like to replace his sign that was taken down. Councillors discussed the request and agreed that they did not want the big sign returning as it would obscure the front of the Centre, alternatives were discussed.

RESOLVED: That the Clerk write to Mr Archer explaining that his sign can not be resited in front of the Centre however the offer of free advertising within the Centre is offered as a compromise and possibly some low level signage next to the street name plate.

2227 Brinsworth Library

- To receive an update

Cllr Williams updated Councillors on the library project.

The Parish Council need to get the structural drawings completed so that accurate quotes can be obtained and a revised costing scheduled submitted to RMBC.

RMBC are looking at what flexibility there is within the section 106 agreement to avoid running out of time.

A further meeting with RMBC is arranged for Tuesday 22nd October 2018 in the Centre to try and move progress.

MEETING CLOSED 20:50