

PARISH COUNCIL MEETING – AGENDA

- 1 To receive apologies for absence.
- 2 Variation of Order of Business
- 3 Declaration of Members Interests.

Please Note:-

(a) Members must ensure that they complete the Declarations of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item)

(b) Where a Member indicates that they have a prejudicial interest, but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.

The Declarations of Interests for matters other than Disclosable Pecuniary Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct.

- 4 Public Speaking – (15 Minutes)

(a) A period of not more than 15 minutes will be made available for members of the public and Members of the Council to comment on any matter.

(b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any relevant matter.

(c) Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the National Association of Local Councils' (NALC) Code of Conduct shall do so at this stage.

- 5 To approve the Minutes of the Ordinary Meeting of the Parish Council held on 24th June 2019 (Copy already circulated)

6. To determine which items if any from Part 1 of the Agenda should be taken with the public excluded. If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: -

“In view of the confidential nature of item to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item.”

7. Chairman's Announcements.

8. Report of the Clerk, to include an update on items from the last meeting
9. Governance
 - a) Risk Register update
 - b) Update on General Data Protection Regulations (GDPR)
 - c) To adopt the new financial Regulations (previously circulated to Cllrs)
 - d) To consider the setting of a Five Year Plan including a fund raising event – Min 19/584d
 - e) Website compliance
 - f) To consider information about the former Bretby Castle and how to display the information – Min 19/599
 - g) To adopt the discretionary policy re the Parish Council pension scheme
10. Drainage issues
11. Correspondence
12. Finance
 - (a) Accounts for Payment
 - (b) To receive the bank reconciliation to 31st August 2019
 - (c) To consider any requests for funds made under S137
 - (d) To receive and consider the report from the External Auditor
13. To consider Planning Applications
14. To consider any Consultations received
SDDC - Sustainability Appraisal (SA) for the emerging Gypsy and Traveller Site Allocations Development Plan Document. – end date 2nd October 2019
15. Items for information only
 - (a) To receive reports from Meetings attended
 - (b) Notification of Forthcoming meeting
Safer Neighbourhood and Area Forum – 7th November 2019 at Milton Village Hall
 - (c) Training Sessions
See DALC circulars which have been provided to all Cllrs
16. To move the following resolution - “That in view of the confidential nature of the business about to be transacted (in respect of the personal situation of an employee which could result in legal proceedings or commercially sensitive information) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.”
17. Date of next meeting and items for inclusion -
Suggested date MONDAY 25th NOVEMBER 2019

Clerk’s Report – September 2019

Agenda item

8) Clerk's Report

Cllr Chilton pursued all matters raised with the Police Crime Commissioner and the responses have been circulated to all Cllrs.

9) Governance

9a) Risk Register

The Clerk has no changes to make to the Changes to the Risk Register.

9b) General Data Protection Regulations (GDPR)

No changes are recommended.

9c) To adopt the new financial Regulations (previously circulated to Cllrs)

NALC has issued new model Financial Regulations, the changes to previous Financial Regulations are highlighted in red. The Council will need to make a decision on the following sections:-

5.1 – whether to have credit references undertaken on signatures

9d) Five Year Plan

It is good practice to have a long term plan for activities and improvements to the Parish, this enables the Parish Council to react quickly to funding opportunities and demonstrates that the Parish Council has a direction and is working for the local community. In May 2019, Cllrs Kemp and Betteridge-Sorby agreed to make enquiries about hosting a Breby in Bloom 2020 and possibly linking this with VE celebrations Min 19/584d).

9e) Website compliance

The Parish Council's website needs to display its privacy statement and a statement that it complies with The Public Sector Bodies Accessibility (Website and Mobile applications) (No2) Regulations 2018. Compliance on the Accessibility regulations needs to be before 23rd September 2020. The full list of the guidelines can be viewed at <https://www.w3.org/TR/WCAG21/>

In brief, the regulations must address the following :-

Accessibility Requirement	The Parish Council must take the necessary measures to make their websites and mobile applications accessible by making them perceivable, operable, understandable and robust – Reg 6
Disproportionate Burden	Parish Councils are not required to complete with the accessibility requirement when to do so would impose a disproportionate burden on them. A full assessment needs to be undertaken – Reg 7
Accessibility statement	Parish Councils must publish an accessibility statement and keep the statement under regular review – Reg 8

Standards	Websites and mobile applications must comply with the international WCAG 2.1 AA accessibility standard or its European equivalent – Reg 9
Monitoring and Reporting	The Minister for the Cabinet Office will monitor compliance by sampling websites and applications. It will be required to report back to the European Commission. If a public sector (Parish Council) body fails to comply with Reg 8, the Minister will take enforcement action and publish the name of that public sector body and its decision on “gov.UK” – Reg 10 & 14
Enforcement	The Equalities and Human Rights Commission has the power to enforce obligations set out in regulations 6 and 7 – Reg 11
Exempt Public Sector Bodies	<ol style="list-style-type: none"> 1. Schools or nurseries 2. Non government organisations 3. Public sector broadcasters and their subsidiaries

As the Parish Council’s website is older and was not professionally written, more revision and changes maybe required and take time to make the necessary changes.

9f) To consider information about the former Bretby Castle and how to display the information – Min 19/599

At the previous meeting it was noted that occasional visitors to the site of the former Bretby Castle as it is identified on the OS maps. The site of the former castle lies on private land and consideration is to be given to means of providing information to prevent visitors discretionary experiencing disappointment when it is discovered that the site is privately owned and access is not permitted.

9g) Pension Discretionary Policy

DCC, as the pension provider, requires the Discretionary Policy to be updated. The draft policy is presented to Council for approval and adoption.

11) Correspondence – September 2018

1. DALC – Various circulars
2. Cllr Chilton – feedback on matters raised at the meeting with the Police Crime Commissioner
3. Police – notification of change of personnel in the area
4. SDDC – invite to Civic Service 8th September 2019

All Cllrs have been circulated with the information prior to the meeting.

12a) Accounts for Payment

D/d ICO - renewal of registration £35.00

BACS	Mrs J Storer – expenses	£100.72
BACS	HMRC – Clerk’s tax (July)	£34.20
BACS	DCC – Pension contribution (July)	£37.96
BACS	HMRC – Clerk’s tax (Aug)	£34.20
BACS	DCC – Pension contribution (Aug)	37.96
BACS	Mrs J Storer - Clerk use of home (Apr - June)	£48.26
BACS	Mrs J Storer - Clerk use of home (July - Sept)	£48.26
s/o	Mrs J Storer – Clerk fee for July	£128.40
s/o	Mrs J Storer – Clerk fee for Aug	£128.40

Money Received

Deposit interest (July)	£0.12
Deposit interest (Aug)	£0.13
Deposit interest (Sept)	£0.13
Second half of 2019/2020 precept	£1,758.00

Balance at bank 13.09.19

Deposit account	£3009.58
Current account	£5657.17

12b) Bank Reconciliation

It is good practice for the Parish Council to review the bank reconciliations to ensure that there is no unauthorised transactions occurring. The bank reconciliation will be presented at the meeting for review and signing.

12c) Requests for funding via S137

No requests for funding have been received.

12d) To receive the external audit report for 2018/19

At the time of preparing the papers, no comments have been received from the external auditors, but will be presented to the meeting if comments arrive before the meeting date.

13) Planning applications

DMPA 2019 0921 _The erection of an exterior secure insulated refrigerated unit in existing service yard including required 1nr. condensing unit at BRETBY CREMATORIUM, GEARY LANE, BURTON ON TRENT, DE15 0QE

DMPA 2019 0967 - Change of use from Agricultural Land to School Playing Fields (use class D2) on land east of PAULET HIGH SCHOOL, VIOLET WAY, BURTON ON TRENT, STAFFORDSHIRE, DE15 9RT