

MINUTES OF THE ANNUAL MEETING OF SHEPTON MONTAGUE PARISH COUNCIL HELD AT THE VILLAGE HALL, SHEPTON MONTAGUE ON WEDNESDAY 30th MAY 2018 AT 7.45pm

Present: Richard Ellis (Chair), Paul Williams, Andrew Wiley, Richard Reed, Margaret Hill (Clerk), Anna Groskop (County Councillor).

1. **Apologies for absence:** Tim Russell P.C.S.O. Apologies were received from Janet Robinson after the meeting.
2. **Election of new Chair and declarations of acceptance of office:** Paul Williams proposed that Richard Ellis should remain Chair for a further year. This was seconded by Andrew Wiley and carried unanimously. Richard Ellis proposed Paul Williams as Vice Chair (as Richard is out of the country a good deal) and this was carried unanimously. The Chair and Councillors present signed the declarations of acceptance of office.
3. **Minutes:** The minutes of the last Parish Council meeting were approved as a correct record.
4. **Matters Arising:**
 - Traffic through village: The clerk reported that she had not been in touch with Gary Warren as had been liaising with Tim Russell, PCSO to arrange for the police to attend as specific times with their speed device. (See Speed Indicator Device item 11)
 - Fingerpost restoration: See item 10.
 - Drains along Cattle Hill: Richard Reed reported that these still had not been cleared. Anna Groskop offered to request this once again.
 - Broadband: There has been no progress on this front.
 - South Somerset Electoral Review: The Boundary Commission have published their final recommendations which show that Tower ward is to be retained separately from Wincanton ward so it was felt that Council's representations had been successful.
5. **General Data Protection Regulation:** The clerk advised that data protection law changed on 25th May 2018 following the introduction of the General Data Protection Regulation (GDPR) and new legislation to be introduced in the Data Protection Bill which is currently before Parliament. The GDPR imposes certain requirements and restrictions on a body which is a 'public authority' but the GDPR does not define the term. The Government has given notice of its proposal to amend its definition of 'public authority' in the Data Protection Bill to exclude parish councils (amongst other bodies) for the purposes of the GDPR. This would mean that parish councils would not have a duty to appoint a Data Protection Officer (DPO).

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However, this proposal does not change the fact that parish councils are 'data controllers' (as defined in the legislation) and as such are subject to the new data protection legislation and GDPR.

The clerk distributed a sheet produced by the Information Commissioner's Office giving guidance on the steps to be taken to ensure compliance with the GDPR and data protection legislation. This included the importance of documenting what personal data is held by the Parish Council, where it came from and who it is shared with, what format it is in and how long it is stored. Such an information audit had been carried out and documented by the clerk who reported that the only information kept is the electoral roll and information relating to planning applications.

The Parish Council's privacy notice requires updating to comply with GDPR requirements and needs to be published on the website. The clerk is in the process of updating the notice which has to include details of the lawful basis for processing personal data and information on individual's rights of access.

6. Annual Governance and Accountability Return 2017 -2018 - Exemption

Under the new audit rules for this year, smaller authorities whose annual income and expenditure are below £25,000, and meet qualifying criteria, are exempt from sending the completed Annual Governance and Accountability Return (AGAR) to the external auditor. Instead the Certificate of Exemption is completed and returned to the external auditor and published on the website along with the AGAR. The Certificate of Exemption was duly completed and signed by the Chair and clerk (as Responsible Financial Officer).

7. Risk assessment and approval of Annual Governance Statement:

7.1 Internal Audit: Council considered the report of the Internal Audit which had been recently carried out by Jeanne Anwyll.

7.2 Annual Governance Statement: Council completed the Annual Governance Statement for 2017-18 and this was signed and dated by the Chair and the Clerk.

8. Finance:

8.1 Approval of Accounting Statement for 2017-18: Members approved the accounting statement and this was duly signed by the Chair and Clerk

8.2 Renewal of Insurance 2018-19: A cheque was signed in the sum of £257.60 being the renewal premium for insurance for the period 1.6.2018 to 31.5.2019.

9. Planning application 18/01034/ADV: Display of 2 free standing non-illuminated advertisement signs for Dowdings Apple Juice and Cider. Land off crossroads adjacent to The Montague Inn.

Councillors were equally divided on their views concerning this application. Two councillors have no objection to the signs which are advertising a legitimate, local business.

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The following concerns were raised by the other two councillors and also by two local residents:

- *The proposed signs are over large and double sided and visually intrusive.*
- *The signs are sited at the main cross roads which is the entrance to the village and an advertising board is not the welcome that residents would like visitors to have.*
- *The siting of the signs may create confusion or detract from the public signage at the cross roads.*
- *The signs will detract from the nearby fingerpost which is to be restored as part of the community project.*
- *There are many small, local businesses in the parish (particularly lots of home/web-based businesses) and, if a precedent is set with this advertising sign, then a proliferation may result which would mar the village aesthetic.*

Action: It was resolved that the clerk return all these comments to Planning.

10. Fingerpost Restoration Project: Andrew Wiley reported that the Project App. could not be released until volunteers had attended the required training but had since been released.

Paul Williams and John Hill had attended the training and Paul had since reported back to members what had been learned. This mainly involved Health and Safety issues and being advised what we are not allowed to do (e.g. we cannot work on any that are too close to the carriageway (nearest point to edge of road) - 0.5 metres for under 40mph roads and 1.2 metres for over 40mph roads. Works under these limits need to be carried out by suitably qualified persons. We need to advise SCC when we intend to carry out any works and provide before and after photos.

John Hill had already surveyed and photographed all the (fourteen) fingerposts in the parish and brought the details to the meeting. John said that some of the signs are in a very bad condition and have had pieces replaced but using the wrong materials. The question is therefore do we aim to restore them to their original state? Council needs to consider how this can be done, what it will cost and how the money is to be found. **Action:** Andrew will transfer the survey information into the app. **Action:** Andrew, Paul and John to convene to discuss what needs doing and what suitably qualified people are available to help do it.

11. Speed Indicator Device: Andrew had carried out further analysis of the data from the SID. This reiterated what he had found before which is that over half of the 350 vehicles passing through (one way) are speeding and that there are specific times when the worst offenders pass through the village (roughly 7am and 5pm with a further peak around 9pm). He said that most traffic is speeding but there is some very slow traffic which brings down the average, giving a false impression. The clerk had received an email from Tim Russell, PCSO, stating that if we let him know the main offending times then they could attend with their speed device and attempt to identify the vehicles.

Action: Clerk to advise Tim of the key times and days that Andrew's analysis has identified.

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12. **Correspondence:** None

13. **a.o.b.**

- Anna Groskop reported that a Unitary Authority may be on the cards as there had been an 'agreement to talk'.
- Concern was expressed about the shipping containers which are on the land opposite the red house. It was noted that planning permission had been granted in the past for stabling and hard standing. **Action:** Richard Ellis to visit and talk to the owners to establish what is occurring and assess whether there is likely to be a planning breach.
- It was reported that the drains may be blocked in the region of Watery Lane and also up the hill to Bratton Seymour which was sheet ice in the last cold weather. **Action:** Anna Groskop offered to take this up with Highways.
- More bulbs were requested to brighten up the parish. **Action:** Clerk to contact Steetscene.

14. **Open discussion**

There being no further business the meeting closed at 8.55pm.

Chairman _____ Date _____

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