

**MINUTES OF A MEETING OF CONEY WESTON PARISH COUNCIL  
HELD ON THURSDAY 31<sup>ST</sup> MAY 2018**

**PRESENT:** Councillors: B. Hogg (Chair), P. Clarke, M. Gooderson, D. Haycock, J. Ladell, D. Stewardson, R. Jay (Clerk) and one member of public.

1. Apologies were received from Cllr C. Flood
2. Chair confirmed that the scheme for public speaking was operative, a question was raised regarding future arrangements for the publication of vehicle speeds analysis results. A question was raised regarding item 4 - minutes of last meeting. The pre-circulated minutes were duly taken as read approved and signed. See item 4 below.
3. Declarations of interest: None.
4. The minutes of the last meeting had been pre-circulated, they were taken as read, approved and signed.

**MATTERS FOR DECISION in OPEN FORMAL MEETING:**

**5. 1** The latest issue of 'Model Standing Orders' issued by N.A.L.C. was scrutinised and edits were agreed for local use; Clerk to issue proof version for approval by Cllrs at the next meeting.

**5.2** Risk Management (financial): It was resolved to specify more precise diary dates for some routine inspections of assets and procedural checks, in addition, a sample of the bi-monthly cash reconciliation checks could be verified by a Cllr who is not a cheque signatory. Clerk to circulate suggested revisions for approval at next meeting.

**5.3** The structure and frequency of Parish Council meetings was reviewed thoroughly. Two motions were proposed: - 1st. To agree ten meetings on fixed dates excluding the months of August and December. 2<sup>nd</sup>. Maintain the current six fixed dates and arrange additional meetings at shorter notice as required to complete and sign-off un resolved business. Prior to voting, the Chair stated that it is sufficient for Council to be quorate, so that not every councillor would be expected to attend every extra meeting. It was resolved to arrange additional meetings outside the 'core-six' presently set (2<sup>nd</sup> motion) and agreed that this temporary arrangement will be reviewed for effectiveness in January 2019.

**5.4** Review Council's policy for public participation in formal meetings: It was stated that, residents are most welcome at Parish Council meetings and their observations about current agenda items are very important to Councillors when a course of action is under consideration. It was resolved to follow the latest re-issued guidance from SALC to councils, which advises a public participation period of up to 20mins. early on in the proceedings before moving to the formal meeting sessions relating to discussions, decisions and finance. To raise matters which they wish to be formally discussed by the Council, residents will be requested to notify any Councillor or the Clerk, preferably by Email and if appropriate and relevant to the business of the Parish Council the matter will receive prompt attention and be placed on the next available agenda. A webpage statement explaining and encouraging public participation will be added shortly.

Chair B. Hogg

Clerk R. Jay

**5.6 Handling personal data as defined by the GDPR Act:** It was resolved that Items of personal data such as a communication from a resident is to be handed without delay to the Clerk for uploading to the members secure area of the Parish Council's website where the content can be accessed and commented upon by all Cllrs. The Clerk will also upload any correspondence received direct to the secure area where it can be accessed by Councillors. It was confirmed that the secure area should be used to safeguard all personal data, where letters, reports, replies etcetera can be viewed by Councillors in a secure manner.

**5.7 Privacy Notice:** A draft version previously circulated to Cllrs was approved for use subject to a change of title making it apply to all types of communication used by the Parish Council. Links directing users to it and, in addition, to similar statements from Suffolk Cloud will be added to the website.

**6. ANY OTHER GOVERNANCE MATTERS FOR DISCUSSION:**

**6.1** It was suggested that the village hall TV could be used to view planning applications in larger scale when the Parish council is consulted; although this information is already publically accessible, this could be trialled when the next appropriate planning consultation is received.

**6.2** Clarify the process for handling letters/Emails from members of public: These items must be processed onto the members secure area of the Parish Council Web-page through the Clerk and/or Webmaster; Councillors will then be advised to view the communication. Only items containing elements of personal data that can identify a living person need be processed in this way to ensure that the Council remains compliant with the new GDPR Act which passed into law on 25<sup>th</sup> May 2018. See items 5.6 and 5.7 above.

**6.3** A question regarding the scope and/or boundaries of the Parish Council's responsibilities was raised. In general, it was stated that a local council is able to assume a broad range of duties and deliver most services that it considers itself competent to undertake and fund that would be supported by the residents.

**6.4** A question was raised regarding informal discussions about village issues. The good Councillor guide contains advice and guidance for Councillors.

**7.** The date of the next meeting was confirmed as: Thursday 5<sup>th</sup> July @ 19;00hrs.

There being no further business, the meeting was closed at 21:40hrs.

B. Hogg Chair

R. Jay Clerk