



Great Shefford Parish Council

CLERK TO THE COUNCIL: Mrs Kim Lloyd
 16 Nodmore
 Chaddleworth, Berkshire RG20 7ES
 Tel No.: 07867 310121
 E-mail: greatsheffordpc@hotmail.com

Minutes from Thursday 7 June 2018

Present: Cllr S Ackrill (Chairman), Cllr G Knass, Cllr S McCarthy, Cllr P Storey, Cllr E Bell and Clerk K Lloyd

- 1) **Apologies** - Cllr B Williams
- 2) **Declarations of Interest** – on agenda items - None
- 3) **Open Forum** (time limit at Chairman’s discretion)
- 4) **Planning** – None
- 5) **Minutes** 3rd May 2018- to be agreed and signed – Cllr Storey proposed and Cllr McCarthy seconded the minutes to be a true representation of the meeting, Cllr Ackrill signed the minutes.

6) Finance

a) Bank Accounts on 12 March 2018

Great Shefford Parish Council	£23,761.19
Recreation Ground Account	£10,221.59

b) Cheques to be approved in this meeting.

S/O	K.Lloyd –Clerk	£570.82
100372	K Lloyd – Clerk – Ink (2 inks-buy one get one 50% off)	£48.47
100373	Great Shefford Village Hall	£80.00
100374	BALC (Subs 247.21 & GDPR Training Sess *£25.80)	£273.01
DD	SSE	£33.88
100375	S & S Management Services Ltd	£630.00
100376	FCC Recycling (UK) Ltd	£25.40
100377	K. Lloyd – Salary increase, (waiting on Bank to amend S/O)	£15.82
100378	Box of Blue – Website Domain	£30.00
100379	Rebecca Withers (Internal Auditor)	£75.00

100380	Nigel Goldstraw (works to Fence by Swan)	£85.00
100381	CCB (Subscription)	£30.00

*GDPR Training session invoice split with Chaddleworth PC

7 **Audit – Internal Auditors Report**

The Clerk reported the Internal Auditor confirmed all was satisfactory with the end of year accounts.

A To approve the Annual Governance Statement 2017/18

B To approve the Accounting Statements 2017/18

The Clerk explained to PC what had been completed on both statements and associated documents and asked the Chairman to sign the statement; Cllr Ackrill and the Clerk signed the Annual Governance and Accounting statements

C Confirmation of the Dates of the Period for the Exercise of Public Rights

The Clerk reported the Accounting Statements will be published on the GS website and noticeboard. The public inspection period for 2017/18 accounts are from 2nd July to 10th August 2018.

Clerk

8 **GDPR**

The Clerk reported she attended the GDPR training session provided by BALC in Reading on 9th May. The Clerk said the following actions need to be carried out to comply with the new Data Protection Act’.

1-Consent from everyone on the email list whom the Clerk sends agendas/ minutes to.

2-Privacy Notice on the GS Website

3-Registration to the Information Commissioner’s Office

4-Destroy all data that contains email addresses and other personal data that can identify a person whom you don’t have consent from.

The Clerk reported;-

Action 1, of obtaining everyone’s consent had been completed.

Action 2, The Privacy Notice had been taken from the NALC toolkit website, (recommended by BALC) the Clerk previously emailed the notice to PC for review. The Privacy Notice will be added to the website.

Action 3- the Clerk said there is a new annual “data protection fee” which data controllers will be legally required to pay. The Clerk said the payment is £40 per year or £35 by Direct Debit. The Clerk will look into registration and raise payment details in the next meeting.

Action 4-The Clerk said in August when no meeting is taken place she will make a start on destroying some of the documentation showing personal data. The Clerk will review the documentation stored in the Village Hall cupboard. The Clerk will ask WBC for guidelines on how long to keep planning applications etc.

Website

The Clerk said she would contact the GS website administrators to inform them of the new GDPR requirement (i.e. consent required), Cllr Knass raised the question of the Clerk having rights to the website to keep the PC page updated. All agreed, the Clerk was asked to request rights.

Clerk

9 **Playground Activity Trail update**

All three quotes had been reviewed. After discussion it was proposed to go with the original manufacturer of the equipment Playdale. Cllr Ackrill said the Wobble Board quoted for £652 did not require the replacement of the metal element as there was nothing wrong with the one already in use, only a new board is required, this would reduce the cost on the wobble board considerably. Cllr Ackrill also proposed removing the equipment himself with volunteers to again reduce the cost. The removal and skip hire was going to cost almost £2,000; this would be a big saving to the Parish. The only cost would be to hire a digger and skip. Cllr Storey volunteered to help remove the equipment. Cllr Ackrill said the work would be scheduled for September as we have to wait for delivery and its best to wait until the summer holidays are over. Cllr Knass raised the question of fencing being required; Cllr Ackrill agreed it would be needed and would use Playdales or hire it. Cllr Ackrill said the plan would be to remove the equipment the weekend before the installation.

Cllr Bell asked if safety grass is still a good option under the summersault bars, Cllr Ackrill said that anything over 1.5m requires safety grass, we are not going over 1.5m and also we are using the manufacturer that originally installed the equipment and Playdale was who raised the question of the new requirement to PC. After a full discussion the cost of the equipment was estimated to be around £7-8,000. £8,000 was proposed by Cllr Knass, and all agreed that if the revised quote ensures not to increase over £8,000 PC would place the order to secure delivery for September. Cllr Ackrill will ask for a revised quote and email to PC. **Cllr Ackrill**

Tesco Grant for Activity Trail.

Cllr Ackrill reported the **Tesco Bags of Help Grant Scheme has been successful** so we will get at least £1,000 towards the Activity trail but we could get £4,000! **We will need to encourage everyone to vote for us during July 1st and August 31st.**

The Activity Trail project along with two other successful projects in our region will go forward to a vote in the Hungerford Tesco store where customers will decide the outcome by voting for their favourite project each time they shop. The project with the highest number of votes will receive £4,000 the second placed project £2,000 and the third placed project £1,000. To vote, you will need to make a purchase within store of any value. You will receive one token per transaction and it's not necessary to purchase a carrier bag in order to receive a token.

Please vote for Great Sheffords Playground in the Hungerford Tesco Store from 1st July to 31st August.

Cllr Ackrill said he would add a post to the GS Village Facebook page to encourage voters. **Cllr Ackrill**

10 **Flood Alleviation Scheme**

Cllr Ackrill was pleased to report The Flood Association Scheme have been successful and offered a £30,000 match funded grant from Greenham Common, the good exchange ask for all match funded donations to be paid through the good exchange, so we will be spreading the word to ensure that all future donations to the scheme come in via this platform.

Please click on link to donate.

<https://app.thegoodexchange.com/project/12191/great-shefford-flood-alleviation-association/great-shefford-flood-alleviation-scheme>

The Flood Scheme has also just received notice that they have received almost £8.500 for the members Bid.

Thanks were given to Graham Jones and Gordon Lundie our District Councillors and Chris Boulton the Chief Executive of the Greenham Trust for all their help and support.

11 Cllr Questions and reports

Cllr Ackrill reported following the latest works from Thames Water that the steps next to Manor Farm are gone with only soil left. The Clerk was asked to contact TW to request the steps be put back in place. **Clerk**

Cllr Storey reported the damage to the Pavilion and gate in the recreation park, Cllr Ackrill had already reported and the Clerk had already contacted Nigel Goldstraw.

Cllr Knass reported a box was damaged on the street light outside 2 spring meadows. The Clerk will report to WBC. **Clerk**

12 Clerk Correspondence

The Clerk received a call from PCC asking when the annual donation would be given this year, the Clerk informed PCC the last donation was given in October for £750 and a further £250 donation towards the tree works in December. The Clerk said to PCC the donation could be given now rather than October but the amount was set in the budget, but would raise the question with PC.

PC agreed the donation could be given earlier but the donation could not be increased for this account year as it is set in the budget, but the amount can be discussed in the next budget setting meeting which takes place in November/December for the 2019/20 and 2020/21 account years. **Clerk**

The Clerk reported a message had been left from PCC which did not sound very positive on placing a silhouette of a silent soldier within church grounds. The Clerk was still to speak with PCC and will report back in the next meeting.

The Clerk reported a light required fixing outside 21 The Mead, the repair had been carried out and PC is expecting an invoice from SSE.

The Clerk also received an email from a resident in The Close, asking to have the street lights cleaned and refurbished. Cllr Ackrill confirmed the street lights were WBC owned. The Clerk will ask WBC and also inform The Close residents that it is not the Parishes owned street lights. **Clerk**

13 Matters for future consideration - None

Close

Next Parish Council Meeting Thursday 5 July 2018
