**CLAYBROOKE PARVA PARISH COUNCIL**

Minutes of the Annual Parish Meeting of Claybrooke Parva Parish Council held on 9th May 2018 in The Old School Hall, Claybrooke Parva commencing at 7.00 p.m.

In attendance: Councillor R. Harrop (Chair), Councillor C. Allen, Councillor G. Macarthur, Councillor S. Milnes, Councillor I. Robertson

District Councillor R. Page, P. McCray (Parish Clerk) The meeting was attended by one member of the public

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| **Minute Number** | **Item** | **Action** |
| 1 | **Apologies**  None received |  |
| 2 | **Welcome**  The Chairman welcomed those present |  |
| 3 | **Declaration of Members Interests**  No Declaration of Members Interests were made. |  |
| 4 | **Approval of Minutes of Meeting held on 10th May 2017**  The Chairman stated that as the meeting had not been quorate it was not legal and therefore approval of the minutes was irrelevant. |  |
| 5 | **Election of Chairman 2018/19**  Cllr. Milnes asked if there were any nominations for Chairman.  Cllr. Macarthur nominated Cllr. Harrop  Cllr. Milnes seconded  All in favour. |  |
| 6 | **Election of Vice Chairman 2018/19**  Cllr. Harrop asked if there were any nominations for ViceChairman  Cllr. Harrop nominated Cllr. Milnes  As there were no other nominations Cllr. Milnes was unanimously nominated Vice Chairman. |  |
| 7 | **Representations on Outside Bodies**  i) Claybrooke Parva Joint Burial Board – It was resolved that Cllr. Harrop would represent the Council on the Board for the year ending 31st March 2019.  It was resolved that Brian Fowler would continue to update the council on matters concerning Alderman Newton’s Educational Foundation.  It was resolved that Diana Jones would continue to update the council on matters concerning the Marc Smith Educational Charity.  Cllr. Harrop gave a verbal report on the Claybrooke Parva Joint Burial Board. He stated that there are currently 35 reserved plots and a further 65 plots available plus 48 Ashes plots in the Garden of Remembrance. Based on an average of 6 burials and 6 cremations per year (ashes plots) it will be some years before the cemetery is full. The Joint Burial Board is reviewing the suitability of adjacent land for a cemetery extension, no further information available at this time.  There had been a 66% increase in the Joint Burial Board precept for the year 2018/19. It had been agreed in 2012 that £1.50 per head would be charged for each village, but this had not kept pace over the years and the precept this year has been based on the latest headcount.  Cllr. Harrop advised that he had requested a copy of the letter advising of the increase which the Clerk to the Board had stated was sent in November 2017.  ii) The Parish Clerk read a report submitted by Diana Jones on behalf of the Marc Smith Educational Charity (see Appendix 1 to the Minutes)  iii) Brian Fowler gave a verbal report on behalf of Alderman Newton’s Educational Foundation (see Appendix 2 to the Minutes) |  |
| 8 | **Update on General Data Protection Regulation (GDPR)**  The Parish Clerk advised that the Council would need to adopt by resolution the following:   * A Data Audit * Two Privacy Notices i) For the Public ii) For Staff & Councillors * A Data Protection Policy * A Subject Access Request Procedure * A Data Breach policy   The Data Audit was in progress.  The Clerk intended to circulate all other documents to the council ahead of the next council meeting. |  |
| 9 | **Update on accounts for year ended 31st March 2018**  The Parish Clerk advised that the Internal Audit would take place within the next two weeks.  The Chairman signed The Certificate of Exemption as it was resolved at the meeting held on 14th March 2018 (Item 18/27) that: Claybrooke Parva Parish Council will not submit an Annual Governance and Accountability Return (AGAR) to PKF Littlejohn (appointed external auditor) for year ending 31st March 2018 but will submit an exemption form. |  |

The meeting ended at 8.00p.m.

Signed.............................................................................................................................Date................................