

ITEM NUMBER	<p align="center"><b>MINUTES OF THE ANNUAL MEETING OF PARISH COUNCIL MEETING OF DODDINGTON AND WHISBY</b></p> <p align="center"><b>Held on 10 May 2018, following the Annual Parish Meeting at 6.30pm, at The Carruthers Room, Doddington Hall, Doddington.</b></p>	ACTION						
	<p>PRESENT: Cllr Gillian Beale (Chair), Cllr Glynn Patrick (Vice-Chair), Cllr Emily Mathers, Cllr Mick Cunniffe. Ruth Keillar (Clerk). LCCllr Mike Thompson. One member of the public was present.</p>							
18.32	<p><u>ELECTION OF CHAIR AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE.</u> It was proposed by Cllr E. Mathers seconded by Cllr M. Cunniffe and it was RESOLVED that Cllr G. Beale be elected as Chair of the Council.</p>							
18.33	<p><u>ELECTION OF VICE-CHAIR AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE.</u> It was proposed by Cllr E. Mathers, seconded by Cllr M. Cunniffe and it was RESOLVED that Cllr G. Patrick be elected as Chair of the Council.</p>							
18.34	<p><u>TO RECEIVE APPOLOGIES FOR ABSENCE</u> Apologies were received from Cllr Sandy Whiles.</p>							
18.35	<p><u>TO RECEIVE DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA</u> None received</p>							
18.36	<p><u>PREVIOUS MEETING NOTES</u></p> <p>a) It was proposed by Cllr G. Patrick, seconded by Cllr M. Cunniffe and it was RESOLVED that the notes from the meeting held on 12 March 2018 be approved as a true record and signed as minutes.</p> <p>b) It was proposed by Cllr G. Patrick, seconded by Cllr M. Cunniffe and it was RESOLVED that the notes from the Extra-Ordinary meeting held on 24 March 2018 be approved as a true record and signed as minutes.</p>							
18.37	<p><u>MATTERS ARISING FROM MINUTES</u></p> <p>a) 17.78.3. Blocked dyke on Lincoln Road. It was agreed that Cllrs Cunniffe and Patrick would investigate the drainage issue with the landowner and report back at the next meeting.</p> <p>b) 17.84. 'No Parking' sign for Kennel Lane. It was agreed that the Clerk investigate.</p> <p>c) 17.87. Dr Caroline Johnson, MP, &amp; Highways. No update, LCCllr M. Thompson to investigate.</p> <p>d) 18.18.3. Parish Event.</p> <p>i. A representative from Doddington Hall has agreed to attend the event to present prizes.</p> <p>ii. Doddington Hall has offered to open a pay bar for the event</p> <p>iii. It was agreed that a budget of up to £300 be approved for the purchase of refreshments.</p> <p>iv. It was agreed that Cllr G. Beale and the Clerk liaise regarding the finalisation of the newsletter.</p>	<p>MC. GP.</p> <p>RK</p> <p>MT.</p> <p>RK.</p> <p>GB. RK.</p>						
18.38	<p><u>CORRESPONDENCE</u></p> <p>a) GDPR – referred to agenda item 11.</p>							
18.39	<p><u>PLANNING MATTERS</u></p> <p><a href="#">18/0403/FUL</a> – Children's Play area in association with parallel application for housing on adjacent land (Planning ref: 17/1865/FUL). It was proposed by Cllr G. Patrick, seconded by Cllr E. Mathers and it was RESOLVED that the PC support the application and comment to NKDC.</p>	RK.						
18.40	<p><u>FINANCIAL MATTERS</u></p> <p>a) To approve accounts for payment on 10 May 2018:</p> <p>i. It was proposed by Cllr seconded by Cllr and it was unanimously RESOLVED to retrospectively accept the following accounts for payment:</p> <table border="0" data-bbox="319 2016 1117 2128"> <tr> <td>100221 – S Bryant, Clerk's Salary March</td> <td align="right">£233.05</td> </tr> <tr> <td>100222 – HMRC, PAYE Q4</td> <td align="right">£47.60</td> </tr> <tr> <td>100223 – Printtalk. Newsletter Spring 18</td> <td align="right">£20.00</td> </tr> </table>	100221 – S Bryant, Clerk's Salary March	£233.05	100222 – HMRC, PAYE Q4	£47.60	100223 – Printtalk. Newsletter Spring 18	£20.00	
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	<p>100224 – G Beale. Room Rental for Jan/Feb/Mrch £90.00 100225 – E.ON, Inv. H15A1DA37F £33.42</p> <p>ii. It was proposed by Cllr seconded by Cllr and it was unanimously RESOLVED to accept the following accounts for payment:</p> <p>100226 – S.Bryant, invoice for services £385.24 100227 – LALC. Membership Renewal Fee £97.81 100228 – V Milstead. Internal Audit £50.00 100229 – E.ON, Inv H15C0A418E £35.58</p> <p>b) To approve the Internal Audit for 2017/18 It was proposed by Cllr seconded by Cllr and it was unanimously RESOLVED to approve that the end of year accounts and internal Audit.</p> <p>c) To approve and sign the Annual Governance Statement for 2017/18 It was proposed by Cllr seconded by Cllr and it was unanimously RESOLVED to approve that the Annual Governance Statement</p> <p>d) To approve and sign the Accounting Statement for 2017/18 It was proposed by Cllr seconded by Cllr and it was unanimously RESOLVED to approve that the Accounting Statement</p> <p>e) To note that the Notice for the period of Exercise of Public Rights will be displayed for the required period.</p> <p>f) To note that the Exemption cert will be submitted to the External Auditor, PKF Littlejohn, by 11 June.</p>	
18.41	<p><u>CLERK/RFO</u> To note the appointment of new Clerk/RFO from 01/05/18, as minuted 24/04/18 minute 18.31. It was agreed that the revised payscales published by NALC/LALC be applied to the Clerk's Salary as of 01/05/18.</p>	RK.
	<p><u>GENERAL DATA PROTECTION REGULATION 2018</u> It was proposed by Cllr G. Patrick, seconded by Cllr E. Mathers and it was RESOLVED that the following Policies and Procedures be adopted to comply with GDPR as of 25 May 2018</p> <p>a) It was noted that the Clerk is the Data Controller b) Data Map (enclosed) c) Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy (enclosed) a) Privacy Notices (enclosed) b) GDPR Security Compliance Checklists from all Councillors c) It was noted that the council is registered as a Data Controller with the ICO (registration number ZA033882) d) Contracts with Suppliers and Partners are in place or are being issued and are pending acknowledgement. e) It was noted that the reversal legal decision that all PC's must appoint a Data Protection Officer is awaiting confirmation. Should the decision not be reversed, the PC will appoint a DPR via LALC and notice will be recorded retrospectively. f) It was agreed that the Consent form for Members of the Public be incorporated into the Newsletter for delivery to every household in the Parish.</p>	
	<p><u>DATE OF NEXT MEETING DATE</u> The next meeting of Doddington Parish Council will take place on Monday 4 June, at 6.30pm at The Cabin, Doddington Oaks, Doddington.</p>	
	There being no further business the Chair closed the meeting at 21:15	

Chair.....G Beale.....

Date.....4 June 2018.....