

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
OF
WICKEN PARISH COUNCIL**

On Thursday 3rd May 2018

at The Sports Club, Wicken at 8.00 pm

27/18 To elect a chair for 2018/19

It was proposed that Cllr Ivens be chair. He accepted and signed the declaration of acceptance

28/18 To elect a vice chair for 2018/19

It was proposed that Cllr Cartwright be vice chair. He accepted.

29/18 Attendance and apologies; To receive and accept any apologies.

Cllr. Philip Ivens – Chairman
Cllr. Celina Francklin,
Cllr. Richard Forman,
Cllr. Alan Cartwright,
Cllr Andrew Edmondson
Cllr Marcus Rixon
Cllr Ian Howett
District Cllr. Dennis Loveland
County & District Cllr. Allen Walker
Sally Willis - Clerk
3 members of public

30/18 Members Interests; Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Wicken Parish Council Code of Conduct to Members and by the Localism Act 2011.

None to declare

It was proposed to move item 37/18 up the agenda to allow County Councillor Walker take part in the conversation before having to leave for another meeting.

37/18 To consider bus service options available and steps to be taken by the Parish Council

Once the current contract ceases, the decision has been made by NCC to no longer subsidise the no 90 bus service, which is the only bus that stops in Wicken. Cllr Walker had been in discussion with other villages who will also lose this service and has a proposal for letting this continue, but to be funded by the parish councils. Sample timetables had been forwarded and costs. Global cost would be approximately £60,000, but how much this would cost Wicken would depend on how many others parish councils would be willing to part fund.

Cllr Walker and Cllr Loveland leave

Whilst there are some in the village who use the bus service it was thought that funds may be better used for a more targeted service. It was proposed that an article be put in the next Wicken News to advise us of any requirements by the villagers. More details are needed on the proposed scheme, and who in the village would be in need of a service.

31/18 Public Forum

No comments from the member of the public

32/18 Approval of Minutes; To agree the minutes from the Annual Parish Council Meeting held at the Village Hall on *Wednesday 7th March 2018* Minutes signed. **Resolved.**

33/18 Finance.

a) To receive and approve accounts

Payee	CN	Details	Amount	VAT
EON	742	Lighting Power	351.75	16.75
EON	743	Lighting Maintenance	72.34	12.06
Dura-Sport Ltd	744	Deposit refurb of Cricket pitch (30%)	2158.20	359.70
AH Contracts	745	Bin Emptying	43.20	7.20
AH Contracts	746	Bin Emptying	43.20	7.20
S Willis	747	Clerk April	162.02	0.00
S Willis	748	Clerk May	162.02	0.00
ICO	749	Registration	35.00	0.00
SLCC	750	Membership (1/4)	36.75	0.00
		TOTAL	3064.48	402.91

Receipts
SNC Precept 3740

RESOLVED: Accounts approved and signed

b) To approve External Audit Certificate of Exemption

Clerk as Responsible Financial officer advised the council that as the turnover for 2017/18 was less than £25,000 and the parish council fulfilled other criteria, the council could approve exemption from the External Audit as long as all relevant paperwork was posted on the website. It was proposed that the exemption certificate be signed. This was signed by the Chair and the clerk. **Resolved.**

c) To approve External Audit Governance Statement

Clerk read out each statement and noted response. Statement signed by Chair and Clerk. **Resolved**

d) To approve External Audit Financial Statement

Financial Statement had been circulated. It was proposed to approve the statement and it was signed by the chair and the clerk. **Resolved**

34/18 GDPR

a) To appoint the council's data protection officer

Northants CALC have offered to provide services of DPO free of charge for first year. It was proposed to appoint Northants CALC as DPO. **Resolved**

b) To adopt the Data Map

Data Map had been circulated. It was proposed to adopt. **Resolved**

c) To adopt Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy.

Policies based on templated provided by NCALC had been circulated. It was proposed to Adopt these policies. **Resolved.**

d) To adopt the Privacy Notice

Privacy Notice based on NCALC template had been circulated. It was proposed to adopt the Notice. **Resolved.**

e) To receive completed Security Compliance Checklists from all councillors

Completed checklists had been received from all councillors. **Resolved**

f) To approve that the council registers with the ICO and pays the relevant Data Protection Fee

It was proposed that the council registers with ICO and pays the relevant fee. **Resolved**

35/18 To consider and approve grants to Sports Club and Church PCC towards grounds Maintenance.

It was proposed to grant both associations £500 towards grounds maintenance. **Resolved.**

36/18 To discuss cutting of grass outside church wall

It was agreed that neither NCC or SNC were cutting this area after the conservation society tried to turn it into a wild flower area. This had been unsuccessful and it was thought this now needed to be cut regularly. It was suggested that this area is brought under the village maintenance contract.

It was thought that it may be worth looking at combing the grass cutting around the village, at the church and in the sports club at the end of the season for next year to see if savings could be made.

Member of the public leaves

37/18 To consider bus service options available and steps to be taken by the parish council.

This was discussed at the beginning of the meeting, see above

38/18 To receive Village Hall Finances

Year end accounts were shared. Tenants are still in arrears and it was thought that a standing order of monthly rent plus was needed until they had caught up

39/18 To receive updates on outstanding items and to consider items for next meeting

The New Homes Bonus Grant had been approved for the play equipment and the order has been placed with a 6-8 week leadtime. Hopefully this will be completed early July.

The Solar Farm committee will have a funding review in September with a view to planning beyond the next 12 months. An interim report on street lighting has given an indication of things to consider. It is thought there should be a conversation with the conservation officer regarding the type of lights both in the look of the lamp and the type of bulb used. To be added to the next agenda.

We are still awaiting the extra poles for the speed monitor. Clerk to Chase.

The Chairman closed the meeting at 9.20 pm

Chairman's Signature

Date

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