

Glaisdale Parish Council

Mr D. Palmer

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Dalegarth

The Green

Glaisdale

Whitby

North Yorkshire

YO21 2PW

MINUTES OF GLAISDALE PARISH COUNCIL MEETING held at The Robinson Institute, Glaisdale, on Thursday 19th April 2018.

PRESENT: Cllrs : SW Thompson (Chair), N Hopwood, C Featherstone, M Foord, R Norris.
C Hatch

Electors Present : None

APOLOGIES : Cllr C Pearson

DECLARATIONS OF INTEREST MADE : None

Period for public comment/participation (Max 15mins in total!)

1. MINUTES OF MEETINGS Minutes for previous meeting were presented, agreed and signed as a true record.
2. MATTERS ARISING FROM THE MINUTES
 - 2.1 Police reports – attached.
 - Noted - only one incident of vehicle theft at Lealholm - investigation ongoing.
 - 2.2 GDPR regulations – Items of note for consideration and understanding.
 - Members updated on progress towards compliance with forthcoming GDPR requirements. Information given on Privacy Statements, Consent Notices, Retention Policies and Electronic Communication Policies. Pro-forma documents for each element of consent and information request forms provided to each councillor and brief descriptions of the uses of each of these. Members advised that all future official communications with individuals and organisations, whether by letter or email, must be compliant with GDPR and must have a valid demonstrable permissions trail before including any personal data with such communication. Clerk to continue with Data Audit exercise to identify existing personal data held by GPC.
 - 2.3 Yorkshire Ambulance service – Defibrillator issues for response.
 - Members discussed the information received from Yorkshire Ambulance Service in which their insistence that the defibrillator at Glaisdale must either be taken on (ownership) by the parish council or YAS will remove the unit, taking it out of service. The reasons given were that YAS can no longer afford to carry the care and maintenance costs and that the solution they have put forward is the only way that the unit can be retained.
 - Members were not pleased that this solution appears to be a 'take-it-or-leave-it' option but agreed that the defibrillator is a valuable asset for the community and one which the community would be loath to be without. The costs of ownership and maintenance were

Signed as a true record :(Chairman)

DATE :

not onerous and so members agreed that GPC should contact YAS to agree to take on ownership. Clerk to contact YAS to take that matter forward.

2.4 Parish Seat condition/repair schedule.

- Members returned repair schedules to the meeting for compilation and inclusion with tender request information. (1 schedule outstanding)

3. PLANNING

3.1 Applications :

3.1.1 NYM/2018/0161/FL - Application for raising of wall height to existing kitchen and erection of pigeon cote/shed plus siting of treatment tank at Lingberry Cottage, Oakley Walls, Lealholm.

- No Objections raised.

3.1.2 NYM/2018/0179/FL - Application for variation of condition 5 of planning consent NYM4/040/0174C/PA to allow the installation of aluminium framed windows at High Gill Beck Cottage, Nab End Lane, Glaisdale.

- No Objections raised.

3.2 Referrals

None Received

3.3 Results :

None Received

4. FINANCE

4.1 Notification from BHIB Insurance brokers regarding the forthcoming Parish Council insurance renewal (due 1st June). Promise of zero increase in premium from previous policy. Expected detail due before the next meeting in May.

- Noted, Clerk to obtain comparative quote from Zurich Insurers before next meeting.

4.2 Quotation for grass-cutting services for the forthcoming season received from JJ Harrison only, so far, should any others be received prior to next meeting then they will be presented at that meeting.

- Second quotation received from different contractor - comparison showed that JJ Harrison provided best value costs and that the work should be placed with JJH. Proposal to offer work to JJ Harrison made by Cllr NH, seconded Cllr RN. All members in agreement. Clerk to advise JJH and request work be commenced asap.
- Members also discussed whether this contract should be split to provide work for two businesses (eg. separate contracts for Glaisdale and for Lealholm/Houlsyke) members agreed that this could be implemented next year and that adjustments should be made to the tender information to allow this to be considered.

4.3 Quotation for verge-cutting services for the forthcoming season received from PR, JM & SR Houlston only, so far, should any others be received prior to next meeting then they will be presented at that meeting.

- No further quotations received for this work and so members agreed that the work should be offered to PR, JM & SR Houlston for the current season. Proposal to offer work to PR, JM, & SR Houlston made by Cllr NH, seconded Cllr RN. All members in agreement. Clerk to advise Houlstons and request work be commenced after 1st July for general verges, and as soon as necessary for visibility splays at junctions.

4.4 Model Agreement Expenditure return completed and returned to SBC via email.

- Noted.

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- 4.5** GPC Website hosting renewal due for 2018/19. For discussion. Transfer of domain to UK based company to be considered in relation to GDPR Data transfer requirements. Clerk has researched suitable alternatives which are presented for consideration. Transfer to require opening of account with new provider.
- Clerk has investigated alternative Hosting solutions for the council website and has recommended the 'UK2' hosting company to replace GPC's current use of the Clerks personal web-space. This is to comply with GDPR requirements that data stored in all council data repositories should be held within the EU member states. This cannot be guaranteed with the current hosting service which spreads the data amongst several servers which can be located anywhere globally.
 - Members agreed that the Clerk should arrange for the GPC website and data to be hosted to comply with GDPR and the 'UK2' provider can be used. Approval given - Cllr NH, seconded Cllr RN, for Clerk to open account with UK2 and to set up necessary payment provisions. All members in agreement.
- 4.6** Clerks expenses Qtr 4 2017/18 presented for approval and payment.
- Clerk presented claim for payment of expenses incurred during Qtr 4 2017/18. Proposal to make payment made Cllr CH, seconded Cllr RN. All members in agreement. Cheque 100082 issued in payment.
- 4.7 Statement of Internal Control 2017/18 for approval.
- Statement of Internal Control document was appraised by Cllr NH and found to be suitable to GPC's needs and liabilities. Cllr NH has prepared his report for council and proposed that the document be accepted as suitable for the councils needs and that it be signed and presented for inclusion with internal audit process. Proposal to accept document made by Cllr CH, seconded Cllr RN. All members in agreement.
5. CORRESPONDENCE
- 5.1 Action / Reply
- None Received.
- 5.2 Minutes & Reports
- None Received.
- 5.3 For Information
- 5.3.1 Electoral Review of Scarborough – Final Recommendations.
- Noted - no changes proposed for GPC Wards.
- 5.3.2 Parish of Glaisdale with Lealholm – Outline for discussions re future of the Church Rooms at Glaisdale.
- Noted - members agreed to give the matter some thought over the summer in readiness for the proposed public meeting in the autumn.
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Newsletters received : None

Publications received : None

Other items of communication were received.

6. REPORTS OF MEETINGS ATTENDED

None Attended

7. MATTERS OF INTEREST RAISED BY MEMBERS

7.1 Continuing problems with inadequate (& non existent) repairs to large numbers of potholes throughout the parish and in Fryup in particular.

- NYCC to be pressed for action. Cllr CP is meeting with NYCC Highways soon to determine what action is to be taken.

8. DATE OF NEXT MEETING : Will be on Thursday 17th May 2018, starting at 7.30pm and will be held at The Robinson Institute, Glaisdale.