

## Milburn Parish Council A.G.M. - 8<sup>th</sup> May 2018

### **Present**

Councillors D Richardson (Chair) R Healey, M Dixon and  
P Moran Clerk J Connelly  
Members of the Public - Two Members

### **18.05.1 Election of Chair**

All Councillors agreed that Councillor Richardson be elected Chair. Councillor Richardson accepted and signed the Declaration of Acceptance of Office of Chair.

### **18.05.2 Apologies**

A Armstrong, EDC and M Armstrong (Councillors)

### **18.05.3 Register of Interests**

None

### **18.05.4 Minutes**

The minutes of the meeting held on the 7<sup>th</sup> March 2017 had been circulated prior to this meeting. All agreed this was a true record and were signed and approved.

### **18.05.5 Matters Arising**

The skelpings have arrived and the Chairman proposed a working party to gather on Sunday at 10am to fill the potholes in the Cart Roads

### **18.05.6 DATA Protection Policy**

The Clerk attended a GDPR Awareness Session in March 2018. It was brought to the Clerk's attention that the Parish Council should be registered with the Information Commissioners Office, costing £35, the Clerk to register. A Data Protection Policy is to be written, also a Privacy Policy, these are to be placed on the Website.

### **18.05.7 Model Standing Orders**

The Standing Orders has now been reviewed by NALC and Milburn Parish Council need to review theirs to ensure all changes are addressed, especially the Privacy Policy, Data Protection and procedure for planning applications.

### **1.05.8 Contract of Employment**

A copy of the contract of employment was emailed to all Councillors prior to the meeting. It was agreed and resolved to sign

Signed \_\_\_\_\_ Dated \_\_\_\_\_

### **18.05.9 Update Standing Order - Tenders**

The Council will seek tenders for works costing over £2,000 excluding VAT and will review this figure annually.

### **18.05.10 Risk Assessment**

The assessment has been updated. A separate risk assessment for the Bonfire will continue to be required with a copy forwarded to the Parish Council, also a risk assessment will be required for the Beacon Bonfire, Councillor Dixon will carry out this risk assessment.

### **18.05.11 Finance**

#### **Audit Form**

Statement of Accounts - The Accounts were approved by the Parish Council and signed by the Chairman

Annual Governance Statement - The Statement was completed and approved by the Parish Council and signed by the Chairman

Internal Audit - All Councillors agreed that Mrs Aelwen Evans be asked to complete the internal audit.

**The Receipts and Payments Account** for the year ended 31<sup>st</sup> March 2018 was presented. All Councillors approved and it was resolved Councillor Richardson sign the Accounts Book.

The Estimated Receipts and Payments for the year ending 31<sup>st</sup> March 2018 was presented, but were not totalled.  
Copy of these Accounts in Minute Book

#### **Payments**

After discussion it was agreed that the following payments may be made :-

CALC Annual Subscription £ 111.00  
Wicksteed Playgrounds Annual Inspection £ 54.00  
CALC Data Protection Course, Clerk attended £ 70.00  
ICO Subscription £ 35.00  
Russell Hogg – Scalpings £ 184.97

### **18.05.12 Correspondence**

Speed Radar brochure

### **18.05.13 Public Participation**

Lee Page & David Bellsham wanted to provide detailed information regarding the proposed upgrading of Fellnet, enabling Fellnet to provide an even better service to all those already signed up and all those prospective customers. The Chairman thank them for an informative discussion.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

#### **18.05.14 Parish Meeting Concerns following Annual Parish Meeting**

Potholes up the Cart Roads will be filled on Sunday but the potholes up the centre of the village green are a huge problem.

The Clerk to write to Andy Connell.

Chairman to contact A Armstrong, EDC and enquire if he can help or make suggestions who to contact.

The Clerk to write to Highways Dept in Carlisle

The Councillors are concerned that there is still a vehicle driving over the village green, the Clerk to write to householder.

The Chairman to visit the owner of the vehicle parked on the village green, as this vehicle has no road tax etc and therefore will have no insurance.

#### **18.05.15 Any Other Business**

The school continues to be open, although there are a shortage of pupils, but some local parents from Appleby and surrounding villages have reported to Councillors that the school is closing, this is NOT the case, while there have been problems, the school is open.

**Next Meeting** Tuesday, 3<sup>rd</sup> July 2018

The Chairman brought the meeting to a close at 9.50pm

Signed \_\_\_\_\_ Dated \_\_\_\_\_