

The Annual Meeting of Dorstone Parish Council was held in Old School Hall Dorstone on **Tuesday May 8th May 2018 at 7-30pm**

Present:, Chairman, Councillor Usher, Councillor Hession, Councillor Meredith, Councillor D Phillips & Mr C Hendy Parish Council Clerk.

Also present Ward Councillor P Price,

Election of Chairman; Councillor C Thomas, proposed by Councillor Usher, seconded by Councillor Hession & carried unanimously

Election of Vice Chairman; Councillor T Usher, proposed by Councillor Meredith, seconded by Councillor Hession & carried unanimously

Apologies

Councillor Thomas, family commitment, Councillor Gethin & Councillor A Phillips, Work commitment

Declaration of Interest, Councillor Usher re Web Hosting account

The **minutes** of meeting April 11th 2018, were approved as a true record and signed by the chairman

Dog Fouling, Clerk had spoken to parishioner walking her dog from Mill Lane, discussed complaint PC had received, she was aware of requirements & had seen the sign, when displayed, and she was carrying a bag of dog faeces. Clerk had also observed another person in the village with dog & bag of faeces. Clerk has been in regular contact with Herefordshire Council, the regulations have been approved & signs are being produced to be made available

Reports

Ward Councillor, April report circulated
Golden Valley Police Annual report circulated

Planning

Planning; Decisions

Planning Consultation 180442

Site: Land to the Front of Property known as Hafod (Former Smithy), Dorstone, Herefordshire, HR3 6BE. Description; Proposed change of use and conversion of a former Smithy into a self- contained holiday let

Application withdrawn

For Information;

Cooks Barn Dorstone Hereford Herefordshire, Certificate of Lawfulness applied for.

Park Farm Road Dorstone Hereford HR3 6BL , 3 bedroom replacement for house on West Lawn Common (consultation not sought from Dorstone PC)

Finance

- a) Clerks salary £125
- b) Golden Valley Web design hosting fee £100

Both payments authorised, Councillor Usher did not vote.

Bank mandate, previous attempt to update mandate had been unsuccessful, resolved to complete new mandate, adding Councillor D Phillips to list of signatories.

Insurance

Councillors reviewed the insurance policy & resolved to continue with Zurich
Payment of premium of £365.82 authorised

Accounts 2017-2018, these and the balance sheet for spend 2017-18 had been circulated. Councillors discussed the accounts, these would be sent to the internal auditor.

General Data Protection Regulations

Hereford Association Local Councils (HALC) newsletter had been circulated

HALC 1 circulated, Councillors resolved to endorse the action plan and notes the detail set out in the Toolkit.

HALC 2 Action Plan; this was discussed & noted

Raise awareness

Decide who will be responsible for the council's compliance with data protection law –.

Data Audit

Identify and document your 'lawful basis' for processing data

Check your processes meet individuals' new rights – Know how you will deal with 'subject access requests'

Review how you get consent to use personal data

Update your Policies & Notices

Privacy Notices

Data Retention & Disposal

Websites

Data sharing

CCTV

Training

Build in extra protection for children

Personal Data Breaches - Get ready to detect report and investigate these

HALC 3 Privacy Document, this had been amended by the clerk for Dorstone PC and circulated, Councillors resolved to adopt and display on the website

HALC 6 Personal Data Management and Audit Policy April 2018. Council resolved to adopt pages 1 & 2, Clerk will complete the audit and report back to council.

There has been tabled an amendment to the Act currently going through to remove the requirement for Data Controllers for Parish Councils.

The current charge of £35 to the Information Commissioner is being abolished, new charge under data protection is £40

Registrable Interests

Councillors agreed to review/update their Notice of Registrable Interests

Highways

Update B4378, road resurfacing is taking place on some parts of the B4348. Councillor Phillips reported when all replies to neighbouring councils received a meeting is to be arranged. He was working on a questionnaire for business's & update at the parish meeting.

Councillor Usher was unable to attend the Parish Council Briefing meeting with Balfour Beatty.

Modification order, this is an addition of restricted bridleway DO 16 and upgrading of footpath ME9 part to restricted byway ME39, in part of Dorstone. Councillor Usher briefed councillors on the proposed changes, these were noted.

Standing Orders 2018 Copy of amendments to 2013 standing order circulated The 2018 model standing order incorporate or reference the requirement of new legislation introduced after 2013.

After discussing the changes Councillors resolved to authorise the clerk to update the 2013 standing order to 2018 where it affects the parish council. These will then be published on the website

Financial Regulations

To consider updating the Financial Regulations, which had been raised at March meeting, *In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out.* After discussion Councillors resolved not to update the regulations

Post Office

Mobile Post Office review decision had been received, circulated and copy displayed on PC notice board

19 individual responses from customers and local representatives during the consultation period received. Some feedback was in support of the changes as it enabled Post Office services to be maintained, however other feedback commented that the proposed opening times may not be adequate to meet the needs of customers using the Post Office in their areas.

Priority is always to safeguard Post Office services to rural communities so it is important that the service is viable for the Postmaster who operates it. The change of opening hours presents the best possible solution to allow us to provide sustainable services to our customers in the longer term.

Post Office understands that for some customers the new opening times may be less convenient than for others and naturally this is regretted. However it is considered that

the hours for the mobile service will allow a service to the community is maintained for the longer term. However this will continue to be reviewed and monitored on an on-going basis and should customer usage increase significantly, consideration would be given to adjusting service times accordingly.

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Parish Meeting

Parish Meeting May Tuesday May 22nd 2018, chairman's draft report would be circulated, awaiting information from Golden Valley Police re speaker availability.

Following a request by Councillor Thomas the next meeting would be on Tuesday June 11th at 7-30pm.

No further business the chairman thanked those who had attended & closed the meeting.

Signed; Councillor T Usher

July 10th 2018