

DOWNEND & BROMLEY HEATH PARISH COUNCIL

MINUTES OF MEETING HELD AT BADMINTON ROAD METHODIST CHURCH, BADMINTON ROAD, DOWNEND, BRISTOL THURSDAY 26 APRIL 2018

Present:

Members: Councillors Janet Biggin, Ben Burton (Chair), Sharon Herniman, Jon Hunt, Kathy Morris, Colin Ogden, Sheila Ottewell, Martyn Poole, Raj Sood and Anita Woodburn.

Officer: Angela Hocking.

Public:

163.1 WELCOME

Councillor Burton welcomed members.

163.2 APOLOGIES

Received from Cllr Mike Baker and Cllr James Griffiths.

163.3 DECLARATIONS OF INTEREST

Received from Cllr Sharon Herniman and Cllr Colin Ogden (Friends of Bromley Heath Park).

163.4 ITEMS FROM THE PUBLIC

None received.

163.5 ITEMS FROM THE POLICE

No report.

163.6 TO APPROVE THE MINUTES OF THE MEETING HELD ON 15 MARCH 2018

RESOLVED that the Minutes of the Council meeting held on 15 March 2018 be approved and signed as a true and accurate record.

163.7 MATTERS ARISING AND ONGOING ISSUES

Page 4 Clerk confirmed that a representative from AED Locator would be examining the defibrillator at Quakers Road to analyse the appropriate course of action following its installation.

Page 4 Cllr Biggin has distributed letters to businesses advertising Gromit coming to Downend.

163.8 URGENT ACTIONS

- Fire to the picnic table at Bromley Heath Park. No action taken.
- Damage to the benches in the changing rooms at the Badminton Road pavilion. Downend Men in Sheds have implemented repairs.
- Vandalism to some of the new parish signs which is being addressed by SGC.

163.9 FINANCE & GENERAL PURPOSES

- Payment of accounts** – The accounts for payment were circulated to members.

RESOLVED to authorise all payments, as detailed in Appendix 1.

ii. **Spend to date against budgets and account balances** – Budget report was circulated and **noted**. No questions raised. Balance of all accounts as at 31 March 2018 = £474,742.47.

iii. **Spending in accordance with Business Plan** – No report.

iv. **Recommendations from Committee meeting held on 5 April:**

- BRITANNIA PLAQUE – Woodstock West have quoted for redrawing at an additional cost of £160, making the total quotation now £1,368. **AGREED to proceed.**
- LITTER BIN AT BADMINTON ROAD / JUNCTION SANDRINGHAM AVENUE – Costs have now been obtained and a formal proposal from F&GP will be brought forward at May's Council meeting.
- DOWNEND MEN IN SHEDS PROJECT AT BROMLEY HEATH PARK – A comprehensive quote has been obtained from Prestige totalling £3,700 to carry out all the groundwork and fencing works. This, along with a review of the table tennis table, fencing in the car park and litter/dog bins will all be reviewed by the Friends Group at their meeting in May.

ACTION – The Friends Group to consider a long-term strategy for the Park and prioritise the projects listed above, reporting back to D&BH PC with an action plan.

- GRANT APPLICATIONS were discussed and the following recommendations made:-

The Brandon Trust	Application declined
West of England MS Therapy Centre	Application declined
C in the Park	£500 award
Downend Men in Sheds	£500 award
Mud Pie Explorers CIC	£500 award
Heathfest	£650 award

Clerk outlined that an application had also been received from Christ Church towards their ongoing building project. Although F&GP have declined this request, they have now submitted a revised application towards the pathways which will be deliberated at the next committee meeting.
- BUNTING – Verbal agreement has been received from SGC to have bunting in Downend village for the duration of Gromit's visit. The cost of the Licence with SGC is £60.90. Bunting costs are estimated at £268.
AGREED to proceed.
- SPRING CLEAN OF BUS SHELTERS AND NOTICE BOARDS – **AGREED to proceed in the sum of £964.00.**
- LOCKABLE CASES FOR DEFIB NOTICES – **AGREED to purchase the defib cases, for installation by Downend Men in Sheds (costs outlined in the Financial Report, appendix 1).**
- BUSINESS PLAN AND BUDGETING –

AGREED to incorporate an item for 'Compliance' and to allow for new computer software, litter picking, High Street projects, Projects at the parks, reserve allocation and sports pitches reserves.

AGREED to allow the current 'Accommodation' reserves to be allocated for 'Disaster Recovery'.

Clerk confirmed that four cycle stands had been successfully obtained and a quotation for their installation at King George V / Badminton Road playing fields is being sought. SGC have been contacted to obtain Landlords Consent.

- EMPLOYMENT COSTS – With effect from 1 April 2018, clerk will be on LC3, SCP 42. Employees' pension payments will rise to 6.8%. Employers' pension payments have been set at 16%. Pension deficit recovery (one-off payment to be made in April) £400. **NOTED AND AGREED.**
- PETTY CASH – Whilst F&GP agreed to authorise £25. Moving forward, and following discussions with the internal auditor,

AGREED that petty cash should cease as the Business Debit Card can be used for all transactions. A nil balance is now held.

- XERO ACCOUNTING SOFTWARE is being set up. All councillors will, in due course, have READ ONLY access to the accounts which can be viewed at any time.
- RISK MANAGEMENT AND ASSET REGISTER to be updated. **NOTED.**

163.10 GENERAL DATA PROTECTION REGULATIONS (GDPR)

163.10.1 Proposals in order to comply with GDPR

Clerk circulated a report to members outlining the General Data Protection Regulation (GDPR) taking effect in the UK from 25 May 2018. Clerk has commenced a data audit compiling a list of the data the council holds, where it came from and who it is shared with. Members were made aware of their personal obligations in respect of GDPR and their responsibility for the management of personal data held.

RESOLVED

- **To approve the Clerk to the Council uses the Consent Form, Privacy Notice (for staff, councillors and role holders) and General Privacy Notice, all as detailed, as part of GDPR compliance. The General Privacy Notice will be uploaded to the council's website.**
- **To approve that the Clerk is authorised to proceed with obtaining the necessary consents from contacts of the parish council, ie, members of Friends Groups, sports pitch user groups etc.**
- **To confirm authorisation for the Clerk to contact anyone with whom D&BH PC has a contractual relationship with and obtain consent to use their personal data.**
- **To authorise the Clerk to circulate to all Councillors the relevant Privacy Notice and consent Form for completion and return by 25 May 2018.**

As outlined in Clerk's report.....

RESOLVED to progress as follows:

- Investigate whether someone should be designated to take responsibility for data protection compliance, ie, a Data Protection Officer.** Clerk confirmed that she had now received an email from ALCA stating the Government has tabled an amendment to its own Data Protection Bill to **exempt** all parish and town councils in England from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. All other measures still apply but appointing a DPO will be discretionary and may be regarded as good practice. **Noted. Further updates awaited whilst D&BH PC continues to prepare for compliance.**
- Update and review Council's policies relating to data processing and protection so that they reflect the new requirements, ie,**
 - **Retention and Disposal Policy**

- **Information & Data Protection Policy**
 - **The management of Transferable Data Policy**
 - **Social Media and Electronic Communication Policy**
 - **Risk Management review**
- iii. **Plan how the council will handle subject access requests and form a model procedure.**
 - iv. **Ensure the correct procedures are in place to detect, report and investigate a personal data breach, and establish a Data Security Breach Reporting Structure.**
 - v. **Familiarise ourselves with the Information Commissioner’s code of practice on Privacy Impact Assessments and work out how and when to implement them.**

163.10.2 To approve Insightly Contact Relationship Management System

By the use of Cloud based applications, D&BH PC will be GDPR compliant. D&BH PC currently use Google applications which is accessible from all locations either office or home based. Google is GDPR compliant.

Similarly by using Google Docs and moving emails, documents and applications into a Cloud service in the UK you can simplify the compliance process for GDPR. Council remains the data controller and the Cloud provider assumes some of the responsibilities of data processor on behalf of the Council. Primarily the Cloud provider becomes responsible for data security and data backups. This enables the Council to implement a clean computer policy of not storing anything on laptops, desktops and tablets. Everything is stored in the Cloud and all applications are operated from Cloud based providers.

This will be further discussed by Council during the course of the GDPR compliance process.

RESOLVED that for the purposes of streamlining the Council’s day to day workload moving forward, to introduce Insightly, which works alongside Xero accounting software. This programme will enable bringing all of the council’s information to one location and provides an inexpensive and simple CRM solution. This will also ensure GDPR compliance.

163.10.3 To approve a rolling programme of works for the sports pitches

Clerk advised that a meeting has taken place with Matthew Boucher from the Gloucestershire FA and Prestige Grounds. The report of findings has just been received, although a quotation was circulated to members from Prestige Grounds outlining individual matters that should be addressed. In total, the project would cost a maximum of £9,285 although it would be possible to focus on pitches 1 & 3 at Badminton Road which are mostly used to scale down the budget. As timescales to address the work are now limited, Clerk requested an agreement in principle to a desired budget in order that seeding etc can be implemented at the most appropriate time of year.

**RESOLVED to proceed in line with the quotation from Prestige Grounds totalling £9,285 and the report from the Gloucestershire FA.
(It may be prudent to arrange a meeting with Prestige and the FA to discuss the report further and the pavilion project.)**

AGREED that any works must not interfere with events such as Heathfest and C in the Park.

Chairman

Date

Meeting closed at 7pm.