

**Marston St Lawrence Parish Council**  
**Minutes of an Annual Parish Council Meeting**  
**Held on Tuesday 22nd May 2018 in the Village Hall at 7.30pm**

**Councillors Present:** Richard Gale, Stephen Goodwin, Mick Scott and Matthew Tims

Christine Coles (Parish Clerk) and one villager

**18/24. Elections**

**Election of Chairperson**

Cllr Tims proposed that Cllr Gale be Chairman. Seconded by Cllr Scott.

**Signing of Declaration of Acceptance of Office form**

Cllr Gale signed the form.

**Election of Vice-Chairperson**

The Chair proposed that Cllr Goodwin be Vice-Chair. This was seconded by Cllr Scott.

**18/25. To receive apologies for absence**

Cllr Carletti (work) and Cllr Skermer (holiday)

**18/26. To receive Declarations of Interest under the Council's Code of Conduct relating to business on the agenda**

The Chair declared an interest in the village hall modernisation work.

**18/27. To approve and sign the minutes of the Parish Council meetings held on 20<sup>th</sup> February and 17<sup>th</sup> April 2018**

An amendment was made to the minutes of the Annual Parish Meeting held on 17<sup>th</sup> April 2018. Page 5, item 18/20. An additional sentence was added "He is stored in the fireproof cabinet in the village hall".

The minutes of the last two meetings were then approved and signed as a true record of the meetings.

**18/28. To note any Matters Arising from the minutes not included on this agenda for report only**

The Chair has emailed Hook Norton Brewery (HNB). The tidying up was carried out as planned and an 8ft corridor was cleared. As there is no progress with the planning route the Chair has asked HNB if they will consider selling again without the land. He has had no reply.

**18/29. Public participation session**

Mr Dave Scott spoke about the Village Hall modernisation. The Chair withdrew from the conversation as he had declared an interest. One grant application has been made. Mr Scott asked the Parish Council if they could provide an open letter of support to indicate their backing of the scheme. It was agreed they would.

*Action:- The Parish Clerk to draft a letter for Cllr Goodwin to sign.*

**18/30. To approve Model Standing Orders**

Draft model standing orders had been circulated. It was agreed to adopt them with immediate effect.

**18/31. To approve an amendment to the Risk Assessment Sheet and review the content**

The Risk assessment sheet was amended to include the risk if the Clerk does not submit her RTI details to HMRC on time and a couple of frequencies were changed. The amendments were accepted.

*Action: The Parish Clerk to forward the HMRC email notification to the Chair when a nil payment is made.*

**18/32. To approve the following payments:**

The following payments were approved under statutory powers:

£402.00 to Pawle & Co (purchase of cabinet for defibrillator)

£168.42 to Parish Clerk (holiday pay)

£42.40 to HMRC (tax for Parish Clerk)

£25.00 to MSL Cricket Club (hire of pavilion)

£54.00 to MSL Village Hall (hire of hall)

£49.14 to EON (maintenance for street lights)

£226.94 to PWL (street lights)

£211.40 to EON (electricity)

£780.00 to Physio Control (purchase of defibrillator)

£162.43 to Northants CALC (membership)

£15.00 to SLCC (Clerks Membership)

£151.50 to Parish Clerk (hours)

£6.00 to HMRC (Clerks tax)

£27.00 to Parish Clerk (mileage)

*Annual Governance and Accountability Return 2017/18 Part 2*

To approve and sign the Certificate of Exemption and Sections 1 and 2

The internal audit has taken place. The internal report will be discussed at the next meeting. The Certificate of Exemption and Sections 1 and 2 of the AGAR were approved and signed by the Chair and RFO.

*To approve a pay increase for the Parish Clerk effective 1<sup>st</sup> April 2018*

It was agreed to increase the Parish Clerk's salary from £10.00 per hour to £10.30 per hour effective from 1<sup>st</sup> April 2018. This is the first increase in four years. The Parish Council expressed their thanks for the work of the Parish Clerk as demands on being compliant are ever increasing.

**18/33. To discuss the implications of GDPR and to appoint Northants CALC as the DPO**

Northants CALC have produced a quick start guide. The Parish Council store very little data and do not have a village email list. Northants CALC have written a Service Level Agreement that can be used to appoint them as the Council's Data Protection Officer (DPO). It was agreed to appoint Northants CALC as the DPO. The Chair and Parish Clerk signed the form. Another meeting would be arranged very quickly to review the policies.

**18/34. To receive an update on planning**

The following update was given on older applications:

*S/2018/0875/FUL, Single storey front extension two storey and single storey rear extension at 13 Merestone. No objections.*

*S/2018/0525/FUL, Part two storey, part single front, side and rear extensions at 7 Merestone. Approved.*

**18/35. Correspondence**

The following correspondence had been received and circulated:

NCC, Withdrawal of LibraryPlus Mobile Library Service

Mh-p internet ltd, Financial Burdens of GDPR

Northants CALC, NALC GDPR Toolkit  
Sulgrave Manor, Volunteering  
Northants CALC, A quick start guide  
PKF Littlejohn, External audit instructions  
Northants CALC, Appointment as DPO  
Northants CALC, New Salary Scales and Model Standing Orders

**18/36. Councillors Reports**

Training for the defibrillator was discussed.

*Action: The Parish Clerk to contact East Midlands Ambulance Service NHS Trust.*

**18/37. Date, time and place of next meetings**

Tuesday 5<sup>th</sup> June at 7.30pm in the village hall.

Tuesday 28<sup>th</sup> August 7.30pm in the Cricket Pavilion.

Meeting finished at 8.30pm