

MINUTES OF MEETING: COLD ASHTON PARISH COUNCIL. MONDAY 14TH MAY 2018

VENUE: COLD ASHTON PARISH HALL

TIME 7.30PM

PRESENT: Richard Shackell (Chair)/Monica Green/Ken Purnell/Phil Wyatt/Andrew Humphris/
Brian Lovell (Clerk & RFO)

No members of the public were present.

1. Apologies:- Ben Stokes and Steve Reade
2. The minutes of the meeting held on Monday 12th March 2018 were agreed and signed.
3. Matters arising from the minutes:-
 - a) General Data Protection Regulations.-NALC has negotiated with the Government that Parish Councils do not need to appoint a Data Protection Officer, all other GDPR 2018 legislation still applies. BL has emailed a GDPR 2018 policy to the Parish Councillors for approval. (Proposed approval by MG, seconded by AH)
 - b) 'Share with Care'- Quiet Lanes Improvement Scheme for Cold Ashton.- BL contacted Chris Harris SGC Traffic Management asking him to add this item to what was called the Task Register. In return he received a Highways Investigation Scheme Request Form with explanatory notes. SR also had a meeting with Chris Harris describing the request of traffic control from the residents of Cold Ashton
A completed Highways Investigation Scheme Request Form with proposal map and photos showing the damage to the road surface and grass verges was returned to SGC Traffic Management.
SGC Assess and Decide Team have added the proposal to the local transport priority list. A final decision will be taken in November/December when it will be assessed and scored for investigation as part of SGC 2019/2020 Capital Programme.
BL contacted the Conservation/AONB Board in Northleach to ask for support. They cannot give us an answer until June 2018 earliest!
4. Clerks Report.
 - a) Bank Balances: Current a/c £5072.96. Deposit a/c £2757.12.
 - b) BL has received an Annual Governance and Accountability Return for 2017-2018 from PKF-Littlejohn the new external auditors. As Cold Ashton Parish Councils gross expenditure does not exceed £25000 we have the option to opt out of having to use an external auditor saving us £200.00, but we must still use an independent internal auditor.
BL has sent PKF-Littlejohn a 'Certificate of Exemption' form signed by himself as Clerk/RFO and RS as Chairman.
 - c) At least an extra ten hours worked by Clerk this quarter in relation to GDPR Policy including travelling and attending a meeting in Long Ashton, updating website, new end of year audit regulations, Contract of Employment, Cold Ashton Privacy Promise to the residents and electors etc, Information Asset Register and Document Retention Policy.
It was proposed by AH and seconded by MG that the Clerk should be paid for these extra hours worked.
5. Items for Payment:-
 - a) ALCA Annual subscription for 2018-2019 - £32.78
 - b) Cold Ashton Parish Hall = £200.00
 - c) Cold Ashton Parish Council Insurance. (Came & Co) - £291.20
 - d) ALCA/GDPR seminar, Long Ashton payment.. - £40.00
6. New Planning Applications.
 - a) PK18/1063/F.- Little Ballthorns Farm, Greenway Lane, Cold Ashton. SN14 8LA.- Conversion of existing agricultural building into 1no. holiday let and associated works. - No objection.
 - b) PK18/1845/F.- 1 Frys Cottage, Leigh Lane, St. Catherine. BA1 8HQ.- Erection of rear extension and conservatory to provide additional accomodation

7. Planning Applications - Notices of Decisions by South Gloucestershire Council:-
- a) PK18/0873/TRE. - The Coach House, Battlefields. - Works to trees. - APPROVED WITH CONDITIONS.
 - b) PK18/0623/PNI.- Land at Cold Ashton roundabout.- Telecommunications upgrade.- NO OBJECTIONS.
 - c) PK18/0320/PNFU.- Toghill Barns, London Road, Wick. BS30 5RU.- Flexible change of use from agricultural building to Class A3 (restaurants and cafes). REFUSAL.
 - d) PK18/0321/PNFU.- Toghill Barns, London Road, Wick. BS30 5RU.- Prior Notification under Part 3 Class A1 (shops), Class A3 (restaurants and cafes), Class B8 (storage and distribution). REFUSAL.
 - e) PK18/0888/LB.- Battlefields Lodge, Battlefields, Lansdown, Bath. - Alterations to replace 2no. timber doors with 2no. UPVC windows. REFUSAL.
 - f) COM17/0975/OD.- Barn on A420 at the top of Tog Hill. - Permitted temporary use. SGC Enforcement have closed the investigation.

8. Correspondence for Discussion:- None

9. A.O.B.- BL explained the new Council Data Privacy documentation.
- a) Cold Ashton Parish Council Privacy Promise
 - b) Document Retention Policy.
 - c) Information Asset Register.
 - d) Privacy Policy for Staff, Councillors and Role Holders.
 - e) General Privacy Policy
 - f) Clerk/RFO Contract of Employment.

After discussion it was decided to approve these documents. (Proposed by AH, Seconded by KP.)

10 Date of next meeting: Monday 2nd July 2018 at 8.00pm.

MINUTES – Monday 14th May 2018. SIGNED BY

DATE