

HAIGH PARISH

The Next Ordinary Meeting of the Parish Council

WILL BE HELD IN ST DAVID'S PARISH HALL, HAIGH

MONDAY 16 APRIL 2018 at 7:00pm

Agenda

- 259 Welcome by the Chairman**
- 260 Apologies for Absence**
- to receive apologies from councillors.
- 261 Declaration of Interests**
- to receive any declarations of interest (prejudicial or otherwise) with regard to items on the Agenda.
Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council. Members are reminded that if they have any personal interests of a prejudicial nature or a disclosable pecuniary interest they must not participate in any discussion or vote on the matter and must leave the room. Any member needing clarification must contact the Clerk.
- 262 Matters Introduced by Members of the Public**
– for information
An opportunity for any members of the public present to raise issues for the attention of members.
- 263 Minutes of the Meetings (15 January 2018) – for approval**
(enclosed)
To receive and approve the Minutes of the Ordinary meeting held on 15 January 2018 for signature by the Chairman.
- 264 Matters Arising – for information only**
An opportunity for members of the Council to report or update on any matters that have arisen since the meeting in September.
- 265 Planning Applications**
Members are invited to consider / note applications below.

A/18/85196/HH	11-12 Canal Row, Haigh, Wigan WN2 1NA	Alteration to roof of existing garden room to rear of property and the creation of first floor opening to gable elevation
A/18/85285/HH	7 Woodlands Park Close, Wigan, WN1 2SD	To extend dwellinghouse – two storey to side, first floor at rear with new balcony
A/18/85286/HH	9 Woodlands Park Close, Wigan, WN1 2SD	To extend dwellinghouse – first floor to rear, including Juliet balcony

266 **General Data Protection Regulations & Compliance**

- for information and approval (enclosed)

Several documents providing information about the Council's responsibilities under the new GDPR, which comes into force on 25 May 2018, are enclosed.

One of the documents – from the ICO – outlines 12 steps to take now in order for the Council to be compliant by 25 May. The SLCC have advised on which should take priority, as some elements are still under discussion between NALC, the SLCC and the ICO. NALC have provided a toolkit which includes model documents that can be personalised.

(a) Registration as a Data Controller

The GDPR have removed the need for bodies to register as data controllers. Under the DPA the Parish Council is exempt from registration, but it can choose to register. However, this would have financial implications and the registration fee will be higher than it currently is.

(b) Designated Data Protection Officer

Under the GDPR the Council, as a public body, will need to appoint a designated Data Protection Officer. Discussions between the ICO, NALC and the SLCC are still in progress about who can be the DPO in relation to a local council. They hope the discussions will have reached a conclusion before 25 May.

(c) Data Audit

This is the first step towards compliance for any organisation. In essence it is the compilation of a list of the personal data the Council holds, where it came from and who it is shared with.

This Council holds the following personal data:

- Councillors' names, addresses, telephone numbers, email addresses and registers of interests. Councillors' names, addresses and registers of interests have by law to be shared with the LA and the general public.
- The Clerk's name, address and payroll information. The first two are in the public domain and payroll information is shared with the HMRC.
- Names of some of the LA's councillors and officers and personnel of other agencies – public, commercial and voluntary. These are shared with other appropriate agencies as the need arises.
- Personal contact details of voluntary personnel, which are shared with appropriate agencies as necessary, subject to permission from the volunteer.
- Personal contact details of residents, which are shared with the LA and other agencies, subject to permission from the resident having been obtained.

Most information in the list above has been provided by the subject. Information that is in the public domain has usually been obtained from a website or other publication.

(d) Privacy Notices

The Council does not currently have any privacy notices. Enclosed are copies of model notices obtained from NALC's toolkit. The SLCC have recommended that they be reviewed, personalised and adopted for use by the Council.

One document is for the general public – this could perhaps be displayed on the website.

The other is intended for councillors, council staff and other personnel.

Members are invited to adopt the documents.

(e) Policies

The SLCC have recommended that policies relating to data processing and protection should be updated to reflect the new requirements. As the Council does not have any policies in place, new policies will need to be

identified. This will have to be done by the meeting in May.

(f) Internal Audit

The Internal Auditor has informed me that during the audit he will be reviewing the Council's progress with respect to compliance with the GDPR.

267 Meeting with Assistant Director (Finance)

The Chairman, Vice Chairman and the Clerk met with Wigan Council's Assistant Director (Finance) in February to discuss future funding options for the Parish Council. A verbal report will be provided at the meeting.

268 Accounts & Audit 2017/18

– for consideration and approval (enclosed)

(a) Budget Tracker / Out-turn to 31 March 2018

The budget tracker to the end of March has been updated and amended as necessary.

- Following the virement in January, all active cost centres are online and showing an underspend.
- The Clerk's salary line has been amended to reflect gross salary payments that relate to the 2017/18 financial year and includes the payment for February and March 2018.
- All cheques made out prior to this meeting have been presented and have cleared, with the following exceptions:
 - (i) The payment of £20 for room rent in January.
 - (i) A cheque for £25 made out to the Royal British Legion during the 2016/17 financial year. The 2017/18 ledger has been adjusted to allow for this.
- The balance at the bank on 31 March 2018 was **£5,363.01**.
- The reserves have been adjusted in line with the above.

(b) Income / Expenditure Account, y/e 31 March 2018

The Income / Expenditure Account to the end of the last financial year has been prepared on a real time transaction basis.

Members are invited to receive and approve it.

The Internal Audit will take place on 16 May and the report will be circulated at the meeting on 21 May, when the Annual Governance Statement and the final accounts will be presented for completion and approval for signature.

269 Accounts 2018/19 – for approval

Income since the last meeting:

Precept	=	£1,817
Council Tax Support Grant	=	£1,032
TOTAL	=	£2,849

Expenditure:

No	PAYEE	NARRATIVE	NET	VAT	PAYMENT
1	St David's Haigh & Aspull PCC	Room rent	£ 20.00	N/A	£ 20.00
2	Employee No.1	Salary (Feb & Mar) (net)	£306.56	N/A	£306.56
3	K Pilkington	Mileage, postage	£tbc	N/A	£tbc
4	CPRE	Donation (tbc)	£ 40.00	N/A	£ 40.00
	Total:		£tbc	N/A	£tbc

Members are invited to approve the above items for payment.

Balance at bank on 3 April 2018 = **£8,212.01**

The following prior payment had not been presented as at 31 March 2018:

St David's Haigh & Aspull PCC	=	£20
TOTAL	=	£20

Estimated Balance at bank after the above expenditure and unrepresented payment = **£7,825.45**

270 Clerk's Report – for information (enclosed)

271 CPRE Membership – for agreement

We have received a letter from the Campaign to Protect Rural England reminding us that the Council's annual subscription is now due. Last year the Council made a donation to the value of £40.00.

Members are invited to agree the best way forward.

272 NALC/LALC/LCTP Information (enclosed)

(a) Enclosed is information from the LCTP about a workshop on 'Planning' to be held in May.

(b) NALC have sent a document published by the ICO which provides information in relation to the use of private email addresses for parish council business.

Members are invited to note the information and to act on it as appropriate.

273 Any Other Business

(a) Training to be provided by Wigan Council

Democratic Services at Wigan Council would like to arrange a training session for parish councillors. The session will be a refresher for councillors and will be led by

Democratic Services managers and the Deputy Monitoring Officer. The date that has been suggested is Wednesday, 13 June, beginning in the early evening.

Members are invited to indicate whether they would be interested in attending.

274 Dates of Next Meetings:

21 May 2018 – Annual Parish Meeting at 6:30 pm;

Annual Meeting of the Council at 7 pm;

Ordinary Meeting of the Council at 7:10 pm.

Please let the clerk know if you intend to attend the meeting, thank you

Copies of Parish Council Minutes are lodged at Aspull Library

K Pilkington

Krystyna Pilkington

Clerk to Haigh Parish Council

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