

EVERDON PARISH COUNCIL

Minutes of the Annual Meeting of Everdon Parish Council
held on Monday 14 May 2018 at 7:00pm
in the Village Hall, Everdon

Present: Councillors Kevin Nichols (Chairman), Katy Barwell, Peter Cooper, Ron Flounders, Shaen Linfoot, David Osborne and Keith Wilkins.

In attendance: Clerk/RFO Erica Fothergill

1.	Councillor Nichols was re-elected as Chairman, whereafter he signed a Declaration of Acceptance of Office.	
2.	Councillor Flounders was elected as Vice-Chairman, whereafter he signed a Declaration of Acceptance of Office.	
3.	Councillors completed the following forms in the presence of the Proper Officer: <ul style="list-style-type: none"> • Declaration of Acceptance of Office and Expenses Return • Undertaking of Compliance with the Code of Conduct for Members • The new Councilor completed a 'Registrable Interest form' to be sent to the Monitoring Officer • Re-elected Councillors reviewed their Registrable Interest Forms, and no changes were recorded. 	
4.	Council considered and approved the co-option of Mrs Diana Evans to fill the vacancy due to insufficiency of nominations following the recent elections.	
5.	Resolved that Council continues to meet the eligibility criteria to continue using the General Power of Competence by having a qualified clerk and more than two thirds of elected Councillors.	
6.	Public Participation – None	
7.	There were no requests for dispensation.	
8.	No apologies.	
9.	There were no Declarations of Interest for items on the agenda.	
10.	Resolved to sign the minutes of the statutory meeting of the Parish Council held on 9 April 2018 as a true reflection of proceedings.	
11.	Resolved to arrange for the two new Councillors to attend NCALC's 'Off to a Flying Start' training course on Monday 13 August at 13:30 at Litchborough village hall.	KB/ DE
12.	Finance Committee Resolved to appoint Cllrs. Cooper, Flounders and Osborne to the Committee and the Committee's Terms of Reference was reviewed and approved. The Chairman will attend and chair Finance Committee meetings. Cllr Flounders was appointed as the Internal Control Councillor.	

13.	The following appointments were made – see full details on www.everdonpc.co.uk																																		
Footpaths	No change, other than Cllr Barwell will be taking on ER10 and ER12																																		
Village Design Statement Co-ordinator	Cllr Flounders																																		
Community Speed watch Co-ordinator	Cllr Nichols																																		
Highways Liaison Co-ordinator	Cllr Nichols																																		
Everdon Activities Centre	Cllr Osborne																																		
Noticeboard	Cllr Cooper																																		
Village Hall representative	Cllr Wilkins																																		
Parish newsletter editor	Mrs Billie Osborne. Council agreed to purchase desktop publisher for this purpose.																																		
14.	Finance																																		
1.	Resolved to approve the bank reconciliation for April 2018, signed by the Internal Control Officer.																																		
2.	Resolved to approve the receipts and payments for April 2018, signed by Internal Control Officer.																																		
3.	The 2017/18 Internal Audit Report was reviewed and approved. The Chairman thanked the Clerk for her hard work in ensuring a good outcome.																																		
4.	Resolved to continue using Northants CALC's internal auditors to carry out the council's internal audits.																																		
5.	Resolved to approve the Financial Regulations, adopted by the Council on 12 September 2016, without change.																																		
6.	The Asset Register was reviewed and approved.																																		
7.	Resolved to approve the insurance quotation for £312.26, received from Came & Company which includes the SID, Cyber Liability, Devolved Services and Community Property and GDPR/DPO liability cover.																																		
8.	To make it easier for councillors to be compliant with Data Protection regulations, it was resolved to acquire council e-mail addresses for all Councillors at a cost of £143.52 + VAT, renewable annually, from unspent money set aside for the election in general reserves.																																		
9.	Resolved to approve the Direct Debit in respect of Council's ICO subscription.																																		
10.	Resolved to approve payment of the following outstanding accounts:																																		
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15.	The Council's Risk Assessment was reviewed and approved.																																		

16.	Resolved to adopt the April 2018 Standing Orders, adapted according to the Council's requirements.														
17.	Dates of ordinary meetings up to and including the next Annual Parish Council meeting in May 2019, were agreed and will be displayed on the website.														
18.	It was resolved to appoint the Clerk, should the Council be required by the new General Data Protection Regulation (GDPR) to appoint a General Data Protection Officer (GDPO).														
19.	<p>The following new GDPR policies were reviewed and adopted:</p> <ul style="list-style-type: none"> • Data Protection Policy. • Data Breach Policy. • Records Retention Policy. • Subject Access Request Procedure. <p>Councillors reviewed and completed their Security Compliance Checklists.</p>														
20.	<p>The following existing policies and procedures were reviewed and approved:</p> <ul style="list-style-type: none"> • Policy for dealing with the press/media. • Policy on recording meetings. • Procedures for handling requests made under the Freedom of Information (FOI) Act 2000 and the Data Protection Act 1998. • Freedom of Information Complaints Procedure. 														
21.	<p>Planning</p> <table border="1"> <thead> <tr> <th>Application</th> <th>Address</th> <th>Details</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>DA/2018/0172</td> <td>The Cottage & Warwick Cote, The Green, Everdon</td> <td>New greenhouse (retrospective)</td> <td>No comment</td> </tr> <tr> <td>DA/2018/0015</td> <td>The Plough, Newnham Rd Everdon</td> <td>Variation of Conditions 6 and 7 of planning permission DA/2016/1045 (Conversion of ground and first floors of barn to holiday let, extensions and alterations to existing stables) to allow for a longer term let as a sole or main place of residence</td> <td>Supported, with concerns expressed about parking arrangements in an area already under pressure</td> </tr> </tbody> </table>			Application	Address	Details	Comments	DA/2018/0172	The Cottage & Warwick Cote, The Green, Everdon	New greenhouse (retrospective)	No comment	DA/2018/0015	The Plough, Newnham Rd Everdon	Variation of Conditions 6 and 7 of planning permission DA/2016/1045 (Conversion of ground and first floors of barn to holiday let, extensions and alterations to existing stables) to allow for a longer term let as a sole or main place of residence	Supported, with concerns expressed about parking arrangements in an area already under pressure
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22.	Correspondence – noted.														
23.	Cllrs Nichols, Wilkins and Cooper agreed to attend DDCs Parish & Town Council's Meeting on 14 June 2018 at 6.30pm in the Council Chamber, Daventry District Council offices.	KN/ PC/ KW													
24.	Cllrs Barwell and Flounders will attend CPRE's Planning Roadshow at Great Houghton village hall on Thursday 7 June, starting at 7.00pm.	KB/ RF													

25.	<p>To receive updates on the following Highway matters:</p> <p><u>Community Speed Watch 2018</u> The Chairman reported that two drivers were reported for excessive speeds, during the most recent sessions.</p> <p><u>Annual site meeting with Highways</u> A village site meeting with two Highways' representatives has been arranged for Thursday 7th June at 10:30am. Councillors were invited to attend and to submit items to be raised at the meeting.</p>	ALL
26.	<p>Date of next meeting – The meeting closed at 8.30pm and the next meeting of the Parish Council will be held on Monday 11 June 2018 at 7.00pm.</p>	