The **April Monthly Meeting** of the **Hawthorn Parish Council** was held in the **Community Centre** at **7 pm** on **16th April 2018**

**MINUTES**

**Present**

Cllr. Alan Askew (Chairman)

Cllr. George Vest (Vice Chairman)

Darren Ellis, Norman Hughes, Sheila Irving

**Officer**: Lesley Swinbank (Parish Clerk)

# Apologies

Cllrs. Maxine Smith, Diane Hughes

DCC Cllr. Angela Surtees

# Declarations of Interest

Cllr. Darren Ellis re Item 3 : Story Homes and in respect of land ownership of the field adjacent to the proposed development.

# Story Homes : Pre application presentation

The Chairman welcomed Mr. Miles Crossley (George White and Co.) and Mr. Nick McLellan (Story Homes) who gave details of their proposals for an additional 70 houses on land between Stockton Road and the road leading from the northern entrance into the village. Members suggested Story Homes arrange an exhibition in the community centre – possibly in June, when residents can see the proposals and ask questions etc.

The Chairman thanked both for attending the meeting.

**RESOLVED**

**To await confirmation of the exhibition and advertise via the Round Up and Newsletter.**

# Minutes:

## To receive the Minutes of the Annual Parish Meeting held Monday March 19th, 2018

**RESOLVED**

**To receive the Minutes of the Annual Parish Meeting.**

## RESOLVED

## To approve the Minutes of the Monthly Meeting held Monday March 19th, 2018

# Matters of Information

## Planning pre apps: Info now on noticeboard and newsletters

## Hawthorn Dene Walk: Changed to Sat May 12th

# Reports

## Police

No Police report.

Concern was expressed that no report had been forwarded or a response to the Clerk’s e mail re non-attendance at the Annual Parish Meeting.

Cllr. Sheila Irving reported on an individual driving at speed in the village and had reported this to the Police. The PCSO from Easington is looking into this. And also into the parked vehicle at Hillcrest.

## Co. Cllr.

No report.

## Community Centre

The Chairman gave the report which included information from their last meeting.

# Public Participation

The Chairman closed the meeting whilst residents were invited to give their views and comments to the Parish Council on issues on this agenda.

These included:-

1. **Pre application meeting**

Mr. Keith Robinson expressed his disagreement with the Parish Council holding a pre-application meeting with Story Homes earlier in the evening.

It was explained that this is now normal practice and an opportunity for residents and the council to give their views and comments on proposed developments and influence the type of housing, needs etc.

The procedure then followed the normal planning process via formal application etc.

1. **Blocked Gullies**

Mr. Keith Robinson commented on blocked gullies on Quarry Road.

Cllrs. George Vest said DCC Cllrs Angela Surtees is aware of this and is looking into it.

1. **Appearance of Hawthorn**

Mr. Eric Hubbuck complemented and thanked the Parish Council for their work in making Hawthorn look so colourful and pleasant following the spring bulbs throughout the village.

He was thanked by the Chairman.

1. **Ditch on East Side of Stockton Road**

Mr Hubbuck commented on the litter in the ditch on the east side of Stockton Road and the possibility of paying someone on an ad hock basis to clear the litter and general rubbish which accumulates there.

The Clerk said she would contact DCC

# Correspondence / emails

None have been received.

# Financial:

## RESOLVED

**To endorse the monies to be paid by the Clerk since the last meeting and the Bank reconciliation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | Gross | Vat |
| 100927 | 19/03/2018 | BT | Wi-Fi Com Centre Jan | £32.99 |  |
| 100928 | 19/03/2018 | BT | Wi-Fi Com Centre Feb | £34.07 |  |
| 100929 | 19/03/2018 | Amazon | Toner printer and paper | £24.76 | 2.5 |



**In addition the Clerk asked for approval for the following:-**

**Came and Co Insurance**

**Amazon Sunflower seeds and envelopes**

**RESOLVED**

**To approve payment for the above.**

## Annual Accounts

The Clerk reported that the end of year accounts had been completed.

Full details including the balance sheet, income/expenditure details, variances etc had been circulated.

The Annual Governance and Accountability Return (AGAR) details had also been circulated to all members.

Members confirmed the Annual Governance Statement, Accounting Statement and that neither the income nor the expenditure had exceeded £25,000

**RESOLVED**

**The following were approved:-**

## Certificate of exemption confirming both income and expenditure did not exceed £25,000

## The Annual Governance Statement

## The Annual Statement of Accounts

1. **The Internal Audit report**

**The Clerk confirmed that all information as above would be placed on the website and in addition the public notice for viewing the accounts would be placed on the noticeboards.**

## Donation requests : Women’s gala

A request has been received from the organisers of the Durham Women’s Gala.

**RESOLVED**

**Not to give a donation at this time.**

## DCC Service level agreement re play areas

**RESOLVED**

**To approve the SLA for the inspections of the play area.**

# Code of Conduct

**RESOLVED**

**To approve the amended Code of Conduct**

# The Chairman’s Award

Cllr. Norman Hughes suggested establishing a Chairman’s Award to recognise a local person / resident who has given time and work to Hawthorn and the local community.

**RESOLVED**

1. **To agree in principle**
2. **The Clerk to draft a protocol for discussion at the next meeting.**

# GDPR

A report had been circulated.

The Clerk reminded members that the new Data Protection Policy Regulation comes into force on May 25th. The Clerk had prepared the necessary policies, notices and consents and training for members on these had taken place earlier in the evening.

**RESOLVED**

**To approve the following:-**

1. **Data Protection Document Instructions**
2. **Privacy Notice**

# Polices

1. **Information and Data Protection Policy**
2. **Document Retention Policy**
3. **Removable Media Policy**
4. **Retention of Documents Policy**
5. **Social Media Policy**

# Consents : Information

1. **General Data Protection Regulations (Service) Consent to hold Contact Information**
2. **Email Contact Privacy Notice**
3. **New Councillor Contact Privacy Notice**
4. **Privacy Impact Assessment**
5. **Privacy Impact Assessment Code-of-Practice**
6. **Privacy Impact Assessment Form**

# Working Documents

1. **Data Audit Schedule**
2. **Data Breach Form**
3. **Privacy Impact Assessment**
4. **Retention of Documents - Appendix A List of Documents for Retention or Disposal Subject Access Requests**

# Training: Information and reports

The Clerk gave details of forthcoming training including:-

1. GDPR for Smaller Councils
2. Bullying and Harassment

**RESOLVED**

**To receive the information**

# Current Planning Applications: Re DCC Lists

## Garden Village

The Chairman informed members that an application for the above has now been submitted to DCC. Members felt that there should be opportunity for the local community to express their views in order that the council can take such into account when discussing the application.

**RESOLVED**

**The Clerk to seek an extension to the time in which to respond in order that the application can be discussed at the May meeting.**

**This being the case – comments to be invited via information on the noticeboards, Round Up and if possible included on the Newsletter.**

# Events / Information

## Litter Pick

The Chairman reported that 6 bags of rubbish had been collected and thanked everyone who took part.

**RESOLVED**

**To receive the information.**

## Dene Walk

This is now Saturday May 12th. Details have been circulated.

**RESOLVED**

**To receive the information.**

## Big Lunch / Flowerpot Festival / Photograph Exhibition/ Open Garden Walk

Details had been circulated. Cllr. Norman Hughes to look into the children’s entertainment. All information to be included in the next newsletter.

**RESOLVED**

**To receive the information.**

## Sunflower Competition

The Chairman reported he had received the sunflower seeds and envelopes. These to be circulated at the same time as the newsletter. The Clerk suggested printing a double A3 newsletter this time in order to be able to include all of the relevant parish information.

**RESOLVED**

1. **To receive the information**
2. **To print an A3 newsletter**

# Community Plant Scheme

The Clerk reported that the bulbs have now been planted.

**RESOLVED**

**To discuss the new seating and planters at the next meeting.**

# Date of the next meeting:

## Annual Meeting of the Council : 7pm, Monday May 21st, 2018

## May Monthly Meeting : 7.15pm : Monday May 21st, 2018

The Chairman thanked everyone for attending and closed the meeting at 9.30 p.m.