

**DRAFT MINUTES OF THE MEETING OF NETTLETON PARISH COUNCIL
HELD IN WEST KINGTON BAPTIST CHAPEL ON THURSDAY 12th April 2018**

PRESENT:-Cllrs Kerr, Beare, Minney, Newman, Wright, Futrell, Bush and Unitary Cllr Scott

Members of the Public. Mr Christopher Bennett.

AP		ACTION
1.	Apologies for Absence. Cllr Flint	
2.	Declarations of Councillor’s personal or prejudicial interest in any Agenda item. None	
3.	Chairman’s Announcements. Cllr Kerr welcomed Cllr Futrell back after her 6 months away. Cllr Futrell informed us she is pleased to be back, and does not think she will be working away again in the near future.	
4.	Approval of the Minutes of the Parish Council meeting held on 15th March 2018. One correction was required: The name of two residents who attended was spelled incorrectly and was corrected. Cllr. Kerr proposed they approve the minutes; seconded by Cllr. Beare - All Approved and signed.	
5.	<p>Update on Actions <u>From February meeting, item 5:</u> Householders list subject to flooding – action carried forward. Clerk has heard from the residents stating they have cleared the Bybrook through their garden. Clerk to send them a thank you letter. Cllr Kerr said he is still trying to get hold of the owner of the transport yard, to discuss the Hillside footpath proposal but will keep trying. Ongoing.</p> <p><u>From March meeting:</u> <u>Item 11, Naming of Toll Down Road:</u> Cllr Wright has visited the History centre, and checked the records going back to 1800 and this road has never been named. Cllr Minney said it is named after the farm Toll Down at the end. Discussion as to whether it will be named, cost of signs is approximately £130.00 including delivery but excluding installation. WC is responsible for preparing the notices for the naming of the road and has said that there would be no charge from them. Cllr Minney said parishioners have always known it as Toll Down road so no need to name it. Cllr Kerr proposed a vote not to name it, seconded by Cllr Beare. 5 in favour and 2 abstained Clerk to let Mr & Mrs Coates know of the decision.</p> <p><u>Item 13, Web site:</u> Cllr Futrell is progressing the website. Netwise have now made most of the alterations requested by Cllr Kerr earlier. The Google licence for use of their map is not an issue; it is already up and running, and Netwise has approval to use Google maps. Cllr Futrell showed a few changes to the home page and what was on the drop down menus. She has suggested adding Highway notices and a Rights of Way section - all agreed. Cllr Futrell and the clerk need to have training to be able to upload documents. We need some good pictures for the header, which is difficult as we have three villages. Cllr Beare suggested someone who may do the photographs. There was a discussion of other items to go on the website Councillors are to let Cllr Kerr</p>	<p>Cllrs Kerr & Wright Clerk</p> <p>Cllr Kerr</p> <p>Clerk</p>

	and Futrell know if they think of something to go on it. Cllr Futrell said it should be ready for use in a month to 6 weeks.	
6.	Public Participation. A member of the BCA passed on residents of Burtons thanks the PC for highways improvements in Burton.	
7.	Planning Applications None Planning Applications Determined. 18/00962/TPO The New House Burton, Approved with Conditions	
8.	Finance Payment of £279.42 for the annual subscription to WALC: proposed by Cllr. Kerr, seconded by Cllr. Futrell - all approved. Payment to Carli Webb for doing the payroll of £140.00: proposed by Cllr Kerr, seconded Cllr Beare - all approved. Payment to David Taylor of £50 for helping topping up the salt bins: proposed Cllr Kerr, seconded Cllr Beare - all approved. The internal 6-monthly accounts check: Cllr. Minney agreed to do it. Clerk will deliver the accounts to her. Clerk's hours & salary: (the Clerk left the room while this item was discussed and returned to record the vote) Cllr Kerr proposed that the hours are increased from 5 hours per week to 6 hrs, primarily to allow extra time for operating the website (uploading documents and keeping the website up to date). The salary will then increase pro-rata from £2800 to £3360 per year. Seconded by Cllr. Bush - all approved.	Clerk
9.	Highway Report. <u>Willow tree opposite Old King William, Nettleton:</u> Cllr Beare said it is not on PC land but believes it is on remainder of landed estate. The tree is damaged at the top, it is unbalanced and could fall on SSE and BT cables and onto the road. Several options: 1. Do nothing, wait for it to fall down. 2. Fell it, remove chippings not good for firewood; approximately £400 to take them away. 3. Pollard it. 4. Write to SSE and BT asking them to deal with it. Cllr Beare said if the PC do it, it will be done properly, but may not be if left to SSE and or BT. Cllr Beare would like to see it pollarded at a cost of approximately £300 and to leave the wood for residents to collect, or for Eco pile. Cllr Newman said if the PC do it we will have to continue doing it for years to come, Cllr Minney said it would set a precedent for the PC to be responsible for trees on remainder land. Cllr Scott suggested the PC should write to BT and SSE. Cllr Kerr suggested voting on it. Cllr Beare proposed that the PC do the work, no one seconded the proposal. Cllr Kerr then proposed that the Clerk write to SSE and BT, seconded by Cllr Minney - all approved. Cllr Beare will send the clerk photos and a contact address for SSE. <u>Overhanging hedge on Toll Down Road.</u> Badminton estate have said their tenant has not managed it before. Cllr Beare had spoken to Paul Bollen who said that if it is a highway safety issue they will write to landowner. Cllr Beare is meeting Paul Bollen to discuss it.	Clerk Cllr Beare

	<p><u>Drainage near Brook in West Kington.</u> Cllr Beare’s proposal is that WC put a weir kerb at lowest point on the road edge and the PC install a new drain of around 9” diameter direct from the kerb into the brook, David Taylor will help with this work, the cost is approximately £500 maximum. Cllr Wright asked why the PC should do this and not WC. Cllr Newman suggested that WC use the vactor to pump out first, as proposed earlier by Paul Bollen, as no one knows what drains are there and this needs to be investigated first. Cllr Beare replied that if we put a new pipe in the work will be done. Cllr Bush said the Old Mill drain went under Brook Farm, then across to dipping pool (i.e. not directly into the brook)..</p> <p>Cllr Kerr asked for a vote on it. Cllr Beare proposed we put in new pipe seconded by Cllr Kerr. 3 in favour 4 against.</p> <p>Cllr Kerr proposed that we ask Paul Bollen to investigate the problem, if there is no pipe there it will discussed again. Cllr Beare to speak to Paul Bollen.</p> <p>Cllr Beare has received a complaint that a bank of storage units, built outside a property on the narrow lane that leads to Stile Cottage, Nettleton, are obstructing the road. Cllr Beare has asked Paul Bollen to look into it.</p>	<p>Cllr Beare</p> <p>Cllr Beare</p>
<p>10.</p>	<p>General Data Protection Regulation</p> <p>Cllr Kerr and the clerk had produced a discussion paper. Cllr Kerr went through the paper informing councillors what needs to be done and there was much discussion.</p> <p>Cllr Scott said that there is a lot of lobbying by NALC on behalf of parish councils, especially the smaller ones, to the government as the changes are mainly appropriate for the large councils/companies. Some have suggested that the Regulations will be changed after the UK leaves the EU (as this legislation originates from the EU) but she advised that this seems unlikely in the short term. It is important to start to address the requirements.</p> <p>The list in the paper of “Things that the parish council must do” were discussed. Some of the points discussed were:</p> <ul style="list-style-type: none"> ○ The Clerk and councillors need to carry out an audit of personal data that they hold. Delete data that they no longer need. ○ Make sure that their computer security is up to date. ○ The Clerk to register the PC as a Data Controller with the ICO. ○ Appointment of a Data Protection Officer. Cllr Kerr noted the Parish Forum plan to investigate whether PC’s can share a DPO. ○ Regarding e-mail addresses, Cllr Kerr said the website allows us to have 3 email addresses and suggested that they should be for the chairman, highways and the clerk. Cllr Beare said an email ending with .gov.uk is more secure. There was a discussion on the need for passwords on computers, phones and whether documents should have a password for sensitive information. ○ There was a discussion on whether we name people in minutes. They are public meetings so that they can be named if it seems appropriate. The PC policy to date has been not to name them in general. <p>Cllr Kerr and Cllr Futrell are going to another NALC briefing.. Cllrs Kerr, Futrell and the Clerk will then prepare a draft Policy and Guidelines and</p>	<p>Cllrs Kerr & Futrell, & Clerk</p>

	circulate for comments before the next meeting, with the intention of agreeing it at the next meeting if possible.	
11.	Co-option for vacancy. Clerk had received one application - from Chris Meier. Cllr Kerr proposed inviting him onto the Parish Council, seconded by Cllr Beare, all approved. Clerk to write to him with the decision. Cllr Kerr said he would also phone him and welcome him to the council.	Clerk Cllr Kerr.
12	Grants from Calor Community Fund At this point the PC do not have a firm project to apply for a grant from this fund.	
13	AOB. Cllr Minney said that when Castle Combe have racing days, speed watch are out in Burton and this seems to slow the traffic initially but drivers then speed out of the village upsetting farm animals and horses. Why won't the police come out to police it? Chris Bennett said they do ask the police to come out.	
14	Date & Time of Next Meeting May 10 th at 7.30pm at West Kington Baptist Chapel	

Meeting closed 9.35pm