

# LOUND PARISH COUNCIL

## PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held at Lound Village Hall  
on Monday 4<sup>th</sup> June 2018 at 7.30 pm.

**(Subject to amendment until signed by the Chairman at the next meeting)**

Present: Louis Smith (chair), Judith Hobbs (vice chair), Gayle Welsh, Miles Thomas,  
Paul Strowlger

Jill Brown — Clerk

There were no members of the public present.

The Chair welcomed those present and introduced the meeting by advising those present of the location of the Fire Exits.

### 1. Welcome & Apologies

Apologies from James Reeder Paul Ashdown, Keith Robinson and Peter Larcombe.

**2. Declaration of Interest** - Declaration of any pecuniary or other interest with regards to items on the agenda. There were none.

### 3. Minutes of The Last Meeting and Matters Arising –

Louis proposed acceptance of the minutes for 9<sup>th</sup> April 2018 and this was seconded by Judith and agreed by those present. There were no matters arising.

**4. Public Forum** – There were no members of the public present.

**5. Matters arising from Parish Annual Meeting** – It was agreed by all present that the new format for the AGM worked well.

- Unadopted service road at the back of houses on The Street. Louis has spoken to Paul Ashdown (Waveney District Councillor) and has been informed that WDC will only pay approximately 1/3 of the costs of the work. Louis has suggested that the money paid by WDC be used to purchase materials and that residents then carry out the work themselves, thus preventing any cost to home owners. This is being looked into further by Louis and the resident concerned.
- Dropped curb on Earth Lane – Louis will compose an email to Suffolk County Council to ask if this can be carried out.
- Vehicles parked on grass verge near the junction of The Street and Church Lane. The minimum distance that cars need to be parked from a junction is 10 metres. The vehicles are not parked within this distance and so are not parked illegally and no action can be taken.
- Obstructed sign on Yarmouth Road pointing to Back Lane. The foliage has been trimmed and the sign is visible again.

Signed      Chairman, ..... Clerk, ..... Date.....

- **Pot Hole on Back lane** – Louis has checked and this has already been reported but has been classified as ‘low priority’ which means it should be dealt with within 14 weeks. Louis will draft an email to Suffolk Highways requesting that it is reclassified as higher priority due to the bus needing to drive across a private driveway in order to avoid the pothole.
- **Gap in hedge on Back lane** – There is no action to be taken on this matter as farmers do have the right to create gaps to enable their farm machinery to enter and exit fields.
- **Fly tipping on Border Lane** – There is no action to be taken on this matter as the area concerned is part of the Somerleyton Estate and therefore the responsibility of the Estate.

**6. GDPR (General Data Protection Regulation)** – Jill (clerk) attended a briefing session at Waveney District Council regarding the changes under the new GDPR. The relevant information gathered from the session is as follows:

- There will be no need for Parish Councils to have a Data Protection Officer under the new regulations.
- The Parish Council must be registered as a Data Controller with the ICO (Information Commissioners Office).
- There must be a Privacy Statement attached to the Lound webpage which contains the ICO registration number.
- There must be an ‘information asset register’ created.
- Emails containing personal data must be password protected
- All personal information must be kept in a locked cabinet or on a password protected computer.

## 7. Parish Council Standing Orders

Louis proposed that the Parish Council Standing Orders be accepted and all other Councillors agreed.

## 8. Neighbourhood Planning

The neighbourhood planning team will be meeting on Thursday 7 June, and are hoping that they will have a completed neighbourhood plan to put forward by the end of July.

## 9. Updates

- **Police and Speedwatch** – There has been no police report of any relevant incidents or information. There were approximately 12 sessions of Speedwatch last month with no sessions needing to be cancelled due to rain.
- **Lound Website** – Louis continues to update this when required. The minutes of the AGM will be added in due course.
- **Webcam** – Miles is still looking into the possibility of this and is attempting to contact the appropriate officials.
- **No Bread for Ducks Sign** – Gayle has located an appropriate sign through the Canal and River Trust and will make enquiries about a PDF version that could be laminated and displayed near the pond. Two ‘Ducks Crossing’ signs have been ordered and these will be displayed either side of the pond to alert traffic to the possible presence of ducks on the highway.

Signed      Chairman, ..... Clerk, ..... Date.....

**10. Reports from District and County Councillors**

There were no District or County Councillors present.

**11. Correspondence**

There was one item of correspondence – an email from the New Council Programme Team inviting councillors to attend a LGBCE (Local Government Boundary Commission for England) briefing session.

**12. Accounts**

- **Review of Income and Expenditure** - The income and expenditure to the end of May 2018 was agreed.
- **Payments to authorise:** Clerks salary to end of April                      £ 102.43 - paid by BACS  
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    HMRC    £ 72.60 – cheque raised
- **External Audit requirements** – Louis explained the external audit requirements and proposed that the Parish Council approve the Annual Governance Statement – this was agreed by all councillors. As the Council income and expenditure did not exceed £25,000, a certificate of exemption will be sent.
- **Review Clerks Salary** –This has now been reviewed and the increase will be backdated to 1<sup>st</sup> April.

**13. Co-option of Parish Councillor to fill vacancy.**

The vacancy is still open.

**14. Scheduled meetings for 2018**

6<sup>th</sup> August, 1<sup>st</sup> October, 3<sup>rd</sup> December.

**15. Councillors Forums**

There were no items for discussion.

The meeting closed at 9.00 pm.