

Staverton Parish Council Meeting

Wednesday 4 April 2018 at 7.15 p.m.

To all Members of the Council

You are hereby summoned to attend a meeting of Staverton Parish Council to be held in the Victory Hall Staverton on Wednesday 4 April 2018 at 7.15 p.m. for the purpose of transacting the following business.



Zoe Oldman, Clerk to the Council

Date 21 March 2018

The Public are welcome to attend *If any member of the public wishing to attend the Meeting has special requirements (mobility or sensory impairment), please contact the Clerk, Zoe Oldman on 01752 873446. Please ensure mobile phones are silenced.*

PUBLIC FORUM

A 15 minute session to allow members of the public and the District and County Councillor to address the Parish Council.

AGENDA

- 04.04.01 To accept apologies for absence**
- 04.04.02 To note declarations of interest and Dispensations in items on the Agenda.**
- 04.04.03 Minutes**
To confirm the Minutes of the full Council and Planning Committee held on the 07.03.18
- 04.04.04 Parish Councillor Reports**
TRAYE – Cllr Loverock or Cllr Hodgson
- 04.04.05 Court Room and Playing Field**
To receive a report from the Court Room & Playing Fields Management Committee
Update on the installation of a "height restricting barrier" at Playing Field carpark – Cllr Hill
- 04.04.06 General Data Protection Regulation**
Report and recommendations after the GDPR training – Cllr Warren
It is proposed that the Parish Councillors
 - Adopt a dedicated email for Parish Council work
 - Adopt a Privacy Policy as recommended by NALC
 - Develop a Retention Policy
 - Discuss having a Data Protection Officer
 - Discuss adopting NALC recommended Data Protection Policy
 - Discuss email / communications with parishioners with regard to data protection and request opt-in as appropriate to the email list.
- 04.04.07 Neighbourhood Plan**
To receive a report from the Neighbourhood Plan Steering Group – Cllr Thorogood
- 04.04.08 Highways**
To discuss the work of the Highways Sub-Committee
To review on-going problems reported to DCC Highways
- 04.04.09 Finance**
To receive the draft accounts for April 2017 – March 2018
To agree cheques for payment and note invoices received
To receive the bank reconciliation for April 2017 – March 2018
To discuss reserves, risk management and the asset register
To report back on the HMCEF application
To discuss the allocation of the Transparency Fund monies

- 04.04.10 Emergency Plan**
To review the final draft of the Emergency Plan and if agreed discuss publicity
- 04.04.11 Phone boxes**
To discuss phone boxes in the Parish
- 04.04.12 Allotments**
To receive a report from Cllr Warren
To consider the allotment holders views on security
- 04.04.13 Defibrillator**
- To receive an update from Cllr Loverock
 - To discuss the 999 system
 - To discuss the availability of the defibrillator at community events for on-going community familiarisation.
- 04.04.14 Wolston Green & Staverton Playgrounds**
To note reports on both playgrounds
To agree repairs to the slide in Landscope playground and costs – Cllr Catherall
- 04.04.15 Planning Applications and related correspondence**
To consider any correspondence from parishioners
- 04.04.16 Affordable housing**
To note any progress
- 04.04.17 Parish Council administration**
To agree Parish IT arrangements
To finalise payroll arrangements
To discuss formatting, software and Dropbox
To discuss a proposal to have a regular monthly Parish Update
- 04.04.18 Parish Paths**
To discuss quotes for the memorial bench on Riverside Walk
- 04.04.19 Mobile phone coverage**
Report from the Working party to investigate adopting Staverton Church's tower as a means to boost the mobile phone signal in the village and surrounding area – Cllr Forte
- 04.04.20 Equal Opportunities Policy**
Presentation of final draft – Cllr Bloomer
Options with regard to disabled access and disabled toilets – Cllr Hill
Legal responsibilities and technological options – Clerk
Hearing loop – Cllr Bloomer
- 04.04.21 Agenda for the annual Parish Meeting on 9 May 2018**
To agree an agenda and speakers for the annual Parish Meeting
- 04.04.22 Correspondence received**
- 04.04.23 Correspondence available at the Meeting**
- 04.04.24 Any other business**

FOLLOWED BY PARISHIONERS' QUESTION TIME

PART 2

To discuss planning enforcement cases and employment issues.