

# WINSTON PARISH COUNCIL

**MINUTES OF ORDINARY MEETING OF WINSTON PARISH COUNCIL  
THURSDAY 10<sup>th</sup> MAY 2018 AT 7PM IN THE VILLAGE HALL  
Notice of the meeting had been given in accordance with the Local  
Government Act 1972**

**Present: Cllrs Taylor, Fenwick, Pattison, Cook and Clark.**

**1. Annual Parish Meeting**

No members of the public were present.

**2. Apologies for Absence**

Cllrs Race and Smith.

**3. Declarations of Interest**

None.

**4. Minutes of the Previous Meeting**

The minutes of the previous meeting held on 12<sup>th</sup> April 2018 were proposed by Cllr Clark as being a true record and seconded by Cllr Pattison. They were then duly signed by the Chair.

**5. Consideration of Current Planning Applications**

The Clerk reported that since the Council's last meeting DCC had published one planning application within the Parish of Winston the week commencing 16<sup>th</sup> April 2018. This application of DM/18/00127/FPA for conversion of outbuildings into cottage, Low Barford, Wether Hill, Winston was considered. **Cllrs AGREED they did not have any objections to this planning application.**

**6. Teesdale Local Councils Forum Update:**

The Clerk reported that she had recently circulated to all an email from Mr David Kinch in which he had advised the next meeting of the Teesdale Local Councils Forum would take place in June 2018. No further details have yet been received.

**ACTION: The Clerk to directly email all Cllrs when further information has been received from Mr Kinch.**

**7. Smaller Local Councils Forum Update:**

Cllr Taylor reported that he will be attending the next Smaller Local Councils Forum meeting on 24<sup>th</sup> May 2018 at Bishop Auckland. Key topics of discussion will be the forthcoming General Data Protection Regulations and allocation of Police resources.

**ACTION: Cllr Taylor to keep Cllrs updated on this Forum.**

**8. Teesdale Residents' and Travellers' Forum Update:**

Cllr Taylor reported arrangements are now in place as per previous years in preparation for the imminent traveller migration period to the Appleby

Horse Fair. Police numbers will be increased in the area over this period. DCC's Travellers Services will be contactable during working hours and DCC Wardens will be contactable outside of those hours as well as over the bank holiday weekend. New signage is being prepared and will be displayed visibly very soon to clearly identify the official stop-over points. As in previous years temporary parking restrictions and cordons will be in place along Bridgegate. Three sites have been identified within the South West Durham area to act as holding sites for travellers before temporary stop over sites open in Teesdale officially on 24<sup>th</sup> May 2018. Water bowsers will be provided by DCC at Broomielaw and Shaw Bank for horses only and not for human consumption. Similarly portable toilets will also be provided by DCC at all official temporary stop over points.

Cllr Clark commented that one traveller is now already at the Winston layby, a site that from 24<sup>th</sup> May 2018 will become a temporary stop over site. Cllr Taylor confirmed that he had already informed DCC's Travellers Services of this matter and requested that portable toilets be installed as quickly as possible. Cllr Cook reported that earlier that day the Playing Fields have been locked.

**ACTION: Cllrs to monitor the situation and if any issues/problems are noted to inform Cllr Taylor who will liaise accordingly with DCC and the Police.**

**9. General Data Protection Regulations (GDPR) Update:**

The Clerk reported that since the last meeting it has been announced that an amendment to the General Data Protection Regulations is to be considered in the House of Commons soon which seeks to make Town and Parish Council exempt from the requirement to have a Data Protection Officer. The outcome of this will not be known before the Regulations come into effect on 25<sup>th</sup> May 2018 and the Parish Council must continue in its work to comply with the Regulations. It is understood by the ICO that not all organisations will meet in entirety all requirements of the Regulations by May 2018 but what is expected to be in a place is a clear timetable of actions to be undertaken to achieve full compliance as soon as possible. The Clerk had obtained from the Society of Local Council Clerks (SLCC) a GDPR Checklist which explained the actions to be undertaken by a smaller council and also provided model templates for relevant policies and notices. Cllr Taylor thanked the Clerk for her work in this matter.

**ACTION: The Clerk to start to prepare draft policies based upon the information obtained from the SLCC so these can be considered at a future Parish Council meeting.**

**10. Public Attendance:**

No members of the public were in attendance.

Cllr Taylor reported that one resident had complained about the advertising sign for Gainford Fish and Chip shop which has appeared in a field adjacent to the A67 and is very prominent in both colour and eyeline

above the hedgerow. Cllrs **AGREED** that this matter should be referred to DCC asking the question was such a sign adjacent to the highway legal.

**ACTION:** Cllr Taylor to forward to the Clerk photographs of the sign.  
**ACTION:** Upon receipt of the photographs, the Clerk to write to DCC to seek clarification on this matter.

**11. Annual Governance and Accountability Return 2017/18 Update:**

The Clerk reported that following the last Parish Council meeting she had forwarded to the External Auditor the Council's completed Annual Governance and Accountability Return for 2017/18 highlighting the Council's request for an exemption. A full copy of this Return is now displayed on the Council's website along with all other information required in order to comply with the Transparency Code.

**12. VAT Reclaim 2017/18 Update:**

The Clerk reported that HMRC have received the Parish Councils VAT Reclaim for 2017/18 totalling £647.66. To be able to process this reclaim HMRC had requested from the Clerk a copy of a Council bank statement. The Clerk had duly supplied this and a response is now awaited.

**ACTION:** The Clerk to keep Cllrs updated on this matter.

**13. Approval of Payment of Accounts:**

The Clerk reported that the following accounts required payment:

- C A Stamp (grass cutting) £348.00
- Design365 (website updates) £31.52
- Design365 (domain name renewal) £14.40

**AGREED:** Cllr Taylor and Cllr Pattison signed the cheques.

**ACTION:** The Clerk to post cheques.

**14. Date and Time of Next Two Meetings:**

**AGREED** as Thursday 14<sup>th</sup> June 2018 and Thursday 12<sup>th</sup> July 2018.

Meeting closed at 7.45p.m.

Dr Jane Ayre (Parish Clerk)