

**Minutes of a Meeting of Normanton on the Wolds Parish Council held at the Burnside Hall, Plumtree,
on Tuesday March 20, 2018 at 6.30pm**

Couns. Gerald Fletcher (chairman)
Mike A Westwood Steve Waring
Fiona Mason Aruna Day
Miles Shippide Dave Gray

Also present: The clerk Mike Elliott and Coun. Richard Butler

- 1] APOLOGIES FOR ABSENCE There were none.
- 2] DECLARATIONS OF INTEREST There were none.
- 3] MINUTES FROM PREVIOUS MEETING JANUARY 16, 2017, were approved as circulated and signed by the chairman.
- 4] COMMEMORATION OF THE END OF WW1
The meeting approved the suggestion for a Beacon to be lit on November 11 at an event at the Plough public house. Coun. Waring said he would prepare the Beacon. Coun. Shippide said he would discuss the matter with the licensee in regard to activities on the night. He suggested it would be good if war time music could be played there that evening.
- 5] ITEMS FROM THE PUBLIC, LIMITED TO 15 MINUTES
No matters were raised.
- 6] CLERK'S REPORT
The new Electoral roll for Normanton shows 215 electors
Emergency Plan update. The clerk was to check if he had retained an email from Coun. Gray when the plan was first produced two years ago. It was agreed the current plan needed updating.
- 7] REPORT FROM THE DISTRICT AND COUNTY COUNCIL MEMBER
Coun. Butler said the County Council were working hard to produce a programme to ensure the unacceptable condition of many roads in the county were improved and that a plan to deal with the hundreds of pot holes was implemented. He said an additional £20m was being allocated over the next 4 years for repairs work in addition to the £110m usually provided.
In respect of Rushcliffe he said Part Two of their Local Plan would be out for consultation in the summer, and it was likely new areas for housing development would be included in it.
He reported on a project by the Borough to provide funding to parish councils for tree planting.
- 8] CORRESPONDENCE
Elan City provided details of their radar speed guns. The council felt there was no requirement in the village for such provision.
Notts CPRE gave details of the 2018 best kept village and it was confirmed an entry should be made. First round judging would be in June.
Details of Co-Op Local Cause fund were received but no action was taken.
East Leake Parish Council Open Letter on Neighbourhood Plans was received but no action taken on it.
- 9] PLANNING MATTERS
There were no applications or decisions

10] FINANCE

- a] ACCOUNTS FOR PAYMENT were accepted as the circulated list and agreed
- b] APPOINTMENT OF DAVID DIXON AS INTERNAL AUDITOR was confirmed
- c] APPOINTMENT OF DATA PROTECTION OFFICER was confirmed as Adrian Fretwell.

The clerk reported that Data protection discussions continue, particularly involving emails and the appointment of a Data Protection Officer. In regard to emails the clerk had obtained a figure from Adrian Fretwell willing to set up the individual emails for each councillor – e.g. Bill Smith @ Normantonparish.email - at £5 per year per address, e.g. for Normanton £35 a year excluding District and County Council members. The same firm are willing to take on our DPO officer position that by law we have to have, for £150 a year. If attendance was ever needed at a meeting there would be a charge of £30. Firms of solicitors who are offering the service are charging £600 - £800.

A Retention Policy is required for general mail / emails and the council agreed this should be five years. The clerk said he would have to read through anything older than the retention time and decide if it can be shredded or if kept, establish an on-line file to record what is being kept over the time and why. It was agreed the clerk purchase a new lockable two drawer filing cabinet.

11] NEWSLETTER, WEBSITE, FACEBOOK

Website figures for January showed 52 users and 603 page visits and in February 38 visitors who viewed 158 pages. There is a real need for photographs for the site and for news items and members said they would attempt to help.

The council agreed to publish another newsletter in time for the parish meeting and the deadline for items would be mid-April.

No discussion took place on the question of Facebook.

12] AMENITIES including HIGHWAY MATTERS

The chairman said he had received comments on the question of traffic congestion in Plumtree.

The question of the condition of the bus shelter on Cotgrave Road was raised. Coun. Butler said he would discuss the matter with the County Highways.

13] SOCIAL EVENTS

The Plough were holding a Wedding Day breakfast on May 19.

The matter of the WW1 event will be on going with the council.

14] CHAIRMAN'S MATTERS

Nothing was raised.

15] DATE FOR NEXT MEETING, MAY 15, 2018 (annual meeting of the council at 6.45pm and annual parish meeting at 6.30pm.

There being no further business the meeting closed at 7.15pm.