



WOOTTON PARISH COUNCIL



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Minutes of the Meeting of the **Full Council** held on Wednesday 9th May 2018 at 8.18pm in The Memorial Hall, Bedford Road, Wootton.

Open Forum	There were no members of the public or press present and so the meeting continued without adjournment.			Public Bodies (Admissions to Meetings) Act 1960, s1(1).
Present	Cllrs Lloyd (in the chair), Bygraves, Gibbons, Hensher, Lewis, Martin, Noakes, O'Dell, Quirk and Wheeler. Cllr Wheeler is also the Borough Councillor for Wootton. In attendance: Sue Playford (Clerk).			
Absent (no apologies received)	None.			
Agenda no	Agenda item title	Resolution	Action	Power
FC18/124	Apologies for absence. Cllrs Hudson, Regmi and Wallace.	Noted for the minutes.	Clerk to keep on file.	Local Government Act 1972, s85 (1) & Sch 12, Part VI, p40.
FC18/125	Disclosure of local and/or disclosable pecuniary interests.	No disclosures made.	N/A.	Localism Act 2011, Ch 7, s31.
FC18/126	To consider any dispensation requests received by the Clerk in relation to local and/or disclosable pecuniary interests, not previously recorded.	No requests received.	N/A.	Localism Act 2011, Ch 7, s33.
FC18/127	To receive a report and training from Cllr Martin on the General Data Protection Regulations which come into force on 25th May 2018 and to resolve a suitable course of action.	Refer to Appendix 1. Cllr Martin added central government were proposing an amendment to the Data Protection Bill, which would exclude parish councils from the definition of a public authority for the purposes of GDPR. Parish councils would however, still be data	Cllrs Lloyd, Martin, O'Dell and the clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		controllers (and sometimes data processors) and as such, still subject to GDPR. If the amendment were successful, it would mean parish councils were no longer under duty to appoint a Data Protection Officer. A further briefing awaited from the National Association of Local Councils would provide further clarification on the above – and as a result Cllr Martin and the clerk had agreed ahead of this meeting to postpone training. Cllr O'Dell was aware Bedford Borough Council had access to an online GDPR training program and agreed to see if this could be made available to the parish council. It was noted consideration should still be given to the use of gov.uk email addresses for all.		
FC18/128	Minutes of the previous meeting. <i>Minutes are published on the Wootton Parish Council website:</i> <i>http://woottonpc.bedsparishes.gov.uk.</i> Members of Full Council are asked to receive and adopt the minutes of the Full Council meeting held on 14th March 2018. Members of Full Council are asked to receive and adopt the minutes of the extra-ordinary Full Council meeting held on 17th April 2018. Members of Full Council are asked to receive and adopt the minutes of the advisory Wootton Play Equipment Working Group meeting held on 7th February 2018.	Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Noakes. Seconded: Cllr Quirk. Resolved by all present. Minutes were received and adopted. Proposed: Cllr Bygraves. Seconded: Cllr Lewis. Resolved by all present.	Clerk to keep on file.	Local Government Act 1972, Sch 12, Part VI, p41 (1).
FC18/129	To receive and approve the attached bank reconciliation(s) – to include statements from Unity Trust Bank Ltd and CCLA	The Clerk confirmed she was unable to produce bank reconciliations until the year	N/A.	Governance & Accountability for Smaller Authorities in England 2018.

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	(to be signed by two members who are not authorised signatories) and to resolve a suitable course of action.	end accounts 2017-18 had been closed down (currently with the internal auditor).		
FC18/130	To consider a response to a Central Bedfordshire Council consultation on the future of Shelton Lower School and to resolve a suitable course of action.	After detailed discussion on the financial viability of the school and concerns over what would happen to the building and land were it to close, it was resolved to note for the files but make no response. Councillors were encouraged to make individual responses if they wished. Proposed: Cllr O'Dell. Seconded: Cllr Noakes. Resolved by all present.	Clerk to keep on file.	Stakeholder Consultation.
FC18/131	To receive and accept an insurance renewal quotation from Came & Co and to resolve a suitable course of action.	Resolved to receive and accept the insurance renewal quotation without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/132	To receive and accept the Internal Best Practice Review (Risk Assessment and Management – Financial) and to resolve a suitable course of action.	It was noted the new external auditors (Mazars) did not have their own template and so Cllr Lloyd and the clerk would be looking to review the template in the coming weeks. Resolved to receive and accept the Internal Best Practice Review (Risk Assessment and Management – Financial) without further comment. Proposed: Cllr Bygraves. Seconded: BBCllr/Cllr Wheeler. Resolved by all present.	Cllr Lloyd and the clerk to take forward and keep on file.	Localism Act 2011, Ch 1, s1-8.
FC18/133	To receive and accept a Memorandum of Understanding as drafted by Bedfordshire Local Government Pension Scheme and to resolve a suitable course of action.	Resolved to receive and accept a Memorandum of Understanding as drafted by Bedfordshire Local Government Pension Scheme without further comment. Proposed: Cllr Bygraves. Seconded: Cllr Noakes. Resolved by all present.	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.
FC18/134	To receive correspondence from the Twinwood Consortium in relation to Bedford Borough Council's Local Plan 2035 and to resolve a suitable course of action.	BBCllr/Cllr Wheeler detailed the Mayor's Executive had planned (at its meeting on 16 th May 2018) to agree to submit the Borough	Clerk to take forward.	Localism Act 2011, Ch 1, s1-8.

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		Council's Local Plan 2035 to the Planning Inspectorate. However, the viability of Colworth Garden Village (due to its proximity to Santa Pod Raceway) was now under question and the Executive intended to recommend delaying submission until December 2018. Focus would now be on alternative sites to Colworth – including Twinwood. It was understood Bedfordia had bid for land adjacent to the A6 near Oakley – which would open up the station and the need for the parish council to continue to push its Neighbourhood Plan forward was stressed. After further discussion it was resolved to respond to the Twinwood Consortium confirming the parish council's continuing support for the proposal. Proposed: Cllr Wheeler. Seconded: Cllr Bygraves. Resolved by all present.		
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Meeting closed at 8.45pm.

General Data Protection Regulation (GDPR)

- Changes 25/5.
- According to National Association of Local Councils: the government intent to change the definition of the term 'public authority' to exclude Parish councils.
- This would mean that we would have no need to appoint a Data Protection Officer.
- The Parish council will remain a data controller and data processors and have a duty to comply with the data protection legislation.
- Action plan:
 - Make everyone aware of the changes;
 - Map path of the information the WPC holds – where it came from and where it goes;
 - Check that WPC has a lawful basis for processing the data held;
 - Review the consent to process that data – update if necessary;
 - Review any privacy notices;
 - Check WPC processes to ensure individuals rights are covered (access, deletion);
 - Review WPC's Data Protection registration Z3278224 – due 25/7/2018.