

## BRANDESTON PARISH COUNCIL

Minute of the meeting of Brandeston Parish Council held on Tuesday 10<sup>th</sup> July at 7.30pm in the Committee Room of the Village Hall.

**Present:** *Councillors Buckingham, Churchill, Kirton, Mitson-Woods and Duffy. Also present Mary Mitson-Woods, Clerk.*

**2-1819/1 In the absence of** Councillor Elson it was proposed and unanimously agreed that Councillor Buckingham should chair the meeting. She accepted and signed a Declaration of Office.

**2-1819/2** Councillor Elson had sent his apologies for absence which were accepted and approved

**2-1819/3** There were no declarations of interest.

**2-1819/4 The Minute of the meeting of 10<sup>th</sup> July 2018** was signed by the Chairman as a true and accurate record of the Meeting.

### **2-1819/5 Finance**

**a) The Clerk presented the Bank reconciliation for Barclays Parish Council Account at 30th June 2018.** The figures were compared to the actual statement for confirmation. The PC Account balance is £4241.74, this is represented by Reserves of £1500.00 and the available balance of £2741.74.

**b) The Clerk presented the Bank reconciliation for Barclays 100+ Account at 30th June 2018;** This was checked against the bank statement for confirmation of accuracy. The balance stands at £2200.53; the Village Hall Committee will be drawing money for the zip wire project in the near future.

### **2-1819/6 Items presented for payment: -**

**a) The Clerk pointed out that the introduction of the Exemption Certificate for external audit had reduced the expected workload; therefore, she would not be claiming for the extended hours awarded from April 1<sup>st</sup> 2018. Resolved that the salary was authorised for the period 4th May – 6th July 2018 9 weeks – £180.00.**

**b) Resolved that the Clerk be reimbursed for buying McAfee PC protection for the year - £88.99.** In future an assessment of another product will be carried out.

### **2-1819/7 GDPR update**

The Clerk reported that she had considered the material held on the Parish Council's computer and paper files and advised that there was nothing that was being held that the Council did not have a valid reason to hold (as per the requirements of GDPR). The data held includes Councillor's details which are in the public domain and those of officers and others which are necessary for the council to conduct its business. Among the objectives of the new legislation is to prevent unlawful sharing of any data that can personally identify a person, without first obtaining written permission from that individual. Additionally, data must be stored in a safe environment where it cannot be illegally accessed or lost. Any person who thinks the council holds their information can ask for details and has the right for it to be 'forgotten' (i.e. deleted). It is therefore essential that the council knows what it holds and where it can be accessed, if requested.

In order to appropriately comply with GDPR **it was resolved that the Clerk would work with Councillors Buckingham and Churchill to assess what additional storage software is needed and report back to the September meeting for authorisation to purchase.**

**It was further resolved that Councillor Duffy continue in the role of Councillor with responsibility for GDPR and work with the Clerk as necessary.**

Councillors agreed that the Council had made good progress towards compliance. The Council is committed to complying with the GDPR and using SALC's guidelines as appropriate.

**2-1819/8** A parishioner had asked the Clerk to place an item on the Agenda to consider that The Queen be asked to temporarily ban fires at the camp site until the dry period ends. This was discussed and **It was resolved that Councillor Churchill would talk to The Queen's management about how the pub could reduce the fire risk to their own and surrounding properties.**

**2-1819/9 Matters of report only**

Councillor Duffy reported that the Low Street triangle posts have been demolished by a vehicle. **It was resolved that Councillor Buckingham should seek advice on whether the Council should spend money on the triangle to protect it from ingress at this time, given the ongoing work to secure adverse possession.** Item to go on September meeting for further discussion on how to prevent ingress onto both triangles.

Councillor Buckingham reported on progress towards faster broadband. Brandeston postcodes were originally scheduled for going live with SuperFast in August 2018 but info on the website (per postcode) has changed so dates are less clear. Cllr Buckingham agreed to keep in touch with the Better Broadband Suffolk team and provide updates whenever possible.

<https://www.betterbroadbandsuffolk.com/can-you-connect>

**2-1819/10 Date of next meeting** is scheduled for 11th September 2018 and Councillors to submit matters for the agenda by end of day Tuesday 4th September 2018. The chairman closed the meeting at 8.40pm