

**Minutes of the Annual Meeting and monthly Business meeting of Ashton Parish Council  
held on Wednesday 9<sup>th</sup> May 2018 at 7.15 pm at Ashton Primary School**

**Present:** Cllrs McAllister Chairman, Day, Johnson, Otto, Bullock, Roychoudhury and Green

**Clerk:** Lynn Lavender

One member of the public

**Parish Council Annual Meeting**

**2018/**

47. Election of Chairman  
Cllr McAllister was elected as Chairman and signed the declaration of acceptance of office.
48. Election of Vice Chairman  
Cllr Johnson was elected as Vice Chairman
49. Acceptance of Apologies for absence  
All Present. SNC Cllr Budden apologies noted
50. Review and adoption of
  - a) Standing Orders (new model) Deferred to June meeting
  - b) Financial Regulations readopted 2016 model
  - c) Financial, Management and Health and Safety Risk Assessment adopted
  - d) Internal Controls Procedures adopted
51. Appointment of Cllrs to Parish Posts  
Footpaths - Cllr McAllister  
Neighbourhood Watch - Cllr Johnson  
Neighbourhood Plan Group - Cllr Roychoudhury  
Hut Land Trustees - Cllr Green and G Martin  
Internal Controls Cllr – Cllr Johnson

**Parish Council Meeting**

52. Public Session No issues raised
53. Presentation re Future of Roade Library  
Council decided to support the library project. Details to be forwarded
54. Declarations of Interest None
55. Approval of Minutes of the Meetings of 11 April 2018 agreed and signed
56. Matters arising from the Minutes, including Clerk's Report  
The Clerk's Report, including actions taken on matters from the previous meeting was circulated; there were no questions.
57. Planning
  - i. New Applications; none
  - ii. Update on existing Applications none
  - iii. Other planning matters none

## 58. Finance

- i. Financial Report; to receive a report from the Clerk as Responsible Financial Officer  
The bank mandate has not been updated.
- ii. Bills for payment and receipts

Date		From	For	Amount	
18-04-18		SNC	Precept	8250	

Payments

Date	Cheque	Payee	For	Amount	VAT
09/05/18	913	HMRC	PAYE payment	69.80	
09/05/18	914	L Lavender	Salary	278.90	
09/05/18	915	Green Leaf Garden Services	Grounds maintenance	420.00	
09/05/18	DD	Total Gas and Power	electricity	73.78	3.52

- iii. Note and implement new salary scales received from Ncalc agreed
- iv. Grants, income and applications; update noted

## 59. GDPR compliance

- a) To appoint the Northants CALC DPO Service as the council's Data Protection Officer.

## Agreed

- b) To adopt the Data Map. Agreed
- c) To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy. Agreed
- d) To adopt the Privacy Notices. Agreed
- e) To receive completed Security Compliance Checklists from all Councillors. Received
- f) To resolve that the council registers with the ICO and pays the relevant Data Protection

## Fee Agreed (DD)

Cllr Bullock to be GDPR Councillor

## 60. Highways issues

- i. update re speeding initiatives. None. Site visit to be arranged

## 61. Other issues

- i. Neighbourhood Planning; report received from Cllr Roychoudhury noted
- ii. NHW; report from Cllr Johnson noted
- iii. Footpaths; report from Cllr McAllister, issues with kissing gate.
- iv. Cllrs' monthly safety checks; to receive a report on any issues arising noted
- v. Update on path, comments from Church and school. Church own the land. Quotes to be sought for path upgrade

## 62. Correspondence requiring a response or decision

- Pathfinder ii Community engagement respond with school fete details
- Request from Roade Parish Council for financial support for the library see item 53

## 63. Items for next Meeting

Buses,

Date of next meeting: **Tuesday 12 June 7.15pm**