

BLYFORD AND SOTHERTON PARISH COUNCIL

MEETING – 23RD JULY 2018

MINUTES [approved by councillors on 03-09-18]

1. The vice-chairman, John Beckett, welcomed councillors Gaina Dunsire, Sally Macdonald, Barry Martin and Rosemary Parry. Apologies were received from Gerard Walker and Myles Jackson; also Alison Cackett [WD councillor] and Tony Goldson [SC councillor. The clerk, Caroline Cardwell, was in attendance. One member of the public was present.
2. Declarations of interest and any dispensations allowed – none
3. Minutes of previous meeting [14-05-18] were approved and signed as a true record.
4. Matters arising not on agenda – the cost of renovating the BT kiosk was raised, clerk to contact parishioner who has offered to source materials etc. Clerk asked to contact Tony Goldson re possible 30 mph sign being moved.
5. Finances – **Balances** - c/acct: £8.393.99; business money manager: £6,910.66 [Latitude money]; cheques approved as follows - 452 - To C. Cardwell for 252.51 [net sal jun/jul]; 453 - To HMRC for 92.20 [tax to 5 July]; 454 to C. Cardwell for 107.79 [expenses from Jan to July]
6. Clerk's appointment and contract – confirmed
7. GDPR [General Data Protection Regulations] –
 - Councillors agreed that monitoring the council's compliance and managing data should be added to clerk's job description
 - Payroll contract [Van Dijk Accountants] agreed and signed
 - Privacy notices for website – approved
 - Risk assessment regarding management of data held by council - reviewed and agreed
 - Guidelines for councillors – these were handed out by clerk for consideration
 - The clerk holds other guidelines on Technical and Organisational Safeguarding and Lawful Basis for Processing
8. Planning – councillors received information on DC/18/2310 [Willow Cottage, Blyford] and had no objections. The Suffolk Minerals and Waste Local Plan was received; no further comments
9. Speeding issues through villages – discussed; councillors agreed to ask Suffolk County councillor [Tony Goldson] for assistance to get 30mph sign on Southwold Road moved.
10. Sotherton Corner notice board – urgently needs replacing – clerk to source estimates

11. Latitude Festival – Rosemary Parry gave an update on sales of tickets etc.
12. Reports from councillors – no special issues
13. Correspondence – received and discussed;
14. Any other business – the clerk asked to arrange an update of cheque signatories with HSBC
15. **Next meeting 3rd September 2018**