

WILCOT and HUIISH (with OARE) PARISH COUNCIL

**Minutes of the Annual Meeting of Wilcot and Huish (with Oare) Parish Council at Oare Village Hall on
Tuesday 1st May 2018**

Present: Councillors: Mrs D. Nix (Chair), Mr C. Bartlett, Mrs N. Fleet, Mr R. Fleet, Miss D Wilson, Ms P Smith, Mrs S Spanswick (Clerk) , Mr P Oatway Unitary Councillor

Item #	Item	Action
18/16	To receive apologies for absence None	
18/17	Election of Chairman Current Chairman Dee Nix stood unopposed and was re-elected as Chairman.	
18/18	Election of Vice Chairman Current Vice Chairman Dawn Wilson stood unopposed and was re-elected as Vice Chairman.	
18/19	To receive Chairman's acceptance of office Chairman Dee Nix signed the acceptance of office. Witnessed by the Responsible Officer.	
18/20	Allocation of councillor's responsibilities. Cllrs Wilson, Bartlett and Nix to be on Recruitment and remuneration Committee. Cllr Smith to continue working on War Memorial refurbishment with Clerk. Cllr. Wilson to represent the Council on PCAP, and at CATG. Cllr Nix to liaise with Oare School. Cllr R Fleet to liaise with Wilcot Village Hall and Green.	
18/21	To consider payment of annual subscriptions- The councillors chose to discuss these under item 18/29	
18/22	To receive declarations of interest None declared	
18/23	Chairman's report The chairman's report already discussed at the previous meeting was also available for all to view again. A copy can be found on the councils website.	
18/24	Clerks report This was circulated to all councillors during the meeting. It was discussed that moving forward this will be sent to councillors via email.	Clerk
18/25	Highways Issues A345 through Oare Village has been resurfaced but the red hazard road markings had not been replaced, Unitary Authority Cllr. Paul Oatway was asked to investigate this to find out why not. It was agreed that since these markings had previously been installed by Wiltshire Council as a safety measure they should be re-instated since the junction of the A345 and Huish Lane had not been improved and that speeding and overtaking through the village was still a well documented issue. Further all previous red markings and cross hatchings along the A345 through the village were still required to improve safety for residents, visitors and the pupils, parents and staff of Oare school.	
18/26	Planning Applications and Enforcement To review and provide feedback on new planning applications from Wiltshire Council (Town and Country Planning Act 1980, schedule 1, para 8) No planning applications to discuss.	

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18/27	<p>Budget and Monitoring report The report was discussed by all councillors and available to view.</p>	
18/28	<p>To discuss items for annual review 29.1 SID 29.2 Insurance 29.3 WALC membership 29.4 ICO registration 29.5 Accountant's fees The councillors agreed to continue to pay for the annual subscriptions and fees. Proposed: Cllr DW; Seconded Cllr CB: all in favour.</p>	Clerk
18/29	<p>Project updates 26.1 Repair to the war memorial The Conservation officer had met with Cllr Smith to review works. We await her recommendation. Stone Masons had been contacted and further quotes would be sought once the conservation officer's opinion was known.</p> <p>26.2 Wilcot Canal Verge repairs and improvement Cllr Wilson had been in touch with a contractor to take over this project and was also negotiating with Wiltshire Council highways department for the provision of road plannings to be used in the work.</p>	Clerk, Cllr Smith Clerk, Cllr Wilson
18/30	<p>To discuss the set up of a task and finish group to progress the GDPR procedure It was agreed that Cllr Bartlett, Wilson and Nix would form a subcommittee to monitor GDPR regulations as they affect Parish Councils. These Cllrs had attended a training course at Wiltshire Council and all Parish Councils had been given training by Mrs Sue Bartlett a GDPR consultant.</p>	Clerk Cllr Wilson, Bartlett, Nix
18/31	<p>To discuss the clerk's role with regards to GDPR It was agreed that the GDPR task and finish group would work to support the clerk in implementing GDPR for the Council and that if additional hours were required to complete this initial phase or on going requirements these would be funded.</p>	
18/32	<p>To discuss PCAP's proposal for Data Protection Officer PCAP have proposed that a Data Protection Officer could be appointed through PCAP who would work with interested Parish Councils to ensure they complied with the requirements of GDPR. All agreed that in principle this was a good idea and when it became clearer exactly what would be required of Parish Councils this proposal should be pursued further. What was clear from the conflicting advice given by Wiltshire Council, ICO and to different Parishes within the PCAP area at present that the exact requirements for Parish Councils were not at all clear. It was agreed that we should publish a Privacy Policy and perform a risk assessment to achieve a better understanding of the data held by the Council.</p>	Clerk Cllr Bartlett, Wilson, Nix

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Provisional Dates for Parish Council Meetings 2018/2019

Meeting type	Location
Parish Council 4 September 2018	Wilcot
Parish Council 27 November 2018	Oare
Parish Council 22 January 2019	Wilcot
Parish Council 26 March 2019	Oare
Annual Parish Meeting	Oare
Annual Meeting of the Parish Council	Wilcot

Dates for Parish Events

1 st June <i>Parish History Meeting</i>	Oare Village Hall
20 th October <i>Parish History Meeting</i>	TBC

Parish Walks

Meeting Closed at 20.40

Planning Committee meetings will be held as required. All meetings will start at 19.30 unless otherwise advertised

Signed _____ Dated _____