

[Little Oakley Parish Council](http://littleoakleypc@gmail.com)
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Minutes of the Parish Meeting held on Wednesday 7th February 2018
Held at the Millennium Room, Ramsey.

Present: Cllr Griffiths (Chairman), Cllr Attrill, Cllr Griggs, Cllr Hunnaball
Also Present: Jeanette Sands (Clerk/RFO)

Start Time 19:00

17/178	Apologies for Absence Apologies were received from Cllr Cullen, District Cllr Bush, Cllr Steer, County Cllr Erskine
17/179	Declaration of Pecuniary and Non-Pecuniary Interest Cllr Hunnaball declared and Interest in item 5
17/180	Signing of the Previous Minutes The Minutes of the previous meeting held 17 th January 2018 were accepted as a true record of the meeting and signed by Cllr Griffiths Proposed: Cllr Attrill Seconded: Cllr Griggs
17/181	Urgent Matters Footpath between Oakridge and Little Oakley Memorial Club – Cllr Griffiths has been contacted by a couple of Parishioners regarding the area next to the footpath which has been badly churned up by farm machinery. Cllr Griffiths has advised them that after speaking to Cllr Cullen we are unable to do anything about this as this is private farm land. Cllr Attrill mentioned the other footpath leading from Harwich Road and asked if this could be flattened a little as this is also badly churned up with deep ruts from tyres, this is a footpath so a letter will be sent to the agents to see if this can be flattened.
17/182	Matters Arising from Previous Minutes War Memorial Cleaning – Cllr Hunnaball left the meeting The written quote for cleaning the War Memorial had been received and is £156.00 inc Vat. It was agreed to accept this quote and arrange for the cleaning to be carried out around September/October time. All agreed Cllr Hunnaball returned to the meeting. Replacement bench at the Playground – this is still ongoing. It was also decided to check what type of base the bench is fixed to. Cllr Hunnaball would like the opportunity to take the old bench if possible. This will be discussed at a later date when the bench is to be changed over. Playground Maintenance – loose railing. This is still being chased. Onestop Steelshop have recently changed premises and telephone numbers which has held everything up. The wheel on the frame is also loose and needs tightening, the clerk will look for a maintenance company that will fix this.

	<p>Website – the old website is in the process of being updated and the new website is still ongoing.</p> <p>Outdoor Gym – The Postcode Lottery are offering grants for two weeks only from February 14th, it was decided to look into applying for this. The placement of the gym was also discussed. The entrance to Oakridge was thought suitable as it lit in the evenings plus we do not have to apply for planning permission as long as no item is over 4 metres in height. This item is also still ongoing. Cllr Bush has had a meeting with TDC regarding the Outdoor Gym but could not attend this meeting to give any updates.</p>
17/183	<p>Finance</p> <p>The Clerk gave the Finance Report. A transfer of £300.00 from the Savings Account to the Current Account. A cheque for £860 has been paid in which we received to help set up the new website. There are the usual payments to be made in March (please see Finance Report at end of Minutes. The Clerks Bursary form was signed to cover future courses plus expenses from the Clerk and Cllr Griffiths for Computer Software. Cllr Griffiths is to try to change the Computer Software over to a Direct Debit.</p> <p>The Finance Report, Expenses and other monthly Expenditure items were accepted.</p> <p>Proposed Cllr Hunnaball</p> <p>Seconded Cllr Griggs</p>
17/184	<p>Planning</p> <p>No Applications have been received.</p> <p>96 Rectory Road - Cllr Attrill reported that one Determination had been received for 96 Rectory Rd to change the usage of the land from agricultural to domestic. The land can now be used as a garden.</p> <p>Great Oakley Airfield – approval has been given to extend the use of the airfield which raises concerns that if the port area is rejected the use of the airfield at Great Oakley will stay. This is still ongoing</p> <p>114 Rectory Road – Cllr Attrill has looked into the plans as there have been concerns that a house rather than a garage with loft area has been built.</p> <p>The Clerk is to contact TDC Planning Services for more information.</p>
17/185	<p>Correspondence</p> <p>Cllr Griffiths has received an enquiry about the change of use of the telephone box near the old Post Office to a library. Previously the Fellowship of the Sick were looking at using this for the defibrillator but no contact has been received from them. The Clerk will chase this up.</p> <p>Playground Inspections – the Clerk received an email regarding playground inspections but this was not felt necessary as we already have these done on a regular basis.</p> <p>Footpath – the Clerk also received an email from a Parishioner regarding the ground between Oakridge and Little Oakley Memorial Club (see items 17/181)</p>

17/186	General Data Protection Regulations The Clerk reported back from a recent GDPR course. At present it is thought the Clerk cannot be the Data Protection Officer (DPO) due to a conflict of interest. Various options are being looked into at the moment and updates will be sent out when available from EALC and NALC. It was suggested a data audit should be started which should take into account the timescales for keeping certain types of documents. Any old non electronic documents which would need to be kept should be scanned. It was thought that some of the older items were already on a memory stick and this is to be looked into.
17/187	Asset Register Copies of the Asset Register were given to Councillors. Cllr Griffiths has now updated this to list all streetlights now being LED. It was noted that the notice boards at Oakridge and Bayview Crescent were missing. These are to be added. Bus Shelters which have been replaced are to be removed. The cost of the Wetpour at the playground also needs to be adjusted. These items will be updated and available at the next meeting
17/188	Report by District Cllr Bush No report was given as District Cllr Bush did not attend
17/189	Report by County Councillor Erskine No report was given as County Cllr Erskine did not attend
17/190	Public Speaking No members of the public attended
17/191	Any Other Business None
17/192	Items for the next meeting and update/correspondence General Data Protection Regulations Asset Register

The meeting closed at 20.25

Little Oakley Parish Council Finance Report

Main Account Balance – 1st February 2018	£628.28
Income to Main Account	£860.00
Transfer from Savings Account	£300.00
Total Income for February 2018	£1788.28
Expenditure for February 2018	
A & J Lighting D/D	£41.26
Hire of Hall	£20.00
SSE D/D (approx.)	£51.33
Harold Griffiths Expenses (Software)	£9.48
Clerks Wages	£200.00
Clerks Expenses (GDPR Briefing mileage and car parking)	£41.60
Accent Stationers	£3.60
Total Expenditure	£367.27
Total in Main Account end of February 2018	£1421.01
Saving Account Balance – 1st February 2018	£14377.12
Income into Savings Account	£0.00
Outgoings form Savings Account	£300.00
Overall total in Main and Savings Account	£15498.13
Payments for March 2018	
A & J Lighting D/D	£41.26
Hire of Hall	£20.00
SSE D/D (approx)	£49.71
Harold Griffiths Expenses (Software)	£9.48
Clerks Wages	£200.00
EALC – Clerks Course	£45.00
Clerks Expenses (Annual Meeting Briefing mileage and car parking)	£41.60
Total Expenditure for	£407.05