



## EPWORTH TOWN COUNCIL FULL TOWN COUNCIL MEETING

02 February 2021 - 7.00pm

### MINUTES

**Present:**

**Councillors:** Cllr. J Whittaker (Chair), Cllr. R Whittaker, Cllr. Finch, Cllr. Brumby, Cllr. Harm, Cllr. Woods

**Clerk and RFO:** Mr S Baxter      **Members of the public:** Two

Meeting commenced at 7.00pm

### AGENDA ITEMS FOR DISCUSSION AND DECISION

**1. Welcome to all Councillors and any members of the public sitting in observation**

The Chair welcomed all and checked all Councillors were able to see, hear and be heard as the meeting was held via a digital format.

**2. Introductions: New Clerk and Responsible Financial Officer - Mr Simon Baxter & New ETC**

**Councillor:** Ms Stephanie Brumby

The Chair welcomed the new Clerk and RFO to the Council and thanked him for the last couple of weeks since he started for his patience with the Chair, his hard work to keeping everything on track as well as his time in becoming accustomed to the Council's working methods.

The Chair also welcomed the new Councillor of the Council - Cllr Stephanie Brumby. She was appointed to the Council through a co-option process and has shown great passion for helping the community.

**3. Members of the public participation - this will be limited to 10 minutes and each member of the public will have a maximum time of three minutes. This is at the discretion of the Chair.**

There were no questions from the members of the public that were in attendance.

**4. Motion to exclude members of press and public from participation - but can observe**

*For the following agenda points members of the public can observe the meeting but cannot take part in any discussion or debate. Any persons not Councillors or the Clerk will be muted on Zoom*

- ***Motion to agree the motion was proposed, seconded and agreed unanimously. Motion carried.***



## 5. Apologies for absence from Councillors – agreement of Councillors to accept absences

The Clerk made the Chair and the Council aware that Cllrs Stewart, Mitchell and Garner had made their apologies and would not be attending the Full Council Meeting. The Chair accepted their apologies – it was not put to a formal vote by the Council.

## 6. Declarations of interest – for the Council to note including dispensations presented to the Clerk

The Clerk was made aware of the following declarations of interest:

- Cllr. Woods made a declaration in regard to agenda point 15 about the hanging baskets
- Cllr. Finch made a declaration in regard to agenda point 14 about the cemetery pathway
- The Chair made a declaration in regard to agenda point 12 as it was an expense claim for him

## 7. Minutes of the last Full Meeting (05 Jan 2021) – to confirm that the minutes are accurate

The Chair opened up the minutes to the Councillors and the watching members of the public.

The Chair stated that it had been pointed out that contrary to the minute stating that there were no members of the public present, there was one and thus the minutes needing amended. The Chair also stated that there needed to be some updated pagination.

The Council went through the minutes page by page and the Chair asked for any issues that the Councillors had in regard to the minutes not being accurate.

- *Motion to agree the minutes of the last Full Town Council Meeting held on the 05 January 2021 (subject to the amendments as described above) was proposed, seconded and agreed (with one abstention by Cllr Brumby due to her not being a Councillor at the time of the meeting). Motion carried.*

**Actions: The Clerk to amend the minutes as discussed to reflect the MOP and pagination.**

## 8. Minutes of the Extraordinary Meeting (11 January 2021) - to confirm the minutes are accurate

The Chair opened up the minutes to the Councillors and the watching members of the public. He explained the EOM was to appoint the Clerk following a recruitment and brief interview.

The Chair stated that there needed to be some updated pagination.

The Council went through the minutes page by page and the Chair asked for any issues that the Councillors had in regard to the minutes not being accurate.

- *Motion to agree the minutes of the Extraordinary Town Council Meeting held on the 11 January 2021 (subject to the amendments as described above) was proposed, seconded and agreed (with one abstention by Cllr Brumby due to her not being a Councillor at the time of the meeting). Motion carried.*



**Actions: The Clerk to amend the minutes as discussed to reflect the MOP and pagination.**

## 9. Action and updates from the last Full Council Meeting

The Chair stated that because of the sudden departure of the previous Clerk, various Council operations had to be prioritised for their urgency to ensure that the urgent things were completed. This meant that some things had not been done (or fully completed) but that things were quickly getting back to normal under the new Clerk. He continued by stating that because of the timeframe and other issues, the Council was not able to call a Finance Committee Meeting to discuss the proposed budget and precept and that it had to be presented at the Full Council – he did note that the Clerk had sent out the proposed budget and precept for the Councillors to read before this meeting.

The Chair stated that because there was very little time after the Clerk was appointed and the packs for the Councillors needing to go out, there was insufficient time to undertake the full financial analysis report for this month but that it would definitely return for March's meeting. He stated that there may be some format changes but these would be to make the financial documentation easier to read – any issues when the financial report is sent out to Councillors to contact the Clerk.

The Chair finished by stating that it did feel that when the Clerk was fully up and running that a review should be made to ascertain if the Council need a Deputy Clerk – and while this had been budgeted for, it may be something that the Council may deem unnecessary.

Cllr Woods wanted to state his thanks to the Chair for keeping things running as smoothly as possible and to the new Clerk for both helping the Chair (especially when the Chair was ill) and to quickly picking up the work needed.

## 10. To receive the Chairman's announcement

**Resignation of the Vice Chair of the Council:** The Chair stated that he has accepted the resignation of Cllr Stewart from the role of Vice Chair. The Chair wanted to state on the record the thanks of the Council to Cllr Stewart for his hard work and would look forward to continuing the good working relationship with Cllr Stewart.

The Chair stated that it was now open for Councillors to be nominated as Vice Chair but would need a nomination and seconder from Councillors. This to be discussed at the next Full Council.

Cllr Finch expressed an interest in the Vice Chair role and would seek a nomination and a seconder.

The Chair wanted to place on record the following thanks to certain individuals who he felt had made a significant contribution to the continuation of the Council's operations during the recent time when the previous Clerk left and the new Clerk was appointed:

- Simon Baxter: As the new Clerk without any normal formal handover he has worked very hard to get up to speed with what was needed and also helped the Chair to get things running to what the Council needed

# EPWORTH TOWN COUNCIL

Cemetery Lodge Burnham Road Epworth DN9 1BY

Email: [clerk@epworthtowncouncil.com](mailto:clerk@epworthtowncouncil.com) Tel: 01427 872086



- Gary Johnson: For the help in clerking at the last Full Meeting, providing assistance to the Chair but specifically in helping the Council in the cemetery management over the last couple of months to ensure that the burials could proceed according to the proper process
- Cllr R Whittaker: for stepping to help run the Cemetery management (with Gary's assistance) while the Chair was taken ill and having to isolate away from the office. Cllr R Whittaker ensured that cemetery continued to run despite having little knowledge of the process.

## 11. To receive the reports from Ward's Councillors

The Chair stated that he had received the Ward Report from Cllr Mitchell. The main points were:

- Flooding at West End Road – formal S.19 investigation carried out and drainage board looking to resolve issues
- Covid vaccinations update - NLC vaccinated almost all care home residents and staff and over 80s
- NLC has called on health authorities to appear at public meetings of Health Scrutiny Panel to answer queries on testing and waiting times
- NLC In-Bloom grants available – deadline was 24 January 2021
- Potholes – NLC looking to repair including large one at Market Place and Church Street and street paths at Station Road
- Local company will start to offer full fibre broadband in next few months

## 12. Financial Update

The Chair stated that as he stated in the Chair's announcement, there was no financial update report but that it definitely would return for March's Full Meeting.

He did state that the Clerk had provided a copy of the most recent bank statement which showed the bank balance of the Council and thus was as expected.

No comments were made from other Councillors.

## 13. Schedule of payments for approval

No.	Payee	Amount (ex VAT)	Amount total	Reason
1	Everflow Water	£ 17.38	£ 17.38	Water usage
2	MQWA Ltd	£ 250.00	£ 250.00	H&S Advisory Nov 2020
3	Cllr J Whittaker	£1,012.41	£1,214.91	Tablets for Councillors
4	Vodafone	£25 (est.)	£ -	Clerk phone
5	MQWA Ltd	£ 50.00	£ 50.00	H&S Advisory Jan 2021

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6	CWS Signs	£ 180.00	£ 216.00	Printing
7	PestX Ltd	£ 125.00	£ 150.00	Treatment of rats
8	Tourne Valley Stores	£ 3.12	£ 3.74	Battery
9	Plusnet	£ 33.00	£ 39.60	Internet

The following two payments were added in an addendum to the initial Agenda:

10	ERNLLCA	£ 60.00	£ 72.00	Planning Training
11	PH7 Logistics Ltd	£ 250.00	£ 300.00	HR Advice consultancy

The Chair, due to a prior Declaration of Interest, abstained from the discussion on the approval of payments.

- *Motion to agree the schedule of payments was proposed, seconded and agreed (with one abstention by the Chair). Motion carried*

**Actions:** The Clerk to ensure the necessary payments are made to the suppliers and the Chair

## 14. Discussion and agreement on the Budget and Precept for 2021/2022 - to agree the precept for the Community following the full agreement on the full budget with specific budgeted projects

The Chair stated that the proposed budget and precept for the financial year of 2021/22 had been circulated to all Councillors for their perusal and assessment.

Cllr Stewart stated before the meeting that he felt that the budget and precept should have been discussed by the Finance Committee before it went to the Full Council. He stated that a reason he had resigned from his post as Vice Chair was that he felt a Finance Committee Meeting should have been called to discuss the proposed budget and precept

The Chair responded by again stating that due to the various issues faced by the Council including the departure of the previous clerk, the window of nearly six weeks of not having a clerk and then the illness of himself, plus the deadline imposed by the NLC, there simply was not sufficient time to call a Finance Committee Meeting. He continued to say that even if a Finance Committee had been called, the final budget and precept would still have had to go to the Full Council.

The Chair also stated that for the Finance Committee to be quorate, all Councillors who were members of the Committee would have had to attend and unfortunately some Councillors had not attended all Full Council and Committee Meetings.



On the proposed budget and precept, the Chair said that he had worked with the new Clerk on the budget and the corresponding precept needed and they had taken the previously discussed budget lines as reference.

The main points that the Chair wanted to propose was that:

- The precept to either remain the same or only a small increase from the previous year due to the fact that there had been a large increase in 2020/21
- The precept has been proposed to increase by £1,976.58 (from £69,138.59 to £71,115.17). The proposed budget and precept for 2021/22 meant that the rise would only be 2.86%
- If the budget had stayed the same, the raise in the precept needed would have been in excess of 10% which the Chair felt was needed to be avoided especially during the current time when people are finding the economic climate difficult due to the pandemic
- The hours for designed for the Deputy Clerk have been reduced to four a week at £13.79 per hour which had produced savings in excess of £3,500
- The Chair had to make the difficult recommendation of reducing some of the grants funds available from £10,000 to £7,000. But that it was hoped that if the various budget lines (such as Election costs) were not needed then the Council could make the decision to use those funds to increase the grants budget through a virement movement.
- The Chair also stated that the Council was looking to increase the efficiencies of the Council operations through some modernisation investment which would decrease costs in the long term – such as the paper used (now that the Councillors have IT Tablets) as well modernising the banking, financial system and the cemetery management

The Councillors discussed the above points and recognised that the need for keeping the rise in the precept to as low as possible was pertinent in the current climate.

Cllr Whittaker stated that it was clear that the Council would still be achieving most of the objectives they had and it was hoped that through good financial management the Council could benefit from the savings that would be generated.

- ***Motion to agree the budget and the precept was proposed, seconded and agreed unanimously.  
Motion carried***

**Actions: The Clerk to ensure the necessary detail and form is sent to the NLC to confirm the Precept that the ETC had asked for.**

## 15. Consider quotes to cemetery pathways – supporting paperwork attached

The Chair confirmed that there were three quotes for the work to be done on the cemetery pathway. The three quotes were £1300, £720 + VAT and £850. The quotes that did not quote VAT did not clarify if these were net or gross of VAT.



The Council considered all the quotes and felt there was no reason why the lowest quote of £720 + VAT from Axholme Landscapes couldn't be chosen to undertake the work.

- *Motion to agree the quote from Axholme Landscapes to lay the new pathway at the Cemetery was proposed, seconded and agreed unanimously. Motion carried*

**Actions: The Clerk to contact Axholme Landscapes and arrange the works. Once the works were completed to report back to the E&C Committee.**

## 16. Resolve the cost of hanging baskets to local businesses – see attached quote

Cllr R. Whittaker stated that the price that the local businesses had been charged had been the same as £20 for a number of years and she felt that as local businesses had been suffering from the pandemic it would be a generous contribution from the Council to keep the amount at the same. She did admit that the price that the Tune's Nursery were charging the Council had increased to £28.50 and that £8.50 subsidy the Council were possibly in effect giving needed consideration.

The Council did accept that they may need to raise the amount they charged the businesses for the hanging baskets – either this year or next.

**AMENDMENT PROPOSED:** The Council considered an amendment that in the letter to the businesses advertising the hanging baskets, the Council should make the businesses aware of the actual cost to the Council and invite the business to make an additional payment over and above the HB price if they wish

Cllr R Whittaker offered get a list of the businesses to the Clerk and then to hand deliver the letters to each business.

- *Motion to agree the price that the Council charge the businesses for each hanging basket to be kept at £20, and the amendment of the wording of the letter to include a voluntary additional payment was proposed, seconded and agreed unanimously. Motion carried*

**Actions: The Clerk to complete the letter template and get them ready for hand delivery by Cllr Whittaker.**

## 17. Discussion & vote on amendment to Standing Order 15b – documents to be sent to Councillors digitally

A proposal by Cllr R Whittaker to change the wording of the standing order. She proposed that as the Councillors were being given IT Tablets to use, and the current wording of the section of the standing order does not permit items to be sent by a digital means, it needed changed to.

The wording of the standing order 15b currently states:

*b The clerk shall: i. at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by deliver **or post at their residences**, a signed summons confirming the time, place and the agenda.*



It was suggested it should read as:

*b The clerk shall: i. at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by deliver **by a digital means**, a signed summons confirming the time, place and the agenda.*

The Chair recommended that while the changing of the wording was necessary, it would be prudent to allow a month (March 2021) of a 'cross over' to allow both paper packs and digital packs.

- *Motion to agree that the Council's Standing Order 15b be changed as above of was proposed, seconded and agreed unanimously. Motion carried.*

**Actions: The Clerk to ensure the Standing Order document be changed.**

## 18. Discussion of GDPR and vote of appointment of a Data Protection Officer for the Council

The Chair introduced the subject of the issue data protection for the Council and asked the Clerk to go through the issues.

The Clerk stated that while it was not mandatory for the Council to have a DPO, it was strongly advised by the ICO to ensure that there was a proper process of the data protection. As the Council is a Data Controller it had legal responsibilities and that by having a DPO the Council would have a mechanism to ensure that should any data breaches occur, there was person (outside of the normal Council decision making) to both review the data breach detail and decide if the breach should be reported to the ICO. The Clerk continued to say that the DPO must be the sole decision maker of the action needed for the data breach and that while Council would be notified in due course, it would be the DPO who would decide the actions needed, not the Council.

The Council discussed the need of a DPO and while it was not obligated, it was best practice to have one.

Cllr Harm nominated the Clerk to be the DPO.

- *Motion to agree that the Clerk should be the DPO for the Council was proposed, seconded and agreed unanimously. Motion carried.*

**Actions: The Clerk would look to propose a policy in line with data management and data breach procedures.**

## 19. Discussion and vote on Banking service for the Council - move to a digital banking service

The Chair confirmed that the Clerk had written a recommended business paper and it had been circulated to all Councillors. The Chair confirmed that a decision to move to an online enabled digital bank was taken in April 2020 but that the process of reviewing which bank to use had unfortunately stalled.

The Council discussed the fact that it was felt the current bankers, HSBC, were not customer friendly in regard to what local Councils needed.



The Clerk in the submitted business paper had recommended the Council moving to UNITY TRUST BANK plc – a bank he had previously help move three Councils he was associated with.

The Clerk did state the process of the way Unity Trust works was that the Clerk would have authority to input payments (but not authorise) and the Councillors would be able to authorise (but not input). Payment approval would require two Councillors to approve – this was in line with the current cheque signing process.

- *Motion to agree that the bank services for the Council to move to UNITY TRUST BANK plc as recommended by the Clerk was proposed, seconded and agreed unanimously. Motion carried.*

**Actions: Clerk to start writing a proposal of how the practical side of the payment approvals would work and report back the Financial Committee and the Full Council.**

## 20. Discussion and vote on use of Councillors' ETC specific email account – any Council documents or detail only to sent to specific ETC Councillor email address

The Chair opened this agenda point and stated that most Councillors had a specific ETC Councillor email set up and were using the email account. It was felt that the reason to propose that each Councillor only used specific ETC Councillor email was that it:

- Protected the individual Councillor from having their personal email accounts being subject to FOI enquiries
- Portrayed the image on the Councillor in a more professional manner in email communication and reassured recipients of the emails that the email definitely was from a ETC Councillor
- Helps to protect the Council's legal obligation to guard the personal and confidential data it holds

The Chair stated that it needed a uniform approach to ensure that all Councillors were very clear and knew their obligations in using email communications.

- *Motion to make the mandatory use of specific ETC Councillor email accounts for Council business was proposed, seconded and agreed. Motion carried.*

**Actions: Clerk to ensure that all Councillors are aware and any future Council business papers or documents to be sent to the ETC Councillor email address only.**

## 21. Discussion and vote on amendment on Standing Order 12 e – Digital recordings of all meetings to be stored for a minimum of 12 months

This was a proposal made by Cllr R Whittaker. She stated that if the meetings of both the Full Council and the Committees were recorded and the recordings kept for 12 months (as to the current arrangement of the recording being deleted once the minutes had been agreed) it would allow the Council a longer timescale to revisit recordings should it be necessary.



The Chair opened the discussion in regard to the proposal and invited contributions from Councillors. The Chair did state that currently only the Full Meetings are recorded and not the Committee meetings.

The wording of the 15e of the Standing Order currently reads:

*“Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed”.*

The wording has been suggested to change to:

*“Upon a resolution which confirms the accuracy of the minutes of any formal Council meeting (either Full Council or Committee), the draft minutes shall be destroyed but the digital recordings of the meetings shall be saved for a period of 12 months (or longer if the Council direct) and then destroyed.*

Cllr Harm did agree that it was a very good idea but how would the Chair (or the Clerk) ensure that the meetings were recorded from the outset? The Clerk suggested the wording of the Agenda Point 1 – Welcome could have the recording instruction attached.

- *Motion to agree that all Council Meetings (both Full Council and Committees) would be recorded and the recordings kept digitally for 12 months was proposed, seconded and agreed. Motion carried.*

**Actions:** The Clerk would ensure that the agenda point 1 is amended.

## 22. Minutes of the last Combined E&C Committee Meeting (06 Jan 21) – to confirm the minutes are accurate

The Chair introduced the point but the detail was introduced by Cllr Finch.

The Chair showed the minutes through a presentation. Cllr Finch stated that the only issue was that the name of the person who Clerked the meeting needed adding for transparency.

- *Motion to agree the accuracy of the minutes (to include the name of the Clerk) was proposed, seconded and agreed. Motion carried.*

**Action:** The Clerk to ensure the name of the Clerk to be added.

## 23. Discussion and agreement on the quotes for the heating work on the Chapel of Rest

This item was introduced by Cllr R Whittaker who had been managing the specifics of the Chapel of Rest project. She stated that she had received three quotes from local electrical contractors (the Clerk had distributed these to the Councillors) – the quotes were to install electrical points in the C of R to then allow the connection of heaters. The heating was to allow a more flexible use of the building. The three quotes for the same work were for £360, £318 and £300.



The clerk went through the obligations of the Council that if they did not choose the cheapest quote, they would have to demonstrate a specific reason to use more tax payer's money that needed.

Cllr Whittaker felt that the quote from a contractor which submitted the £318 quote should be applauded for their help.

The Councillors did discuss in detail that in the current climate of saving money, Cllr Woods did state that can the Council justify spending more money than needed and thus should chose the cheapest quote.

The cheapest quote was from Skidmore Electrical.

- *Motion to agree the quote from Skidmore Electrical for the installation of the electric points at the Chapel of Rest for £300 was proposed, seconded and agreed. Motion carried.*

**Action: The Clerk to contact Skidmore Electrical to arrange the works and then report back to the E&C Committee.**

## 24. Discussion and agreement on the quotes for the hanging baskets

The Clerk had circulated the quote from Tune's Nursery in regard to the cost of each hanging basket to be £28.50 which included delivery.

Cllr R Whittaker stated that the baskets that they had supplied last year were high quality.

The Clerk stated that it would be best practice the following year to run a tender programme and to encourage tenders from at least three nurseries – the matrix of how the tenders were chosen would have to be decided before tenders were invited.

- *Motion to agree the quoted price from Tunes Nursery of £28.50 per hanging basket was proposed, seconded and agreed. Motion carried.*

**Action: The Clerk to let Tunes Nursery that the price they quoted had been accepted and that once the Council was aware of the amount of hanging baskets being ordered to let them know.**

## 25. Agreement on the Job Description for the new Handy Person role

The Chair stated Cllr Finch, Cllr R Whittaker and himself had informally discussed the various duties the Council felt should be included in the role.

The Clerk confirmed he had circulated the proposed job description to all Councillors.

The Chair stated that if the job description was accepted, the recruitment of the role should be started quickly to get the person in place ready for when the Council take the litter contract back in house.

It was discussed by the Council that the job description was what was needed and that it was a good piece of work by the Councillors.



- *Motion to agree the job description of the Handy Person and to start recruitment for the role was proposed, seconded and agreed. Motion carried.*

**Action: The Clerk to complete the advert for the role and ensure the advert is placed on the Council noticeboards.**

## 26. Cemetery Management – discussion of the proposal to engage in a digitised approach

The Chair opened the discussion – it was a business paper recommendation from the Clerk that had been submitted to all the Councillors.

The core of the recommendation was that the cemetery management would move from a long-winded paper-based process to a digital online cloud-based operation which would save time, ensure the cemetery management operation was more accurate as well as being able to be accessed remotely.

It would also be far more secure in ensuring the records of plot purchase was not accidentally misrepresented and allowed other person's use for burial. The Clerk confirmed that the project had been provisionally included in the budget

Cllr R Whittaker stated that when she had to manage the process while the Council was without a clerk and the Chair was ill, she had found the paper records of the cemetery very hard to manage and thus anything to smooth the process would be welcomed.

The Chair felt it was a good idea and that it may be worth waiting 4-6 weeks while other changes in Council operations were bedded in.

Cllr Harm recommended that this issue be passed to the E&C Committee for a more detailed discussion. This was discussed by the Council and agreed.

- *Motion to ask the E&C Committee to look into the detail of the proposal and then update the Full Council was proposed, seconded and agreed unanimously. Motion carried*

**Action: The Clerk to ensure this is included in the next E&C Committee meeting.**

## 27. Upgrade of rubbish collection - move to a larger bin (660ltr) and to a fortnightly collection

The Chair went through the details of the prices for the larger bin provision which had been circulated by the Clerk to all Councillors.

The Chair had obtained two prices for the size of bin needed – one was from a private contractor and the other from NLC. The price from NLC at £397.80 for the bin and a fortnightly collection was the cheapest.

The Clerk confirmed that as part of the process of getting the larger bin for the litter collection, he had applied and received the necessary Waste Transport Licence.

- *Motion to support the engagement with NLC to have them supply the 660ltr bin and receive a fortnightly collection was proposed, seconded and agreed unanimously. Motion carried*



**Action: The Clerk to contact the NLC to arrange the start of the waste bin contract.**

**28. Minutes of the last two Planning Committee Meetings (08 Dec 2020 and 04 Jan 2021) – to confirm these minutes are accurate**

The Clerk confirmed that the minutes for the two meetings had been circulated to Councillors in the packs they were all sent.

The Councillors did see that the minutes for the meeting of 08 December 2020 were still in the rough draft format and thus it was discussed if the decision to agree the accuracy of the minutes for this meeting should be moved to the next meeting. The Chair agreed this was appropriate.

In regard to the minutes of the Planning Meeting on the 08 January 2021, the Clerk had circulated the minutes to the Councillors – the Chair also presented the minutes on screen as well and went through the details.

- *Motion to agree accuracy of the minutes as a true record of the 08 January Planning Committee Meeting was proposed, seconded and agreed. Motion carried.*

**29. Planning application to review and vote – App PA / 2021 / 85 - 38 Forge Drive, Epworth, DN9 1JN.**

Application for determination of the requirement for prior approval of a household extension

The Chair opened the discussion about the planning application – this was not discussed by the Planning Committee as the application was too late to meet the Planning Committee deadline.

The Chair provided the copies of the various documents as part of the application and showed where the property was, what the proposal was and the possible effect on the environment.

Cllr R Whittaker (as Chair of the Planning Committee) explained the details of the application and stated it was prior approval planning application.

- *Motion to support the planning application was proposed, seconded and agreed unanimously. Motion carried*

**Actions: Clerk will ensure that this decision is submitted through the NYC Planning Portal.**

**30. Questions to the Chairman – any update from Councillors from members of the community since the publication of the Agenda**

The Chair asked for any questions from the Councillors – none were forthcoming

Cllr Harm stated that he wanted to thank the Chair for ensuring the Council kept running during the period of the previous clerk leaving and the new clerk been appointed. He also wanted to thank the new Clerk for picking up and meeting the needs of the council quickly and recognised his hard work.



## 31. Next Meeting of the Full Council – 7.00pm on Tuesday 02 March 2021 by Zoom

- *Motion to agree to the date of the next meeting was proposed, seconded and agreed unanimously. Motion carried*

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## 32. Motion to exclude members of press and public from the meeting due to the confidential nature of the staffing and salary matter for the following agenda points.

For the following agenda points members of the public and press will be excluded. Any persons not Councillors or the Clerk will be removed from the meeting on Zoom.

- *Motion to agree to the removal of members of the public and press was proposed, seconded and agreed unanimously. Motion carried*

## 33. Approval of salary detail and expenditure for all Council employees

The Clerk went through the salary and expenses detail of the employees of the Council. This had been previously submitted to the Chair.

- *Motion to agree to the recommendation of the DPO was proposed, seconded and agreed unanimously. Motion carried*

**Actions:** The Clerk to ensure the necessary salary payments are made to employees

## 34. Possible GDPR breach – discussion of Council's obligations (to link with agenda point 16)

The Clerk, as the DPO (appointed at agenda point 18) went through the various details. A recommendation was made following a description of the alleged data breaches.

The Clerk will produce a confidential report detailing the discussions and recommendations.

- *Motion to agree to the recommendation of the DPO was proposed, seconded and agreed unanimously. Motion carried*

**Actions:** The Clerk to ensure the confidential report is circulated to the Councillors with a specific recommendation of the detail remaining confidential.

Meeting was closed by the Chair at 9.20pm.

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