



MINUTES of the **ANNUAL NEIGHBOURHOOD COUNCIL MEETING**
held on Wednesday the 17th May 2017 @ St Margaret's Church Hall Ingol commencing at 7.00pm

Present: Cllrs McGrath, Bevan, Thompson, Soole, Anderson, Roskell and Brookes

There were two members of the public present.

37/17 To elect a Chairman for the next 12 months who will then sign the Acceptance of Office form

Cllr Roskell was elected Chairman for the next 12 months

38/17 To elect a Vice chairman for the following 12 months.

Cllr Anderson was elected as Vice chairman for the next 12 months

39/17 To receive apologies

Cllr Ellison, Buchner and Darby

40/17 To approve the Minutes of the Meeting held on the 29th March 2017 (enclosed)

It was resolved that the Minutes of the meeting held on the 29th March 2017 should be approved and signed by the Chairman as a true and accurate record

41/17 To receive Declarations of Interest

None

42/17 To adjourn the meeting for a period of public participation

The meeting was adjourned

It was suggested that dog fouling notices should also be placed in the Tanterton area, a member of the Council working group agreed to contact the resident concerned after the meeting.

A question was asked as to whether there would be two Christmas trees this year – it was explained that this was to be decided under an agenda item later in the meeting.

A question was asked as to what progress had been made with improvements to the Tanterton shops area – it was explained that an update would be provided later in the meeting by the working group concerned

It was confirmed that existing CCTV was in place at Tanterton Village Centre but that the working group were looking at the shops area and would make recommendations to the Council at a future meeting

A resident objected to expenditure on Nog Tow roundabout

It was confirmed that the NC planters were to be replanted next week

The Clerk gave a brief explanation of the role of the lengthsman who did many other things than just tend to the planters

It was stated that it was felt that the bulb display on Nog Tow roundabout which had cost a lot of money was poor value

It was explained that any comments regarding the planning application for a new Preston North End training ground should now be sent direct to PCC since this Council had already made comment.

The meeting was reconvened

43/17 To authorise payment of the following accounts:

On Line	Greenwood GS	Lengthsman	319.20
On Line	Len Slade	Internal Auditor	105.00
On Line	Salsa Northwest	Band for Fete – Donation	400.00

It was resolved that the payments mentioned above should be approved

44/17 To consider and approve the Internal Auditors Report for the year ended 31st March 2017 (enclosed)

It was resolved that the Internal Auditor's Report should be approved

45/17 To receive and approve the Financial Statement of Accounts to the 31st March 2017 (enclosed)

It was resolved that the Financial Statement as mentioned above should be approved

46/17 To approve and authorise the Chairman and RFO to sign Section 1 (Annual Governance Statement) and Section 2 (Statement of Accounts) being part of the Annual Audit for the year ending 31st March 2017 (papers enclosed)

It was resolved that Section 1 (Annual Governance Statement) and Section 2 (Statement of Accounts) being part of the Annual Audit for the year ending 31st March 2017 should be approved and that the Chairman and RFO should be authorised to sign the documentation on behalf of this Council

47/17 To confirm renewal of the Council's insurance with Zurich Insurance for a further 12 months in accordance with our LTA at £614.95

It was resolved that renewal of the above insurance should be approved

48/17 To appoint representatives to attend PAC meetings on behalf of this Council (please note that since this Council is not a LALC member it can only attend the open session and not that relating to LALC matters)

It was resolved that Cllrs Ellison, Thompson and Brookes should continue to represent this Council

49/17 To consider ownership of the CCTV equipment to be installed at Ingol Community Primary School in the light of information now received from the Information Commissioner Office (ICO) and approve that the equipment should be gifted to the school by way of donation.

Data protection requirements are such that access and viewing of CCTV installations are required to be under the control of a Data Controller who is then responsible for dealing with access requests by either the police, other organisations or any person who requests sight of any filming that has been taken of them. It is unlawful for access to be granted to any third parties without a specific request being approved as above. It goes without saying therefore that the siting of CCTV equipment at the school which belongs to the NC will need to be under the control of the NC Data Controller (The Clerk) who has been registered with ICO for that purpose. The equipment must be protected so that third parties are unable to access and that includes those on the premises where the equipment is situated. This means any requests must be made to the NC. Staff at the school or even the police cannot freely access the footage. To remove this level of administration and therefore also speed up any police access requests, it is felt that it would be better to have ownership

transferred to the school who would, if not already, register the name of their Data Controller, amend their registration as required and take full responsibility for its management, maintenance and access requests.

It was resolved that the equipment referred to above should be gifted to Ingol Community Primary School

50/17 To consider production of a regular newsletter going forward:

Some members have suggested that it should be the Clerk who has vast experience in this field and who produced a well-received special edition in January in respect of the Consultation Exercise who should undertake all future newsletters given that only one has been produced by the current editorial team in the past 12 months, despite agreement to produce up to six and the performance survey results two years ago which recommended that quarterly editions should be undertaken due to the failure of the Council to communicate with its residents previously. The Clerk has indicated that he is prepared to produce 4 newsletters in the next 12 months at regular intervals at a cost of £150.00 per newsletter based on 4 x A5 pages of copy/articles/photographs with any additional pages as might be required from time to time being charged on a pro rata basis (this level of charge corresponds with the fee paid to the lady in Hutton who produces similar for them)

It was resolved that the Clerk should undertake production of the newsletter as outlined above

51/17 To consider paying for (£110) the replacement of the CCTV camera situated at the rear of Intact – we are informed that the suppliers will fit the camera at no cost – the camera will be owned by Intact who will be responsible for maintenance and Data Controller responsibilities.

It was resolved that this council should not pay for the CCTV camera as described above since it was felt that Intact had sufficient funds of its own to deal with the matter.

52/17 To consider the options regarding Christmas trees for 2017 as per the enclosed report.

It was resolved that none of the options presented were ideal and that in the light of this the present locations should continue for 2017.

It was mentioned that perhaps a 'living tree' on Nog Tow Roundabout might be appropriate in future years and that the appropriate working group might wish to consider this as part of its present remit

53/17 To consider and review the need for current working groups as set out below and appoint members / disband groups as appropriate.

Surgeries W/G – to arrange surgeries and member attendees – Cllrs Anderson and Bevan at present.

Tanterton Shops Area – to investigate potential improvements – Cllrs Ellison, Roskell and Brookes at present.

Gateway Liaison W/G – to investigate potential projects – Cllrs McGrath, Anderson and Bevan at present.

Dog Fouling W/G – to investigate potential actions – Cllrs McGrath, Soole and Bevan at present.

Christmas Event W/G – to organise the event – Cllrs Thompson and Soole at present.

CCTV W/G – to investigate the installation of CCTV equipment within the neighbourhood – Cllrs Anderson and McGrath at present.

Nog Tow Roundabout W/G – to investigate potential for further planting etc – Cllrs Roskell and Brookes

Community Warden W/G – to consider viability and make recommendations - Cllrs McGrath, Roskell and the Clerk

It was resolved that the following working groups should be disbanded:

Surgeries working group – because there was no longer any demand from the public – no further surgeries are to be held

Tanterton Shops Area working group – because this group had gone as far as it could and there appeared to be no willingness on the part of the many landowners to take matters forward or fund any improvements

Gateway Liaison working group because it was felt that contact with Gateway was better done on specific issues / projects as and when they arose.

All other groups were to continue as before with the addition of the Clerk to the CCTV working group due to the complexities of legal requirements around installations and data protection.

The groups going forward would therefore only be:

Dog Fouling – Cllrs McGrath Soole and Bevan

Christmas Event – Cllrs Thompson and Soole

CCTV – Cllrs Anderson, McGrath and the Clerk

Nog Tow Roundabout – Cllrs Roskell and Brookes

Community Warden Scheme – Cllrs McGrath, Roskell and the Clerk

54/17 To note that the next meeting is scheduled for the 12th July 2017

It was noted that the date of the next meeting is scheduled for the 12th July 2017