

## Putley Parish Council Meeting

Minutes of the meeting held in Putley Parish Hall  
on 19<sup>th</sup> May 2018

Present: Councillors Green, Rolinson. Stanier, Denman

1. To elect a Chairman.  
Councillor Green was elected, proposed by Councillor Rolinson, seconded by Councillor Stanier.
2. To elect a Vice Chairman.  
Councillor Herbst was elected, proposed by Councillor Green, seconded Councillor Denman.
3. To receive apologies for absence.  
Apologies were received and accepted from Councillors Herbst, Harris and Daly.
4. To receive Declarations of Interest  
There were no declarations of interest.
5. Public Participation and Ward Members Report.  
There were no members of the public or Ward Member present.
6. To confirm the minutes of the meetings on 16<sup>th</sup> March and 19<sup>th</sup> April as a correct record.  
**RESOLUTION** That Council approve the minutes of the meetings as a correct record.
7. To elect other officers.  
The officers were elected en bloc as previous years, with Councillor Stanier elected as HALC representative.
8. To receive and approve updated Standing Orders.  
**RESOLUTION** That the revised Standing Orders be adopted.
9. Planning matters.  
To consider planning applications 181260 and 181261, proposed conversion of garage into a garden room and porch canopy.  
**RESOLUTION** That council supports the application.
10. Financial Matters:
  - 10.1 To approve the Annual Governance Statement.
  - 10.2 To approve the Certificate of Exemption from the external auditors.
  - 10.3 To approve a summary of receipts and payments for 2017/18 prior to internal audit.  
**RESOLUTION** That 10.1, 10.2 and 10.3 are approved.

10.4 To approve invoices for payment.  
Zurich Insurance £257.60  
Clerks salary May

**RESOLUTION:** Council approved the payments.

11. To receive the Footpath and P3 Scheme report and consider any actions required.

Worn and damaged way markers have been replaced and routine work undertaken. The self-guided walk leaflet has been updated to reflect boundary changes. Councillor Denman has produced an article for dog walkers to remind them of their responsibilities, this has been published in the Putley Press.

12. To receive the Lengthsman Scheme report and consider any actions required.

Councillor Herbst has had a meeting and discussion with the new localities steward. Work is currently being undertaken to alleviate the flooding on the C1304, further work will be required across the field.

13. To receive an update on the General Data Protection Regulations.

The Council website provider is preparing statements to go onto the website.

**RESOLUTION** That Council utilises the HALC facilities for a Data Protection Officer.

14. To consider the Clerks review.

**RESOLUTION** That Councillors Green and Rolinson will conduct the review.

15. To confirm the date of the next Council Meeting as Thursday 21<sup>st</sup> June in the Parish Meeting Room.

Chairman

Date