



# WEST BUTTERWICK PARISH COUNCIL

Clerk – Clare Boyall  
Tel: 07876194049

9 July 2018

To All members of the Parish Council

Dear Councillor

## **FULL COUNCIL MEETING OF WEST BUTTERWICK PARISH COUNCIL**

You are hereby summoned to attend the Full Council Meeting of West Butterwick Parish Council to be held at Fred Wooffitt Memorial Hall, West Butterwick on Monday 16 July 2018 to commence at 7.00pm.

Yours sincerely

*C. Boyall*

Clare Boyall  
Clerk

### **Public Forum at 7.00pm**

Public Forum: Members of the public are welcome to attend meetings of the council. Questions may be put to the council during the Public Forum (**which will be conducted at 7.00pm before the Council meeting**) after this time the public must refrain from speaking.

This council supports the right of anyone to record this meeting in so far as is possible within the constraints of the council's meeting rooms, but advises that no-one may disrupt the meeting in doing so. Anyone wishing to record council meetings should obtain the necessary legal advice to ensure they understand the rights of any members of the public who may be present who do not wish to be filmed or recorded.

### **Agenda Business to be conducted**

49/18 To receive apologies for absence

50/18 To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

51/18 To receive and adopt the minutes of the Full Council Meeting held on 18 June 2018.

52/18 To receive and adopt the minutes of the Finance Meeting held on 25 June 2018.

- 53/18 Clerk's report
- a. To receive a review of the Clerk's recorded actions from the previous minutes – see attached reports. Discuss any items arising from the Action Plan.

54/18 Chair's Announcements

55/18 Finance

- a. To receive and resolve the accounts for payment as follows:

C Boyall	Wages and Expenses and Office	£390.85
Better Gardens	Churchyard Grass x 2	£232.00
LUDUS	Play Equipment	£77376.00

- b. To receive and resolve financial report to 30 June 2018. See attached report

56/18 Paths Partnership  
For Discussion

57/18 Emergency Plan  
For discussion and review of replies.

58/18 Playground Inspection  
Receive the monthly report for the village playground

59/18 GDPR Information  
Receive any new information regarding the new regulation.

To resolve to adopt the following policies and documents

- a Data Protection Policy
- b Email Contact Privacy Notice
- c Data Security Incident Procedure
- d Subject Access Requests Policy
- e Subject Access Request Form
- f Consent Form
- g Subject Access Request Guidance Notes
- h Data Breach Reporting Form
- i Subject Access Request Form Checklist
- j Privacy Impact Assessment
- k Personal Data Audit

60/18 Planning Permission  
None

61/18 Planning Permission Granted

PA/2018/950	Non Material amendment erection of dormer windows to rear roof slope and roof lights on land between 60 and 62 North Street West Butterwick
FP/2016/187	New Property Numbering Land adjacent to 2 North Street West Butterwick will be 2a

62/18 Correspondence

a Best Kept Village

Judging will take place between 22 July 2018 and 10 August 2018.

63/18 Highways, Footpaths and Street Lighting

a. Councillor's to report any issues