

Caythorpe Parish Council

Minutes of the meeting held on 5 December 2017 at Caythorpe War Memorial Hall	Actions
<p>Meeting opened 7.00pm</p> <p>Attendance and Declarations</p> <p><u>17/160 Attendees</u> Cllr Cons in the chair, Cllr King, Cllr Duff, Cllr Boon, Cllr Harbidge. No members of the public present.</p> <p><u>17/161 Apologies:</u> DC Rojer Jackson</p> <p><u>17/162 Declarations of interest</u> from members on any item to be discussed: None</p> <p><u>17/163 To approve the minutes</u> of the meeting on 8 November 2017.</p> <p>Resolved that the were agreed as correct.</p> <p>17/164. Motion to open the meeting to the members of the public.</p> <p>17/165. Motion to close the meeting to the members of the public and to continue with the rest of the meeting.</p> <p>NSDC Update from DC Roger Jackson</p> <p>17/166 None</p> <p>Matters arising</p> <p><u>17/167 To hear Cllr Duff's GDPR report and decide action</u></p> <p><u>Background</u></p> <p>The new replaces the current Data Protection Act ("DPA") and increases individuals' rights on their personal data. The GDPR will be fully enforceable by May 2018.</p> <p><u>The scary bit</u></p> <p>One of the reasons the GDPR has so much more visibility than the DPA is the increased scope and the increased liability that goes with it. Fines can be up to 20 million Euros or 4% of global turnover (whichever is the greater!).</p> <p>Like the DPA the GDPR talks of "Data Processors" and "Data Controllers" – we are both so have two sets of compliance. GDPR applies to written paper records just as much as electronic ones.</p> <p><u>What does the GDPR require?</u></p> <p>Not dissimilar to current DPA requirements, personal data must be processed lawfully and held securely. The GDPR builds on that and you can now only hold personal data with consent or, in the case of public authorities, for one of five legitimate reasons (such as processing of contracts or for carrying out public office).</p> <p>The GDPR also stipulates the rights of EU citizens:</p> <ol style="list-style-type: none"> 1. To be forgotten; 2. To make subject access requests at any time (in essence be shown what personal data is held on them); 3. To have their data encrypted; 4. To prevent direct marketing; 5. To prevent automated decision making or profiling; and 6. To obtain and reuse such data. 	<p>Clerk to update the November Minutes on the website.</p>

What do we need to do?

Using a law firm's checklist there are a number of actions we can take now, to prepare for compliance with the GDPR:

- **GOVERNANCE** – Establish who will take ownership of data protection and privacy compliance (appoint a Data Protection Officer).
- **GAP ANALYSIS** – Review current data protection compliance to ensure a smooth transition when the GDPR comes into force.
- **REMEDATION** – Review and update any existing processes, policies and procedures to ensure that you can demonstrate compliance if required.
 - »» Review the personal data (including consents) held to ensure that it is adequate, relevant and limited to the minimum extent necessary in relation to the purpose for which it is processed.
 - »» Review contracts with suppliers to ensure that they include robust data processing obligations.
 - »» Carry out risk assessments before embarking on a project which involves the processing of personal data.
 - »» Change employment contracts and handbooks to move away from the use of consent.
 - »» Check insurance policy cover for data protection related risks.
- **RECORD KEEPING** – Keep records internally to demonstrate compliance.
- **TRAINING** – Train staff and suppliers, and/or recruit compliance officers.

The less scary bit

We simply don't process much personal data. Compare ourselves to a county council and all the data of residents they hold for electoral rolls, council tax, housing etc. Or worse you could be a credit card company or the NHS. In particular, we are not heavy users of suppliers (collection of dog poo bins being the only current one).

The meeting reviewed the above but are only aware of storing the Clerk's personal data (which is one of the legitimate exemptions in order to carry out the employment contract), plus once there was an electoral roll which Jenny had been provided to identify the villagers (which if used properly may well also fall under the exemption of allowing a public authority to carry out its duties).

The meeting felt we did not hold any other data.

The meeting agreed

We should

Decide the person responsible for GDPR (Cllr Duff);

Review what data we hold and where (as above, with any contract to be passed to Cllr Duff for review;

Establish a policy to protect any such data (as per employment contract re Clerk's information);

Ensure all councillors and the clerk are aware of their obligations including storing data, deleting data and dealing with any questions (the note and discussion at the meeting was a substantive part of the awareness training) and

Minute all of the above for any compliance audit.

There was a discussion concerning each Councillor having a separate email address solely for Parish Council work – having read the guidance it was considered not necessary as the Clerk holds all the information and she already has a separate email address.

17/168 To decide whether to agree updated Standing Order/Financial Regulations
Deferred to January meeting.

17/169(1) To decide on the response to NCC Minerals Local Plan public consultation

Chris Boon offered to draft a response to the " New Minerals Local Plan - Issues and Options Consultation , 20/11/17 to 14/01/18 " document . The response to be discussed at the January 2018 PCM .

Transportation

It is a major concern that heavy goods vehicles would inadvertently use the Caythorpe and Hoveringham Roads when transporting materials from the A6097 to pre-cast concrete product companies situated within the Hoveringham industrial area . We would also point out that the A6097 is already an extremely busy road and question it's capacity to accommodate increased traffic volumes caused by quarrying activities . Given the above , we would insist that a vehicle weight restriction is placed upon the Caythorpe and Hoveringham roads . Further , we strongly support the notion of transporting all materials by river barge , a form of transport which is sadly under utilised.

Flooding

Caythorpe is situated within flood zones 1 , 2 and 3 and any activity which would increase flood risk would be vigorously opposed.

Environmental

Caythorpe is effectively downwind of the A6097 and therefore likely to be affected by quarrying activities , in particular dust and noise .

We trust that you will take our concerns into account when considering the next stage of the New Minerals Local Plan .

Upkeep of Highways/Village facilities

17/169(2) None

Planning applications

17/170 To discuss the allegedly Unlawful Development Common Land at Trentside Gunthorpe

Mr. Roger Fell , a Lowdham resident , is objecting to new fencing/enclosures erected at The Green , Trentside , Gunthorpe and currently seeking support from various parties including Caythorpe Parish Council who, in 1968, were signatories to an application for this land to be registered as Common Land. It was agreed that Caythorpe Parish Council would write to Mr Fell confirming that, in principle, we would be happy to support his endeavours .

Decisions

17/171 None

Awaiting decision

17/172 None

Finances

17/173 Grants – details to be provided at meeting

No available grants to discuss.

17/174 Balance at 30 November 2017

Councillors resolved to agree the balance at 30 November 2017

The Councillors wanted to express their thanks to Councillor King for all his hard work.

CAYTHORPE PARISH COUNCIL BUDGET STATEMENT 2017/18													
Version 1: 05/12/2017													
ITEM	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	TOTAL RECEIPTS TO DATE
Receipts													
Precept	£1,500.00					£1,500.00							£3,000.00
Donations	£0.00												£0.00
Allotments	£480.00												£480.00
Grants from NSDC	£0.00												£0.00
HMRC Refund	£0.00												£0.00
Misc??	£209.48												£209.48
													£0.00
Total Receipts	£2,189.48	£0.00	£0.00	£0.00	£0.00	£1,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,689.48
Payments													
Budgeted Annual Allocation													TOTAL SPEND TO DATE
(not yet incurred)													
Subscriptions	£0.00												£0.00
Insurance	£0.00			£168.00									£168.00
Allotments	£0.00	£370.00					£370.00						£740.00
Training	£0.00							£30.00					£30.00
Staff Costs	£0.00				£87.12	£150.10	£149.90						£387.12
Website Costs	£0.00				£6.99								£6.99
HMRC	£0.00					£37.40							£37.40
Dog-bin Emptying	£0.00	£220.90											£220.90
Xmas Hamper	£0.00												£0.00
Misc	£0.00							£75.00					£75.00
Stationery	£0.00				£53.97	£20.29	£10.98						£85.24
Hall Rent	£0.00					£50.00							£50.00
Total Payments	£590.90	£0.00	£168.00	£148.08	£0.00	£257.79	£530.88	£105.00	£0.00	£0.00	£0.00	£0.00	£1,800.65
Running Balance													
Balance Carried forward at 1/4/17 (balance in current account)	£2,768.97	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Plus Receipts	£2,189.48	£0.00	£0.00	£0.00	£0.00	£1,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Less Expenses / Payments	£590.90	£0.00	£168.00	£148.08	£0.00	£257.79	£530.88	£105.00	£0.00	£0.00	£0.00	£0.00	
Total Balance @ date	£4,367.55	£4,367.55	£4,199.55	£4,051.47	£4,051.47	£5,293.68	£4,762.80	£4,657.80	£4,657.80	£4,657.80	£4,657.80	£4,657.80	
And Monthly balance profile													
Note: The running total balance includes CIL at £710.34 plus balance of Transparency Fund at £354.5													
Balance Cross Check	Balance in Current A/C (name)	£4,367.55											
	Balance in Deposit A/C (name)	£0.00											
													£4,657.80
													£4,657.80 It's New Fig
													-£30.00 less cheque
													£4,657.80 Equals in Bank
													£4,657.80 But running balance shows
													£0.00 Difference

17/175 To decide whether to accept accounts for payment for December

Accounts for payment December 2017

			VAT
To reimburse K Price	Ink	40.82	8.16
Stamps direct	Self inking stamp for invoices	24.49	4.90
To reimburse J Cons	Part payment towards course	75.00	0.00
NALC	Training	30.00	0.00
	Total	£140.31	13.06

Cllr Cons has registered to attend a course which costs £295 plus VAT and is trying to obtain an early bird reduction but the Parish Council are still only paying £75 towards it.

<p>Resolved to agree accounts for payment for December 2017</p> <p><u>17/176 To discuss action for internal audit</u> The Councillors have always been happy with the audit work done by Roger Ford in the past. Resolved to ask Roger Ford to audit the accounts as NALC have confirmed that they do not insure auditors on their list.</p> <p><u>17/177 To discuss the precept/budget for 2018/19</u> The Councillors reviewed the payments already made through the bank for the year to November against the budget/precept 2017/18. There appears to be a surplus of approximately £500 and the Councillors are going to finalise the precept in January which may well go down to £2500. They wanted to finalise it as this meeting but without knowing the Village Hall rent charge for next year they were unable to confirm the amount of the new precept.</p> <p><u>17/178 To discuss pension for Clerk and opt in date</u> It was agreed that the Clerk should register with NEST which is the government run pension and auto enrol and because she does not want a pension then she has to unenrol by 1 February 2018. A pension would have a cost to the Parish Council if the Clerk wished to have one.</p> <p>Flood Wardens Report</p> <p>17/179 None</p> <p>Neighbourhood Watch</p> <p>17/180 None</p> <p>Other items arising</p> <p>17/181 <u>To give update on Councillor Vacancy</u> There is not current interest.</p> <p>17/182 <u>To decide reply to NCC regarding a Consultation on their Validation Document concerning planning applications. The public consultation is open until 10 December 2017.</u> Noted</p> <p>17/183 <u>To discuss CVS Community Events to Commemorate the Great War.</u> Details to be passed to Village Hall Committee</p> <p>17/184 <u>To discuss NCC Statement of Community Involvement expires 18 December 2017</u> Noted</p> <p>17/185 <u>To close meeting and present David Priestley with his gift.</u></p>	<p>Clerk to check if Came & Co insure auditors. Cllr Boon to approach R Ford</p> <p>Clerk to manage pension</p>
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<p>Any other items to be considered</p> <p>The Parish Council were concerned that they had not heard from Rippon Homes again regarding another marketing of their development.</p> <p>It was noted that the speed tubes had been installed and the Parish Council had also been offered '30mph for a reason signs'</p> <p>Shrubs growing onto Caythorpe Rd. adjacent Lilac Cottage (no.53), growing over the path are a concern to the Parish Council and they have also received a complaint from a resident.</p> <p>Meeting Closed at 8.45 pm</p> <p>Next meeting 9 January 2018 at 7.30pm</p> <p>PLEASE NOTE CHANGE OF DATE AND TIME</p>	<p>Clerk to contact Rippon Homes</p> <p>PC to take up offer</p> <p>Clerk to make NCC aware of it as a hazard and in case of an accident.</p>
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