



Rolvenden Parish Council

Minutes of a meeting of Rolvenden Parish Council held on Tuesday 15th October 2019 at 7.30pm in the Lounge, Monypenny, Rolvenden, Cranbrook, Kent TN17 4NF.

Present: Cllr Mrs D Curtain, (Chairman) Cllr Mrs L Walker (Vice Chairman), Cllr E Barham, Cllr S Bryant, Cllr A Johnstone, Cllr Mrs F May, Cllr Mrs I Newman, Cllr G Tiltman and Cllr Mrs T Turner

In attendance: Peter Setterfield PSLCC, Parish Clerk and Responsible Financial Officer.

Also attending 5 members of the public.

331. Apologies for Absence:

Ashford Borough Councillor K Walder.

332. Declarations of Interest:

1. Declarations of Members' Disclosable Pecuniary Interests:

none.

2. Declarations of Members' Other Significant Interests:

Cllr Mrs I Newman, trustee of the War Memorial Trust.

Cllr Mrs L Walker Rolvenden Village Fete

Cllr Mrs D Curtain, trustee of War Memorial Trust

3. Declarations of Members' Other Interests:

Cllr G Tiltman, member of the Village Hall Management committee

Cllr S Bryant Chairman Rolvenden Football Club

333. Public participation:

A resident raised the issue of a work van being parked on verge next to Glebe Field every evening and weekend as this affect the sight lines for vehicles attempting to pull out from Monypenny. Councillor Bryant agreed to speak to the driver asking him to park further up outside the village hall.

A resident mentioned that the warning lights outside the school are not being turned on as a consequence the 20mph speed is not coming into force. Councillor Curtain advised that there is a fault on the time clock on the approach from Hastings which turns the lights off prematurely. This has been reported and an engineer is awaited.

A resident mentioned that people are finding it difficult to locate Pix Lane as there is no name board. The Parish Clerk will contact the Borough Council to rectify.

334. Minutes:

The minutes of the meetings held on 17th September 2019 were submitted, agreed as a true record and signed by the Chairman.

335. Planning:

Under Section 70 of the Town and Country Planning Act as amended by the Neighbourhood Planning Act 2017, local planning authorities must have regard to a post Examination Neighbourhood Plan if an Examiner has recommended that a local planning authority should finalise the draft plan with modifications.

So all future planning applications that we consider must refer to specific Neighbourhood Plan policies when being assessed and where relevant indicate which Neighbourhood Plan policy a proposal is not in compliance with and why, and vice versa.

19/01348/AS – New Stoneham, Frensham Road, Rolvenden – Installation of a 12x4m swimming pool.

Resolved: To support the application.

19/01414/AS – 5 Sparkeswood Avenue, Rolvenden – Proposed single storey side extension, part two storey/single storey rear extension

Resolved: To support the application subject to a condition on the grant that all deliveries are to access via the rear of the property and that the footpath to the side of the property is not obstructed.

336. Finance:

Payments authorised at the meeting

Cheque No.	Payee	Net amount	VAT	Payment
300199, &300200	Staff costs			£839.58
300201	Litter Picking			£120.00
300202	Cornex Garage	£203.34	£46.66	£244.00
300203	Tompsett Landscaping	£775.00	£159.00	£934.00
300204	Ashford Borough Council			£3,000.00
300205	PKF Littlejohn LLp	£300.00	£60.00	£360.00
Direct debit	ID Mobile			£5.00
300206	Rolvenden Rocket expenses			£351.17
300207	DBS Checks			£50.00
300208	Homewood School	£54.00	£10.80	£64.80

Report RPC/19/09 brings to the Parish Council a summary of the receipts and payments together with bank reconciliation and funds statement for the period ending 30th September 2019.

Resolved:

- 1. To receive and note Report RPC/19/09**
- 2. To receive and acknowledge the financial movements for the period 1st April 2019 to 30th September 2019.**
- 3. To obtain a wreath for Remembrance Sunday.**
- 4. To request Cllr Walder to give a grant for £200 towards the purchase of bulbs.**

Councillors Curtain and Newman confirmed verification of the entries to the bank account.

337. Data Protection:

The Parish Council, as a data controller has obligations relating to the confidentiality, integrity and availability of all personal data it holds. This means that the Parish Council is accountable for any Parish Council business conducted involving personal data on any device or through any email account.

The use of personal devices and email accounts could raise the risk that personal data is processed for different purposes from which it was originally collected. All members of the Parish Council should ensure they know their responsibilities in terms of only using personal data for the purposes which the Parish Council obtained it.

If copies of data (such as email attachments) are stored on many different devices, there's an increased risk that it will become out-of-date or inaccurate over time. There's also an increased risk that it will be retained for longer than necessary, because it is difficult to keep track of copies.

It will be difficult to respond on time to a subject access request if the council has to search multiple devices or if it is not aware of all the devices on which personal data may be stored.

Parish Councils must have 'appropriate technical and organisational measures' in place to prevent the personal data it holds being accidentally or deliberately compromised. This includes physical and organisational security measures and also cybersecurity. If data is shared around multiple devices this introduces more points of failure and vulnerability.

There is no 'one size fits all' solution to information security. The GDPR does not define the security measures that should be in place. It requires a level of security that is 'appropriate' to the risks presented by the processing.

As the data controller, the Parish Council must ensure that all processing of personal data under its control remains compliant, regardless of the ownership of the device used to carry out the processing. If there is a personal data breach, the Parish Council must be able to demonstrate that it has secured, controlled or deleted all personal data on a particular device.

The principle of accountability requires the Parish Council to be able to demonstrate that it is complying with the GDPR, and have appropriate policies and processes in place. If personal devices or email accounts are being used, an effective organisational policy needs to be in place to ensure that the associated risks are managed.

As a consequence, only the minimum amount of personal data to assist in making a decision will be shared. Sharing more information than is needed may be considered excessive and in contravention of GDPR.

An example Councillor's Data Protection Commitment document acknowledging their responsibilities was circulated, this will be verified before adoption at the next meeting. The Clerk was asked to provide members with a disclaimer to use on all emails sent in their capacity as councillor.

338. Rolvenden Rocket:

Councillor Tiltman advised that the trips to Bedgebury and Leeds Castle had been increased to 2 dates due to popularity however, the trip to Sheffield Park had to be cancelled due to lack of interest. There are another 10 bookings in the diary.

There is still a need to recruit more volunteer drivers.

339. Halden Field:

West Kent Housing are holding an open day for the shared ownership properties this Saturday between 10 and 11.30. Councillor Curtain will contact and try and organise another open day with longer hours.

Councillor Barham advised that Taylor Wimpey have indicated that they will be finished and clear of the site in December.

340. Neighbourhood Plan:

The referendum is scheduled for the 7th November, two banners have been obtained to advertise.

341. Highways matter:

The notes of the working group meeting were circulated with the agenda. The Community Speedwatch group has been set up and 5 volunteers have qualified and the proposed sites in the Layne have been approved and ready to go. Cranbrook

police station are loaning the equipment to enable the scheme to start. Volunteers are required for the Streyt and the sites need approval.

The road markings at the new Benenden school were discussed as they are very positive. The Highways Improvement plan is to be updated to request these markings.

342. Future Projects:

Projects for the future were discussed these being the playgrounds, the future of the phone boxes, the minibus and a Christmas meal for the pensioners.

343. Items for information:

Councillor Newman raised the issue of the availability of Fibre Optic broadband in the village and the anomalies in its availability in neighbouring properties. This will be placed on the next agenda to enable research to be undertaken.

There being no further business the meeting closed at 8.45 pm.