

## **NEWBOROUGH PARISH COUNCIL.**

Minutes of the Newborough Parish Council meeting, held at the Jubilee Room, All Saints Church, Newborough, on Monday 6<sup>th</sup> November 2017 at 7.30pm.

### **Present:**

Councillors Waite (in the Chair), Gill, Bell, Fletcher Instone and Sherwood.

### **Also present:**

Three parishioners, PCSO Lucy Hadfield, J Bullingham (Clerk).

#### **1. APOLOGIES FOR ABSENCE**

Borough Councillor Alan Johnson.

#### **2. DECLARATIONS OF INTEREST**

No declarations declared.

Cllr Waite said that she had been contacted by a parishioner and told that the Clerk should declare an interest. Cllr Waite contacted the ESBC solicitor. The solicitor confirmed the Council's understanding that this is not the case. The Clerk does not have the vote, therefore, Clerks do not have to declare an interest.

#### **3. CHAIRMAN'S OPENING REMARKS**

Cllr Waite welcomed everybody and said it was good to see members of the public in the gallery. She then said "Congratulations to Gerry Peck for receiving his MBE from the Queen, we are all very proud".

#### **4. PUBLIC FORUM**

PCSO Lucy Hadfield said that she didn't have a lot to report 'All has been good'. She asked if the Council had any questions. The Council said they were concerned about the speed of tractors through the village and also the damage caused again, to the Coffee shop sign. Lucy said if residents could give her number plates or names she would have a word. Lucy went on to say that parking is still an issue. The Council agreed and Cllr Waite said that we are constantly getting complaints from residents. Lucy was thanked and she left the meeting.

#### **5. COUNTY AND BOROUGH COUNCILLORS' REPORTS**

No Reports received.

#### **6. MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 2<sup>nd</sup> October 2017**

The minutes were accepted as a true record.

#### **7. MATTERS ARISING FROM THOSE MINUTES**

Dog bins saga discussed again.

Resolved: All Councillors to look for an appropriate place to install dog bins. [Cllr Waite to put the issue of dog bins on NN](#). Cllr Gill reported that the overgrown hedges had been trimmed. Cllr Gill said "Regarding October's agenda item 11 - Planning. The Council has historically only commented on planning application when there has been an objection". He continued by saying that it was his understanding that now the Council is the democratic responsible body for the Newborough Neighbourhood Development Plan, the Council would comment on all planning applications whether it is an objection or not. Cllr Fletcher said Yes, I agree but not on applications for trees.

All agreed that the Council should comment on planning applications now that they are the democratic responsible body for the NNDP.

#### **8. CALENDAR OF PC MEETINGS for 2018**

Cllr Waite suggested that the APM and AM of the PC be on the same day in May, as no parishioners attended the APM meeting last year. The Council was in agreement that both meetings should be held on the 14<sup>th</sup> May, with the APM meeting to start at 7pm.

**9. NEWBOROUGH WEB SITE AND E-VOICES**

Cllr Waite proposed removing e-voices, seconded by Cllr Gill. All in favour.  
[Cllr Waite to remove e-voices.](#)

**10. TREE INSPECTION**

[The Clerk will request a quotation from Fairview arborists for inspecting the trees in the park and the green.](#)

**11. DATA PROTECTION – DPO**

The Clerk advised the Council that they will soon have to appoint a Data protection officer. The Clerk read out part of the following to members.

For the purposes of the future data protection regulatory scheme, parish councils as well as parish meetings will count as public authorities. This is because clause 6 of the Bill adopts the definition of public authorities used in the Freedom of Information Act 2000. Schedule 1 of the 2000 Act then lists both parish councils in England and a parish meeting constituted under section 13 of the Local Government Act 1972. • A consequence of being a public authority is that a data protection officer (“DPO”) must be appointed. There is, however, considerable flexibility as to how this requirement is met. • It is a matter for each public authority to determine who should act as the DPO and what level of knowledge and expertise they require as they have the best knowledge of the personal data they process, any risks involved and the wider context in which they operate. In order to avoid a conflict of interest a DPO should not determine the purpose or manner of processing

Department for Digital, Culture, Media & Sport

personal data. Provided that a parish council is satisfied that a clerk does not do this then they could act as the DPO. • We also believe that an alternative is to appoint someone external to the council. Various options exist including sharing a person between parish councils or sharing with the district council or other principal local authority. The LGA has an active GDPR online knowledge sharing portal with over 400 registered users and we should engage them to discuss these possibilities. • The Information Commissioner is preparing generic guidance about the requirements of the GDPR, including content aimed at SMEs. It is also committed to providing input to guidance that different sectors develop for themselves. It is this sector guidance that, in the ICO’s experience, is often the most practical and accessible because it sets the advice into a context that is relevant and familiar to the reader. The government is also considering what further support we can offer.

Parish councils and parish meetings should be compliant with the existing Data Protection Act but we accept that there is a step-up needed to meet GDPR standards. We will now:

- Work with the Information Commissioner’s office as well as NALC to find a way to ensure that generic ICO guidance can filter into more specific content to assist parish councils and parish meetings to prepare for and comply with GDPR.
- Engage the LGA to see how their members may be able to assist with sharing of DPOs.
- DCMS has also just appointed an officer to reach out and help our stakeholders implement the GDPR and she will discuss further what can be done by way of communication and readiness awareness.

The new data protection framework is designed to be a proportionate set of regulation, fit for the new digital age. It contains flexibilities and we hope that with the right guidance it can be implemented with minimal impact on organisations that process the relatively small and straightforward personal datasets that parish councils process. While the new law is an opportunity to refresh data protection systems and cyber security, it is also should not be a cause for concern. I hope that we can continue to work together to help small local councils comply with the new law.

**12. RIGHTS OF WAY**

Cllr Fletcher told members that to apply for special funding for Community projects it would involve a lot of time gathering the information required such as risk assessment, names of volunteers doing the work, costings etc. It would not have been possible to gather all of this information in time. It also put the accent on volunteers, unfortunately Newborough lacks volunteers.

Cllr Fletcher went on to say that if we do not receive reports from the public on the rights of way, the Council cannot act. We do send reports to SCC but, we do need to know where and what the problem is. Letters have been sent to Landowners and it is their responsibility to make sure that rights of way are accessible to walkers. Cllr Waite said this is an important issue and then discussed the SCC’s grading of rights of way. Parish Councils are being given, by SCC, devolution of responsibility without the power. Therefore, there is no power to enforce.

Further discussion ensued. Cllr Gill suggested contacting County Councillor Julia Jessel, Cllr Fletcher said she could construct a letter, Cllr Sherwood suggested that the Council walk the rights of way and then report. Hopefully the Council can get volunteers to help.

[It was agreed by all that the Council walk the rights of way and report.](#)

Cllr Waite to put on NN.  
Cllr Waite will scan the walks leaflet and send to Cllr Fletcher.

**13. PROPOSED BUDGET**

Cllr Gill said he would like to increase the grass cutting to 12 cuts.  
Cllr Waite recommended that Cllr Gill, Sherwood and the Clerk meet to discuss the Budget.  
The Clerk will organise a meeting date.

**14. GRANT FUNDING FOR SMALL SCALE FLOOD ALLEVIATION**

Cllr Waite said that this information had gone out on NN but, no responses received.  
Reads and rushes have overgrown on the green. Dredging certain areas was discussed.  
Cllr Waite will check on the details to the culvert.

**15. RED LION – ASSET OF COMMUNITY VALUE**

Cllr Waite said "As we all know the Red Lion was put up for sale and we have learned that a sale has been agreed". Cllr Gill and Cllr Sherwood suggested having a chat with the new owner.  
This was proposed by Cllr Waite and seconded by Cllr Gill. Cllr Gill and Bell to attend.

**16. PLANNING APPLICATIONS**

P/2017/00612

Erection of 4 detached dwellings, formation of new vehicular accesses and parking area.

Land Corner of Yoxall Road and Dark Lane, Newborough DE13 8SB

**P/2017/01247 – NEW**

Extension to existing garage to form a dwelling with associated access and installation of a package treatment plant.

Land opposite Hillcott, Duffield Lane, Newborough. DE13 8SH

**P/2017/01387 - NEW**

Removal of Beech Tree

Brook Farm, Yoxall road, Newborough, Staffordshire. DE13 8SU

Cllr Waite advised moving discussion about planning application P/2017/01247 to the end of the meeting. All agreed.

**17. CLERK'S REPORT: TO INCLUDE FINANCE AND CORRESPONDENCE**

**INFORMATION RECEIVED Verbal, Post, e-mail and telephone**

SPCA – weekly updates

Several Letters, e-mails and telephone calls.

E-mail from a Marchington parishioner, admiring the Newborough signs.

**COMMUNICATIONS SENT**

Several e-mails and telephone calls

Post – cheques etc.

SPCA Survey of Community Facilities e-mailed to SPCA.

**MISCELLANEOUS FOR ATTENTION OF PARISH COUNCIL**

Meeting with Julia Jessel and Parish Councils 12<sup>th</sup> October.

Data Protection Bill – Data Protection Officer for Parish Councils.

£290.17 received from SCC for Grass Cutting (1<sup>st</sup> payment).

**FINANCE**

**Cheques for signature**

James Bullock (GC & Lengthsman).	£216.25
----------------------------------	---------

Clerk's Salary (includes allowance for home as office use, Mileage and stationery).	£317.92
---	---------

<b>CHEQUE TOTAL</b>	<b><u>£534.17</u></b>
---------------------	-----------------------

## Bank Balances as at 6<sup>TH</sup> October

Current Account	£ 1,384.84
Reserve Account	£ 31,136.62
Grants Account	£ 1,508.10
<b>TOTAL</b>	<b>£ 34,029.56</b>

The Clerk informed the Council that the meeting with Councillor Jessel went well. All 7 parishes were represented, together with ESBC Councillors from the 3 wards. Unfortunately, Cllr Johnson was unable to attend. Cllr Gill felt that the meeting was a good idea and would certainly attend other meetings.

The Clerk said that she had been talking to 'the Duchy' (Savills) and that she had been told there could be funding available for such items as fingerposts, play items for the park etc.

### 18. **COUNCILLORS' REPORTS**

Cllr Fletcher said that she and her husband had done an audit on the Christmas lights. Some of the lights need to be discarded. Some of the transformers are for indoor use only and two sets of rope lights are not suitable. It was decided to use white lights only and allow money in the budget for more lights next year. Perhaps purchase some in January when the prices have been reduced.

Cllr Instone has done a fantastic job on taking/compiling photographs of the Council's assets.

It was agreed that the small 'best kept village sign', be removed from the asset register.

Cllr Bell mentioned speed watch is back on. She said that 30 vehicles in 1 hour were found to be over the speed limit. Cllr Bell has arranged a meeting with Andy from Ludus to discuss the play park. The meeting is at 10am Wednesday. Cllrs Bell and Instone to attend. Cllr Gill will check his diary.

Cllr Gill said he is still waiting to hear from Highways regarding the start of work to the build out and the B5234/Duffield Lane.

At this stage the Clerk said she would leave the meeting. This decision was taken by the Clerk out of consideration for the Councillors. It was not necessary for the Clerk to leave the meeting.

Cllr Fletcher kindly offered to take the minutes regarding planning application P/2017/01247.

Planning: Hillcott.

First question. Does the application match the requirements of the NNDP? After a discussion all members agreed that it met the requirements.

Specific points raised by members of the Parish Council:

We have an obligation to provide new dwellings in the parish and this was identified during planning meetings that this would be a suitable site as parishioners showed a preference for dwellings away from the main village.

We will be struggling to find suitable sites (including the Yoxall Road development) if the same criteria regarding sustainability, transport and ability to walk along a footpath are applied. In fact only dwellings along Duffield Lane have access to the bus service as it will stop on demand.

It provides a smaller dwelling suitable for downsizing or for elderly occupants – both criteria would be supported under the NNDP.

This site does not have an impact on any of the key views as identified in the NNDP.

It would enhance that small development and the entrance to the village being more visually appealing than a garage.

Meeting closed at 9.30 pm

Date of Next Meeting – Meeting of the Parish Council 4<sup>th</sup> December 2017.

Parish Council information can be found on the Internet at – <https://www.newboroughvillage.co.uk/>