

COLWALL PARISH COUNCIL

The minutes of the meeting of Colwall Parish Council held in the Jean Simon Room Colwall Village Hall, Mill Lane, Colwall at 7.30 pm on Wednesday 25th April 2018.

Present: Councillors: Allen, Beard, Burston, Butler, Carless, Cottam, Daniels, Haynes, James, Kendrick, Rees, Stock, Trafford Roberts and the Clerk.

1. Welcome and Apologies:

The Chairman welcomed those present.

Apologies were received and accepted from Councillors Bridges,

2. Declarations of Interests:

The Chairman reminded Councillors of the need to declare any Interests in items on the agenda.

None were declared.

3. Minutes:

The minutes of the last meeting of the Parish Council held on the 21st March 2018 were agreed as a correct record and signed by the Chairman.

4 Progress Reports –

i) Neighbourhood Development Plan

Councillor Stock reported “I last reported just after the Neighbourhood Development Plan went out to Regulation 14 consultation.

The consultation period is now closed and there has been a large response with 97 responses being received via the Google Forms site, 54 via email and 25 by letter totalling 176; however some are duplicated across the different methods of response.

The representations amount to some 50,000 words and will take some time to consider.

Many representations question the Landscape Sensitivity and Capacity Assessment and consequently Carly Tinkler has been asked to assist”.

ii) Colwall Library

Councillor Kendrick reported:-

a) The new opening hours for the library have commenced.

The volunteers are now running the library on Mondays 10am -12am, instead of Thursdays.

Extended opening hours for Saturday - 9.30 am – 12.30 pm have also commenced.

b) Herefordshire Council will be undertaking a recruitment campaign later this year for additional volunteers.

c) The proposed schedule of amended responsibilities referred to as a “proposed specification” is to be discussed with Herefordshire Council and the Millennium Room Trust Chairman has received a copy for their Boards’ consideration.

d) Herefordshire Council's consultation regarding "potential outsourcing of libraries" has received significant objections from both the public and the action group. Consequently the discussion relating thereto has been deferred to the June Scrutiny Committee meeting.

5. Financial Matters.

i) Colwall Parish Council considered the Income and Expenditure for April 2018, as per the list circulated at the meeting.

IT WAS RESOLVED that the payments should be authorised.

6. Data Protection Act

Councillor Stock reported

"As I reported last month, Karen and I have discussed the General Data Protection Regulations in the context of a Parish Council and have carried out a preliminary audit of the data held by the Clerk and by the NDP Working Group as the two main holders of data and we have been through the NALC suggested Action Plan.

This work has been circulated to Councillors prior to the meeting.

This work was then used to inform the policies required and the Data Protection Policy and Privacy Notices.

The Policy is based on the principle of restricting the data we hold and therefore minimising any issues. In particular not collecting or saving any Sensitive data or about children or supplying or receiving data from others minimises issues and therefore the amount of work we need to do to look after it.

If it turns out it is too restrictive we can change it and we will know why we want to change it, so we can answer all the relevant questions.

It is mandatory to have a Data Protection Officer and the Clerk and I have discussed the options and concluded the only sensible way is to use the proposed HALC service. This will provide a knowledgeable, relevant service, tailored to suit parish council needs, which are relatively minor.

The Privacy Policy (as opposed to the Notices) is still to be considered but must match the Privacy Notices, which had been circulated for discussion – in particular those parts highlighted yellow, which I am suggesting are deleted so we avoid the issues.

I need to know if you agree before it is worth me doing more work, hence why it is only partially done.

The Data Subject Access Policy also needs to be completed but should be relatively straight forward if I have your agreement to the minimal approach I have taken.

There is a vast amount of advice on the internet generally and on the HALC site and we will all have training at some point I'm sure. The main point at the moment is to get started.

If the Policy is adopted I will make the modifications to the Privacy Notices and write the Privacy Policy and Subject Assess Policy to match and present them for ratification to the next Council meeting. In the meantime the appropriate notices will be put on our website to satisfy the regulation".

Consequently I make the following proposal;

It is recommended the Data Protection Policy is adopted – it can be amended in future if required and approval given to the employment of the HALC Data Protection Officer.”

IT WAS RESOLVED that the Data Protection Policy be adopted and HALC Data Protection Officer be employed.

7. Correspondence for Processing

i) Copy letter from the Malvern Hills Trust relating to Stowe Lane, access track to Brockbury Hall.

IT WAS AGREED Councillors would view the area of track and the item will be discussed at the next Full Council on the 30th May 2018.

8. Correspondence for Information.

See table attached.

9. Reports of Committees.

i) **IT WAS RESOLVED** that the reports from the Planning & Development Committee meetings held on the 21st March and the 11th April 2018 be received, approved and adopted.

ii) **IT WAS RESOLVED** that the report from the Village Amenities Committee meeting held on the 11th April 2018 be received, approved and adopted.

iii) **IT WAS RESOLVED** that the recommendation from the Finance & General Purpose Meeting held on the 25th April 2018 for the amendment to the 2018/19 budget be approved and adopted.

10. Representatives on Outside Bodies.

To receive reports from Councillors who have represented Council at meetings since the last Full Council meeting.

i) Councillor Kendrick had attended a meeting of the Walwyn Education Trust whereby they set the arrangements for the 2018 grant applications.

ii) Councillor Carless had attended a meeting of the Ale House Festival.

IT WAS AGREED Councillors who wish to volunteer to support the event should contact Nicky direct, who will co-ordinate.

11. Date of next meeting:

To confirm the date of the next Full Council meeting, this will be held on Wednesday 30th May 2018 at the Millennium Room, Colwall library.

The Chairman closed the meeting at 8.25 pm.

Signed: **Date:**

Table Correspondence
April 2018

Document 1	Fieldwork Newsletter Spring 2018 edition
Document 2	Countryside Voice Spring 2018 newsletter
Document 3	Thank you Ledbury Food Bank for donation
Document 4	CLOG Spring newsletter
Document 5	Thank you from Colwall Ale House Festival