

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 8.00 pm on Wednesday 7th March 2018.

Present: Councillors: Allen, Beard, Butler, Carless (Chairman), Daniels, Haynes, James, Kendrick, Rees, Stock, Taylor, Trafford Roberts and the Clerk.

1. Welcome and Apologies:

The Chairman welcomed those present.

Apologies were received and accepted from Councillors Bridges, Burston and Cottam.

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 24th January 2018 were agreed as a correct record and signed by the Chairman.

4 Progress Reports –

i) Neighbourhood Development Plan

Councillor Stock advised that the Regulation 14 Consultation is ongoing, and approximately 30 responses have been received to date.

ii) Colwall Library

Councillor Kendrick reported:-

- a) Work is progressing on the specification, which at this stage, will be a simple review of the annual agreement.
- b) A request was received for an additional £450 of funding for opening the library for an additional 30 mins on Saturdays. IT WAS RESOLVED to agree this additional funding.
- c) Wi-fi “hotspot” -discussions are ongoing with library services.
- d) Consultation re the outsourcing of library services – the Joint Action Hereford Library group are objecting on behalf of all Herefordshire libraries.

5. Financial Matters.

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

IT WAS RESOLVED that the payments should be authorised.

ii) 3 request were received for donations:-

Colwall Knitters – IT WAS RESOLVED that a donation of £50 be made subject to receipts for the wool.

Ledbury Food Bank – IT WAS RESOLVED that a donation of £100 be made.

Ale House Festival – IT WAS RESOLVED that a donation of £125 be made.

6. Data Protection Act

Councillor Stock had reviewed the NALC Toolkit and reported the following:-

“New data protection rules come into force on 25 May 2018, which I reviewed a few months ago when setting up the NDP consultation. As a result, we as a Council need to take some actions however, for us it is pretty much business as usual. The new regulations are very clear and simple, based round 6 principles regarding processing personal data which are;

Must be processed *lawfully, fairly and transparently.*

Is only used for a *specific processing purpose* that the data subject has been made aware of and no other, without further consent.

Should be *adequate, relevant and limited* i.e. only the minimum amount of data should be kept for specific processing.

Must be *accurate* and where necessary *kept up to date.*

Should *not be stored for longer than is necessary*, and that storage is safe and secure.

Should be processed in a manner that ensures *appropriate security and protection.*

A Data Controller is responsible for ensuring this is complied with and in our case, the Parish Council is the Data Controller.

The impact on Colwall Parish Council is limited because;

- Limited personal data stored and only for specific projects – eg NDP consultation
- Not involved in social care, children or vulnerable people
- Not collect any Sensitive Personal Data
- Consent done on a project basis
- Data comes from the data owners
- We don't share data with other Data Controllers

However, as a public body we must appoint a Data Protection Officer (DPO) who has duties to advise the Data Controller and to carry out audits etc. It is not appropriate for our clerk or a councillor to be the DPO so HALC is setting up a DPO Service which sounds eminently sensible.

NALC has developed a GDPR Toolkit which is very useful but has been designed to work for all councils not just parishes so we need to be careful to only pick out the bits we need.

There are some things we as a council have to specifically adopt including appointing a DPO and the adoption of policies and the NALC GDPR Toolkit should be used to inform these.

Given the work I've done already for the NDP consultation prior to the toolkit, I'm happy to look at it from a Parish Council viewpoint and bring recommendations to the next full council”.

Councillors thanked Councillor Stock for his review of this paper and accepted his offer.

7. Correspondence for Processing

i) Civic Voice WWI workshop- Any Councillors interested in attending to respond direct.

ii) Balfour Beatty Parish Briefing - Any Councillors interested in attending to respond direct.

8. Correspondence for Information.

None.

9. Reports of Committees.

i) **IT WAS RESOLVED** that the reports from the Planning & Development Committee meetings held on the 24th January 2018 and the 14th February 2018 be received, 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) Malvern Hills Trust – Councillor Rees reported that the felling of at “Thirds Wood” along Jubilee Drive has been completed.

ii) Councillors James and Rees had attended the opening of the new Primary School.

11. Date of next meeting:

To confirm the date of the next Full Council meeting, this will be held on Wednesday 21st March 2018 at the Jean Simon Room of Colwall Village Hall

The Chairman closed the meeting at 8.50 pm.

Signed: **Date:**