

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 21st March 2018.

Present: Councillors: Beard, Butler, Cottam, Haynes, James, Kendrick, Taylor, Trafford Roberts and the Clerk.

1. Welcome and Apologies:

The Chairman welcomed those present.

Apologies were received and accepted from Councillors Bridges, Carless, Daniels, Rees, and Stock.

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 7th March 2018 were agreed as a correct record and signed by the Chairman.

4 Progress Reports –

i) Neighbourhood Development Plan

Councillor Stock reported (via the Clerk in Cllr Stocks absence) “that the NDP is currently out to Regulation 14 consultation.

This note has been prepared shortly prior to the official closure date for the consultation of 5pm Sunday 18th March 2018.

To date over 70 responses have been received via the Google Forms system. Other responses have been received by email and on paper, probably totalling over 90.

Following the closure of the consultation period the representations will be considered”.

ii) Colwall Library

Councillor Kendrick reported:-

a) With effect from 1st April there will be new opening hours for the library.

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

In addition, extended opening hours for Saturday will commence 9.30 am – 12.30 pm.

b) Herefordshire Council will be undertaking a recruitment campaign for additional volunteers over the forth coming months.

c) A schedule of amended responsibilities referred to as a “proposed specification” was circulated whereby the current responsibilities undertaken by the Millennium Room Trust will transfer to Herefordshire library services.

IT WAS RESOLVED that the working party progress the “proposed specification” for the amended responsibilities with Herefordshire Council library services.

5. Financial Matters.

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

IT WAS RESOLVED that the payments should be authorised.

6. Data Protection Act

Councillor Stock had reviewed the NALC Toolkit and reported the following (via the Clerk in Cllr Stocks absence):-

“The Clerk 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 Neighbourhood Development Working Group as the two main holders of data.

This work will be used to inform the policies required, which will include;

- Data Protection Policy.
- Privacy Policy.
- Privacy Notices.
- Data Subject Access Policy

The suggested draft policies will be sent out to Councillors before 18th April 2018 in order for Councillors to consider prior to the meeting on 25 April 2018.

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. This will also be proposed to Council on the 25th April 2018. This programme accords with HALC’s suggested programme and will allow us to achieve compliance by 25 May 2018”.

7. Correspondence for Processing

None.

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 7th March 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) Councillors James and Cottam had attended a meeting of the Colwall Village Hall Management Committee – it was reported:-

That lighting is being investigated for the carpark.

Any proposed segregation of the car park will be managed by A-Board(s).

Car parking for the school is working well.

11. Date of next meeting:

To confirm the date of the next Full Council meeting, this will be held on Wednesday 25th April 2018 at the Jean Simon Room of Colwall Village Hall
The Chairman closed the meeting at 8.04 pm.

Signed: **Date:**