

DRAFT

MINUTES OF THE MEETING OF TITLLESHALL PARISH COUNCIL HELD AT TITLLESHALL VILLAGE HALL ON TUESADAY 6TH MARCH 2018 AT 7.30 P.M.

Present Councillor S Lane (Chair)
Councillor N Hills
Councillor J Blackwell
Councillor M Colman
Councillor P Janning
Councillor L Kilbey
Councillor R Thompson

County Councillor M Kiddle Morris.

5 members of the public.

1. Apologies for Absence.

Apologies for absence had also been received from District Councillor T Carter.

2. Declarations of Pecuniary Interest.

There were no DPs.

3. Minutes of the Previous Meeting.

Councillor Janning proposed and Councillor Blackwell seconded the resolution that the minutes of the meeting held on 8 January 2018 having been circulated be approved. All were in favour and the minutes were duly signed by the Chairman.

4. Public participation.

4.1 County and District Councillor Reports.

The County Councillor reported that the budget was set on 12 February and Council Tax will rise by 5.99% which is 3% for Adult Social Services and 2.995 general increase. The budget has been set until 2021 when the Rate Support Grant is being phased out. It is not yet known what will happen to business rates, and the shortfall after the loss of the Rate Support Grant is to be made up by the Council operating more efficiently. There does not appear to be any Minerals and Waste Sites that affect Tittleshall and the Vattenfall cabling does not come through the parish.

4.2 Public Participation.

The Chairman reported to the parishioners who had raised the problem of flooding on Church Lane that considerable correspondence had been sent and received from Norfolk County Council. The Highways Engineer is to write to all landowners and the Clerk has written asking for a meeting and a map of the drainage system through the village. The Parish Council has spoken to the landowner concerning the ditch and the Chairman will contact him again, asking him to clear the pond of silt so that more water can be held. The landowner had not contacted Councillor Thompson as promised. A letter had been sent from Norfolk County Council to a parishioner stating that a representative would be attending site but this has not happened yet. The parishioners at the meeting were very disappointed with the response from both Norfolk County Council and the landowners. The parishioners thanked the Parish Council for all their assistance.

5. Matters to report.

5.1 Annual Parish Meeting.

This is to be as last year but omitting the report on the Emergency Plan.

5.2 Emergency Plan.

Councillor Kilbey reported that she and the Deputy Coordinator are updating the plan. A draft format will be presented to the Parish Council meeting in May for it to be approved. It was

queried whether the Parish Council can hold a list of vulnerable parishioners and Councillor Kilbey will contact the Resilience Officer at Breckland Council to clarify whether this conforms to the new General Data Protection Regulation.

5.3 Matters to report not covered by the agenda.

There were no matters raised.

5.4 Report from the Millennium Green Sub-Committee.

Councillor Thompson reported that it is still too wet to have the area levelled. There are moles active and BB Garden Services had been contacted to clear these. Councillor Kilbey proposed and Councillor Thompson seconded the resolution that BB Garden Services be requested to clear the moles. All were in favour. The picnic bench has been received and as soon as the area dries out this will be sited.

5.5 World War 1 Beacon.

Councillor Janning stated that there is little to report and the next meeting will be on 16 April. The Royal British Legion is participating with representatives from Litcham and Tittleshall Branch and from Fakenham. The bugler who will sound the Last post is a pupil at Litcham High School.

5.6 UK Power Networks Road Show Norwich 5 February.

Councillor Hills had attended but there is little to report as it was more a promotional exercise to inform the public.

5.7 General Data Protection Regulation.

Councillor Janning had circulated her report to all Councillors as follows:-

The General Data Protection Regulation (GDPR) is currently a bill passing through Parliament. It is a European instrument and is due to come into force in May 2018 when it becomes law. Until this bill becomes law, points may change and definitive information is not possible until that time.

Tittleshall Parish Council will need to have a Data Protection Committee (3 persons including a chairperson) and a Data Protection Officer (DPO) - (this role may be fulfilled by the clerk). The DPO must have "expert knowledge of the data protection law" (Society of Local Council Clerks 18 January 2018) Training is provided on webinars – 24 90-minute sessions in all at a cost of £30 + VAT for SLCC members.

The National Association of Local Councils has drawn up a list of the DPO's responsibilities and Bryan has been to initial training and is aware of them.

The DPO does not have responsibility for the collection of data, but must ensure compliance with regulation.

Collecting data is the responsibility of the committee (for example a list of contacts for allotment users, and the deletion of such data when the allotment holder gives up the allotment.)

The committee should meet at least once a year to review data held and necessary erasure. These meetings are open to the public.

The form for permission to hold data must be signed by the individuals concerned. This form can be drawn up by the DPO – Bryan has discussed the form and its content at his training seminar. Collecting the data must be an opt-in action, not assumed. This means the individuals concerned must each receive a form to sign about the holding of their data.

Explanations of how the information will be held and for how long must be clear.

General points as examples of data protection

EXAMPLE: Councillors on the Allotment Committee have inspected the allotments and noted that John Smith's allotment is untidy and needs attention. The clerk has been asked to write to him. Councillors must not refer to the plot holder by name – either at the site or in council meetings! In meetings the plot must be referred to by its number. John Smith learns that one of the councillors was talking about him by name to another allotment holder. The DPO must investigate this. The councillor's breach of data protection must be pursued. (The councillor must go on a training course about data protection).

If the allotment holder cancels his tenancy then all his data must be deleted within one month – ie, name, contact details, length of tenancy.

5.8 Trees at the Churchyard.

It had been confirmed by Norfolk County Council that the trees are not its responsibility but it is the church's. Councillor Thompson stated that he does not feel that this is a Parish Council matter but the Chairman stated that it is on the agenda as the trees are a visual part of the village. Councillor Hills reported that the church has the funds to prune as necessary. The Parish Council agreed not to donate to the cost of any work needed on the trees

5.9 Website.

The manager of the website reported that the current site has many restrictions and is not flexible. She requested that the Parish Council move to a Wordpress site from Norfolk ALC. Councillor Janning proposed and Councillor Hills seconded the resolution that a Wordpress site be used and that the Parish Council pays the manager to have all information transferred. All were in favour.

5.10 War memorial.

This had been added to the List of Buildings of Special Architectural or Historic Interest and the memorial is now listed at Grade II.

5.11 Norfolk ALC Spring Conference.

Councillors Janning and Blackwell had attended that day. It was very informative and it was good to hear of positive things happening. It was agreed to place on the agenda for the next meeting.

6. Highways.

6.1 Report on Matters raised at the last meeting.

All the problems in Tittleshall relate to water and this had been covered in the part open to the public.

6.2 New Problems.

The finger post at the junction of Church lane and Fakenham Road and the road sign for Peakhall Road have been damaged. These will be reported.

6.3 Footpaths.

Councillor Janning had circulated her report as follows:-

The past 2 months were characterised by wet weather, making footpaths in the parish difficult to negotiate.

On 24 February we walked some quiet roads and footpaths 5 and 6. We took a group of 6 walkers with us on the walk.

Footpath 6 .From the solar panels to Fakenham Road.

After giving moderate praise for the upkeep of this path in our last report, we were disappointed to be confronted with a field ploughed as close to the hedge as possible. There was no level ground free of ruts to walk along. This was extremely difficult to walk along and completely unnecessary for those responsible to have ignored the demands of keeping public footpaths accessible.

Footpath5 . A cross field path leading off Church Road. The footpath was alright. A track was visible across the ground which had been sprayed with some kind of product that had removed all vegetation. It can be hoped that in the growing season there will still be a footpath.

The Clerk will contact the Countryside Officer over the problem with FP6.

County Councillor M Kiddle Morris withdrew from the meeting.

7. Planning.

7.1 Applications.

There were no applications to consider.

7.2 Decisions.

The following approval and the conditions on the approval was noted.

7.1.1 3PL/2017/1206/F-Wicken Farm Stanfield Road- erection of two bay garage and two bay carport with upper floor used for storage. N/O Approved.

8. Finance.

8.1 Budgets.

The budget sheets and financial information had been circulated and Councillor Blackwell proposed and Councillor Janning seconded the resolution that these be approved. All were in favour.

8.2 Balances and Cheques for authorisation.

Councillor Blackwell proposed and Councillor Kilbey seconded the resolution that the balances and cheques for authorisation be approved. All were in favour.

Balances :-

Community Account

Balance at 31 11 17	1693.22
Plus	<u>0.00</u>
	1693.22
Less Cheques authorised 08 01 18	<u>663.06</u>
Balance at 31 01 18	1030.16
Less unrepresented cheques authorised 08 01 18	<u>141.72</u>
Balance at 31 01 18	888.44
Plus Profit from Sunflower Saturday-	<u>170.57</u>
Balance at 31 01 18	1059.01

Business Saver Account

Balance at 29 09 17	4003.77
Interest	<u>0.70</u>
Balance at 29 12 17	4004.47

Amount available for Section 137 : 328x£7.57 =£ 2482.96

Spend to Date : £0.00

Cheques for authorisation:

954	B J Leigh	Contract January and February 593.58 Plus PAYE Refund - 93.60	687.18
955	Tittleshall Village hall	Hall hire	12.00
956	Beetley Parish Council	Photocopying & Stationery	18.06
957	B J Leigh	Postage-15.40 Mileage -23.40 Use of Home as office 100.00 Telephone-50.00	188.80
958	Realise Futures	Picnic Table	656.70
959	Information Commissioner	Data Protection	35.00

8.3 Enhancement of the Millennium Green.

The picnic bench had been delivered and the digger man is on standby as is the contractor to roll the area.

8.4 Grass Cutting Contract.

Two quotations had been received and these had been circulated.

Councillor Blackwell proposed and Councillor Kilbey seconded the resolution that the quotation from BB Garden Services for £1512.00 be accepted. All were in favour.

8.5 Transfer from Business Saver Account to Community Account.

This is not now necessary as the grants from Norfolk Community Foundation had now been received.

8.6 Appointment of Internal Auditor.

The re-appointment of Max Bergin was agreed unanimously.

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9. Correspondence.

9.1

Clerks and Councils Direct March 2018

10 Matters for next meeting.

There were no matters raised for the next meeting.

11. Date of Next meeting.

This was confirmed as Tuesday 1 May 2018 at 7.30 p.m. at Tittleshall Village Hall.

The meeting closed at 2113.