

Worlington Parish Council

Minutes of the Parish Council Meeting held in the Village Hall from 7.30pm Thursday 4th January 2018

Councillors present: Cllr. N Foster (NF) Chair, Cllr. S. Foster (SF), Cllr. B. Harvey (BH), Cllr. A. Marshall (AM) & Cllr. P. Merrick (PM).

Present: Clerk – Vicky Bright. Cllr. B. Harvey – FHDC 7 Cllr. L. Busuttil - SCC.

Item		
	Meeting opened at 07.30pm	
	Public Forum – LGA 1972, Section 100(1): 2 Members of the public were in attendance. Residents asked the Clerk to;	Clerk
	<ul style="list-style-type: none">• Write to ask for the hedge at Church Lane to be cut back,• To ask for the Silver Birch to be cut back from the street light at 1 Bell Lane,• To write to ask for the Flint wall by the Worlington Hotel corner, to be repaired,• To chase K&M regarding the new street light installation at Church Lane/Walnut Grove junction,• To ask the SNT (Police) to do parking enforcement at the Walnut Tree junction.	
18/01/1	Chairman's Welcome & Acceptance of Apologies for Absence (LGA 1972, Section 85(1) & (2)): Apologies: Cllr. K. Lucas. Absent: None	
18/01/2	Members Declaration of Interest (for items on the agenda) – LGA 2000 Part III: None.	
18/01/3	To approve the Minutes of the Parish Council meeting held on 2nd November 2017 - LGA 1972, Schedule 12, para 41(2): Resolved 18/01/3.01 The minutes of the Parish Council meeting held on 2 nd November 2017 were adopted as a true statement and signed by the Chairman (NF).	
18/01/4	Councillor Vacancy Update: The Clerk advised that no applications had been received. Advertising for the vacancy will continue.	
18/01/5 18/01/5.1	External Forum: County Councillor Cllr. Louis Busuttil reported the following to the meeting; <ul style="list-style-type: none">• The SCC Budget is to be voted on this month. The £3 million gap is to be closed using reserves. There is proposed a 1.99% increase in the Precept, with a further 2% ring – fenced for Adult Social Care.• The PCC is proposing a 2% increase on the precept to recruit more Officers. Cllr. Busuttil wanted to gage the Parish Council's view on this, it was agreed to support the rise if it gave more reassurance of more uniforms on the beat.	
18/01/5.2	District Councillor	

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Cllr. Brian Harvey reported the following to the meeting;

- The Budget has not yet been voted upon, but there is a proposed 1.99% increase. This will be for Additional Services and to maintain services.
- Cllr. Harvey stressed that Parish Councils must submit comments on Planning Application Consultations by the deadline.

18/01/5.3

Police Report

The latest edition of your local Safer Neighbourhood Team (SNT) newsletter is now available to view on the Suffolk Constabulary website <https://www.suffolk.police.uk/your-area>

18/01/6

Reports:

Update from the Friends of the Village Hall

18/01/6.1

Nick Foster read a report for the Friends of the Village Hall;

It has been a fairly good 2 months, all regular activities stopped in December for the Christmas period. As of the New Year we have 6 semi-regular activities. There were lots of party bookings in December and already a couple for the New Year. We have a food quiz planned for February 23rd and more details will follow soon.

The November 'Worlie Café' was again a very successful one, raising just under £150. The December the Ladies really challenged themselves with a 3 course Christmas Dinner. The Hall was full and the atmosphere was Festive. We also raffled off an Xmas Hamper. Altogether, raising just over £400. Tomorrow's Café will be Carrot & Swede Soup, with Chicken Pie.

18/01/6.2

Play Area and Maintenance of Parish Footpaths

The Clerk advised that the Bark will be ordered now the New Year is here. The Clerk is to advise the date of delivery, so a Working Party can be arranged to spread it at the Play Area.

The Clerk advised that the outstanding Footpaths issues at the BT Trench and the footpath from Worlington to Mildenhall, had now been forwarded to Cllr. Busuttil for his action.

The Clerk was asked to write to the landowner to ask for the footpath at the edge of Church Lane to the Staunch, to be reinstated. Cllr. Foster advised that both he and Cllr. S. Foster are hoping to cut back the hedge at Green Lane opposite Golf Links Road.

The River Authority have responded to advise that the request to improve and make safer the access at the River 'Hythe' has been forwarded to their Ely Field Team for action.

18/01/6.3

SID (VAS) Scheme Update

Cllr. Harvey advised that he had managed to download the data on his Grandsons old laptop and had managed to convert it into a compatible format that the Apple Mac can read, therefore the proposal to purchase a laptop was withdrawn.

Data from September 2017-December 2017;

Post 1 Freckenham to Worlington – 17660 Vehicle movements = 6602 over 35mph, with 2 vehicles doing between 64-70mph.

Clerk

LB

Clerk

SF/NF

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Post 2 Worlington to Freckenham – 25267 Vehicle movements = 2383 over 35mph, with 1 vehicle doing between 64-70mph.

Post 3 The Street Worlington – 24488 Vehicle movements = 1864 over 35mph.

Post 4 Mildenhall to Worlington Hotel – 106183 Vehicle movements = 13522 over 35mph.

It was suggested increasing the frequency of the positioning of the Unit at Post 1 & 4, and reducing the frequency at Post 3, this was agreed. Cllr. Harvey advised he will be requesting the SBT to carry out Traffic Speed Patrols in & out at Post 1 (Old Bridge Close) and in at post 4 (Worlington Hotel).

BH

It was agreed to put a report in the Pump showing the data and including percentages of number of vehicles and those going over 35mph.

18/01/6.4 External Meetings that Councillors may wish to report upon
None.

18/01/6.5 Clerks Report
None.

18/01/7 Planning Applications:

18/01/7.1 DC/17/2014/RM - Reserved Matters Application - Submission of details under outline planning permission DC/16/0596/OUT - the appearance, landscaping, layout and scale for (i) Residential development for up to 125 dwellings (ii) Public open space including children's play area and electricity substation Including Details Reserved by Conditions 5, 7, 8, 9, 10, 11, 12, 17, 20, 22 and 24 of DC/16/0596/OUT - Land East Newmarket Road and North Elms Road, Elms Road, Red Lodge

Resolved 18/01/7.01

It was agreed to offer no further observations or comments on the Reserved Matters application (DC/17/2014/RM), with reference to the previous comments submitted under DC/16/0596/OUT.

18/01/8 Finance & Policies:

18/01/8.1 Parish Council Bank Reconciliation from List of Payments/Receipts

The Payments and receipts from November 3rd 2017 to January 4th 2018 were scrutinised and approved. The Lloyds Treasurer account balance was confirmed as £8,556.03 as of 15th December 2017 and the Lloyds Business Instant Access account balance was confirmed as £1,368.89 as of 15th December 2017.

Resolved 18/01/8.01

That the Bank balances and reconciliation of payments & receipts be received and adopted and initialled as such by the Chairman (NF).

Parish Council Account Cheques for signing and approval

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18/01/8.2

Resolved 18/01/8.02

It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. N. Foster & Cllr. P. Merrick.

SALC	Payroll	000775	£54.00
INL	Grasscutting	000776	£270.00
Mrs V Bright	Mileage & expenses	000777	£13.58
SALC	GDPR Briefing	000778	£6.60

18/01/8.3

Village Hall Accounts

The Lloyds Treasurer account balance was confirmed as £685.19 as of 19th December 2017 and the Lloyds Business Instant Access account balance was confirmed as £2,250.13 as of 19th December 2017.

Resolved 18/01/8.03.

That the Bank balances and reconciliation of payments & receipts be received and adopted and initialled as such by the Chairman (NF).

Approval of cheques signed between meetings

Resolved 18/01/8.04

Approved cheque payments since the last meeting. Signed by Cllr. N. Foster and Cllr. P. Merrick.

04.01.2018	AMH Services	Boiler Repairs	000804	£96.47
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18/01/8.4

General Data Protection Regulation Report

The Clerk presented the following report to Full Council;

The General Data Protection Regulation (GDPR) has direct application and provides new rules, rights and obligations relating to hard copy and electronic management and use of personal data. The Data Protection Bill is the connected and complementary legislation which is currently passing through Parliament.

Although the interpretation and application of the legislation **is not fully clear at this stage**, there are certain requirements that are known and, accordingly, there are steps that the Council can take to work towards compliance by the relevant date of 25 May 2018.

The process of ensuring compliance and conducting an assessment of the Council's processes will help the council to focus on embedding best practice data management and administration, protecting the rights of individuals and, avoiding the interruption to business and costs associated with breaches and enforcement.

The application of the requirements to **local councils and parish meetings** is confirmed in the wording of the legislation, in briefings from NALC lawyers and in a letter of 21 September 2017 from the Department of Department for Digital, Culture Media & Sport. **It seems highly unlikely that the provisions will be disapplied to local councils and parish meetings.** Further sector specific guidance is anticipated in due course.

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The new rules apply to data controllers and processors of personal data. The Council holds personal data including personnel information and records relating to members of the public. As a processor of data, the Council will have additional controls and, as a public body, it must appoint a Data Protection Officer (DPO) to advise and support the Council.

The Council may employ a DPO or appoint an external party. It cannot be a councillor as they are insufficiently independent. The DPO must have sufficient expertise for the role and would need to attend training. To date, the only training accessed by the Council has been introductory training held by SALC and the DPO Centre (an external commercial provider of data protection services), which has been helpful in providing an initial understanding of what is known and unknown about the data protection framework at this time.

The DPO must represent the interests of individuals about whom data is held and, as such, should not be the person who determines the purpose or manner of processing personal data. We are waiting for definitive advice from NALC lawyers through SALC, but provisionally we have received an indication that, as things stand, **it seems likely that their advice will be that the Clerk cannot be the DPO owing to their inherent conflict of interest.** Use of a third party would not absolve the Council from the need for responsible practices and the need to deal appropriately with any breach.

Councillors will need to be mindful of the need for tighter controls over emails and data-sharing. In particular, it will be necessary to encrypt or anonymise personal data and ensure that personal data is only processed where lawful to do so. It is important that initial work is conducted within the Council to ensure its administrative and electronic systems are suitably robust with data being suitably controlled and sharing suitably restricted.

Resolved 18/01/8.05

1. The Council is considering the available options for appointing a DPO and has accessed initial training on the new regime.
2. The Council notes that all councillors will need to develop their own knowledge in this area and will be provided with guidance to support this as and when it becomes available.
3. The Clerk will review the administrative and data systems and seek advice as necessary to ensure compliance and will report any areas of concern to Council.
4. The Council will also consider whether it needs to obtain a third party assessment or employ the services of an external Data Protection Officer service.
5. The determination of the purpose or manner of processing personal data will be delegated to Clerk until further guidance on managing conflicts of interest are obtained and/or a new member of staff/external party is appointed with DPO responsibility.
6. The Clerk will alert council to any further developments and guidance.
7. The Clerk will contact the Council's insurers to determine the scope of any insurance

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cover in connection with the new rules and to determine whether there are any additional requirements from the insurers in order for any insurance to be effective.

8. The Clerk will contact the Council's contractors to determine the steps that are in hand to ensure that they are compliant with the new rules.

The DPO Centre Ltd can provide a quality, cost effective and appropriate route for councils of all sizes and complexities. To ensure this is delivered in the most cost-effective way, group sessions will be organised at SALC, with the smallest councils being assessed in groups of 10 (so that the cost can be equally divided), through to large councils being assessed individually. A similar process will be used to provide ongoing outsourced Data Protection Officer services. These will be allocated based on the level of input expected for the size and complexity of each council, and to enable the DPO to complete the necessary documentation to demonstrate our accountability and compliance. The approximate predicted costs for Category 3 (5k-25k, precept) are that we should be budgeting £800 for the first year with £400 for the second year+. The Clerk is working liaising with SALC to access this service when it is established and ready.

The Clerk advised that further update received from NALC had confirmed that the Clerk cannot be appointed the DPO, due to Conflict of Interest. And the regulations will not be disapplied to Parish Councils.

Cllr. Harvey advised that he would make enquires with FHDC to see if there was an updated agreed policy and procedures for these new regulations

18/01/8.5

Asset Risk Assessment Report & Maintenance needed

Cllr. Foster (SF) advised that the Village Sign was in need of repair and maintenance, this as previously agreed, is to be considered in the next financial year.

Cllr. Foster confirmed that he and Cllr. Foster (NF) will re-point the War Memorial wall, retreat the notice board and the bench at the village sign in the Spring/Summer 2018.

18/01/8.6

2018-19 Budget & Precept Request Setting

The Clerk presented the projected budget for 2018-19, it was scrutinised and approved and signed by the Chairman, Cllr. N. Foster.

Resolved 18/01/8.06

It was agreed to adopt the budget for 2018-19.

The Clerk presented the final Precept request figures, it was agreed to request an increase of £700.00, due to the new General Data Protection Regulations being enforced from May 2018, and our statutory obligation to comply.

Resolved 18/01/8.07

It was agreed to submit the Precept request at £12,147.00, a 5.88% increase. An increase of £3.19 per household (Band D) for the year, 26p per calendar month.

It was agreed to advertise the increase and Precept figures for 2018-19 in the Pump.

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18/01/9 18/01/9.1	<p>Highways Issues: Traffic Calming Update / Speed Humps Application Update (Freckenham Rd)</p> <p>The Clerk confirmed that the application for Speed Humps at the Freckenham end of the village has been submitted to Highways, so far no response has been received from Highways. Cllr. Busuttill is to follow up on the application.</p>	LB
18/01/9.2	<p>Golf Links Road Potholes</p> <p>Cllr. Marshall advised that the potholes and surfacing on Golf Links Road is getting worse. Cllr. Harvey advised that he had reported the potholes twice and had received confirmation that the largest potholes had been repaired. The problem of the concrete pad causing surface water flooding, which is causing potholes and surface erosion, was discussed. It was agreed that the Clerk would write to Highways and the Environment Agency and Tilbrook's to request a site visit to discuss options.</p>	Clerk
18/01/10	<p>Correspondence: None.</p>	
18/01/11 18/01/11.1	<p>Village Hall: Update on Tree Works and Holy Bush</p> <p>The Clerk is to chase INL regarding cutting back the Holly Bush at the hall near the notice board. Cllr. Foster (SF) confirmed that the tree works were being cut back and topping, this is ongoing.</p>	Clerk SF/NF
18/01/12 18/01/12.1	<p>Parish Matters: Worlington Cricket Club Lease Agreement</p> <p>The Clerk confirmed that the contact at the Funding Authority (4Grants) had confirmed that the Cricket Club just needed a written statement/agreement regarding access and use of the field, in order to apply for a grant. The Clerk has forwarded a copy of the original Gentleman's agreement drawn up by the Clerk to the Funding Authority for them to confirm if it is acceptable. It was confirmed that the Annual rent is to be £100, as resolved previously.</p>	
18/01/12.2	<p>Street Lighting Update</p> <p>The Clerk is to chase the new light installation at Walnut Grove/Church Lane junction with K&M Lighting.</p> <p>The light at the junction of Golf Links Road has been repaired and has made a huge improvement to visibility at the junction.</p> <p>The Clerk was asked to report the light opposite Worlington House.</p>	Clerk Clerk
18/01/12.3	<p>New Dog Waste Bin and Dog Fouling Prevention Update</p>	

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The Clerk is to chase Environmental Services regarding installation of a new bin on Badlingham Lane.

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18/01/13

Items for Next Agenda:

- New Dog Litter Bin Update
- Street Light Update (Walnut Grove/Church Lane Jnc)
- Cricket Club Lease Agreement Update
- Golf Links Road Surfacing Update
- Speed Humps (Freckenham end) Update
- VAS Data Update
- Footpaths Update
- 'Hythe' River Access Update

The Next Meeting is to be held on Thursday 1st March 2018 at 7:30pm, in the Village Hall.

Meeting Closed 9:18pm.

Signed: *Nick Foster*
Chair, Worlington Parish Council

Date: 1st March 2018

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