RAYNHAM PARISH COUNCIL MINUTES

Minutes of meeting held on Tuesday 27th March 2018 at West Raynham Village Hall.

In Attendance
Cllrs David Sidell (Chair), Andrew Buck (Vice Chair), Tracey Fenn, Graham Coombes, NCC Cllr Tom Fitzpatrick, Jodie Bond (Clerk), 2 members of the public.

1. Chairman opened the meeting at 7.05 p.m. and welcomed those in attendance.

2. Apologies
Cllrs Richard Brooke, Patrick Joice, and Becky Palmer. Apologies accepted.

3. Declarations of interest
Cllr Fitzpatrick declared an interest in the Planning Application for The Kiptons and The Orchard.

4. Meeting adjourned to hear from Councillors and members of the public present
2 members of the public wished to discuss the recent licence application submitted by Raynham Hall. Cllr Sidell advised that a public meeting had been held the previous night at Helhoughton. Cllr Buck did highlight the discussions heard at the public meeting. A 24hr licence had been requested by Raynham Hall to allow up to 6 events in excess of 500 people between March and November each year which would have a 24hr licence for music, food and drink. The majority of the public that commented were very concerned about the amount of noise pollution this would cause, and problems with traffic around the local area caused by these events. Most comments at the meeting were objections to the 24hr licence, some people suggested a 12hr licence or to reduce the number of events permitted each year.

5. Minutes of meeting held on 30th January 2018 were AGREED and SIGNED by the Chairman.

6. Matters arising from minutes from last meeting (for information only).
Clerk to notify NNDC of new dog bin installed on Hollow Lane and to include it on the bin emptying schedule.

7. Report from PCSO
– Not present. Clerk circulated crime newsletters. Email them to Cllrs. Clerk to report broken zig zag sign on A1065 East Raynham to NCC Highways.
Report from NNDC Councillor
– Not present. Report provided.(See Appendix 1)
Report from NCC Councillor
– Report provided (See Appendix 2)

8. Defibrillator update
A BT contract had been received via Sandra Bush at NNDC to adopt the phone kiosk. It was AGREED and the contract was signed by the Clerk. Payment of £1 was also AGREED. Contract and payment to be returned to BT.

9. General Data Protection Regulations
Clerk had attended a GDPR training session. Cllr Sidell read out the Clerks report (Copy attached to minutes as Appendix 3). Clerk recommended that Councillor training should be booked. All AGREED. Clerk to organise some dates.

It was AGREED that the GDPR policy would be adopted at the next meeting. It was AGREED that the Clerk would take on the role as Data Protection Officer. Clerk to implement required documents.

10. Open Spaces
10.1 Street Lighting
Discussion regarding switching streetlights to LED bulbs. Clerk to look into funding streams. Cllr Fitzpatrick sits on the board at Sheringham Shoal and advised that other parishes had been successful in winning funding bids for similar applications. The Solar Fund may be an alternative funding sorce. Clerk to confirm prices with K&M and progress a funding application.

10.2 Bus Shelters
Clerk and Cllr Brookes inspected the 3 bus shelters in Raynham and carried out risk assessments. The bus shelter in East Raynham had rated with a severe/high risk and is in need of urgent attention to repair it. Cllr Sidell to discuss possible options with Tom Raynham and seek advice and or help with repairs.

10.3 Footpaths
Cllr Sidell and Clerk had met with Mark Wyatt of Norse to obtain quotations for clearing the footpath, cutting back the overgrown hedge and spraying around the zipwire in the play area. It was AGREED to go ahead with the quotes following a discussion with a local residents whose property borders the footpath.
Local residents to be notified before commencement of hedge cutting.

11. To discuss the organisation of the Annual Parish Meeting to be held on 29th May
The Annual Parish Meeting will start at 6pm on Tuesday 29th May. The Annual Parish Council Meeting will follow after the APM. It was suggested that local groups and committees were invited to speak at the APM, including the Village Hall Committee, Tom Raynham, Cllrs Fitzpatrick and Palmer among others.

12. Financial Matters

12.1 The following list of invoices to be paid were AGREED
Clerk Salary £260.62, Clerk Expenses £16.77, Clerk GDPR training £9.34, BT (phone kiosk adoption) £1, Norse £757.14, Chairman Expenses £22.
Cashbook and bank reconciliation balanced.
Current bank balance at 23.03.18 - Current Acc £3508.93, Savings Acc £1721.55.

13. Planning Matters

- LA/18/0386 – 28 The Street – Retention of broadband dish fixed on chimney stack - No objections
- Clerk to report the broken zig zag road sign on A1065 East Raynham.
- Clerk attended the site meeting at The Kiptons and The Orchard. The planned house positioning had been pointed out. The developers had already installed a new water system and were confident that the sale of the proposed houses would cover the cost of this new system. However it was noted that NCC Highways still objected to this application based on lack of suitable road infrastructure.

  It was noted that at least 2 areas of conifer trees at the Orchard would be removed. It was confirmed that new trees would be planted to replace any trees removed.
- It had been brought to the attention of the Parish Council that there was a sign on the playing field gate next to West Raynham School preventing public access to the playing field. Due to the fact that the playing field had always been accessible to the public, and that the Parish Council had not received any advanced notification of this, the Clerk will write to the Diocese to obtain more details.

14. Correspondence

- RAF email – Heritage Arts Trail of model planes during Summer of 2018 more details at http://www.heritageartstrail.co.uk/
- K&M Lighting contract – agreed to obtain led bulb prices before signing.
- Big Society Fund – forward to village hall committee for the newsletter – Clerk to upload onto website.
- NCC is creating and new 10 year plan for improving Norfolk's countryside access network (public rights of way)
- Broadband box installations on A1065 East Raynham and outside West Raynham School.

15. Items for inclusion on agenda for next meeting
Cherry trees on the green.

16. Date of next meeting
APM Tuesday 29th March 2018 at 6.30pm followed by APCM. Cllr Sidell concluded meeting at 9.10pm

Signed: ..... (Chairman) Date: .....

Appendix 1

Changes to planning pre- application

As of the 1st June 2017 the Duty Officer Service ended and the Council started running a new and improved pre-application advice service. The service now provides a written response in all cases, making sure our advice is clear for our customers and to ensure that we can record the advice given.

The new service relates to householder schemes, and small scale residential or commercial schemes (1-9 houses or up to 999sqm of commercial floorspace). Major scheme will be brought into the new service in due course. For advice on Major applications, please contact the Major Projects Team on 01263 516150 or email: planning@north-norfolk.gov.uk

The new pre-application advice service provides a range of response levels, from a simple enquiry where only an 'in principle' view has been requested, right through to advice giving a view on the acceptability of the proposed scheme and advising on any necessary amendments. Each level of service will attract a different fee.

Cllr Becky Palmer

The Raynhams Ward

Appendix 2

Report from County Councillor Tom FitzPatrick 27th March 2018

Council Funding. In February the difficult decision was made to make an increase the County share of Council Tax in order to prevent making cuts to essential services in the light of continuing reductions in central government funding. The Rate Support Grant is due to be phased out entirely by 2020.

Adult services and children's services provide a range of services, including essential help to vulnerable residents and must be adequately funded. Despite the partnership the County Council has with Barnardos, there has been an increase in the number of children in care over the past year, in some cases very young children where abuse has been involved.

Pressure continues to put on Westminster to ensure that rural areas receive a fair share of funds. Urban areas receive more funding per resident than rural areas, despite the increased cost of providing rural services. There is pressure being applied through the Local Government Association which has a sub-group SPARSE which keeps this to the forefront and I have personally attended many of the meetings of this group.

Libraries in Norfolk launched their Big Read Campaign on 19 March and this runs until 23 April.
This campaign has been launched by the library service to help adults across Norfolk to rediscover their love of reading. There are 23 titles in this year's recommended reading list, which have been available at libraries across the county fsince Monday 19 March. The campaign ends on 23 April with World Book Night. Books can be reserved online or in person and some are available as e-books.

The campaign is also intended to highlight the library service and remind people that it is free to join the Norfolk Library and Information Service and free to borrow up to 15 books at a time. There are also a range of regular events for all ages at libraries across the county along with free wifi, computer access and DVDs for hire. The service also offers a range of e-books through its Libby App and also e-magazines.

Snow clearance and gritting and the aftermath
Highways staff, contractors and farmers went over and above their normal high level of service during the recent snowstorms in Norfolk. At the end of February and into early March, Norfolk was subjected to heavy snow, freezing temperatures and strong winds. This created extremely hazardous driving conditions, largely caused by snow being blown onto roads and forming into drifts which in places were several feet deep. Norfolk County Council's fleet of 49 gritter trucks were in almost continuous use between Monday, 26 February and Sunday, 4 March, gritting roads, clearing snow and helping to free stranded motorists.

They were supported by contractors using excavators and other equipment and around 80 farmers who are under contract to help clear roads with council-provided snowploughs during periods of extreme wintry weather. In total, council gritters went out 22 times during that week, travelling nearly 50,000 miles and using over 7,000 tonnes of sand and salt on Norfolk's roads. As well as the gritter drivers, the vehicle fitters worked around the clock to

keep the fleet of gritters on the road. It is estimated that highways staff worked an additional 7,500 hours during this seven day period.

Early indications suggest that the additional work carried out during the snowstorms has cost the council in the region of £800,000, including all plant, materials and labour. Highways hopes to be able to cover this additional cost through existing departmental budgets.

The gritting and snow plough crews are now back at their usual work of patching and repairing the roads affected by the severe weather. Around 50 staff and additional contractors are now involved in pothole repair work and carriageway patching across the county.

Norfolk County Council has just been awarded an extra £3.5millio to help defray some of the extra costs caused by the bad weather, which has resulted in more pot holes than usual.

The Digital Innovation and Efficiency Committee has had a team of contractors out making an accurate map of the mobile phone signal coverage in Norfolk. We will have the full report for our next meeting next month and will be able to use the data to put further pressure on service providers to improve their offering.

Appendix 3

General Data Protection Regulation (GDPR)

Report from the Parish Clerk for the Council meeting to be held on Tuesday 27th March 2018

Having recently attended a training seminar on the above topic, this report summarises the information given at this seminar and details the actions which the Council will need to make in order to comply with GDPR. Although GDPR does not come into force until May 2018, we are being encouraged by the Information Commissioners Office (ICO) (www.ico.org.uk) to put into place all the things which the Regulation will expect us to do ahead of this date. GDPR is an EU law which the UK Government have confirmed will apply to this country. Our Government will be passing its own legislation on the matter next year.

What is GDPR?

This replaces the Data Protection Act of 1998. It is a Regulation which affects all authorities which collect personal data. We collect and use personal data for a number of reasons, the Council is expected to have all of its members and staff trained to understand the implications of the Regulation. It is ultimately the responsibility of the Council, as the Data Controller, to ensure that things are done correctly.

Things which need to be done – recognising the roles

The Data Controller must appoint a Data Protection Officer (DPO). This will need to be someone who is familiar with the workings of the Council as well as GDPR and with no conflict of interest in determining the purpose or manner of processing personal information. The DPO could be the Clerk. The appointment will need to be minuted and if it is the Clerk it will need to be included in the Job Description and Contract of Employment. We will also need to amend our Standing Orders at their next review (certainly before May 2018) to include an Order which recognises the Council as the Data Controller and the DPO. The Order should also say that all councillors and staff should be trained in GDPR.

Additional work for the DPO

The DPO will need to prepare an 'Information Audit' of personal information held. This audit must detail not only the information held, but the reason for it being held along with other information. The DPO must also issue Privacy Notices to people whose personal information is held by the Council. The DPO will need to include GDPR in the Council's Risk Management Schedule and undertake assessments of projects which might pose considerable risk in respect of data protection. The Clerk will also need to present to the Council a GDPR Policy for adoption. This Policy is considered to be one of the core policies of the Council.

Councillors will appreciate that this will have a considerable impact on the duties of the Clerk / DPO and this impact should be considered when we set our budget for the year 2018/19.

There remains an obligation on all members of the Council to be trained in this matter. Understanding the implications of this Regulation is one of the best ways of avoiding breaches in respect of personal data which could be costly for the council, time consuming for the Clerk as well as a risk to reputation.