

**KIRTON & FALKENHAM PARISH COUNCIL**

**Minutes of Parish Council Meeting held on  
Monday 12<sup>th</sup> March 2018 at 7.30 pm in the Recreation Ground Pavilion**

**PUBLIC OPEN FORUM**

**PRESENT** 8 Parish Councillors, Mr T Hatrick (PTLO), Mr R Brunt (tree warden), Mrs P O'Brien (CC), 1 Parishioner.

1. **Police Report**

No new crimes since January report had been recorded. Councillor Cade had prepared an analysis of crime statistics over the past 2 years (c180209), which showed a very low detection result. These had been forwarded to the County Councillor which she had had placed on the Police & Crime Panel web site.

2. **Parishioners Questions**

Nothing raised.

3. **County Councillor's Report**

O'Brien (CC) outlined (c180283) the increases in Council Taxes, the routes being considered for the Upper Orwell Crossing . The Raising of the Bar programme had begun to make a difference to school attainments. The CC had acquired a "drone" to aid blue light services and measures had been put in place to expedite pot hole and road repairs. Questions were put over the tardy response by SCC in gritting the main road through Kirton during the recent snow crisis and the petition being circulated by Mrs Coffey (MP) for removal of current provider of Felixstowe Academy.

4. **District Councillor's Report**

Mrs Harvey (DC) forwarded a written report (c180272) highlighted the value of Emergency Plans, the increase in council tax and the paid for brown bin scheme to be introduced in May. As vice chairman of the planning committee, a visit to Waveney planning committee is proposed in March to observe their procedures, pending the merger of the Districts in 2019.

5. **PTLO Report**

No updates reported.

6. **Tree Warden Report**

Nothing to report

## PARISH COUNCIL

**PRESENT:** Messrs A P Hutton, D Jacobs, P J Lickert, S W Livingstone, G J Walker (chair), Ms EY Choi, Mesdames J L Shaw, E A Colvill, Mr T Hatrick (PTLO), Mr R Brunt (tree warden), Mrs P M O'Brien (CC), and 1 Parishioner.

1. **APOLOGIES:**

I Cade, F H Last, M A Paul, Mr D Lines (RFO), Mrs S B Harvey (DC),

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 12<sup>th</sup> February 2018 having been previously circulated were taken as read, approved and signed.

3. **DECLARATION OF INTERESTS**

Councillor Shaw declared an intent not to comment during consideration of the planning application of Homeleigh, Falkenham.

**ACTION**

4. **MATTERS ARISING**

i) Community Shop Nothing to report; agreed remove from agenda pro tem **CLERK**

ii) School yellow lines Clerk had received a inconclusive response from SCC Safety Team (c180210) which referred back to SCC Highways. Further response awaited. **SCC**

iii) Falkenham Notice boards/Phone box Boards in hand; Clerk now has photographs to send to BT. **C'K/JS**

iv) VG verge posts Installation complete apart for drop down post (c180195/221/226, 180271). Proposed D Jacobs, seconded A Colvill and agreed, posts should be chamfered for safety reasons prior to eventual treatment. **DJ**

v) SID Forms for purchase of signs need to be completed; Councillors Jacobs and Walker to confirm. **DJ/GW**

vi) EAONE Problems associated with Park Lane (c180198) noted.

vii) Paddock Close Final completion works covering pedestrian crossings on Falkenham Road, through S Harvey/TW, (c180202) noted.

viii) Hedges/potholes Letter from owner of Innocence House (c180298) noted; **CLERK** Clerk to respond giving thanks for attention to the hedge.

ix) 1 Burnt House Lane S Harvey (DC) has been in contact with R Kerry (DC) about outstanding S106 money; understood pair of semi-detached properties to be built on the Site.

x) Emergency Plan Councillor Lickert recorded that he had received some comments on the circulated Plan (c180235/6) which had yet to be dealt with. The contribution of farmers and a team of “door knockers” during the recent snow crisis was commented upon and agreed Clerk should send letters of thanks. **CLERK**

5. **ADMINISTRATIVE MATTERS**

i) Governance documentation Proposed S Lickert, seconded A Colvill and carried that existing Standing Orders are accepted as reviewed. J Beer has been asked to review Risk Assessments for Recreation Ground; Councillors Walker and Jacobs will review those for Village Green. Clerk, Councillors Walker, Colvill and Cade will meet on the 19<sup>th</sup> March to review the Internal Audit and Governance Statement. **JB**  
**COUNC**

ii) General Data [protection Act The Chairman tabled an update on GDPR, based on the “GDPR toolkit” (c180252) produced by NALC, which is attached to these minutes.

6. **FINANCE** (attached)

i) Financial Reports D Lines having previously submitted updated financial reports (c180292), proposed S Lickert, seconded J Shaw and carried that they are accepted and were signed by the Chairman.

ii) Grants Confirmation received (c180200/211) that locality grant of £800 had been received, 3500 towards the VG posts and £300 for Falkenham Notice boards. Grant of £2500 had been approved from SCDC for purchase of speed indication device (SID) (c180251).

iii) Banking Community and Business statements to February 2018 (c180192) and new chequebook (c180245) received from Barclays.

iv) Broadband Account for January (c180196) £37.50 received.

7. **PLANNING** (attached)

Planning applications considered:-

DC18/0819  
Part side garden Homeleigh, Falkenham

Proposed dwelling, Variation of condition 2  
Agreed no objection  
DC18/0910  
4 Guston Gardens, Kirton  
Proposed new roof with bedroom accommodation  
Side and rear extensions with attached garage  
By majority vote agreed to maintain objection to proposals on grounds  
of out of keeping with surrounding and unsuitable materials.

8. **ENVIRONMENT**

- i) A14 Updates on overnight resurfacing works between Docks and Copdock interchange (c180214/38/66) circulated and noted,
- ii) AONB February newsletter (c180246) circulated and noted.

9. **RECREATION GROUND**

- i) Dog fouling Continuing problem noted from report: suggest raised at Annual meeting and improved signage put on a future agenda. **CLERK**
- ii) Alley Road hedge Complaint from neighbour about balls form pitches landing in garden (c180276) passed to J Beer who had responded (c180286) that consideration was being given to netting and would speak to footballers. Clerk would respond. **CLERK**

10. **SALC REPORT**

- i) Area meeting Councillor Lickert would attend next meeting on 19<sup>th</sup> March (c180257). **PL**

11. **OTHER CORRESPONDENCE**

Other correspondence as listed on agenda noted.

12. **MATTERS FOR INCLUSION IN FUTURE AGENDA**

Dog fouling, SID, GDP, 1 Burnt House Lane,

13. **DATE OF NEXT MEETING**

APCM Monday 14<sup>th</sup> May 2018 in the Recreation Ground Pavilion at 7.30 pm

ANNUAL MEETING 9<sup>th</sup> April 2018 in the Recreation Ground Pavilion at 7.30 pm

There being no further business the meeting closed at 9.10 pm.

Signed.....  
Chairman

DRAFT

## **GENERAL DATA PROTECTION POLICY STATEMENT - March 2018**

i) Now have - GDPR toolkit issued by NALC; produced by Winckworth Sherwood solicitors.

ii) Take effect from 25<sup>th</sup> May 2018 - replaces existing law on data protection (Data protection Act 1998). Gives individuals more rights and protection regarding how personal data is used. Maximum penalty for breach is 4% of turnover.

iii) 3 roles - Data Protection Officer - Expertise in Data Protection and general oversight. SALC outline proposal is to find a consultant for this purpose.

Provision in Budget

Data Controller - Person or organisation who determine the how and what of data processing. - current thinking this is PC.

Data Processor - Person who processes the data.

iv) Personal Data - information about a living individual which is capable of identifying individual, e.g. email address etc.

v) First step is to complete audit - are with Clerk.

vi) Will need to complete Privacy Policy which states how we will manage Personal Data.

vii) Other check lists may require completion.

viii) May need consent forms and changes to the email distribution wording.

ix) Training for Councillors is likely to be recommended.

x) We don't need everything in place by 25<sup>th</sup> May but must have plan to complete compliance.

Graham Walker