

# NEEN SAVAGE PARISH COUNCIL

Minutes of Meeting of the Parish Council held on Wednesday 28<sup>th</sup> March 2018 at Neen Savage Parish Hall commencing at 7.30pm.

Chairman: Cllr Arthur Ratcliff.

Clerk: Mrs D McBride.

Present: Cllr Arthur Ratcliff, Cllr Michael Tomkinson, Cllr Andrew Vanderhook, Cllr Olwen Sales, Cllr Stephen Hinton, Cllr George Haywood (in-part) and Unitary Cllr Gwilym Butler (in-part).

321/01 To receive apologies and reasons for Absence from Members

Cllr Sue Del Mar – personal commitment.

Cllr George Haywood – late due to work.

Unitary Cllr Madge Shingleton.

321/02 Declarations of Interest

There were no declarations of interest.

321/03 Public Participation Session

There were three members of public present. Mr J Griffiths informed the meeting of the proposed changes to footpaths at Overwood Farm. Some paths go through farm buildings and some stop in open fields. After many years they have reached agreement with Shropshire Council and proposals include more scenic routes which join other footpaths.

321/04 To confirm the Minutes of Parish Council Meeting held on Wednesday 28<sup>th</sup> February 2018

It was RESOLVED that the minutes of the Parish Council Meeting held on Wednesday 28<sup>th</sup> February 2018, be signed and ADOPTED as a true record.

321/05 Matters Arising/Clerk and Councillors' Progress Reports since the last meeting

- i) The Clerk reported that Western Power has now sent copies of the Wayleave Agreements and agreed to send the outstanding payment for 2017 this month. We have received notification that the Precept will be paid on 27<sup>th</sup> April. A two-page article has been sent for the April/May Vital Link. Clerk has continued to report road issues and requested 50 tubs of tarmac (see Agenda item 321/10 Highways). The Parish Hall is booked for the Annual Parish Meeting on Thursday 10<sup>th</sup> May. The Litter Pick is booked - Sunday 15<sup>th</sup> April – meet at Parish Hall at 10am to receive instructions and collect equipment. A complaint had been sent to the Information Commissioner's Office but they are satisfied that we are acting correctly.
- ii) Cllr Vanderhook reported on the recent Parish Hall meetings. Two new members have joined the committee – Mike Hurley and Ros Haines. The original Trust Deed has now been found and is kept with the amendment made last year. A family bingo night is being held on Friday 20<sup>th</sup> April and the Scarecrow Convention is on 30<sup>th</sup> June. Thanks to Andrew Pearce for cutting the hedge. The 'height control' of the road-side hedge remains to be done. A Culture Week is planned for 28<sup>th</sup> June – 8<sup>th</sup> July 2019. There are plans for providing recycling at the Hall as currently everything goes in the black bin.
- iii) Cllr Ratcliff reported on the latest LJC meeting which was held on Market Day in Cleobury. There were 6-8 stalls representing Housing, Youth provision and Men's Shed projects as well as the Committee meeting in the same Hall. Unfortunately, due to poor acoustics Cllr Ratcliff is awaiting the Minutes to confirm all the details with regard to the future of Youth funding. The condition of the roads was discussed with one parish asking for a load of tarmac to fill potholes and another asked to be able to mark all the potholes which have been reported but this was refused due to Health and Safety issues.
- iv) Cllr Vanderhook reported on the recent General Data Protection Regulations Briefing (report attached). The regulations come into effect on 25<sup>th</sup> May but several points remain unclear especially regarding the appointment of a Data Protection Officer. The new regulations build on the original Data Protection Act of 1998 and will cover personal data relating to technology as well as defining sensitive personal data including genetic and biometric data. Clear affirmation of consent will need to be sought to gather and use personal data and we have to demonstrate that we comply with the GDPR through training, process definition and impact assessments. Each Council is required to consider what data they hold currently and bring new systems in place to ensure data is acquired and used correctly. The Information Commissioner's Office will oversee compliance although the onus is on organizations to self-report any breaches.

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At 7.55pm Council RESOLVED to suspend Standing Orders to allow Cllr Butler to speak. He said Shropshire Council is aware that there is too much bureaucracy regarding these regulations and it is causing a lot of issues. One Parish Council has decided to close down and others are deferring the monitoring to Shropshire Council.

At 8pm Cllr Haywood arrived and Standing Orders resumed.

Council discussed the GDPR proposals further and agreed to maintain a sensible approach by going through the legislative requirements, undertake training and brief all members. Main area of consideration will be on emails as data can be kept on IP addresses and servers. It would be preferable for everyone to use a Council email address only so there is a clear trail and no conflict with personal information. We can tailor our Retention Document to meet our requirements and work on a method of obtaining positive consent for processing data.

## 321/06 Approve Payments

Council RESOLVED to approve the following payments:

- i) Mrs D McBride – Wages (March) – £138.04 (Cheque)
- ii) HMRC PAYE (March) – £34.60 (Cheque)
- iii) SALC – Data Protection Regulations Briefing - £10.00 (Cheque)

## 321/07 Data Protection Review

- i) Council noted the recent audit, by the Clerk and Cllr Vanderhook, of documents/information held by Council. This was necessary to ascertain what documents/information we hold whilst being mindful of our responsibilities regarding data protection and other legal requirements regarding the retention of documents. Papers not required to be kept have been destroyed, with a proposal to send important historic documents to County Archives and the Clerk will keep only minimal current information and documents going forward. Council RESOLVED to approve the proposal to send historic Council Minutes from July 1983 to 2013 and Receipts & Payments from 1967/68 – 2009/10 to County Archives.
- ii) Council RESOLVED to approve the drafted Data Protection Policy and the on-going preparations for the General Data Protection Regulations (GDPR) which takes effect from 25<sup>th</sup> May 2018. It was noted that there is a requirement to appoint a Data Protection Officer and that some local Clerks have offered to provide this service to neighbouring parishes. Data Protection will be reviewed as further information is supplied regarding GDPR and the Policy updated accordingly.

## 321/08 Planning Matters

- (a) Planning Decisions – FOR INFORMATION ONLY
  - i) Reference: 17/04543/FUL (validated: 20/09/2017)  
Applicant: Mr & Mrs Hawkswood  
Address: Hillfields, Neen Savage, Cleobury Mortimer, Kidderminster, Shropshire, DY14 8HG  
Proposal: Erection of single storey extension  
Decision: Grant Permission

## 321/09 Unitary Councillors' Reports

Unitary Cllr Gwilym Butler reported that Shropshire Council has delivered a balanced budget having cut £5m from highways capital projects. They have since received £1.86m for pot hole repairs and have 23 gangs working across the county on pot holes. The new contractor Kier will be front-loaded to continue the work from 1<sup>st</sup> April. A major financial input is required to improve the roads generally. Following much lobbying the Environmental Maintenance money has been reinstated with grants up to £1,500 (match-funded from councils who must use the money directly on Highways). In 16-17, 1910 new homes were delivered in Shropshire, the largest growth since WWII (of which 443 were affordable) and has brought about high amounts of Community Infrastructure Levy (CIL) monies. Some could be used to support Youth Services and improve roads. Central Government previously centralised funding on urban areas yet rural areas require a higher proportion due to sparse populations. The formula is changing to now be based on 'population' only rather than 'density of population' which should help Shropshire. Task and Finish Groups are looking at the effects of Brexit on Shropshire (reduction of skilled labour) and improving the way in which CIL money is spent. Following a question regarding the loss of £5m from the highways capital budget, Cllr Butler suggested that infrastructure projects are discussed and put forward in our Place Plan review. A scheme to restructure the B4363 from Newbridge to Six Ashes to improve drainage and road surface and perhaps create a pavement could be considered as the Old Station Business Park may be extended. The new Nursing Home in Cleobury will create around 140 full-time equivalent jobs and they are asking for people to register their interest in working there.

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## 321/10 Parish Matters / Highways

- i) The Clerk has continued to report highway issues and chase the work required at the ford area. A reply from Graham Downes was received yesterday where he confirmed that pothole repairs have been passed to the area technician. As the maintenance contractors are under contract to do this work he will provide some tubs of tarmac but only small quantities, not the 50 we initially requested (Clerk will request 10 tubs for minor pot hole repairs). The investigation work at the ford has not been undertaken as yet. Council agreed for the Clerk to continue reporting all highways issues, copying in all councillors to all correspondence so everyone is aware of what work has been requested to enable better monitoring of repair work response times. A safety post is missing from the footpath at the ford and will be replaced.
- ii) Council considered the Shropshire Council Footpath 65 public path diversion order 2018 and Footpaths 69 and 68y extinguishment order 2018 (Overwood Farm). Following Mr Griffiths' report earlier and the information provided Council RESOLVED to support these proposals.

## 321/11 Future Agenda Items

- i) There was a short discussion on the future of the Phone Box. Whilst some feel that it is an important local landmark it cannot be used safely in its current position. The WI have offered to manage the box for a community use but it would need to be in a better location. A few comments have been received from the public to re-locate the phone box following an article in the Vital Link. Council has already resolved to move the phone box but will consider the effect of the neighbouring wall which is pushing into the phone box before progressing this any further.
- ii) Council will consider projects such as major road improvements to the B4363 for the next Place Plan review in the autumn.
- iii) Youth funding can be considered once the LJC Minutes have been circulated.
- iv) Notices for the Annual Parish Meeting being held on Thursday 10<sup>th</sup> May will be going out soon.

## 321/12 Date and Time of Next Meeting

The next Parish Council meeting will be held on Wednesday 25<sup>th</sup> April 2018 at 7.30pm at Neen Savage Parish Hall. The meeting closed at 9.15pm.

**It was agreed at the Parish Council Meeting (Minute Ref 322/04) that these minutes are a true record of the meeting, subject to the following corrections:-**

**Arthur Ratcliff**

**Signed.....Chairman**

**25<sup>th</sup> April 2018**

**Date.....**