

Fornham St Martin cum St Genevieve Parish Council

Minutes of the meeting of Fornham St Martin cum St Genevieve Parish Council
Held at the Village Hall on Thursday 11th January 2018 at 7.30pm

Councillor's Present: Cllr. Mike Collier (MC), Cllr. Peter Forster (PF), Cllr. Lizzi Flaherty (LF) and Cllr. Penny Borrett (PBo).

Present: Vicky Bright - Parish Clerk, Cllr. Rebecca Hopfensperger – SEBC/SCC & 1 member of the public was present.

Item	The Chairman welcomed everyone present.	Action
	<p><u>Public Forum – LGA 1972, Section 100(1):</u> David Yates advised that the Church Fabric Committee was overseeing the Bells & Tower Project. Fundraising is being organized for £150,000 to reinstate the Bells and steel framework. There is to be an Organ Recital at the Church on 20/01/2018, tickets cost £8 and will involve an information session and the launch of the project.</p>	
18/01/1	<p><u>Accepted Apologies for absence – LGA 1972, Section 85(1) and (2):</u> Cllr. G. Hubbard, Cllr. J. Hubbard & Cllr. P. Butler. <u>Absent:</u> None.</p>	
18/01/2	<p><u>Declarations of Members' Interests (for items on the agenda) – LGA 2000 Part III:</u> None.</p>	
18/01/3	<p><u>Minutes of the Parish Council meeting – LGA 1972, Schedule 12, para41(2):</u> <u>Resolved 18/01/3.01</u> The Minutes of the meeting of 9th November 2017 were adopted as a true statement and signed by the Chair (MC).</p>	
18/01/4	<p><u>Local Authority Reports:</u> County & Borough Councillor Cllr Rebecca Hopfensperger reported the following; SEBC – The final version of the Bury St Edmunds Town Centre Masterplan was adopted at full council on the 19th December 2017. The masterplan looks to shape how and where growth will happen in the town centre, to improve where improvements are needed and protect the things that people love best about the town centre. Public suggestions including pedestrianisation or part pedestrianisation of The Buttermarket and Cornhill were then brought together in the shape of a draft masterplan that looked at different character areas of the town centre and themed the issues around Movement, Activity and Place. That in turn saw 400 responses and more than 2000 separate comments – all of which have now been published online as part of a report to next week's Cabinet meeting. The online report also contains responses from the masterplan team to each of the public comments. The majority</p>	

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of public responses were in favour of the proposals for eight of the nine character areas. The one area where the majority of people objected related to the redevelopment of the bus station in St Andrews Quarter and the revised masterplan now includes the improvement of bus access and facilities for the town.

West Suffolk councils, working with Havebury Housing Partnership, have recruited staff for a winter night shelter in part of Northgate Lodge, Bury St Edmunds. This will now open this evening and will replace the emergency shelter that we temporarily set up with the support of The Garland Street Baptist Church at The Elven Centre. The new shelter will now be in operation through until the end of March. The centre will be by referral to the housing team on 01284 757178. Just as with the temporary centre, the Council will continue to assist rough sleepers through referrals via the Bury Drop-In Centre and through speaking to people sleeping rough on the streets.

You will be aware that St Edmundsbury Borough Council have completed the purchase of the old post office building. We will now look at options for this building which fits in with the vision of the town centre masterplan.

SCC - Suffolk County Council has called for unity in efforts to find a long-term solution to providing affordable home to school transport as a major public consultation gets underway. People who give their views as part of a consultation on the future of school travel in Suffolk will be listened to carefully and have the opportunity to influence the final outcome, the council has said. Suffolk County Council is also asking for feedback on several other matters, including using Rights of Way as part of the way distance to a school is measured and a range of local solutions, such as Local collection hubs and opt-in to travel, which we have developed with a range of schools.

Further details on these options can be found on the consultation website:
www.suffolk.gov.uk/schooltravel (link to go live at 5.00pm)

To have your say from 9.00am on 12 December please fill out the consultation survey, alternatively you can download a hard copy from the website and return to:

Suffolk County Council – school and post-16 travel consultation
Endeavour House
8 Russell Road
Ipswich
Suffolk
IP1 2BX

The consultation will run from 12 December 2017 to 28 February 2018 and there will be a full programme of events and opportunities for discussion. This includes consultation workshops where you can consider themes from the consultation, the proposals and general questions and answer sessions.

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West Suffolk House <i>Western Way, Bury St Edmunds, IP33 3YU</i>	WSH - GFR12 - Meeting Room	26 January 2018	5 sessions between 14:00 - 19:30
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18/01/5

Clerks Report:

The Clerk is to chase the Waste Team at SEBC regarding emptying of the bin at the Play Area.

The Clerk was asked to report the flooding at the BMW Garage again

The Clerk was asked to report online the small tree uprooted at the Village Green (by the old phone box) and a broken Road sign at School Lane.

The Clerk is to report the large volume of litter and rubbish at both ends of the Bypass, causing flooding and surface water.

Cllr. Hopfensperger is to arrange for the road sweeper to clear the leaves on The Street from the pub to the roundabout.

Clerk

RH

18/01/6

Planning and Environment:

i) **DC/17/2428/FUL** – No Objections in Principal & Comments submitted 18.12.17

ii) **DC/17/2470/FUL** – No Objections in Principal & Comments Submitted 18.12.17

iii) **DC/17/2492/VAR** – Objections submitted 18.12.17 – SEBC Delegation Panel Approved 08/01/2018.

18/01/7

Finance & Policies:

i) **Parish Council Bank Balances and Reconciliation from list of payments and receipts and to approve bills for payment**

Resolved 18/01/7.01

That the bank balances and reconciliation of payments and receipts be received and adopted and initialled & signed as such by the Chairman (MC). The bank account balance as of 29th December 2017 is £16,264.59.

ii)

Cheques for Signing and Approval

Resolved 18/01/7.02

It was agreed to approve the payments of the following outstanding invoices and the cheques were approved and signed by Cllr. M. Collier and Cllr. P. Forster.

SALC	Payroll	1964	£54.00
ICO	Data Protection Registration	1965	£35.00
M&TJ's	Grass cutting Nov-Dec 2017	1966	£720.00
Mr & Mrs Pott	Litter picking	1967	£216.66
Mrs S Brooklyn	Bugle Editorship	1968	£182.50
Community Workshop Ltd	Bugle Printing	1969	£340.27
Mr C Hall	Defibrillator Installation	1970	£198.00
Mrs V Bright	Mileage & expenses	1971	£23.88

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Mr M Collier	Mole catcher fees & Remembrance wreaths	1972	£48.50
Mr P Forster	Notice board repairs	1973	£20.00
Mr P Forster	Expenses	1974	£56.44

iii) King George V Playing Field Trusteeship Update

The Clerk advised that it is a legal requirement for Fields in Trust to maintain their interest, as directed by the Deed which originally transferred the land to Trust in 1928. The Clerk will complete the relevant forms and submit to Fields in Trust.

Clerk

iv) General Data Protection Regulations Update

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 disappplied to local councils and parish meetings.** Further sector specific guidance is anticipated in due course.

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.

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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 18/01/7.03

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 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.

Clerk

Clerk
Clerk

Clerk

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

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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 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. The Clerk is to Register the Councils interest with SALC for the DPO Service.

Clerk

v)

2018/2019 Budget & Precept Setting

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

Resolved 18/01/7.04

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 £2,637.00, due to the new General Data Protection Regulations being enforced from May 2018, and our statutory obligation to comply and an extra £1,750.00 for the Hub Campaign.

Resolved 18/01/7.05

It was agreed to submit the Precept request at £24,387.00, a 11.05% increase. An increase of £4.999 per household (Band D) for the year, 42p per calendar month.

vi)

Asset Risk Assessment & Maintenance Report

Cllr. Collier advised that the Memorial gates on the playing field are beginning to deteriorate, it was agreed to include this in the 2019-2020 budget/reserves. The notice board door not been closed properly and the wind had had caused damage, emergency repairs have been carried out. * Key holders need to ensure the doors are closed properly in future. Street Light 25 is now working and connected.

18/01/8

i)

Parish Matters:

Defibrillator & BT Phone Box Update

The Clerk advised that the Defibrillator is waiting to be registered with the Ambulance Service. A Public Awareness/Training Session is arranged for Saturday 10th February 2018 at 11am, in the village hall. An official unveiling of the Defibrillator will take place the same day at 10:45am. There will be refreshments and all are welcome. The Clerk is to advertise the event and Cllr. Borrett offered to do refreshments.

Clerk
PBo

ii)

Play Area Inspections Report & Agree Inspection Rota

Cllr. Forster advised that the Multi-Play climbing Frame wooden panels would need re-staining in Spring, the bins not being emptied by SEBC was raised again and the Clerk is to chase this up. The Clerk advised that works to the Multi-Play ramp and the Trim Trail had not yet started and she is to chase a timeframe and start date. Cllr. Borrett offered to do the weekly inspections until the next meeting in February 2018.

Clerk
Clerk
PBo

iii)

To consider a New Notice Board at Barton Hill

The Clerk presented 3 quotes for a notice board, it was agreed to accept the quote from the

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Noticeboard Company, for the same type of Notice Board as the others purchased last year. Cllr. Hopfensperger agreed to pay for the notice board from her Locality Budget.

Resolved 18/01/8.01

It was agreed to accept the quote from the Notice Board Company for £444.48 Including VAT & Delivery.

18/01/9

Highways & Footpaths:

i)

Update on Trees

Cllr. Flaherty reported that she is still working on the list of TPO's in the villages with slow progress and it will be an ongoing project due to the quantity of TPO's involved; 56 TPO's just at Barton Hill (Theftford Road, The Drift, Oak Grove etc.).

LF

ii)

Cycleways Plan & Update on County Councillor Support

Cllr. Hopfensperger agreed full support to the Parish on their project for more and better cycleways in the villages, she is trying to liaise with the correct contact at Highway and Planning to arrange a meeting/site visit. It was suggested that the Parish Council revise and update the Parish Plan to ensure Cycleways ambitions are included to add support to our appeal. The Clerk is to obtain a copy of the Boundary Map.

RH

Clerk

18/01/10

Correspondence:

The Clerk presented correspondence from;

- A letter received from our MP, Jo Churchill advising of a community project to mark 100 years since the end of the First World War, taking place on 11th November 2018. Battle's Over – A Nation's Tribute is a Remembrance Day series of events, such as 'Beacons of Light', bonfires and bacons to be lit across the country at 7pm and 'Ringing out for Peace' at 7:05pm churches and cathedrals across the country will ring their bells. www.brunoppek.co.uk
- Tayfen Road / Out Northgate / Compiegne Way & Northgate Street Junction Improvements – *See attached document and Plan.
- West Suffolk Electoral Review - Over the last couple of years, Forest Heath and St Edmundsbury have carried out Community Governance Reviews as a precursor to reviews of their own electoral arrangements before the 2019 elections. In December, the Secretary of State for Communities and Local Government confirmed that he is minded to create a single District Council for West Suffolk. We are hoping that the final "minded to" decision will be made in early February and the Order to create the new Council will come forwards in spring. This is an exciting period of change for us, and one of the first steps in this journey will be the process to begin creating a new district-level warding structure for West Suffolk. This process will

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now form the electoral review before 2019. This warding review will not affect the external boundaries of either what is currently Forest Heath or St Edmundsbury, nor will it affect the external boundaries of any parish or town. Indeed, it will use the current parish and town boundaries as the building blocks to create the district-level wards. We are now seeking the informal views of parishes, their councillors, or other interested parties on some of the factors that will influence us in developing our own warding pattern proposals. We are encouraging people to complete and return the survey to us no later than Monday, 12 February. The survey is available at www.westsuffolk.gov.uk/electoralreview

- The first St Edmundsbury Parish and Town Forum for 2018 will take place on Monday 22 January at Kedington Community Centre, Great Meadow, Arms Lane, Kedington, Haverhill CB9 7QQ. The meeting will begin at 6pm with refreshments available from 5.30pm.

18/01/11 Councillor's Reports and Meetings Attended & Items for the Next Agenda:

None.

- New notice board Update
- Cycleways Plan & Review of Parish Plan
- Defibrillator Public Awareness Session Update
- Grass cutting tenders
- Welcome Pack
- To discuss the Annual Parish Meeting
- Update on King George V Playing Field – Fields in Trust
- Trees Update (LF)
- General Data Protection Regulation Update
- Update on Play Area Works

Next Meeting is to be held on Thursday 8th February 2018 at 7:30pm in the Village Hall.

Meeting closed at 9:26pm.

Signed: *M. Collier*
Chair, FSMSGPC

Date: 8th February 2018

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