

FLITTON AND GREENFIELD PARISH COUNCIL

Clerk to the Council: Mrs D Lawson
Tel no: 01525 860377
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The Church Hall
Brook Lane
Flitton
MK45 5EJ

17 January 2018

You are hereby invited to attend a **Meeting** of the **Flitton and Greenfield Parish Council** to be held on **Wednesday 24 January 2018** commencing at **19.30h** in the **Church Hall Flitton**

Deborah Lawson

Deborah Lawson, Clerk to the Council

A 15 minute public open forum (when the Council meeting will be suspended and re-opened), will be held at approximately 19.35h

AGENDA

1. APOLOGIES AND DECLARATIONS OF INTEREST

To receive apologies for absence and any specific declarations of interest or requests for Dispensations

2. MINUTES OF LAST MEETING.

To confirm the Minutes of the Council meeting held on 15th November 2017 and consider matters arising for information only

3. UNITARY COUNCIL AND POLICE MATTERS.

The Police are sending Councils a link to their Crime statistics and this is being passed on to Councillors. It will not be added to the agenda unless anyone has any comment they wish to make at a Council meeting

There is another Community Police Priority Setting Meeting on Weds 7 February 2018, should anyone be able to attend (Please note this is the same evening as the first Community Awareness meeting will be held)

4. SUB COMMITTEE MEETINGS

To consider any issues and make decisions relating to the following Sub Committees

Allotment(s)

Planning (including Neighbourhood Plan)

- To consider any current planning application(s) below and note any new decisions/Appeals
- To note the minutes of the last NP meeting in December 2017

Playing Field

Cemetery

MUGA

Highways/Cycle ways/Footpaths/Grass-cutting

Notes of meeting held on 1 November inserted below

5. FINANCE COMMITTEE

- Notes of meeting held on 10 January 2018 inserted below
- To agree to the precept

6. GRASS CUTTING CONTRACT 2018- 2020

To review the tenders received for the annual grass cutting contract and make a decision on awarding the contract.

7. CENTRAL BEDS LOCAL PLAN

To consider our response to the Pre-Submission Local Plan which is currently open for consultation

8. S106 GRANT APPLICATION(S)

To agree to the submission of an application for a grant from the Ampthill/Flitwick S106 fund, with match funding sum(s) included in the budget

9. COMMUNITY GOVERNANCE REVIEW

We are being given the opportunity to have a say on how local communities are represented by parish or town councils. As part of a Local Governance Review, CBC is asking the public what changes, if any, they would like to see to the 78 parish areas within Central Beds. The review is an opportunity to look at parish boundaries and although most make geographical sense, as Central Beds population has grown, there are now some areas where the parish boundaries might seem strange. The review presents an opportunity to change this. We can comment on boundary changes, the number of councillors in the parish, creating a new parish, merging or sub-dividing into smaller wards or even suggesting a name change.

The consultation runs from 1 November 2017 until 1 February 2018 and is available at www.centralbedfordshire.gov.uk/consultations

7. CLERKS REPORT AND CORRESPONDENCE

To receive any correspondence and Clerk's report with items for decision (attached)

8. AOB for information only

Date of Next Meeting 14 March 2018

FLITTON AND GREENFIELD PARISH COUNCIL

Minutes of the Parish Council Meeting held at the Church Hall, Flitton,
on Wednesday 15th November 2017

Present: Councillors M Gates (Chair), N. Arthur, J Fisher, T King, M Lowe, B Rishton,
R Stokes and N Thompson

Also, Present:
D Lawson (Clerk)

2675 APOLOGIES AND SPECIFIC DECLARATIONS OF INTEREST

Apologies: Councillors G. Ellis and P Woodland
CBC Cllr James Jamieson

Declarations of Interest: Cllr Gates declared an interest in a planning application
and Cllr Stokes in a grant application, neither took part in the discussion or decision
making

2676 MINUTES OF LAST MEETING(S)

The Minutes of the meetings held on Wednesday 20th September 2017 were
received and it was

RESOLVED:

That the Minutes be confirmed as a true record and signed by the Chairman.

Any matters arising were covered on the agenda

2677 UNITARY COUNCIL AND POLICE MATTERS

Cllr Jamieson had sent apologies but asked to be informed about any actions
required by him or CBC.

The Clerk noted that the Police were holding one of the three monthly priority setting
meetings this evening and apologies had been sent along with the same list of
priorities and speed-watch sites, which had previously been submitted.

Recent burglaries and other activity in the Parish was noted

2678 SUB COMMITTEE MEETINGS

Allotments

There was nothing to update

Planning and Neighbourhood Plan

The notes of the last Planning Sub Committee held on 18th October were noted.
Cllrs gave an update about the GI event the previous week which had been well
attended and would enable finalisation of the GI Plan.

Cllr Gates said that he was close to completing the draft Neighbourhood Plan ready
for circulation later in the week and allowing space for the Policy document which
should also be ready soon, to be inserted into the NP.

Cllr Thompson asked generally about possible naming of a site or sites in the
document following the presentation made to the Council recently by a CBC officer,
but Cllr Arthur said it was too soon for this to happen.

Cllr Thompson and Gates also explained that they had met recently with residents to
consider a potential planning site and offered general advice. Cllr Fisher expressed
her concern about this as she felt any such approaches should be put to all Cllrs
before any meeting is arranged. This view was noted and an apology made, but at
the same time clarifying it was no more than an informal discussion and the intention
was always to report back to all Members.

The following Planning Applications were considered and the response(s) agreed

- 1 Moors View Close, Greenfield, MK45 5AP Replacement conservatory with
revised roof plan and minor alterations
There was no objection to this application.
- 2 Greys Mews, Greenfield, MK45 5FE - Single storey rear extension with
terrace over
There was no objection to this application

<ul style="list-style-type: none"> • 52 High Street, Flitton, MK45 5DY Lawful Development Certificate Proposed: Conversion of garage to playroom, convert carport to utility room, minor internal alterations Noted • Rear Of, 50 Flitton Road, Greenfield, MK45 5DJ Non-Material Amendment: App Dated 131.1.2017. Amendment to materials: Facing Brick Finish to be Traditional Brick & Stone Old Fullford Blend Noted • Land at Church Farm Church Lane Flitton MK45 5EL Agricultural Development: Change of use from Agricultural Building to Dwelling House There was no objection to this application • Greenways Pulloxhill Rd Greenfield MK45 5ES Front dormer windows There was no objection to this application • Greenways Pulloxhill Rd Greenfield MK45 5ES Certificates of lawful development Single storey rear extension and loft conversion Noted • Greenfield Farm House, 41 High Street, Greenfield, MK45 5DD Erection of a pre-built summerhouse within the garden north east of listed building. Cllr Gates did not join in the discussion or decision making on this application There was no objection to this application 	DL
Playing Field	
<p>Cllr Arthur noted that he had held a meeting on site and that</p> <ul style="list-style-type: none"> • The tyres were soon to be sited and filled as flower containers • A new MUGA carpark key had been ordered following the theft of the old one • Grass cutting would be included in the tendering process at the same frequency and type as the existing contract <p>Cllrs had also received an email from the Village Hall Chair about drainage and access across the Village Hall car park. There was considerable discussion about both issues</p> <ul style="list-style-type: none"> • If a grille is fitted to the drainage ditch at the Village Hall expense, the PC would have no objection, but would not want accept any additional responsibility for monitoring or clearing the ditch if it backs up as a result of the grille. It was felt that this may become more likely • The PC would continue with annual maintenance, but no more and the Clerk would check the lease terms to clarify which authority actually has responsibility for the ditch and its maintenance • The diameter of the pipe at the edge of the Hall carpark was felt to be the main contributory factor to the ditch filling as it was felt to be inadequate to carry the volume of water run-off and this had been installed by the Village Hall • As far as Members were aware the PC had not expressed any opinion on the cobble stones between the Village Hall and highway and felt that this was a matter solely for the Highway authority to consider • The PC would not accept any responsibility for any incidents or accidents occurring in the Village Hall car park to playing field users and felt this was not likely to be an issue due to the slow manoeuvring speed of traffic parking there • There was considerable discussion about the suitability of existing access ways and the main congestion only happening once a year at the Gala • A suggestion was made to move the pedestrian access to be next to the gate from the MUGA car park into the field, but the Clerk noted that may be unpopular with playing field users, especially those wanting access from the Village Hall and maybe with young children • Cllr Lowe mentioned the barriers which are currently being stored at the Playing Field and her concern that they could cause an accident to children playing there or be stolen. It was suggested the owner remove them, but the 	DL

<p>Lowe's ever successful Mad Hatters Tea Party. Cllr Lowe agreed to speak to her son about the possibility of the latter suggestion.</p> <ul style="list-style-type: none"> • A litter picker Hollie Deacon had been taken on to cover the Greenfield area • Cllr Gates is due to speak to Westoning Council about the Solar Farm tomorrow afternoon and will report back. The Councils position was confirmed in line with the original 60/30/10 ratio but taking into account any payments already made <p>There was a grant application from The Friends of Flitton Moor and this was discussed, and wholeheartedly supported. At the same time Members were made aware that the usual payment in support of the Parish Paths Partnership had not been made last year and agreed to fund the organiser £100</p> <p>The annual payment to the Good Neighbour Scheme had also not been made although there had been a special one-off payment towards the branded clothing. This had sadly not met the full cost and so Members were more than happy to make the annual payment of £50 in addition, if it would be helpful to the Group and also to let them know that this would be set aside each year for them.</p>	<p>ML</p> <p>MG</p> <p>DL</p> <p>DL</p>
AGREED	
<p>Funding be granted as follows</p> <ul style="list-style-type: none"> • Friends of Flitton Moor the sum of £695 for work parties on the Moor • PPP £100 for ongoing work • Good Neighbour Scheme £50 per annum if so required 	
2680 COMMUNITY GOVERNANCE REVIEW	
<p>The Clerk outlined this consultation issued by CBC and open until 1 February 2018. Various issues were considered including a historic boundary issue at the Woodlands estate in Pulloxhill, which had been consulted upon once in the past but not pursued. However, with a good working relationship on the Neighbourhood Plan, Cllr Arthur agreed to raise this with a Pulloxhill PC Councillor to gauge reaction, before any decision is made on a response at the January council meeting</p>	<p>NA</p>
2681 CLERKS REPORT AND CORRESPONDENCE	
<ul style="list-style-type: none"> • The Vice Chair proposed that very significant birthdays (defined as 100y) be marked by the Council by sending flowers and a card up to an agreed value and in order to find out how many centenarians reside in the Parish; some advertising will take place on the website and in the next FM • No one was available to attend the next CBC Conference on 21 November so our apologies to be sent. • The Clerk gave an update on the applications • The Clerk clarified that the Council has two places on the Village Hall Management Committee and Pulloxhill PC has one, which they have recently filled. The Chair of the Committee had urged the PC to use both appointments as there are a number of vacancies. Cllr Lowe was happy to be reappointed and Cllr Stokes said that he would also try to attend the AGM so long as he is not then expected to attend every meeting. 	<p>DL</p> <p>RS</p>
DATE OF NEXT MEETINGDL	
<p>The date of the next meeting is Wednesday 24 January 2018 19:30h at the Church Hall Flitton</p>	
<p>The meeting ended at 21.50h</p>	
<p>DATED this 24th day of January 2018</p>	
<p>Signed - Chairman</p>	

Neighbourhood Plan Steering Meeting – 7 December 2017

Attendees:-

Craig Prest
Sarah Higson
Damian Jones
Lisa Milne
Mike Fisher
Neil Arthur

Apologies:-

Sean Harries
Jen Fisher
Gareth Ellis
Mark Gates

1. Neighbourhood Plan document – feedback

- Include “The BIG FGP” logo on the front cover
- Include definition of small village from local plan and highlight the wording “small villages” as bold/capitals throughout the document.
Sarah to speak to Siobhan Vincent at CBC obtain small village status definition.
- Pull out salient points from Housing Needs Survey and Green Infrastructure Plan to include within the document.
- Include maps of conservation areas and settlement envelopes for each of the 3 villages.
- Include Gareth Survey Analysis from questionnaire.
- Duplication on page 9, 3 paragraphs relating to Greenfield within the section for Flitton.
- Community Facilities pg 22 re primary schools reword to say high demand for places (as not full at Pulloxhill school).
- Vision pg 28 – **Neil** drafted the wording for the vision some time ago. **Neil** please can you forward this to Mark.

2. NP policies – **Craig** to forward to Lisa, **Lisa** to proof read and forward to Siobhan Vincent at CBC for review that wording is water tight.

3. Identifying development sites – Option B, no appropriate sites for developments within each of the parishes.

4. Maulden NP – Neil and Gareth attended the Maulden NP Steering Committee meeting on 29 November. Neil reported back that it had been very well attended by not just steering committee, Maulden Parish Council, members of public and local developer.

Maulden had a completely different stance in that they welcome more developments. The local developer (Hilson) was asking what people wanted, one of the responses had quoted the development on Badger Hill (old garden centre site) more like this was requested.

Also Maulden NP have been speaking to Clophill NP about linking up footpaths between villages.

5. GI plan – General consensus that this is a very important well worded document.

Mike Fisher agreed to speak to Jon Balaam about amending reference to Moor Lane as Mill Lane and to highlight the traditional old orchards in this document.

6. Public hearing - Old Orchard, Greenfield – 23 January 2018 at 10:00, The Rufus Centre, Flitwick.

7. Date for next meeting – Tuesday 16 January 2018 at 19:00.

<u>FLITTON AND GREENFIELD PARISH COUNCIL</u>	
Minutes of the Highways Sub Committee on Wednesday 14 th December 2017 Present: Cllrs G Ellis (Chairman), Rik Stokes, Bob Rishton, Paul Masters and D Lawson (Clerk)	
1. APOLOGIES AND SPECIFIC DECLARATIONS OF INTEREST	
Cllrs J Fisher and M Gates sent apologies.	
2. MINUTES	
The previous minutes had been presented to the last Council meeting and the actions were noted as completed	
3 SILSOE ROAD/WARDHEDGES SCHEME	
<p>Cllr Ellis outlined the residents' views following the meeting to show everyone the design plans. Whilst the residents had mixed views about the scheme, on the whole they felt that speeding was the main concern and the scheme did not fully address this. The feeling seemed to be that they preferred a more 'physical' design such as a raised table or a harder road narrowing feature as shown in a photo submitted. Funding was likely to be the most significant consideration influencing this as the whole scheme was already costed at approx. £50,000.</p> <p>Cllrs had acknowledged that the Parish Council would be limited in terms of its 50% funding and that previous contributions (to other schemes) had never been more than £15,000, which is a large percentage of the PC annual expenditure. So, it was explained that some elements would have to be omitted or considerably reduced.</p> <p>It had been agreed to give everyone more time to look at the plans and comment back to Cllr Ellis. This had happened by email and he had spoken to Steve Lakin at CBC to pass these on and see whether any amendments could be made at a reduced cost.</p> <p>Steve agreed to get back to us in the New Year and it was agreed that this could then be discussed in more detail at the Finance Committee on January 10th.</p> <p>Residents had also been in touch with Cllr Jamieson who had mentioned that there may be mobile speed cameras in the future which could possibly be deployed and this had been met with enthusiasm. However, no-one really had any idea of the timescales for this, how it may operate or its viability, so it was felt it could not be counted on yet.</p> <p>Cllrs were very aware that this scheme could end up being a difficult decision of whether to go ahead with some parts which could be afforded or whether this would not provide enough of what the residents or Cllrs felt was wanted.</p> <p>AGREED</p> <p>To discuss again in January assuming any design and cost amendments were available.</p>	All
4. GRASS CUTTING CONTRACT	
Cllr Ellis had transcribed the grass cutting survey work onto a digital map and this was considered. There was discussion about the practicalities of the various categories and all agreed to reduce these to keep the specification as simple as possible and thereby minimise costs. It was agreed that there would be one or two trial sites for wildflowers including	

<p>the verges by the school and more opportunity to cultivate them at the Playing Field and this work could be undertaken in the spring. In the main early flowering bulbs seemed to be the preferred option for now as they can be managed more easily as part of the contract. It was agreed to try to get this work started and funded out of any underspend in the current budget. AGREED</p> <ul style="list-style-type: none"> • Cllr Ellis to speak to the School about the project • The Clerk to purchase bulbs and seeds and order the planting work within any budget underspend <p>The written specification was also discussed and appeared to be comprehensive such that the paperwork could be sent out as soon as the digital plans were finalised. Any subsequent changes would have to be tweaks further downstream, as the tender process needed to get underway so that a final decision could be made at the January Council meeting. It was also agreed to keep the contract to just grass cutting and to ask for an hourly rate to undertake any additional work such as hedge cutting, which would be specified separately. AGREED</p> <p>the specification and plans be advertised on the Councils website and sent to any known tenderers to alert them to the process.</p>	<p>GE DL</p> <p>DL</p>
5. DITCH MAINTENANCE	
<p>Following a recent site meeting at the Village Hall/Playing Field, it had been suggested that the Council would clear the ditch alongside the Playing Field at more frequent and specific intervals to prevent the build up of any vegetative matter. This is currently an addition to the grass cutting contract, but would be passed to the Councils handyman on an as and when basis. In addition, the maintenance of the ditch running alongside the leased field at Wardhedges Road would also be treated in this way, if it could not be passed on to the Lessee. The hedge at the Joes Close and Pulloxhill allotment site would be cut as and when necessary. AGREED</p> <p>The Clerk to discuss with the Sub Committee the frequency of this maintenance and cuts</p>	<p>DL</p>
6. MATCH FUNDING SCHEME 2018-19	
<p>It was agreed not to make an application for the current match funding round under this scheme and to discuss the budgetary implication of this with the Finance Committee in January</p>	<p>GE/ DL</p>
7. AOB	
<p>The situation regarding lorries arriving and leaving the Industrial Estate at peak school times was discussed following photographic evidence showing this happening and in breach of a voluntary agreement. The implications of asking for a restriction on an Operator's Licence were discussed and it was decided to raise the matter with the school to gain their view and also to invite the Operator to a meeting of the Highway Sub Committee in the New Year so that all concerns could be heard at first hand.</p>	<p>GE DL</p>

The meeting ended at 20.45h

FLITTON AND GREENFIELD PARISH COUNCIL

Minutes of the Finance Committee held at the Church Hall, Flitton on Wednesday 10th January 2018

Present: Cllrs N Arthur (Chair), N Thompson, M Gates, G Ellis, B Rishton and T King and D Lawson (Clerk)

1. APOLOGIES AND SPECIFIC DECLARATIONS OF INTEREST

Cllrs M Lowe J Fisher and P Woodland sent apologies

2. MINUTES

The minutes of the meeting held on 18th October 2017 were received and were signed as a true record by the Chair

There were no outstanding matters

- The Quiz on Feb 3rd at the Village Hall to help fund two more defibrillators was mentioned and the community effort commended. It had been requested to defer the grant payment until the items could be purchased.
- A litter picker for Greenfield had been employed
- The transfer of monies for the MUGA had happened and the previous Committee account was now closed
- The position at the Solar Farm was queried, although in the last information, it had been confirmed that it was not fully operational yet so the Community Benefit was not yet due.

3.. BUDGET 2017/18 QUARTER 3 ACCOUNTS REPORT AND BANK RECONCILIATION

The Clerk presented the Q3 accounts, these were considered and noted, and the quarterly reconciliation showed a correct balance.

The situation regarding all the stopped cheques was also noted

4. BUDGET 2018/19

The figures were considered and the Chairman explained that out of various options a 3.2% increase had been deemed the most appropriate approach, however this was up for debate at the meeting.

This increase tied in most closely to the rate of inflation and left only a relatively low shortfall on the overall budget, such that the contingency fund would be reduced. However, the situation with regard to the Highway match funding may make a difference on this suggested percentage.

Cllr Ellis had received revised plans and costings from CBC and presented them to the meeting. These seemed to satisfy the Parish Council's views on safety in the area and it was hoped the residents would also be in favour of the revisions. Cllr Ellis would consult as soon as possible so that CBC could launch their statutory consultation process.

The officer at CBC had been able to confirm that they would pay for some work outside the match funding, but the total cost still exceeded the budget availability. The exact figure had not been finalised and so it was difficult to know exactly how much the Parish contribution would be.

It was agreed that £17.5k could be immediately allocated to the project which included the design costs for an application next year, which was not going to be made now

In addition, there were various other items of expenditure in the proposed budget which could be deferred or managed in a different way. These included the painting of the cemetery railings, the fees to consider a possible

<p>land purchase, MUGA re-surfacing accumulated fund (actual estimates to be sought on this for information) and a contingency sum at Flitton Hill allotment site.</p> <p>On this basis it was agreed that funding could be made available so long as the total cost of the scheme did not exceed £40k</p> <p>It was noted that as there is not going to be a match funding application in 2019-20, this should allow more flexibility in that budget year to catch up on any deferred work and contingency budget.</p> <p>Cllr Ellis queried whether the budget allowed for any contribution to both the S106 funding application to CBC. The Clerk clarified the figures that had been used for the Playing Field application, but there had not been any request for a contribution to the Cycle way application. However, it may be that funding on one or other project would not be successful or not commence until 2019-20 budget, in which case it could be written into that budget. It was agreed to leave the figures as stated.</p> <p>It was agreed to transfer all the Reserve funding to the Deposit account.</p> <p>Cllr Thompson proposed the 3.2% increase providing a precept of £44,500 and Cllr Gates seconded this</p>	
RESOLVED that a 3.2% increase in precept be recommended to Council on 24 th January to raise the sum of £44,500	
5. RISK ASSESSMENT REGISTERS	
All the Risk Registers (including the Corporate Register, Allotments, MUGA, Playing Field, Cemetery and Grass Verges) were discussed and one amendment will be made to the Allotment Risk Assessment Register.	
RESOLVED the Risk Assessment Registers were adopted for 2018-19	
6 GRASS CUTTING CONTRACT	
The current situation with regard to tenders was noted and will be discussed in full at the Council meeting	
7.CENTRAL BEDS COUNCIL BUDGET 2018 CONSULTATION	
<p>It was noted that CBC has launched consultation on its budget. There was a discussion about this and the capping restraints, efficiencies made already and services provided.</p> <p>It was agreed to write to support the proposed precept.</p>	DL
8. INFORMATION ITEMS	
The Clerk mentioned that there had been an email that afternoon asking for the Council to make a small contribution towards the Community Reassurance meetings which were going to start in February. This was discussed and it was agreed to contribute £50 towards the refreshment fund and the Clerk would manage this with the organisers. Also agreed that the Parish Council would like to be represented at the meetings.	DL
9. NEXT MEETING	
Weds 11 th April 2018	

The meeting ended at 19.10h

Signed

Chairman
11th April 2018

FLITTON AND GREENFIELD PARISH COUNCIL

Clerk to the Council: Mrs D Lawson
Tel no: 01525 860377
clerk@flittongreenfield.or.uk

The Church Hall
Brook Lane
Flitton
MK45 5EJ

17 January 2018

Clerks Report

Items for Discussion/Information

1. “Battle’s Over: A Nations Tribute”

On Sunday, 11 November 2018 the Nation is being asked to commemorate the 100 years of remembrance “Battle’s Over: a Nations Tribute” and we are invited to participate. In Bedfordshire a number of Councils have already registered their intention to take part in the national tribute. These are:

- Leighton-Linslade Town Council
- Silsoe Parish Council
- Pottton Town Council
- Luton Borough Council
- Billington Parish Council
- Stanbridge Parish Council
- Shefford Town Council
- Millbrook Parish Meeting
- Ampthill Town Council, Ampthill Armistice 100
- Committee including The Royal British Legion,
- Army & Navy Cadets
- Sandy Town Council
- Stotfold Town Council

There are four elements relating to ‘Battle’s Over’ on 11th November 2018 as follows

- 6.00AM: Sleep in peace, now the battle’s over.
- 6.55PM: Battle’s Over - The Last Post.
- 7.00PM: WWI Beacons of Light.
- 7.05PM: Battle’s Over - Ringing out for peace!

With regard to Battle’s Over - Ringing out for peace, the Organisers are encouraging Parishes with Bell ringing teams to take part at 7.05pm to help achieve the sound of thousands of bells ringing across the nation that night. Their overall aim is to have 1000 Cathedrals/Minsters/Churches involved and we are asked to let them know no later than the 31st October 2018, to ensure a listing in the Guide.

We are also encouraged by Bruno Peek LVO OE OPR Pageant-master of ‘Battle’s Over - A Nation’s Tribute’ to plan other events which will fit around this framework

2. Help Clean up the Country – litter pick weekend

On the weekend of the 2-4 March 2018, another national litter/ rubbish clear-up is planned. We have participated in this initiative for the past 2 years.

We need to decide if we want to be included this year and start making the necessary arrangements,

3. General Data Protection Regulation

The General Data Protection Regulation (GDPR) will take effect in the UK from 25 May 2018. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection in how their personal data is used by organisations. Parishes must comply with its requirements, just like any other charity or organisation.

Compared with principal authorities, while parish and town councils certainly hold personal data, due to the nature of the services which are provided, the amount of personal data held, is much less. Parish & Town Councils are also not normally in the business of sharing or selling databases of personal information and are therefore low risk in GDPR terms. However, we do still need to be aware of all the personal data we hold, treat it properly and not share personal details without permission.

This means that we have a duty to use any personal data we hold only for a purpose the individual has given permission for, retain details securely only for as long as needed and dispose of securely when no longer needed.

There is a useful guide produced by The Information Commissioners Office which outlines the steps we need to be taking <https://ico.org.uk/media/1624219/preparing-for-the-gdpr-12-steps.pdf>

Firstly, the organisation needs to be aware of the GDPR changes and this report seeks to make everyone aware. We then need to document what personal data we hold, where it came from and who we share it with.

I have identified the following records which we hold, but please let me know of any others

- Burial records mainly held manually, but also now being computerised
- Allotment holder records
- MUGA membership records

NALC has commissioned externally a GDPR Guidance Note or “Toolkit” for NALC members to use offering practical Action Plans, checklists and other useful documents as well as providing a plain English briefing on the new law. This will be available in January and we should await this publication.

However, another consequence is that a data protection officer (“DPO”) must be appointed. There is considerable flexibility as to how this requirement is met and it is a matter for each authority to determine who should act as the DPO and what level of knowledge and expertise they require as they have the best knowledge of the personal data they process, any risks involved and the wider context in which they operate.

In order to avoid a conflict of interest a DPO should not determine the purpose or manner of processing personal data. Provided that a parish council is satisfied that a clerk does not do this then they could act as the DPO. or an alternative is to appoint someone external to the council. Various options exist including sharing a person between parish councils or sharing with the district council or other principal local authority. I am hoping that NALC will advise on this too, but am happy if any Councillor wishes to take up this role.