

Selattyn and Gobowen Parish Council

Minutes of the Extra Ordinary meeting of the Parish Council on Thursday 26th April 2018 at Gobowen Pavilion, St Martins Road, Gobowen at 7.00pm

In the Chair – Cllr Ellis

Present: Councillors: H Ellis, M Keeling, N Harness, A Whitelaw, E Morgan, M McKenna, T Bird, S Crow, C Emery, T Broom, D Lloyd.

Also present:

828	<p>To receive apologies and reasons for absence</p> <p>It was RESOLVED to receive apologies for absence from Cllrs Westwood Bate, West-Wynn, Macey, Britner</p>
829	<p>Disclosable Pecuniary Interests</p> <p>a) Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. None declared.</p> <p>b) To consider any applications for dispensation. None received.</p>
830	<p>Planning Matters</p> <p>a) To consider amendments to application ref: 17/05429/FUL – Swiss Cottage.</p> <p>It was RESOLVED to OBJECT to this application with the following comments:</p> <ul style="list-style-type: none">• Having had further time to consider the application, the Parish Council have re-considered the proposals and echo the following comments made by Historic England, Highways and Shropshire Parks and Gardens Trust:• “The proposed excessively large extension, brazenly fronting onto the lake, along with the loss of trees, swathe of hard landscaping, access drive and double garage is therefore completely at odds with the previous designed intention. As such the proposals dominated the existed listed building and are an incongruous intrusion into this important historic landscape and the setting of the hall.”• “There is currently no evidence put forward as to why this quantum of development is essential”• “Paragraph 130 of the NPPF states that where there is evidence of deliberate neglect of, or damage to, a heritage asset the deteriorated state of the heritage asset should not be taken in to account in any decision. In this instance, the outline condition and repair survey indicate that the current condition of the property is largely as a result of a lack of maintenance, and vandalism, over an extended period of time.” It has been in current ownership since 2001.• We would urge the local authority to use its powers to protect this nationally important listed building, whilst discussions are ongoing as to its future.• “We would therefore recommend that the current applications are deferred or refused, in order to enable the applicant to work with your specialist conservation officer to bring forward a more appropriate and sympathetic scheme.”• “Notwithstanding the reduction in size of the proposed building extension (which still represents nonetheless an overall floor area increase equivalent to that of the whole of the Swiss Cottage itself), we can find no substantive change in tone or intention of the overall scheme, which if implemented would reduce the Swiss Cottage from its intended key role in the designed landscape of Brogyntyn Hall parkland and pleasure grounds, to being merely a visual ‘appendage’ to a visually incongruous and unsympathetic building.”

	<ul style="list-style-type: none"> • “the setback distance as drawn is raising a highway concern. The setback is disproportion to the stated distance. It is scaling at a distance of some 1.6 metres and not the required 2.4 metres. It is considered that when drawn correctly that in the region of a 24 metres section of wall on each side of the new access should be set back behind the splay. A revised plan at a minimum scale of 1:200 at A3 is sought to avoid confusion and accurately determine the extent of wall affected. The area of land required to achieve the required visibility splay in the southerly direction along Whitewell Lane is also currently shown within the blue-line boundary and within the applicant’s ownership and control. It is considered that the application site should also be amended to include sufficient land to accommodate the required visibility splay.” • “The application as submitted without the permanent vehicular closure of this access is considered to result in the formation of a further substandard access onto Whitewell Lane with no potential highway improvement to the existing highway situation.” <p>b) To consider Planning Officer’s response in relation to application ref: Land Adj Willow Bank, Hengoed 18/01436/FUL. It was RESOLVED to note the response from the Planning Officer.</p>						
831	<p>Silent Soldier Campaign – Consider purchasing a display</p> <p>The Silent Soldier Campaign was discussed and it was RESOLVED that councillor Crow raise this at the next GAIP meeting and suggest that it be located at the station. The purchase was agreed in principle and that if the station agree for it to be located there, the payment of the £250 donation (under s.137) be approved at the next appropriate meeting.</p>						
832	<p>Grant Application – Consider funding update from TNS in relation to the Grant Application.</p> <p>The Funding update from TNS was considered and it was RESOLVED to defer this to the June meeting when more information will be available from the LJC in regards to funding.</p>						
833	<p>GDPR</p> <p>a) Receive a report from the GDPR Working Group and consider recommendations The report was NOTED and the following recommendations considered:</p> <ol style="list-style-type: none"> I. Official Email Accounts for Councillors – Consider Quotes. In principle it was agreed that the council do need a centrally managed system with email accounts for councillors that are GDPR compliant but the consensus was that the costs for Office 365 Hosted Online Mailboxes are expensive. It was RESOLVED that the working group will report back with cheaper alternative options available. II. Online password protected area on the OneDrive for Council Documents and Meeting Papers – Consider. It was RESOLVED that this item be re-considered with the councillor email accounts. III. CLLrs to carry out a data audit of personal info they hold at home addresses – Consider. It was RESOLVED that councillors carry out their own audits of the data they hold at their home addresses and on their own computers. <p>b) PB01-18 information commissioner’s office statement on the general data protection regulation and NALC’s parliamentary briefing on data protection bill – To note. RESOLVED to note.</p> <p>c) Consider the Data Protection Impact Assessment and DPO Recommendations (Contract Guidance)</p> <p>The Data Protection Impact Assessment was considered and RESOLVED that the following actions be signed off by the Clerk and Chair:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Step five: Sign off and record the PIA outcomes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Risk</th> <th style="width: 33%;">Approved solution</th> <th style="width: 33%;">Approved by signature</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Risk	Approved solution	Approved by signature			
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<p>Holding personal data where there is no legitimate right for it to be held or stored.</p>	<p>Destroy any outdated and unnecessary documents in accordance with retention policy</p> <p>Clerks emails – delete on block all emails in Clerk Inbox and Sent Items from before the current clerk was in post.</p>	<p>Clerk:</p> <p>Chairman:</p>
<p>Holding full copies of documents which contains personal information.</p>	<p>Redact personal details off the following documents whilst they are being held in accordance to retention policy:</p> <ul style="list-style-type: none"> • NI number off payslip • Personal information off allotment agreements held for 6 years. • Personal information of previous booking forms • Bank details off invoices and income files from last 6 years. • Personal information from grant applications • Personal information from meals on wheels on records. 	<p>Clerk:</p> <p>Chairman:</p>
<p>Lack of contracts with third parties acting on behalf of the council.</p>	<p>To gain a written agreement with the following third parties, with specific instructions of their role and to ensure they are compliant with GDPR:</p> <ul style="list-style-type: none"> • Payroll provider. • Epitaph provider • Undertaker & burial database. • Meals on wheels lead volunteer. 	<p>Clerk:</p> <p>Chairman:</p>
<p>Lack of secondary security measures for data held electronically.</p>	<p>Use password protect on electronic documents and encrypt personal data</p>	<p>Clerk:</p> <p>Chairman:</p>
<p>Lack of secondary security for data held in paper copy.</p>	<p>Ensure the following documents are stored with secondary security:</p> <ul style="list-style-type: none"> • Allotment lease • Booking forms for pavilion • Lease agreement • Proof of identity checklist for meals on wheels volunteers. 	<p>Clerk:</p> <p>Chairman:</p>
<p>Lack of digital shredder</p>	<p>Download digital shredder, destroy any documents in accordance to retention policy</p>	<p>Clerk:</p>

		Chairman:
Current process of forwarding allotment holder's information to allotment association.	No longer share personal information with allotment association, require allotment association to destroy any personal information they hold.	Clerk: Chairman:
Lack of consent to hold councillors details on website	Ask councillors for consent to have personal details in public domain.	Clerk: Chairman:
Lack of retention policy	Introduce retention policy.	Clerk: Chairman:
Lack of privacy policy	Introduce privacy policy. To be used in the following processes: <ul style="list-style-type: none"> • Cemetery • Booking forms for pavilion • Grant application • Community Meals • Website- link on emails • Waiting list • Correspondence Cemetery (old records) – Write to all those who have purchased a plot in the last 3 years to sign the privacy policy – accept the risk that prior to this grave owners will not have signed a privacy policy.	Clerk: Chairman:
Lack of cookie policy	Place cookie policy on the website detailing what cookies are used and what they do. Data subject must have the opportunity to accept the use of cookies.	Clerk: Chairman:
Lack of CCTV policy	CCTV policy must adhere to all relevant law and legal process, these include: <ul style="list-style-type: none"> • Justified reason for use • Signage displaying its use • Trained staff to use recording 	Clerk: Chairman:

- equipment, to be responsible for the storage and dissemination of the data.
- Equipment that can isolate other data subjects if an information request is made

It was **FURTHER RESOLVED** that the date for these items to be completed be set as the **12th September** and that the Clerk and GDPR Working Group continue to update councillors in the duration.

- d) **Adopt the Document Retention Policy. RESOLVED to adopt.**
- e) **Adopt the Privacy Policy and Privacy Policy for email signatures. RESOLVED to adopt.**
- f) **Adopt the Security Data Breach Protocol. RESOLVED to adopt.**
- g) **Subject Access Request Template – To note. RESOLVED to note.**
- h) **Councillor Data Consent Forms – To discuss and complete. The forms were discussed and completed by some councillors while others have taken them away to consider. RESOLVED that this be followed up at the May meeting.**
- i) **Consider HR documentation from Peninsula in relation to Parish Council Employees. It was RESOLVED to adopt the Employee Communication Policy and the Privacy Notice for Employees and Applicants.**
- j) **Approve the letter to Gobowen Allotment Society regarding data protection. It was RESOLVED to approve the letter drafted by the Clerk to inform the Society that the information on plot holders can no longer be shared.**

834 **Date of next meeting** - To note date, time and location. It was **NOTED** that the next full council meeting is Wednesday 9th May, 7.00pm, Gobowen Pavilion.

835 **Future Agenda Items**
Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. **Councillors are respectfully reminded that this is not an opportunity for debate or decision making.**

No items were raised.

Thanks were given to Cllrs Bird, Morgan and the Clerk for their hard work to date and going forward in regards to GDPR compliance.

Meeting closed: 20.54