

CLERK'S INFORMATION SHEET FOR  
BRILLEY PARISH COUNCIL MEETING ON 8 MAY 2018

6.4 Insurance quote from Community First same as last year, increase from £157.78 up to £160.65 is due to rise in IPT from 10% to 12%.

6.6 Delegation of payments: Lengthsman and other maintenance contractors; delegations within meetings; as in Standing Orders.

8.1 Your team: PC Dean Wall, PCSO 6440 Steph Annette

I would like to introduce myself as the new Police Community Support Officer for Brilley, under the umbrella of Kington and Weobley policing area. As you will be aware PCSO Dick Allford retired earlier this month after nearly 42 years' service with West Mercia Police. A huge achievement and I'm sure you would agree he has more than earned his retirement!! We wish him all the best.

I will be covering this area for at least the next 6 months, so I thought it might be prudent for you to have our team details. The Kingston and Weobley Safer Neighbourhood policing team is currently: PC Dean Wall and PCSO Steph Annette.

 **101** to talk to your local SNT or report a crime.

 [kw.snt@westmercia.pnn.police.uk](mailto:kw.snt@westmercia.pnn.police.uk)

 [www.westmercia.police.uk](http://www.westmercia.police.uk)



@NHfdShireCops

Kington Safer Neighbourhood Team:

PCSO Steph Annette, mob. 07773 043483, email [stephanie.annette@westmercia.pnn.police.uk](mailto:stephanie.annette@westmercia.pnn.police.uk)

OR RING DIRECT ON 101 ext. 4535. Only call 999 in an emergency, when a crime is in progress or life is in danger

8.2



On behalf of your local County Councillor Clive Skelton

Roger Phillips

Email: [rjphillips@herefordshire.gov.uk](mailto:rjphillips@herefordshire.gov.uk)

**APRIL UPDATE – CASTLE WARD**

Dear Residents,

Happy Easter to you all.

I hope many of you have visited the weeping tower of poppies at the Cathedral which will be on display until the 29<sup>th</sup> April. Hopefully we will not see them covered in snow again as we have all had enough of that stuff.

The impact of the snow and ice on the highways has taken a real toll and I detail in this update some of the actions I have been involved with and the new programme for 2018/19.

I have also spent some time working with rural colleagues across England on influencing the government's emerging thinking on local authority funding from 2021 and ensuring we include criteria to recognise the extra costs of services delivered over large rural areas.

I was unable to attend the Patients Participation group of the Kington surgery but I am pleased to report that a third full time doctor will start at the practice on 1<sup>st</sup> April.

This May will see new legislation regarding the holding of personal details on computer systems. This has an impact on me as a local councillor as I retain your emails in order to communicate with you. Please read the paragraph and if you are unhappy with me having your email address please let me know.

This weekend I joined Clive and Juliet Williams at the Lowe Farm for Breakfast with their guest to celebrate the 20th anniversary of their national award winning B&B business, and feature it in my business update. While Mark and Laura are just starting up the Cattle Shed café at Penrhos on the side of the A44 and opened their doors for the first time this weekend. As ever if I can be of help please do not hesitate to contact.

ROGER

Local resident wins Gold

Richard Johnson from Twyford near Pembridge but in Eardisland parish won the Gold Cup at Cheltenham races in March. Richard is the third generation of his family to live at Twyford and lives there with his wife and family.

Highways

I have spent considerable time on highway matters during the last month particularly dealing with potholes, challenging the Balfour contract and working processes, lobbying for highway funding and resurfacing in my

ward. Residents and businesses have expressed their frustration and disappointment about the state of our roads to me. I have expressed severe concerns about how this contract is working and the reputational damage to council, contractor and our county. I am grateful to those residents who have supplied me with detail that I have used to evidence concerns on poor repairs and the dissatisfaction of categorising potholes with different timescales for repairs resulting in up to four separate visits to the same patch of deficits.

The much publicised velocity patcher came to Easthampton and frankly wasn't an advert for good practice. As your County Councillor I consider it was my duty to lobby for as much funding as possible to be spent on highways, and that I have done, but at the same time I want to see changes to the contract to ensure improved value for money.

The budget for the next financial year allocates to the whole of the Balfour Beatty contract some £6.5 million of the revenue budget, and £21.4 million of capital budget (£11.6 from government grants). In addition, a proportion of the funding I have personally been involved with securing, the Sparsity grant, should be added plus the bulk of the successful legal claims from Amey the previous contractors. But improved outputs must be delivered.

I am pleased to report that the new budget for 2018/19 passed at the February council meeting allocates £4.6 million for the A44. The Council intends to submit the A44 to the Government's Highway Maintenance Challenge Fund when it is announced in summer, which if successful, will double that figure to be spent. This might mean that works may be delayed till later in the summer or early autumn awaiting the government decision but at least the money is ring fenced.

I showed Bill Wiggin the road during his election campaign last May and met with him before Christmas in the House of Commons to seek and got his support for our submission and will when the Fund is published lobby the Roads Minister Jesse Norman.

LOWE FARM Bed & Breakfast. Happy 20<sup>th</sup> anniversary!

Tourism is an important part of our local economy and within the ward we have many businesses offering visitors great opportunities to enjoy Herefordshire and creating many jobs. One of the most long established and celebrating their 20<sup>th</sup> anniversary on 1<sup>st</sup> April is Juliet and Clive William's Bed and Breakfast business at the Lowe Farm, just off the Rhyse lane. Originally based in the Farmhouse they converted the adjoining farm building into an award winning five bed roomed facility with a strong emphasis on green tourism and sustainability. They have received four Gold Awards including National Eco Award and the ROSE award for customer experience of which the Lowe is only Herefordshire recipient. Over the 20 years Juliet has served up over 19,000 breakfasts with locally source produce and eggs from their own rescue hens. Wherever they can they use local tradesmen and continue to update and improve their facilities. They employ local help and grateful for any expressions of interest. Many of her guests regularly return to the Lowe, some for over 15 years enjoying the hospitality and the peace and beauty of our local area. Past guests include the Spanish Ambassador and Prof. Shinji Aoki from Toyo University Tokyo. Juliet has worked with the university on green tourism initiatives and visited Japan to promote Herefordshire and Farmstay holidays. "The past 20 years has been a lovely journey" said Juliet "a lot of hard work and determination. We have survived through Bird Flu, credit crunch and of course Foot and Mouth and have made many friends". They were one of the first local businesses to use a rural business grant to convert a disused farm building and continue to invest in the property which include organic paints from their neighbour Edward Bulmer.

A strong advocate for Herefordshire and small businesses Juliet regularly corresponds with national figures including Mark Carney Governor of the Bank of England.

Congratulations Clive and Juliet.

#### DATA PROTECTION ACT

The Data Protection act places obligations and responsibilities on any company, organisation and individual who hold and process personnel information. The new General Data Protection Regulations (GDPR) that supersede the Data Protection Act comes into force on the 25<sup>th</sup> May 2018. I hold a list of emails of local people that I have built up over the years which I retain and use on my council computer and email. I can give you all the reassurance that I do and will not share those email addresses with any third party. In seeking legal compliance I am requesting that if anyone is unhappy with me holding your email contact please advise me and I will remove you from the list. Otherwise I will retain your email contact and continue to send you monthly updates and occasional key information.

#### Planning

If you want to discuss a planning matter please contact [Adam.Lewis@herefordshire.gov.uk](mailto:Adam.Lewis@herefordshire.gov.uk) or for a planning enforcement concern [mtansley@herefordshire.gov.uk](mailto:mtansley@herefordshire.gov.uk)

#### Parish Council CONTACTS

Ameley - [apcclerk@gmail.com](mailto:apcclerk@gmail.com) Brilley - [brilleypc@gmail.com](mailto:brilleypc@gmail.com) Eardisley Group - [eardisleygpc@gmail.com](mailto:eardisleygpc@gmail.com)  
Kinnersley Group - [clerk@kinnersleygrouppc.co.uk](mailto:clerk@kinnersleygrouppc.co.uk) Staunton Group - [stephengrist@btinternet.com](mailto:stephengrist@btinternet.com)

10.1 Work in April – check round parish; drainage 90602 and C1073; removal storm debris and litter 90602, C1073

## 11. Clerk's Report to Council

**General Data Protection Regulations (GDPR)****Purpose of Report**

This report is to update Council on the GDPR, which come into force on 25 May 2018 and replace the existing law – the Data Protection Act 1998. Local Councils and Parish Meetings must comply and arrange for the control of personal data held and processed by the Council (the Data Controller).

**Detail**

The concepts and principles are very similar to the '98 Act in that personal data must be processed lawfully, fairly and transparently; used only for a specific purpose; accurate and up to date; retained no longer than necessary and processed in a manner that ensures appropriate security and protection.

However, Councils will have to do some things for the first time and do other things differently. Changes include new reporting requirements, increased fines and penalties, new rules on obtaining consent and writing privacy notices. Other changes to note:

- Councillors and staff must have 'suitable training'
- The £10 charge for a data subject access request has been removed
- Council must respond to a Subject Access Request (SAR) in a calendar month (was 40 days)
- Councils will no longer register with the Information Commissioner's Office (ICO) but will be required to pay an annual fee. The fee (yet to be set) will be based upon the size of the Council, the amount of data it processes and its annual turnover
- Breaches must be notified to the ICO normally within 72 hours
- Failure to comply with the new law places significant risk with fines of £17M or 4% of global turnover, whichever is the greater

Further detail is set out in the **NALC 'Toolkit' circulated to Councillors** and Councillors are recommended to read pages 1 to 25 this to ensure they are fully briefed.

**Action Plan**

The table below sets out the basic documentation that the Council needs to put in place to demonstrate that it is working towards compliance. A detailed Action Plan should be maintained in order that progress can be monitored.

Complete Data Audit	What data is held? Where does it come from? Where is it kept and who has access? What does the Council do with it? Who is it disclosed to? Lawful basis? Risks involved?	<i>Documents and records should be retained no longer than necessary – see NALC Legal Topic Note 40.</i>
Data Processing Log	Description Duration Nature and purpose of processing Type of data Categories Retention duration	<i>Keep this log for new activities</i>
Consent Forms	Review/refresh existing Send out new ones Must be by 'opt in' method and appropriate	<i>Record how and when consent is obtained</i>
Privacy Notice and Privacy Policy	Review/update existing Must be transparent and clear in plain language, easy to access	<i>Detailed privacy notices best on website</i>
Data Protection Policy	Complete or review existing Include how the Council will respond to a breach	
Date Subject Access Request Policy	Complete or review	<i>Includes sample response letters</i>

Not all recommended documentation may be completed by 25 May but the detailed Action Plan will show what plans the Council has in place to complete the remaining/ongoing steps.

**Recommendation**

- 1) The Council endorses the action plan set out above and notes the detail set out in the Toolkit
- 2) The Council adopts draft Policies referred to above
- 3) The Clerk should be formally appointed Data Protection Compliance Officer.

13. Correspondence – received as follows:

- From Herefordshire Council (HC) – Tony Johnson, last report before retiring as Leader
- From Ledbury Cllr – Email from Cllr requesting financial support from individual councillors for costs of personal Judicial Review
- From HALC – Information Corner and NALC GDPR document
- From HALC – Information Corner and suite of GDPR templates
- From HALC – Information Corner and Wise Owl Training Programme

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