

# KIRKBAMPTON PARISH COUNCIL

Chairman: Cllr. J Alexander

Clerk: Sonia Hutchinson, 2 Sevenoaks Terrace, Cross lane, Wigton, CA7 9DG

Phone: 016973 43702

Email: [clerk@kirkbamptonweb.co.uk](mailto:clerk@kirkbamptonweb.co.uk)

31<sup>st</sup> December 2017

Dear Councillor,

You are summoned to a meeting of Kirkbampton Parish Council at 7:30 p.m. on:-

[Monday 8<sup>th</sup> January 2018 in Kirkbampton Village Hall.](#)

Please let me know if you are unable to attend.

**Sonia Hutchinson**  
Clerk to the Council

## Agenda

### 1. Apologies for absence

### 2. Requests for Dispensations

The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.

### 3. Declarations of Interest

To receive declarations by elected and co-opted members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.)

Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests. *(If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the clerk at least 24 hours in advance of the meeting).*

### 4. Minutes of the meeting of the Parish Council held on 13<sup>th</sup> November 2017.

To receive and agree the minutes of the meeting of the Parish Council held on 13<sup>th</sup> November 2017 - [attached](#).

### 5. Public Participation

In accordance with Standing Orders, the Chairman will, at his discretion, invite members of the public to address the meeting in relation to the business to be transacted at this meeting or raise issues for future consideration.

### 6. Administration & Governance

#### 6.1 Recruitment of the Clerk

To note that Sonia Hutchinson has been appointed as Clerk with effect from 1<sup>st</sup> December 2017 at a starting salary of £10.099 per hour for 4 hours per week.

To note a strong recommendation to use CALC for guidance for future recruitment needs.

To note equipment purchased in expenses below – verbal update from the Chairwoman.

#### 6.2 Changes to layout of minutes

To consider changes to the layout of the minutes to meet best practice.

### 7. Finance matters

#### 7.1 To note the receipt of any income:

None received

## 7.2 To approve payments:-

Cheque No.	Payee	Description	Amount £
000513	Sonia Hutchinson	Salary - Month December & January	280.10
000514	Sonia Hutchinson	Expenses	115.14
000515	Sarah Kyle	Temporary Clerk salary	121.84
000516	HMRC	PAYE December & January	70.00
000517	A McCallum	Handover & room hire charge	106.40

Note: - Clerk Expenses are in respect of the following approved by the Chairwoman: -

Filing Cabinet	47.16
Suspension files	7.39
Printer	50.00
Ink	10.59

To approve expenditure outlined above.

## 7.3 To receive a report of income and expenditure to 8<sup>th</sup> January 2018

### Current position

Bank Balance as at 22 <sup>nd</sup> November 2017	£10,553.31
Deduct cheques not presented	£693.48
Closing Balance	£9859.83

See [attached](#) Bank Reconciliation

## 7.4 Clerk as signature holder.

In order to enable the Clerk to collect bank statements every two months the Clerk is required to be a signature holder. To approve the Clerk becoming a signature holder.

## 8. Planning matters

### 8.1 To consider applications:-

No applications have been received

### 8.2 To consider permission notices received:-

No notifications have been received

## 9. Clerk Report

### 9.1 Data Protection Regulation Changes from May 2018 and the requirement to register with Information Commissioners Office (ICO).

#### Notification of external auditor appointments for the 2017/18 financial year.

To note [attached](#) report and approve registration with the ICO.

### 9.2 Police Matters

No crime was reported in the parish and no stop and search undertaken in November 2017.

Police priorities are to tackle anti-social behavior.

### 9.3 Highways Items

Updates to be given by Cllr J Alexander, Borough & County Cllrs on:-

Oughterby – condition of road, pot-holes and road sweeping – Chairwoman to report

Road south from Oughterby – mud on road – Chairwoman to report;

West Lane – road sweeping requested Cllr. V Hodgson to report;

Oughterby Hill Road – request that re-surfacing is undertaken – Chairwoman to report;

Bampton to Little Bampton Road – request for re-surfacing to be undertaken – Chairwoman & Cllr V Hodgson to report;

Road through Kirkbampton in need of re-tarmacing in several places – complaints from some residents – Chairwoman to report.

## 10. Village Matters

### 10.1 Grass Cutting

Verbal report from Chairwoman regarding Envirocare arrangements for 2018.

### 10.2 Oughterby Easement

Verbal update from the Chairwoman.

### 10.3 Kirkbampton & Oughterby Notice Boards

Verbal update to be considered from Cllr. Heaney regarding repairs to the Kirkbampton Board.

### 10.4 Kirkbampton Website

To note changes made to the website following going live – verbal update by the Clerk and Chairwoman

### 10.5 Dropped Kerbs – Kirkbampton

Verbal update from the Chairwoman re meeting with Cllr. Heaney to determine locations.

### 10.6 Community Defibrillators – Oughterby & Little Bampton

To note precept has been increased.

### 10.7 Oughterby Village Green – Fencing around section of the green

Verbal update from Cllr. Bertram.

### 10.8 Allerdale local Plan (Part 2) Site Allocations (previously circulated)

To consider registering a comment on behalf of the parish council.

### 10.9 Vehicle Activated Sign – Kirkbampton

To consider proposal from Chairwoman.

### 10.10 Devolution of services including footway lighting

To note verbal update from the Clerk and Chairwoman.

## 11. Schedule of Correspondence, notices and publications (previously circulated)

11.1 **Restoration of Cumberland Cast Iron Finger Posts**– offer to restore any traditional finger posts in the parish at a cost of £600 - £900 per post depending upon the number of fingers and repairs.

### 11.2 Update from NALC on pay negotiations and SAAA Ltd

The National Employers for Local Government Services has offered council employees a two-year pay increase from 2018 an uplift of 2 per cent on 1 April 2018 and a further 2 per cent on 1 April 2019.

11.3 **Press Release from NHS North Cumbria Clinical Commissioning Group** - A handy NHS app for mobile phones allows parents and carers to access advice and information to help look after their children's health.

11.4 **CALC Newsletter** – December 2017 and January 2018.

11.5 **Allerdale Borough Council Budget Consultation 2018/2019**

## 12. Councillor matters

An opportunity for Councillors to raise issues on behalf of residents in their ward.

*Note: no decisions can be made on these matters but they may be placed on a future agenda of the Council*

13. **Date of next meeting** – the next meeting is scheduled for Monday 12<sup>th</sup> March 2018 at Kirkbampton Village Hall.

**KIRKBAMPTON PARISH COUNCIL**

**BANK RECONCILIATION AT 8th January 2018**

				<b>Bank Balance</b>	
<b>Opening Balance Cumberland Acc.at 1/4/2017</b>				<b>5270.54</b>	
	<b>Receipts</b>	<b>9835.40</b>	<b>Payments</b>	<b>£ 4,552.63</b>	
<b>Current Balance @22/11/2017</b>					
Cumberland	Bank Account			£ 10,553.31	
<b>Deduct unrepresented cheques Current Account</b>				<b>£ 693.48</b>	
		513	280.10		
		514	115.14		
		515	121.84		
		516	70.00		
		517	106.40		
<b>Closing Balance after cheque deduction</b>				<b>£ 9,859.83</b>	

## Clerk Report January 2018

### 1. General Data Protection Regulations 2018

#### Introduction

The new EU General Data Protection Regulations (GDPR) are effective from 25 May 2018. The Data Protection Act (DPA) 1998 is due to be repealed by 25 May 2018.

GDPR retains the existing legal principles of the Data Protection Act 1998 but updates it to take into account digital technology and current global working practices.

GDPR retains key definitions used in the Data Protection Act - eg

- Data Controller - this means the council in the context of local government
- Data Processor - responsible for processing data on behalf of the controller
- Personal data - any information that directly or indirectly identifies individuals

#### Key Points

##### 1. Data Controllers' Obligations i.e. Councils' Obligations

###### Appoint a Data Protection Officer

Every public authority needs to appoint a DPO - they can be an employee or a contractor.

Possible options:

- Appoint a contractor to act as your DPO Working with CALC to ensure that Councils have access to reputable firms that understand the sector ("trusted suppliers")
- Wait for guidance from NALC who are looking to see if it may be cost effective to work with a supplier to provide a national service which Councils can access, delivering economies of scale.

###### Issue privacy notices where appropriate

Fair processing of personal data involves transparency and providing information - in the form of a privacy notice eg when asking residents of the parish for personal information in a survey etc. These notices need to be more detailed than under the DPA.

Information that must be provided by the council (data controller) must be:

- concise, easily understood and transparent
- written in clear and plain language
- free of charge

###### Report breaches

Councils must put in place comprehensive and proportionate governance measures to prevent breaches of data.

###### Work with data processors

If councils work with companies that process data on their behalf there must be a clear and robust contract in place to clearly define the responsibilities of the processor to protect the data.

### 2. Preparing for the General Data Protection Regulations (GDPR)

#### Checklist from the ICO website 12 steps to take now

1. Awareness - talk to your council about the coming changes to the law and the impact it may have.
2. Information your council holds - document what personal data your council holds, where it came from and who you share it with, this may be called an information audit.
3. Privacy Information - review your current privacy notices (i.e. what you explain when you ask the public for personal information i.e. names, emails, addresses, photos)
4. Individual's rights - check your council's procedures to ensure that they cover all the rights that individuals have, including policies for deleting personal data.

5. Update your procedures for answering subject access requests within the new timescales (1 month not 40 days).
6. You should identify the lawful basis for processing personal data.
7. Consent - review how you seek, record and manage consent. Remember under GDPR consent must be freely given, specific, informed and unambiguous. There must be a positive opt-in
8. Review how you obtain consent from children
9. Data Breaches - make sure you have the right systems in place to report and investigate personal data breaches.
10. Data Protection by design - this is now a legal requirement and may require a Privacy Impact Assessment under certain circumstances. This is unlikely to affect the majority of parish councils as it concerns organisations keeping a range of data on individuals.
11. Data Protection Officer - designate/appoint someone to take responsibility for data protection compliance. **NALC have suggested that this charge may be in the region of £200 to £350 per annum.**
12. Register with Information Commissioners Office (ICO). **There is a charge of £35 for registration.**

**Recommendation** – To note contents of the report, await further guidance regarding the appointment of the DPO and approve registration with the ICO.

## **2. Notification of external auditor appointments for the 2017/18 financial year.**

PKF-Littlejohn has been appointed as Cumbria's new auditors. In January and February they plan to contact everyone with an email newsletter (or two) explaining the key points of the change in the regime for 2017/18 and will send out the instructions regarding the 2017/18 Annual Governance and Accountability Return via an email in March. They have also confirmed that: -

A local council with both total gross income and total gross expenditure below £25,000 is eligible to choose to certify itself as exempt from their review by completing a one page form and returning it to them by the submission date set (via email or post).

**Recommendation** – To note contents of the report