

Rocklands Parish Council (RPC)  
Minutes of Parish Council Meeting held in Rocklands Village Hall  
7.00pm on Monday 9 April 2018

|          |                  |                     |
|----------|------------------|---------------------|
| Present: | David Howie      | Chair               |
|          | Nicola Southgate | Vice-chair          |
|          | Cath Jones       |                     |
|          | Ian Scholes      |                     |
|          | Shirley Colenutt |                     |
|          | David Witt       |                     |
|          | Kim Austin       | Clerk               |
|          | William Smith    | District Councillor |

Also present: 35 members of the public.  
The meeting started at 7:24.

- 1. To consider accepting apologies for absence**  
RESOLVED to accept apologies from Norfolk County Councillor Cliff Jordan.
- 2. To record declarations of interest from members in any items on the agenda**  
Cllr. Colenutt asked if she should declare an interest in the Thieves Lane application but it was decided this was not a pecuniary interest. There were no declarations of interest.
- 3. To approve the minutes of the last council meeting on Monday 19 February 2018**  
The minutes that had been circulated prior to the meeting were duly signed by the Chair, Cllr. David Howie.
- 4. To discuss any matters arising from the minutes (19 February 2018) not on the agenda.**  
Item 6. Hastoe Housing Authority. Hastoe had been asked by the Parish Council to carry out a housing survey in Rocklands. Hastoe would talk to Breckland Council and then get back to the Parish Council.
- 5. To adjourn the meeting for public participation**  
Meeting adjourned at 19.28pm and opened to the public. There were no comments from the public.  
The meeting re-opened at 19.29pm.
- 6. To update on the Rocklands Neighbourhood Plan (RNP) - Richard Golke**  
RG was not present to give an update. Cllr. Howie said there was little to report except that the RNP Committee were trying to push on with the plan.
- 7. To update on the Parish Council and Councillors.**  
Cllr. Howie informed the meeting that Cllr. Roberts had resigned as councillor. Breckland Council had been informed by the Clerk and they had issued the notices which have been displayed from 31 March 2018. Breckland have now confirmed a deadline of 20 April 2018 whereby any requests for an election should be made to them. If they do not receive 10 elector requests for an election, then the vacant position will be filled by co-option. Any interested parties should, in the meantime, contact the Clerk.
- 8. To discuss the NEW Rocklands Play Park (Kirsty Router and Laura Spratt)**  
Laura said they had had a good couple of months. Reported at the last meeting was the **£5834** received from Norfolk Community Foundation. Since the last meeting, the weekend fun day raised £826 including a £250 donation from the Lions. The pub darts team have an award ceremony in a

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couple of weeks and the play park is nominated to receive some money from them. The Mann trust has confirmed they will be giving a generous £5000!!! This has exceeded expectations and is a massive boost! A bank account is now set up for 'Rocklands Community Playground'. A Facebook page has been set up, as well as a 'Golden Giving' page. Grants also applied for from Lottery Awards For All (10K), Co-op, The Dulverton Trust, WH Smith, Tesco and Sainsbury. The fundraiser Quiz night on Thursday is sold out ! To date, have raised ~12K out of 27K. A huge well done to Kirsty and Laura and a round of applause.

## 9. To discuss the Parish Council and General Data Protection Regulation (GDPR)

After attending the Data Protection course, the Clerk realised just how much is involved and how much work there is to do. The Clerk will make a list of everything that needs to be done to conform to this new regulation. RPC will need to join the ICO (as will all Parish Councils) at a cost of £35 per annum (Rising to £40 next year). Need to appoint a Data Protection Officer (DPO) by 25 May 2018. Need to agree documents and policies and put on website. The Clerk read out a summary report.

### 9.1 Clerk's Data Protection summary report

The Clerk had recently attended a course on Data Protection and was now legally required to read this report at the Parish Council meeting. The Clerk read the report.

### Report from the Parish Clerk for the Parish Council meeting to be held on 9 April 2018

Having recently attended a training seminar on the above topic, this report summarises the information given at this seminar and details the actions which the PC will need to make in order to comply with GDPR. Although GDPR does not come into force until **25 May 2018**, we are being encouraged by the ICO (Information Commissioner's Office) ([www.ico.co.uk](http://www.ico.co.uk)) to put into place all the things which the Regulation will expect us to do ahead of this date. GDPR is an EU law which the UK Government have confirmed will apply to this country. Our Government will be passing its own legislation on the matter next year.

### What is GDPR? (General Data Protection Regulation)

This replaces the Data Protection Act of 1998. It is a Regulation which affects all authorities which collect personal data. We collect and use personal data for a number of reasons and the PC is expected to have all its members and staff trained to understand the implications of the Regulation. It is ultimately the responsibility of the Parish Council, as the Data Controller, to ensure that things are done correctly.

### Things which need to be done - recognising the roles

The Data Controller (the Parish Council) must appoint a Data Protection Officer (DPO). This will need to be someone who is familiar with the workings of the Council as well as GDPR and with no conflict of interest in determining the purpose or manner of processing personal information. The DPO cannot be a councillor. The DPO could be the Clerk of this PC or the Clerk from another PC or someone from an outside organisation offering this service. The appointment will need to be minuted, and if it is the Clerk it will need to be included in the Job Description and Contract of Employment. We will also need to amend our Standing Orders at their next review (certainly before May 2018) to include an Order which recognises the Council as the Data Controller and the DPO. The Order should also say that all Parish Councillors and staff should be trained in GDPR.

### Additional work for the DPO

The DPO will need to prepare an 'Information Audit' of personal information held. This audit must detail not only the information held, but the reason for it being held along with other information. The DPO must also issue Privacy Notices to people whose personal information is held by the Council. The DPO will need to include GDPR in the Council's Risk Management Schedule and undertake assessments of projects which might pose considerable risk in respect of data protection. The DPO will also need to present to the Council a GDPR Policy for adoption. This Policy is considered to be one of the core policies of the Council.

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Councillors will appreciate that this will have a considerable impact on the duties of the Clerk / DPO and this impact should be considered when we set our budget for the year 2018/19. (Already set). There remains an obligation on all members of the Council to be trained in this matter. Understanding the implications of this Regulation is one of the best ways of avoiding breaches in respect of personal data which could be costly for the council, time consuming for the DPO/Clerk as well as a risk to reputation.

**Recommendation:** The Council sets up a Working Party or a series of meetings to programme the requirements as detailed above with a view to presenting this to the PC at the next PC meeting on 14 May 2018.

**9.2 To accept GDPR Protocols.**

The Clerk had previously circulated the following documents to the councillors prior to this meeting in order that the documents be adopted at this meeting.

- Doc 1. Data Protection COMMITMENT
- Doc 2. GDPR Data Protection POLICY
- Doc 3. Privacy STATEMENT
- Doc 4 and 5. Data protection - CONSENT FORMS (Adult and child)

It was agreed that all documents should be adopted. These will be available on the Parish Website which is currently being updated by Cllr. Ian Scholes. The Clerk congratulated Ian on the new look website. These documents will certainly evolve with time.

**10. To report on finance.**

**10.1 Financial position**

**The bank account balances as at Monday 9 April 2018**

|                                  |                   |
|----------------------------------|-------------------|
| Barclays Community Account       | £ 11563.16        |
| Barclays Saver (Reserve) Account | £ 2327.81         |
| <b>TOTAL as per bank</b>         | <b>£ 13890.97</b> |

**Summary**

|                                  |                   |
|----------------------------------|-------------------|
| RPC Rocklands Parish Council     | £ 7784.37         |
| RNP Rocklands Neighbourhood Plan | £ 272.60          |
| Rocklands Play Park (Kirsty)     | £ 5834.00         |
| <b>TOTAL as per bank</b>         | <b>£ 13890.97</b> |

**10.2 Money in since last meeting (19 Feb 2018)**

|          |   |                           |
|----------|---|---------------------------|
| 5/3/2018 | Barclays Saver A/C Interest               | £ 1.16                    |
| 4/4/2018 | Breckland Council - Precept (6 months)    | £ 2792.00                 |
|          | (Total precept £5500. Includes £42 grant) | <b>TOTAL IN £ 2792.00</b> |

**10.3 Cheques out (to sign)**

|         |   |                 |
|---------|---|-----------------|
| CHQ 620 | K&M Lighting 2 months (March/April 2018)        | £ 27.56         |
| CHQ 621 | Clerk reimbursements                            | £ 55.06         |
| CHQ 622 | NPTS (NEW) Subscription fee. (Instead of NALC.) | £ 55.00         |
|         | <b>TOTAL OUT</b>                                | <b>£ 137.62</b> |

**10.4 Clerks hours and salary**

It was agreed to increase the Clerk's hours to 5 hours per week (from 3 ½ hours) in order for her to cope with all the extra work needed to be done, in particular, that associated with Data Protection. Current workload also includes end of Year Accounts (new external auditor and procedures), Vat return, Transparency Code (Documents on website), review standing orders and all governance documents, grants, Chapel Green (Documents on website) etc. The Clerk thanked the councillors.

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## Subscriptions.

The Clerk had received a subscription renewal from NALC for **£161.63** (Based on 579 electors). The Clerk suggested that RPC does not renew NALC this year, but instead joins NPTS (Norfolk Parish Training Services). They charge 1% of precept, so the fee would be **£55** for similar services and benefits. This would allow for free advice, access to templates and documents, 20% off any future courses and access to a solicitor (if ever needed). The main benefit is that they are very accessible. It is run by three ladies who are clerks themselves, so they fully understand the practicalities of what is needed. This change would save the PC **£106.63** !! The Clerk said she hadn't used NALC much in the past year but would certainly make use of NPTS services. The Clerk asked the PC for their approval to join NPTS and they all agreed and signed a cheque for £55. The Clerk would request an invoice from NPTS.

## End of year accounts 2017 - 2018

The Clerk will be preparing the end of year accounts to 31 March 2018 and will circulate before the next PC meeting in May. The Clerk asked if the council would agree for Michaela Canham to be internal auditor for the accounts again this year and they all agreed. The External Auditor has changed this year from Mazars to PKF Littlejohn who are contracted for the next 5 years. The Clerk has received an email from them recently outlining the new procedures. The Clerk has yet to digest the changes that apply.

## 11. To consider planning applications

### 11.1 Planning outcomes since last meeting

3PN/2017/0021/UC Upstone/Foxhill Sandy Lane/CU Agri to House/Garage (113)(133) **REFUSED**  
3PL/2018/0022/HOU Douglas/Magna Farm/Rear single & side 2 storey ext. (136) **PERMISSION**  
3PL/2018/0033/F Brady/Honeysuckle Cottage/Residential Annex Change of use (137) **PERMISSION**  
3PL/2018/0088/F Hird/Model Farm/To dwellings and garages (138) **REFUSED**

### 11.2 Applications pending outcome

3PL/2017/0899/F Cotes/Green Lane & Mill Lane/7 New dwellings (122) **UNDECIDED**

Cllr. Southgate confirmed that a new 60 page document had recently been lodged on the planning website regards drainage and flooding. It is believed that what they are proposing won't work and involves a complex and detailed maintenance program that is not practical. RPC does not have the funds to counter the report but would like time to respond. Cllr. Southgate asked for an extension, which was granted. The deadline for comments is now 30 April 2018. RPC will continue to object to this application for the original reasons as nothing has changed.

### 11.3 New applications since last meeting

3PL/2018/0203/O Ridgeon/Thieves Lane/6 self/custom builds (139) Comments by 10/4/18 (Extended)  
A petition against this application was handed to the council at this meeting. It contained 100 signatures of people all residing in the village and the original had already been sent to Breckland Planning. There were also some 50 objections posted on the planning website. The school is already bursting at the seams, there is no public transport and the high water table means that flooding would be exacerbated. The current utilities are not able to adequately support the existing 8 bungalows ! There is no mains drainage and the front gardens of existing bungalows are regularly under water. The road is single track a bit further down and the new access would be only 200m from the junction with the B1077. This development is not wanted or needed. There are concerns that although the application is for 'outline' planning permission, the site could be sold on with outline planning to a third party and then who knows what would be built. The concerns were loss of control.  
Cllr. Howie asked for a show of hands. Of the 35 members of the public present there was no support for this application.

3PL/2018/0230/HOU Randall/Forestgate, A'boro Road/side and rear extn and porch (140) **OBJECTED**  
The Parish council has objected to this application after speaking to neighbours as the build is overbearing and impinges on them.

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3PL/2018/0335/D Baker/Coach House Low Lane/Landscaping layout (141) Comments by 24/4/18  
The Parish Council had no objections to this application for landscaping.

**11.4 Planning enforcement issues**

Planning enforcement: Annison Mill Lane. Notice issued from 1/10/217 - 1/7/2018

Planning enforcement logged: Suggitt vehicles at speed after permitted hours.

It was reported that the Suggitt vehicles are no longer driving along this stretch of road.

**12 To update on Neighbourhood Watch**

Need to be careful when selling on eBay for example, as communications and websites which appear real are not. Fraudsters say they have paid too much and demand a refund when they haven't actually paid anything. Cllr. Howie attended the SNAP meeting at the police station. There has been a massive reorganisation since they lost their community offices but seem to be adapting/coping.

**13 To update on Highways and**

**14 Flooding**

There was flooding in the village during Christmas and New Year and now at Easter too, both in The Street and up by the green in Chapel Street. Highways were informed but jobs are outstanding and now more than 6 weeks since the problems were reported. It is not good enough that Highways are not dealing with this as a matter of urgency. Residents have had to use pumps to stop the water entering their properties. Sarah Eagleton has taken photos and reported the problems to highways herself and has a reference number. She has specified the location of the blocked drains and she will chase Ben Rayner of Highways again tomorrow. It was suggested that John Burrell may have the 'elusive' water pump.

It was suggested that the flooding in Chapel Street was caused by the ditch not being maintained. There was also a report of oil on the road from the cars parking there and a strong smell of sewage too.

**15 To discuss any correspondence.**

No correspondence.

**16 AOB**

It was asked if maintenance of Chapel Green could be put on the Agenda for the next meeting.

**18. Date of next Meeting**

Monday 14 May 2018, 7pm, Rocklands Village Hall - AGM Annual Parish Council Meeting

**The meeting closed at 8.14 pm.**

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