

NETHER WYRESDALE PARISH COUNCIL

Minutes for the PC meeting of 31st May, 7.50 PM @ Scorton Primary School

Present: Cllrs Cottle, Collinson, Anderton, Drinnan and Atkinson, Wyre Cllr Val Wilson, the clerk and 2 members of the public

1. Apologies:

None

2. Declarations of Interest:

None

3. Minutes from last meeting:

Signed as a correct record.

4. Matters arising (from last meeting):

Plaques and village enhancement

Cllr Drinnan stated that there has been interest in upgrading the street lighting and he has been in discussions with Barry Stoddard at LCC. There has also been mention of improving the cobbles. A meeting will be arranged to progress things further.

Finger post sign

The clerk has received no update from Lancashire County Cllr Shaun Turner regarding the broken sign near public conveniences. Cllr Drinnan stated he will contact the PROW department and the clerk supplied him with their number.

Blocked Gully (Long Lane between Park Gate & Tuft Cottage)

It was confirmed that this has now been done.

5. Open forum:

A member of the public raised the following:

Millennium way steps

The steps opposite Ashcroft are in a poor condition with one step broken. Cllr Collinson will ask the lengthsman to have a look at it.

Overgrown hedges (Trough Rd near Lime House)

Due to birds nesting at the moment, Cllr Atkinson suggested that this should be discussed further at the next meeting.

Plan 18/00509/FUL location of pavement

This item will be covered under planning.

Blocked gullies

It was confirmed that the PC report these regularly. The clerk stated that Highways are not giving updates as to when jobs are completed and there is no continuity. Cllr Atkinson suggested she email Shaun Turner to inform him of the issues.

6. Playing field:

Progress report

Cllr Cottle stated that the mowing has been done recently. The situation will be monitored.

Cllr Cottle stated that there is a wet patch on the playing field which he has dealt with in the past. There is also a post that has rotted off. He stated that consideration has to be given as to what to do with this. He suggested not replacing the post in order to allow more access to vehicles.

Wyre Council (companies they use to quote for play equipment)

The clerk reported the response from WC. They have given the names of two companies who provide replacement equipment:

www.landscapeengineering.co.uk (Gavin) and

www.wilkinsonlandscaping.co.uk (David)

Cllr Collinson has made a note of the information.

Cllr Cottle is liaising with Mark Fenton (WC).

7. Bikes & Barrows:

Cllr Cottle stated that there is over £19,000 in the bank (expenditure is £6,900). The Bikes and Barrows weekend made £12,000.

8. Correspondence/circulated items:

Refer appendix 1. Items to discuss are:

LCC – CONSULTATION on St lighting No comments

LCC – CONSULTATION on community transport in Lancashire No comments

9. Borough Council & Lancashire County Council matters:

Wyre Cllr Val Wilson stated the following:

- ❖ Pete Murphy has stood down from his role on the planning committee.
- ❖ The Health Portfolio has been added on to the Culture Portfolio (Lynne Bowen).
- ❖ Scorton has been awarded the “Cycling Village” award by Lancashire Cycle Link. A presentation is planned but full details have not as yet been supplied.

10. Planning:

18/00281/FUL - Erection of a garage and stable block with change of use of land for inclusion within the domestic curtilage to allow the realignment of the domestic boundary @ Fellcross Barn Cross Hill Farm Oakenclough Road Scorton

No objections sent 24/4 regarding the above.

18/00471/FULMAJ - Erection of a free range poultry building with associated works comprising hardstanding areas around the building for access and the siting of two feed bins @ Dolphinholme House Wagon Road Dolphinholme

Concerns were raised regarding potential over development and the fact that Dolphinholme residents seem to be unaware of the application. The clerk was requested to seek an extension on the deadline pending further enquiries.

18/00504/FUL - 2 SS ext in connection with existing civil engineering business (B2 use) at unit 1, Oakenclough Mill, Oakenclough Rd.

It was confirmed that this application predominantly affects Bleasdale. The clerk was requested to forward the details to them. No objections raised.

18/00509/FUL - Variation on condition 2 on plan 17/00979/FUL for minor alterations to house types on plots 1-6 and bin store @ Land at HillBank, Gubberford Lane, Scorton.

It has been confirmed by Wyre Council that the PC's detailed comments relating to 17/00979/FUL were accidentally omitted from the report. The PC strongly feel that this is unacceptable. Cllr Drinnan agreed to formulate a response which will be circulated to members for approval (this will include concerns over the proposed footpath). The clerk was requested to forward this on to both David Thow and Garry Payne.

11. Decision notices/status:

17/00169/DIS – (Agreement of details of conditions 5 (lighting), 13 (waste management), 16 (scheme for the one way system), 17 (surface and foul water drainage scheme), 18 (maintenance plan for drainage scheme) and 19 (details of the foul water system relating to planning permission 17/00169/FULMAJ for Home Farm Wyresdale Park Snowhill Lane, Scorton) **Accepted**

17/00600/FUL – (Erection of single storey rear extension @ The New Shippon Higher Lane Scorton) **Refused**

17/00979/FUL – (Erection of 8 detached dwellings @ Land At Hill Bank Gubberford Lane, CABUS) **Permitted**

17/01051/FUL – (Change of use of agricultural land to form private sand paddock and formation of new concrete yard @ Lea Green Farm Long Lane Scorton) **Permitted**

18/00060/FUL- (Erection of 1 replacement dwelling and 4 additional dwellings (following removal of existing greenhouses and storage building) and change of use of existing dwelling to B8 storage building @ Briarcliffe Nurseries Gubberford Lane Scorton) **Permitted**

18/00281/FUL - Erection of a garage and stable block with change of use of land for inclusion within the domestic curtilage to allow the realignment of the domestic boundary @ Fellcross Barn Cross Hill Farm Oakenclough Road Scorton **Permitted**

12. Highways:

Potholes (Higher Lane)

Cllr Atkinson will email the clerk a photo to send to Highways. Val Wilson requested to be copied in.

Potholes (Wagon Rd, Wyreside Hall to Dolphinholme House)

The clerk was asked to report to Highways.

13. Lengthsman:

Jobs undertaken

The clerk circulated the latest time sheets prior to the meeting via email.

Jobs to be done

Cllr Collinson will deal.

Lengthsman hours 2019-20

The clerk stated that the lengthsman has been paid more than the precept for both wages and materials. It was suggested that the surplus prowl money be used to pay this. Cllr Collinson suggested increasing his hours to 12P/W (from 10) and his hourly rate to £14P/H. This will be discussed further at the next meeting.

14. Village Hall:

No Update

15. Finance:

account update

The clerk reported that the latest balance as at 1st May is **£21,372.79**.

The following items were approved for payment:

Lengthsman invoice (March) - £819.00

Lengthsman invoice (April) - £240.50

Lengthsman materials) - £49.92

Came and Co insurance - £488.10

Community Futures subscription – free

16. Health & Safety:

No matters raised.

17. Points of interest:

GDPR - The clerk provided an overview of the training as follows:

- ❖ Parishes do not have to appoint a DPO.
- ❖ There has been much in the press about fines which for larger organisations could reach 17 million. However, breaches would be dealt with proportionately dependent upon the size of the organisation.
- ❖ It is preferable to send emails BCC.
- ❖ It is important that all parish councillor consider their all their data storage devices, what is stored and the level of security including any paper records. Review security including passwords and ensure these are not written down.
- ❖ The definition of data is any information that can identify that person such as names, addresses, email addresses, photos and telephone numbers.
- ❖ There is extra responsibility for organisations that have sensitive data (e.g. medical records).
- ❖ A level of self-judgement is required as to what data is kept and whether it is secure. There are no hard or fast rules imposed by the ICO. There is a risk based approach meaning you have to identify the risks and seeking to mitigate them.
- ❖ It is important to review what data is held and the reason it is held and whether there are other alternatives to it being held.
- ❖ The deadline when GDPR comes into force is 25th May.
- ❖ Members of the public can request to have their information erased with no reason given. The onus is on the organisation to comply.
- ❖ A person cannot be charged for alterations or erasure of details. Requests must be dealt with within 40 days.
- ❖ Consent must be active and not assumed. Written consent is preferable but verbal is also acceptable.
- ❖ If data is lost or sent to others in error and this is likely to cause distress, this must be reported to the ICO within 72 hours.
- ❖ In relation to members of the public sending the clerk emails, there is no need to review security as they know they are sending the message to an unsecure email address.
- ❖ Ideally, filing cabinets containing identifiable data to be kept locked.

- ❖ In summary, the GDPR has 6 principles:
 - i. **Lawfulness fairness and transparency** - Informing individuals what processing is being done as well as the information being processed must match up with how it has been described. It must be used in the manner the person would expect it to be used for and don't use data for purposes the person is not aware of. There are certain exemptions to this (e.g. relating to crime).
 - ii. **Purpose limitations** - Data can only be obtained for specific and legitimate purposes that the individual is aware of.
 - iii. **Data minimisation** - Data should be relevant and limited to what is necessary for the purpose they are being used for.
 - iv. **Accuracy** - This aspect causes the most issues. Data should be accurate and up to date.
 - v. **Storage limitations**- Data should be kept no longer than necessary.
 - vi. **Integrity and confidentiality** - Data should be dealt with securely.

Parish Council Vacancy

Following the resignation of Cllr Prashar, the PC unanimously approved the co-option of Mr Donald Hantom. All relevant paperwork was completed and returned to the clerk.

18. Date of next meeting: **28th June 2018**

As there was no further business, the meeting concluded at 9.05PM

APPENDIX 1 – CORRESPONDENCE (EMAILED)

Rural Services network (RSN) – Rural opps bulletin x 2

LCR magazine

WC – Extraordinary meeting agenda & unconfirmed minutes 12/4 links

WC – Full council agenda & unconfirmed minutes, audio recording, no questions item 6 & item 7 report 12/4 links

Schedule of executive decision 4/4, 13/4, 17/4, 25/4, 3/5

WC - Portfolio holder report & decision 29/3 link

WC – Wyre Voice community E-Newsletter April and May

WC - Portfolio holder report & decision 5/4 link

Wicksteed play info

WC – Local Plan matters issues & questions

RSN Digests 9/4, 16/4, 23/4, 30/4, 8/5, 14/5, 21/5 & 29/5

WC – Orchard End community funding

RSN – Rural vulnerability Service (rural broadband) April & May

LCC – CONSULTATION on community Transport see item 8

LCC – Bus service changes May & June

WC – Overview & Scrutiny report and unconfirmed minutes 16/4 link

RSN – Rural housing spotlight

LALC – Annual conference

WC - Portfolio holder report & decision 19/4 link

LCC – CONSULTATION on St lighting maintenance see item 8

WC – Planning agenda & unconfirmed minutes 2/5 link

WC – Cabinet agenda and unconfirmed minutes 5/5 link

RSN – Rural vulnerability service (fuel poverty) April

WC – Audit agenda 8/5 link

WC – Annual meeting agenda 10/5 link

WC – Portfolio holder reports & decisions 3/5 links

LALC – Trading Standards alert

WC – Flood Forum minutes 5/4 plus agenda minutes and reports May

WC - Portfolio holder report 9/5 link

RSN – Rural vulnerability Service (rural transport) May

Clerks & Councils Direct magazine

RSN – Spotlight on health and social care

WC – Press release noise app

Seafarers UK – Merchant Navy day 3rd September commemoration

RSN – Rural vulnerability Service (fuel poverty) May