

## **Minutes of a Meeting of Cusop Parish Council held in Cusop Village Hall on 20th June 2018**

**Present:** Councillors J Wesley (Chairman), A Fryers, M Hainge, and Mrs P Wordley.

**In attendance:** I Jardin (Clerk).

**1. Apologies for absence** were received from Cllr Evans due to a short break and Cllr Gilbert due to work.

**2. Disclosures of Interest and Dispensations.** None.

### **3. Minutes**

**Resolved:** that the minutes of the meeting held on 16th May 2018 be approved as a correct record and be signed by the chairman.

### **4. Public participation session**

The two developers of Plot 2 Meadowland presented their scheme and in particular reported that they had consulted neighbours and also Herefordshire planners who would like some changes to external materials. Two members of the public expressed support for the Plot 2 Meadowland scheme.

A member of the public expressed concern about the growing amount of traffic and parking in the lower dingle.

### **5. Pre-Application Planning Consultation**

Plot 2 Meadowland, Thirty Acres. Two-bedroom house to replace permitted design for four-bedroom house.

**Resolved:** that the Council supports the design presented to it and in particular welcomes the smaller size of the structure and commends the applicants for their pre-application consultation of the Parish Council and neighbours. Proposed Cllr Mrs Wordley, seconded Cllr Hainge. Carried unanimously.

### **6. Planning Application**

P181581/FH Norville - Hardwicke Road, Cusop, HR3 5QX. Proposed single-storey side extension to semi-detached dwelling.

**Resolved:** that the Council considers that the application complies with the relevant policies of the Cusop Neighbourhood Plan and has no objections to it. Proposed Cllr Fryers, seconded Cllr Mrs Wordley. Carried unanimously.

### **7. Newport Street housing planning obligation contributions**

It was agreed as next steps to:

- (a) ask Herefordshire Council for more precise costs for Newport Street speed limit changes,
- (b) write to the owners of land where new or altered footpath routes were proposed and ask if in principle they would permit the proposals,
- (c) ask Herefordshire planners whether community facilities at St Mary's Church would be eligible,
- (d) confirm that facilities outside the Parish should not be considered,
- (e) confirm that the Village Hall Committee's costed proposal for a boules court should be included in any next stage of consideration,
- (f) await costs for Playing Field improvements from Cllr Fryers.

### **8. General Data Protection Regulation**

**Resolved:** that the Council adopts a Data Protection Policy and a Retention Schedule (both appended), does not appoint a data protection officer for the time being, and reviews the Policy in twelve months time. Carried unanimously.

### **9. Councillors' Reports**

Cllr Hainge reported that seven parishioners had expressed satisfaction to him about how the How the Light Gets In Festival had gone.

Cllr Mrs Wordley raised the name of the new "Booker's Edge" development. It was noted that the final name of the buildings was probably a matter for the owners. Mrs Wordley also reported that a resident who had

monitored the volume of music from the How the Light Gets In Festival did not think it was significant, but there had been comments about noise from people in the street and fields.

Cllr Fryers drew attention to the poor condition of the lower dingle road.

The Chairman reported that he had persuaded the owners of a beech hedge and tree branches overhanging Hardwicke Road to cut them back. He also he reported that he and Cllr Mrs Wordley had agreed the job details which HALC would use to recruit a new clerk.

#### **10. Clerk's Report**

The Clerk's written report was noted. The Clerk further reported that he had received an email from a resident describing noise and vandalism in the street during the How the Light Gets In Festival and asking the Parish Council to help ensure that the Festival did not take place on the same site again. It was agreed that the impact of the Festival should be on the agenda of the next meeting and that Ward Cllr Price should be asked to report the conclusions of his Council's monitoring of the event and its handling of the permits.

#### **11. Finance**

**Resolved:** to make the following payment:

£326.67 to Ian Jardin for Clerk's salary, expenses and re-imbursments for May 2018.

**12. Date of next meeting** would be Wednesday 18th July.

## CUSOP PARISH COUNCIL –DATA PROTECTION POLICY – June 2018

This Policy summarises how Cusop Parish Council will handle personal data to comply with courtesy and common sense as well as the Data Protection Act 2018. It applies to the Council collectively and to all its councillors, officers, and voluntary post-holders.

A summary of the types of personal data currently processed by the Council and the relevant detailed policies is contained in the following table. Mostly ‘processing’ of data by the Council consists of holding them only. The table also indicates the normal retention policy for each type of data (in accordance with the Council’s own Retention Schedule),

Before any new activity is undertaken by the Council it will establish whether it will generate any new types of personal data and if so how they should be treated. All the data will normally be held by the Clerk and some may also be held by councillors or volunteer postholders.

This Policy provides the necessary privacy information for members of the public whose personal data may be held by the Council. It will be available on the Council website for members of the public to download. Paper copies will also be available on request. Further specific actions where appropriate are noted below for each type of data.

The Council will review the Policy in the light of experience and evolving interpretation of the 2018 Act, especially as advised by the Information Commissioner’s Office.

### Schedule of Personal Data Controlled and/or Processed by the Parish Council

TYPE OF DATA	LAWFUL BASIS	POLICY
Correspondence to and from members of public (email and paper)	Public Task	<p>The Council will normally initiate correspondence with a member of the public only where necessary to exercise its public functions or powers. These extend to the discussion of any public matter of a parochial nature. Such correspondence, including any replies by the member of the public, will therefore be processed on the lawful basis of performing a Public Task.</p> <p>The Council assumes that a member of the public will normally initiate correspondence with the Council only on matters relating to the Council’s functions or powers. Such correspondence, including any necessary replies by the Council, will therefore be processed on the lawful basis of performing a Public Task.</p> <p>Personal data in such correspondence includes the name and (email) address of the member of the public as well as its content. The Council will not pass correspondence to or from members of the public to third parties without consent, except that it may pass it to another public body if the content of the correspondence relates to the function or powers of that body.</p> <p><i>Retention: correspondence will normally be destroyed after six years</i></p> <p><i>Further actions: a ‘contact details’ on the Council website will include the above and a link to this Policy. Council emails and letters will also include the link plus note availability of paper copies.</i></p>

Complaints	Public Task	<p>Under the Council's complaints procedure members of the public may complain about how the Council has exercised its functions or powers. Correspondence and other documents relating to complaints will therefore be processed on the lawful basis on performing a Public Task.</p> <p><i>Retention: correspondence will normally be destroyed after six years</i></p>
Donations from and payments to members of the public	Public Task	<p>The Council rarely processes payments from or to members of the public other than contractors, but such payments will be in respect of the Council's exercise of its functions or powers. Payment information will therefore be processed on the lawful basis on performing a Public Task. Where a payment must be approved by Council resolution, it may also be recorded in the Council minutes and therefore made public (see below).</p> <p><i>Retention: data will normally be destroyed after six years apart from entries in the receipts and payment book which will be retained permanently and archived.</i></p>
Data relating to staff, councillors, volunteer post-holders and contractors	Public Task / Legal Obligation	<p>Staff, councillors, volunteer post-holders and contractors in various ways help in the exercise of the Council's functions or powers and the Council processes personal data about them only where necessary for these purposes on the lawful basis of performing a Public Task. Where an appointment or contract must be approved by Council resolution, it may also be recorded in the Council minutes and therefore made public (see below).</p> <p><i>Retention: data will normally be destroyed six years after the end of contract or employment apart from entries in the receipts and payment book which will be retained permanently and archived.</i></p>
Council minutes – public participation session	Self-Published / Legal Obligation	<p>The public participation session forms part of the Council meeting which is held in public. Therefore anything said at the session is in the public domain and (If lawful) may be summarised in the published minutes of the meeting. Names or other personal information will not be included unless speakers choose to reveal their own names or other personal information about themselves.</p> <p>Apart from this, names of members of the public attending Council meetings will not be recorded in the minutes unless they are councillors, staff, volunteer post-holders, or officers of other public authorities attending in those capacities.</p> <p>Published minutes are a Legal Obligation.</p> <p><i>Retention: minutes will be retained permanently and signed copies will be archived.</i></p> <p><i>Further actions: a note about public participation sessions will be included on agendas.</i></p>

Parish Meeting minutes	Self-Published / Legal Obligation	The names of parish electors attending Parish Meetings will be recorded in the minutes. The names of electors speaking and the content of their speeches (if lawful) may be summarised in the minutes. Personal information will not be included unless speakers choose to reveal personal information about themselves. Published minutes are a Legal Obligation.  <i>Retention: minutes will be retained permanently and signed copies will be archived.</i>  <i>Further actions: a note of the above will be included on agendas.</i>
Neighbourhood Plan public consultation responses	Legal Obligation	Neighbourhood Plan consultation responses were processed in accordance with statutory regulations. <i>Plan documents will be retained indefinitely and may be archived.</i>
Newsletter delivery rounds	N/A	No personal data: property addresses only.
Electoral register	N/A	Only processed in the sense that the register is stored on computer by the Council. Otherwise controlled and processed by Herefordshire Council and held by Parish Council on Herefordshire's terms and used for statutory purposes only.
Members's interests	N/A	Not processed by PC. Controlled and processed by Herefordshire Council.
Planning application public comments	N/A	Not processed by PC. Controlled and processed by Herefordshire Council.

For all the above categories members of the public have the right to be given copies of their own personal data (Right of Access) and to have it corrected where inaccurate (Right of Rectification). In the case of Public Tasks they also have to right to object to the Council continuing to hold their own personal data (Right to Object). The Council will consider all requests in accordance with ICO guidance.

## CUSOP PARISH COUNCIL – DOCUMENT RETENTION SCHEDULE – June 2018

Council and Parish Meeting signed minutes	Keep permanently. Transfer to county archive when no longer needed.
Clerk's reports to meetings and any essential agenda papers (if not appended to minutes)	Keep one copy permanently. Transfer to county archive when no longer needed.
Parish Council newsletters	Keep one copy permanently. Transfer to county archive when no longer needed.
Contract documents incl tenders	Retain for 6 yrs after contract ends. Then destroy.
Employer's liability insurance certificates. General insurance?	Retain for 40 yrs after insurance period ends. Then destroy.
General insurance policies	Retain documents for 6 yrs, then destroy. Retain note of annual policy provider and number indefinitely.
Personnel files incl contracts/ salary & tax records?	Retain for 6 yrs after employment ends. Then destroy.
Receipts and payments book	Keep permanently. Transfer to county archive when no longer needed.
Annual accounts and associated invoices cheque stubs, bank statements, VAT claims etc	Retain for 6 yrs after last entry. Then destroy.
Parish Plan and Neighbourhood Plan consultation reports etc.	Retain one copy of final Plan permanently and transfer to county archive when no longer needed. Retain preparation documents incl public consultation reports for 6 yrs after Plan superseded. Then destroy?
Property lease (playing field)	Retain for 12 yrs after lease ends. Incl rent record.
Cusop walks leaflet.	Retain copy of each edition permanently. Transfer to county archive when no longer needed.
Miscellaneous correspondence (email and paper) with members of the public, other bodies etc. Includes formal complaints.	Retain for 6 yrs after correspondence etc ends. Then destroy.
Miscellaneous internal admin documents	Retain for 6 yrs after admin action etc ends. Then destroy.