

Minutes of the Meeting Held on the 10th January 2018 at 19:30 in Norton Village Hall

Present:

Cllr Eirwyn Jenkins - in the Chair
Cllr Colin Edwards
Cllr David Rolls

In Attendance :

Clerk of the Parish Council
Philip Drew - Internal auditor
One parishioner

Apologies for absence.

Cllr Steve Norgate
Cllr Graham Garbutt
County Cllr Phil Awford

1. Declaration of interest in items on the agenda

There were none.

2. To confirm the Minutes of the Meetings held on 15th November 2017 and 8th December 2017

These were confirmed and signed as a true record

3. Matters Arriving not on this agenda

- i) The broadband installation is currently in Apperley. Cllr Jenkins has contacted the installing company to advise that the box recently installed in Wainlode Lane, in the parish of Apperley, is within the flood zone.
- ii) School Update - Cllr Jenkins advised that there have been emails between Brian Storer of the LA, and it has been confirmed that the Bayhill development has offered 0.2 hectares of land for school use. This is the area to the right of the playing field from the carpark.

4. To receive reports:

a. County Councillor Report

The following report was read out by the Chair Cllr Jenkins, which was received from Cllr Phil Awford -

"The new Highways Lead Officer for the area is Chris Riley following the departure of Richard Waters. Obviously, I could write a book about Strategic Planning but that is the domain of the two District Councillors who may attend. Just before Christmas the Secretary of State agreed with the Appeal Inspector and agreed the two appeals by Robert Hitchins at both Twigworth and Innsworth, not surprising given the outcome of the JCS!

However, we did manage to secure an extra recommendation that the safeguarded land remains so until another review is carried out around smaller areas of Greenbelt use across the Borough. This is an attempt to limit the use of all of the area for development given both its vital role in relation to flood risk and of course traffic congestion."

b. Borough Councillor

None

c. Members.

None

5. NDP – Update and the consultation process

Cllr Jenkins advised that the Neighborhood Development Plan has now finished the consultation period. There were 49 parishioner responses across the 3 parish councils, and 3 developers. There were 3 parishioners who refused the plan, but the responses would indicate that they were referring to the JCS and not the proposals of the NDP. Supplementary information was available on the website which one of the parishioners comments were aimed at.

Parish Councillors from other parishes were complementary of the plan and how it was written, with other Parish Councils wanting to follow suit.

Gloucestershire Wildlife Trust have just put out a plan "Building with Wildlife". Cllr Jenkins has met with the GWT and there are five sets of guidelines that need to be followed to receive the GWT stamp on to the NDP.

All 3 of the developers who responded refused the plan. The main point brought up by the developers was the absence of the JCS findings in the NDP, Cllr Jenkins advised that at the time the findings of JCS examination was published the NDP was in print.

Tewkesbury Borough Council have responded and Cllr Jenkins has a meeting with Paul Hardiman to discuss further. The next step is for the Steering Committee to meet.

SFP Planning, was one of the developers that had responded, requested that the land next to the hall to be included within the plan. Cllr Jenkins explained that 52 houses have been approved since the initial 13, required as a service village. A shortfall of 2,044 houses in the borough to the year 2031 was identified, however most of this requirement is to be covered by developments in Ashchurch.

Cllr Jenkins also highlighted that there are already issues with sewage next to Cooks Lane, along with the increase to traffic in the area.

Cllr Edwards stated that the land in question had been removed at the request of the land owners.

At this point the parishioner in attendance was invited to contribute (who SFP Planning are representing), and she explained that the situation had changed from previous as there are no longer the affordable houses in plan, and that there would be land available for the school.

Cllr Jenkins stated that the Bayhill development has 22 houses to back on to the field, and that the agreement has been signed between the landowner and the developer stating that there is land available for the school.

Tewkesbury Borough Council will have a 6 weeks consultation period for the NDP and it is believed that the ultimate outcome will come down to an inspector.

6. Update on data protection officer requirements

Cllr Edwards contacted Tewkesbury Borough Council to request a framework for the new Data Protection Legislation, and was advised that there isn't one at present. He was referred to the ICO website which shows the steps and the outcome requirement, which needs to be in place by 25th May 2018, as it is an EU requirement.

Cllr Edwards has distributed a copy of the ICO Summary to the other Parish Councillors in attendance.

He also proposed the following actions as Norton Parish Council is the Data Controller and has ultimate responsibility for adherence to GDPR -

- Draft/agree policy statement and publish – distribute draft
- Draft/agree internal procedures to fulfill policy statement
- Draft/agree review processes for above
- Determine/agree what personal data NPC should hold (e.g. state clearly we will not hold sensitive data as defined by GDPR)
- Determine/agree what data we actually hold
- Refresh and record consents for this data

It will be necessary to appoint DPO and it was indicated that most small councils include this as part of Clerk's role. The DPO is not personally liable for breaches. They are deemed to be the best person to respond to access requests.

The role essentially is to follow procedures for recording data and consents, and for responding to access request in a timely manner. As well as alerting the Data Controller of new personal data requirements and access requests.

Cllr Edwards has spoken to Gill Baker who is a Business Admin Manager at TBC and she has sent across a draft policy.

Cllr Jenkins has advised that TBC have suggested a joint Parish course and is awaiting further detail from them on this.

<u>Action</u>	<u>Responsible</u>
1) Chase TBC on joint Parish course	SEB

7. Planning matters.

i. Update on application 17/00539/APP - Parcel 5922 Green Acres, Tewkesbury Road, Norton

Permitted - Cllr David Rolls has proposed to write to Tewkesbury Borough Council as the breach of the initial permit was ignored. Cllr Jenkins agreed, as this was not referred to due to the decision not going to committee as it should have as it was rejected by the Parish Council.

<u>Action</u>	<u>Responsible</u>
1) Chairman to contact TBC.	DEJ

ii. Update on application 17/00711/FUL - Erection of 5 no. detached dwellings Brooklands, Tewkesbury Road Norton

Permitted – No committee

iii. Update on the Bayhill Development

Cllr Jenkins advised that Gloucestershire County Council, the land owners and Bayhill have signed. Tewkesbury Borough Council approved the planning site with the full deed to the strip over the pipeline for the school.

There are still sewerage issues and it was suggested previously that Bayhill have a meeting with the residents of Cooks Lane as the residents own the land to cross to the tank. Cllr Jenkins has offered to setup this meeting previously but this is yet to happen.

From the point of view of the Parish Council this development is now complete.

8. Finance

i. Precept

Precept remains unchanged at £7,220, there have been savings in the year 2016-2017 due to a Clerk not being in place.

ii. To approve payments in accordance with the finance report

Norton Village Hall Invoice 833	£16.25
Clerk's – Monthly Salary	£162.79
CPRE Membership	£36.00

Total	£215.04
--------------	----------------

The finance report was adopted and the invoices were approved for payment, proposed by Cllr Jenkins, seconded by Cllr Rolls.

It was confirmed by Philip Drew that there is no requirement for an external audit due to the turnover of the Parish.

<u>Action</u>	<u>Responsible</u>
1) Email advising that precept remains as last year at £7,220	SEB

9. Any other business – update on various issues.

- i. Cllr Rolls raised the New Dawn Homes, as the building site is now 2m into the roadway. NDH has previously responded to Cllr Norgate on this matter. Cllr Rolls is to forward the photos to Cllr Jenkins, for him to contact NDH.

<u>Action</u>	<u>Responsible</u>
1) Email photos of NDH Site to Cllr Jenkins	DR
2) Contact NDH to find out what is happening with the site, and to seek resolution to current issues	DEJ

- ii. It was raised to the Parish Councillor’s attention that the deeds etc. which were previously held by Cllr Jenkins are now securely held by the Parish Clerk.

<u>Action</u>	<u>Responsible</u>
1) Cllr Jenkins to circulate his consolidated information based on the above to the council	DEJ

Meeting closed at 20:23 hrs.

Date of the Next Meeting: Wednesday March 7th 2018.

Signed:

Date: