

Minutes of the Meeting of **Holme Pierrepont & Gamston Parish Council**
Monday 12th February 2018 at 7.15pm in Gamston Village Hall, Old Tollerton
Road, Gamston

Members Present: Cllrs Melvyn Tisbury, Cynthia Stacey, John Mason, Mark Bancroft, Janet Hackett,
David Cuthbert, Geoff Prett, Sally Griffiths & Gary Arkless.

In attendance: Julia Barnes (Clerk) & County Cllr Kay Cutts.

5166. APOLOGIES FOR ABSENCE

Borough Cllr Wheeler sent his apologies as on holiday in Australia.

5167. DECLARATIONS OF INTEREST

None.

5168. ORDER OF BUSINESS

No changes proposed.

5169. MINUTES

**TO APPROVE MINUTES FOR THE PARISH COUNCIL MEETING HELD ON 8th
JANUARY 2018**

Cllr Arkless proposed and Cllr Stacey seconded the motion that the Minutes be approved. Vote
was taken, unanimously in favour. Minutes were adopted.

Cllr Arkless to upload January '18 Minutes to the HP&G PC website.

5170. COUNTY REPORT

County Cllr Cutts spoke about the increase in funding required over the coming years. More
money is required in the areas of Adult Social Care and Child Protection, although most calls are
received regarding Roads, Potholes and Traffic issues.

Cllr Cutts explained that she was involved with the HS2 Board that will bring high speed trains
to Toton. She explained that investment was required to ensure effective links to and from the
station.

Cllr Cutts noted that she continued to be a Governor at West Bridgford Junior School. Previously
she was also a Governor at Dayncourt School (now South Notts Academy), but not since it
became an academy.

5171. DISTRICT REPORT

Borough Cllr Wheeler forwarded the following report in his absence, which was read out by the Clerk.

The new bench I had installed alongside Grantham Canal was vandalised beyond repair within a day of installation so it has been removed, which is of course a shame.

Rushcliffe Borough Council (RBC) collected ten tonnes of items from the collections done by Streetwise for the Friary, which is a great achievement and I know has been well received by the charity.

The Fairham Pastures development had outlying permission granted permission by the planning committee for 3000 homes. A Government grant of £9.9 million has been received for a new road through the development. Developers have said they are keen to put in bungalows and apartments if a need is established, which I know we have discussed before and is something Janet believes passionately in. This is close to the A453 and parkway station and of course the tram network from Clifton.

Following on from the last meeting, if you have any ideas on where you would like to see trees planted on RBC land, please send me an email by Wednesday 14th February 2018 as I'll be emailing my list to RBC as well. A £50k pot now exists and I would like Gamston to have its fair share.

Cllr Tisbury suggested that there was a possible opportunity for planting trees near the canal. Cllr Arkless noted that damaged trees could be replaced using the scheme.

Cllr's to email suggestions to Borough Cllr Wheeler by the deadline date.

5172. PLANNING

- i) *18/00135/LBC Jonathan Enever Upgrade existing features to a specification and material more sympathetic to that of the original development, remove existing chimney to level below roof line, extension of flue and replace guttering The Paddock, Holme House Farm, Radcliffe Road, Holme Pierrepont, Nottinghamshire.*

Cllr Tisbury agreed to look at these plans and circulate a suggested response to all Cllr's before the deadline date of Thursday 15th February 2018.

Clerk to submit agreed Parish Council response to RBC online Planning Portal.

Discussion took place regarding planning permission being approved for new homes on land, the landowners consequently retaining that land and selling once the land has appreciated in value, but not actually building any homes.

5173. VILLAGE HALL

Bookings Clerk Update

Cllr Tisbury communicated the Bookings Clerk update.

'The heating system is working fine at present, most of the regular users are now aware the heating should be started at 20 deg and not tampered with! I have been setting the timer for the random groups as well as Rainbows and Brownies to prevent the heating being left on or set on the wrong mode.

The Breakfast Club is at the hall on the last Sunday of the month at present, the last one being 29th April. It then runs again Sept, Oct and November. The hall has always been left clean and tidy after the club which I am very grateful for as the Yoga group are in on Monday mornings.

A flyer was given to all of the pupils at PGPS about the Breakfast Club and the Cinema Night. A few people have been asking for details of the cinema night and asked if we might consider a children's film night. I said I would mention this to the PC. I would be happy to help run a children's film night but would need help as I don't know how to use the equipment (or the legal requirements).

Just to mention I was at the hall today (Sunday 4th 1pm ish) inspecting the hall after a party. I noticed someone walking around the back of the hall which was a little unnerving (they obviously weren't aware I was in the hall). They were at the back of the hall for sometime. Then walked around the hall again. I went out to see who this was. A teenage boy in a hood was trying to get out of the back gate. I was a little nervous and said "that gate is locked and could I help him" He apologised, quickly climbed over the gate and ran off. Whilst he did nothing wrong and to be fair he did say "sorry" I was suspicious why he was circling around the hall alone with his hood up!'

Cllr Hackett asked whether the Bookings Clerk should be equipped with a personal alarm when working on her own at the Village Hall. Discussion took place. It was noted that the Bookings Clerk does not visit the hall alone when dark, also always has her phone and Cllr's Tisbury and Cuthbert live very close by if assistance is required.

Air Conditioning Unit

Cllr Bancroft explained that he had contacted the builder since the last meeting with regard to the air con unit. As a result, contact was made with Bruce Bradley Project Manager and subsequently Lee Marshall Consultant Engineer.

Lee suspects the heating problems are issues with settings rather capacity of the unit. This is based on the fact that there were no problems experienced last winter, although we did incur high costs and it was a much milder winter last year. Lee is happy to come out to the site to investigate, but this would be chargeable.

Discussion took place regarding who is responsible for providing the warranty on the unit. After debate it was agreed that, as the heating seemed to be working adequately at present, no action required at this time. However, Cllr Tisbury explained that the system needed regular servicing in order to maintain efficiency. This was due now and then a regular maintenance contract every 6/9 months.

Cllr Bancroft to arrange servicing of the air con unit and to set up a regular maintenance contract going forward.

Clerk to provide a comparative analysis of electricity expenditure year on year.

Audio Visual Equipment

Cllr Cuthbert confirmed that the equipment was working well. A successful community film night had taken place the previous Friday, screen is perfect size and the sound quality is excellent.

Cllr Cuthbert noted it would be good to encourage other users of the hall, for example U3A, to use the system for some of their groups. Training can be given. Clerk has laminated two sets of Cllr Arkless' operating instructions that will be stored in the office in blue striped folders.

Cllr Cuthbert noted that the next film to be shown on 9th March is 'A Street Cat Named Bob' and on 13th April 'A Man Called Ove'.

Discussion took place regarding the comfort of the chairs for prolonged periods of sitting.

Cllr Cuthbert to investigate feasibility of storage and cost of more comfortable seating.

Cllr Cuthbert to provide Cllr Prett with details of future Film Club showings for the Spring Newsletter.

Licensing

Cllr Arkless explained that he had worked on the completion of the required entertainments licence. He explained that as soon as the notice of application for the granting of a premises licence was publicised, there was a ten day period in which representations from the public can be made.

Cllr Arkless to send required licensing notice to Cllr Prett for inclusion in the Spring Newsletter before 5th March 2018.

Clerk to create required notices for display around the VH site.

Village Hall Management

Cllr Tisbury explained that he has arranged for the outdoor electrical work to be completed when the weather improves.

Cllr Prett explained to the meeting that he has a musician friend that plays in a folk band that would be happy to put on a show at the Village Hall. This friend is performing at a U3A event on 5th March '18 that Cllr Prett will attend. Cllr Hackett asked if there would be a possibility for them to play Old English/Mediaeval music at our summer play day.

Cllr Prett to enquire regarding possible musical entertainment at the Summer Play Day.

Cllr Tisbury spoke about the need for a replacement notice board on the corner of the Village Hall grounds. It was agreed that David Litchfield would formulate some design ideas.

Cllr Tisbury to speak with David Litchfield regarding notice board ideas.

Cllr Mason explained that the Bookings Clerk had placed a number of benches in the porch area to deter children from sitting on the window ledge and marking the walls with their shoes.

Cllr Bancroft reiterated that if the Bookings Clerk experienced any problems at the Village Hall to contact himself or Cllr Arkless.

8.05pm County Cllr Cutts left the meeting.

5174. PLAY PARK

Cllr Mason noted that the football pitch was still experiencing some flooding during periods of heavy rain, but does drain away.

Cllr Mason confirmed he would be looking into new Play Park equipment.

Cllr Mason to look into costs and feasibility of possible new equipment at the Play Park.

Cllr Griffiths noted that the Play Park looked beautiful with the display of daffodils.

Cllr Tisbury confirmed that the Play Park electrical timer had been replaced and tested. Cllr Tisbury advised that functionality of timer is tested again in good time for Christmas.

5175. SPRING NEWSLETTER

Deadline for submission of articles to Cllr Prett for the Spring Newsletter, Monday 5th March 2018.

Cllr Prett asked if Cllr Stacey would kindly be able to write an article about the Brackenbury's of Holme Pierrepont involvement with the suffragette movement, in this centenary year of women being granted the vote.

Cllr Prett to circulate schedule of articles to all Cllrs.

Cllr Cuthbert to ensure each of the three newsletters issued per year include details of the Film Club showings in the coming months.

Cllr Tisbury explained that he had printed a series of maps of areas of the Parish that he was going to colour code to allocate delivery areas to all Cllr's. Cllr Griffiths explained that her husband David was happy to fulfil the delivery requirements in the Lady Bay area on her behalf.

5176. COUNCILLOR UPDATES

Cllr Stacey informed the meeting that £90.23 had been collected at the Christmastime Event to donate to Rainbows and they had written to thank us.

Cllr Stacey spoke about the need for a dog waste bin in Bassingfield near the canal. Cllr Stacey presented three options; to do nothing, to site a new bin at a cost of £254 plus VAT or re-site an existing bin situated on Nathan's Lane that is not used, at a cost of £110 plus VAT. Discussion took place Cllr Tisbury proposed and Cllr Griffiths seconded the motion that the existing bin be re-sited. Vote taken, unanimously in favour, motion carried.

Cllr Stacey to contact Streetwise to arrange relocation of dog waste bin.

Clerk to contact the land owner Andrew Parker to gain permission for siting of bin.

Clerk to confirm details with Streetwise and add emptying of bin onto Parish schedule.

Cllr Stacey spoke about the previously circulated quote for Grounds Maintenance from Mark Winter for 2018. She explained that prices were frozen from last year with the addition of pruning the bushes near the footpath in the Play Park. Meeting unanimously agreed to accept quotation.

Clerk to write to Mark Winter to accept Grounds Maintenance quotation for 2018.

Cllr Stacey explained that they had received a reply from the A52 Highways team regarding the concerns raised over the proposed future changes to the traffic flow. Although it was considered positive that they had replied, essentially the explanation confirmed there would be no changes to the original plan.

Cllr Stacey to forward response received to the affected Parishioners.

Cllr Hackett asked the meeting if a similar scheme could be proposed for the junction between Ambleside and A52 near The Goose public house. Discussion took place and it was noted that no changes would be made to this stretch of road before the changes were agreed further along the carriageway as a result of the Land East of Gamston development, as and when this progresses.

Cllr Hackett asked the meeting if a permanent seasonal tree could be arranged in good time for Christmas, within the Village Hall grounds. Discussion took place and it was suggested that an additional outdoor tree was required for the event to provide a more spectacular central feature. Some Cllrs were opposed to a non native tree. It was noted that an oak tree is situated at the flag pole end of the grounds which would need lots of space to spread in the future, so not a good position for another tree. It was also mentioned that any tree should not be planted too close to the new hall so that the root system doesn't cause problems to the building. It is essential that wherever sited, there is safe access to an electricity supply. Cllr Tisbury also noted that the cherry trees on site are dying.

Cllr Hackett to form a tree proposal, with costings, for discussion at the next PC meeting.

Cllr Hackett announced that the Summer Play Day would be taking place on Wednesday 8th August 2018 with a Robin Hood theme. Cllr Hackett asked if Cllr Prett would kindly ask if any of his contacts from Skylarks would be able to attend with traditional crafts, eg basket weaving.

Cllr Prett to enquire about possible Play Day attendees.

Cllr Arkless explained to the meeting that he was aware that the Notts County Council owned Wilford Hill Cemetery will be full within 18 months and that they have plans for new cemetery sites around Rushcliffe, including Gamston, but was unaware of the exact locations.

Clerk to contact County Cllr Cutts to enquire as to whether she has any further information on this subject.

Cllr Arkless presented the following summary of the imminent Data Protection legislation being implemented on 25th May 2018.

General Data Protection Regulation

Comes into effect on 25 May 2018 and will be enshrined into UK law under the Great Repeal Bill on Brexit.

In the event of a compliance breach, supervisory authorities can impose fines of up to four per cent of an organisation's worldwide annual turnover, or €20 million — whichever is higher.

When collecting and holding data/information the following is applicable

- *There must be a legitimate reason for collection*
- *No more information than is necessary should be held/obtained*
- *Data should be up to date and accurate*

- *It should be held no longer than necessary*
- *It should be protected from loss or unlawful access, this means only those with just cause can access the data*
- *An individual has the right to know what data we hold therefore a central registry of information held on all individuals will need to be created*
- *Individuals have the right to correct that data if wrong*
- *They have the right to request deletion*
- *Notification of any breach should be made to a supervisory authority within 72 hours*

Under the regulations, companies must keep a record of how and when an individual gives consent to store and use their personal data.

Consent will mean active agreement. It can no longer be inferred.

Companies that control how and why data is processed will have to show a clear audit trail of consent, including screen grabs or saved consent forms.

(e.g. Planning application. Visit by councillor. Name, Address, Mobile phone number/email given for contact purposes – Record to be created by clerk on data provided and where held)

Must know exactly what personal data is held and where it is located (whether on paper, PCs, on servers, or in the Cloud), and have procedures in place to ensure its complete removal when a request to do so is made.

Individuals have the right to withdraw consent at any time, easily and swiftly. When somebody does withdraw consent, their details must be permanently erased, and not just deleted from a mailing list. GDPR gives individuals the right to be forgotten.

In the event of a data breach, GDPR forces companies to inform relevant authorities within 72 hours, giving full details of the breach and proposals for mitigating its effects.

HP&GPC

The computer used for parish business is owned by the parish council.

It has up to date anti-virus/spyware on it.

It has a BT Net Protect Plus firewall installed and is password protected.

Data is stored on the computer (unencrypted) and backed up onto a separate encrypted hard drive.

Currently hold approx 20Gb of data.

When the Clerk is away on holiday, the computer and hard drive are stored at her home.

The only person who has day to day access to the computer and hard drive is the Clerk. Any councillor who has justifiable reason to access that data has to go through the Clerk to get it.

Consider encryption for the computer. This can be done by upgrading from Windows 10 Home to Windows 10 Pro. This contains a program called BitLocker that will encrypt the drive.

Any electronic records containing the personal information of an individual held by Bookings Clerk or a councillor should be similarly secure, or if paper records, under lock and key.

Requirements to Comply

Improve security of data held by the Clerk, Councillors and the Bookings Clerk as outlined above.

The Clerk must be made aware of anything held by a councillor that contains the personal information on any individual and where it is held and a log kept centrally including this location.

In most cases for us, this will include Name, Address and contact information.

We must be in a position to find the data held by us on any individual, It must be accurate, held no longer than is necessary and capable of complete deletion at the request of that individual (Unless we have a reason to continue to hold it).

Discussion took place. Clerk explained that she had received correspondence from NALC regarding proposals for an advisory service to help Parish Councils comply with the new legislation. Cllr Arkless reiterated that the most difficult part would be locating all information held on an individual retrospectively. One solution would be to delete as much existing data as possible and going forward receive written consent to store. Changes to the wording of the Village Hall hire document could give us tick box consent to retain data.

Cllr Tisbury noted that this would also apply to any data held by the people running the Village Breakfast.

Cllr Griffiths raised the issue of the potential loss of access to part of the footpath near the sailing club at Holme Pierrepont due to a change in land ownership. Cycle access to this land expires in March 2018 and the new landowner does not intend to renew this permission. Cllr Griffiths explained that residents of Lady Bay were working together to fight this decision. She would be attending a public meeting called by Sue Mallender to speak with the Footpaths Officer. Discussion took place and meeting agreed that they were concerned about this issue. Cllr Tisbury asked that Cllr Griffiths extend the Parish Council's offer of support to the cause.

Cllr Tisbury to make further investigations regarding footpath and report back to meeting.

Cllr Mason told the meeting that there was an antiques valuation event taking place at the Lutterell Hall, West Bridgford on 2nd March 2018.

Cllr Mason told the meeting that St Edmund's Church was holding a coffee morning on 7th April 2018.

5177. FINANCE

Cllr Tisbury proposed and Cllr Stacey seconded the motion that HP&G Parish Council authorise the request for £37, 900 precept in respect of the financial year ended 31st March 2019, as per the previously circulated draft breakdown. Vote was taken, unanimously in favour, motion carried.

Clerk to submit relevant precept request documentation to Rushcliffe Borough Council before deadline date.

Clerk to change budget heading to include VH Capital Costs & VH Revenue Costs and remove the word 'Replacement'.

Clerk issued all Cllrs with copies of the month's financial transactions and details of cheques for signing.

Clerk to prepare an electricity costs comparison to present at the next meeting.

Clerk still to arrange to meet with Cllr Prett at HSBC to add him to the PC cheque signatories list.

Discussion took place regarding the need to install the parking matting before end March 2018 if possible. Cllr Arkless proposed and Cllr Cuthbert seconded the motion that parking matting be installed. Vote taken, unanimously in favour, motion carried.

Cllr Prett to send Clerk previous quote details and Clerk to receive revised quotation.

5178. CLERKS REPORT

Clerk issued Cllrs with copy of letter received from East Leake Parish Council regarding their Neighbourhood Plan.

Clerk reiterated that the next Town & Parish Forum is taking place on Thursday 1st March 2018.

Cllrs wishing to attend Town & Parish Forum to notify Clerk in order to book a place.

Clerk informed the meeting that our current web and email address host company has been bought by a new company, so these domain products will be transferred to the new company Namesco Limited.

Clerk still to acquire Tree Surgeon invoice for the last two years' reviews.

5179. DATE OF NEXT MEETING

The next meeting of the Parish Council was confirmed as **Monday 12th March 2018 in Gamston Village Hall, Old Tollerton Road, Gamston.**

The meeting ended at approximately 9.35pm.