

# CARLTON PARISH COUNCIL

## Minutes of a meeting held at Saint Andrew's Church, Main Street, Carlton at 19:30 hrs on Wednesday 14<sup>th</sup> February 2018

**Present:** S G Tupling (Chairman), S J Cooper, I Sarson, W R Sharp (Councillors),  
I D Ould (County Councillor), 1 member of the public, C J Peat (Clerk).

### **1. Administrative matters**

#### **a) Apologies for absence from Councillors**

It was resolved that an apology from Cllr Boston be accepted.

#### **b) Declarations of interests (including Disclosable Pecuniary Interests) and requests for dispensations in respect of items on the agenda**

There were none.

### **2. Minutes of the meeting of 10<sup>th</sup> January 2018**

It was resolved that the minutes be confirmed and they were signed by the Chairman.

### **3. Reports, questions and comments from the following**

#### **a) Parish Councillors**

The Chairman drew attention to recent Public Interest Reports relating to other PCs issued by the External Auditor, which had been copied to Members. These graphically illustrated the problems which could arise when a PC did not have appropriate policies and procedures in place, or failed to act in accordance with them.

Cllr Sarson noted that the *Give Way* sign at the Nailstone Rd/Barton Rd junction was still not lit at night; also that the *Give Way* signs at the Main St/Barton Rd junction were faded and illegible; and that the red border on the *Road Junction* sign on Bosworth Rd had faded. Taken together with the faded and damaged road markings in the vicinity, these created a regrettable impression of neglect and decay at the eastern end of the village.

#### **b) Leicestershire County Council**

Cllr I D Ould had submitted a written report, but had no current casework relating to Carlton.

Local issues concerned applications for the removal of hedges near Odstone; the barring of horse riders from the disused railway line between Tivey's Farm and the disused quarry near Tucker's Holt; and the use and subsidy of the No.7 bus service.

Cllr Ould left the meeting at this point.

#### **c) Hinckley & Bosworth Borough Council**

Cllr M Cook had submitted a written report.

H&BBC had proposed a balanced budget for 2018-19, with a medium term financial strategy for the next 4 years. There would be minor changes to parking charges; from 17<sup>th</sup> March

recycling bins would accept mixed material and paper caddies would be withdrawn; the charge for collection of bulky waste items would be reduced.

An updated Play and Open Space Policy had been prepared, with documentation for each parish, and would be made public shortly.

On local issues Cllr Cook was concerned by proposals to remove hedgerows near Odstone (Planning applications 18/00040/HEDGE, 18/00050/HEDGE, 18/00060/HEDGE; 18/00064/HEDGE).

#### **d) Carlton Neighbourhood Watch group**

Ms R Yule reported that there had been one case of criminal damage/arson in Carlton in December.

Ms Yule had also forwarded a link to the website [www.haveibeenpwned.com](http://www.haveibeenpwned.com) which checks for personal data breaches (recommended by Leicestershire Police & Neighbourhood Watch).

#### **e) Parish Clerk**

**P&CIF application** – no response had been received to the PCs application to LCC

Highways for a s174 licence, submitted in Nov with a covering letter explaining that the licence was required before the end of Jan to support a grant application (p.1680/4 refers). After repeated inquiries the Clerk had been advised that a survey would be arranged later in Feb. The P&CIF application had been submitted to H&BBC with a covering letter apologising for the delay and promising to forward the licence on receipt.

**Nailstone Road** – hedge had been cut back, though not quite as hard as requested (p.1671/3e refers). **It was resolved** that the landowner **be thanked** and no further action be taken.

**Pensions Regulator** – had acknowledged PC's declaration of compliance.

**Nailstone Community Group** – had invited support for their litter pick to be held on 3<sup>rd</sup> Feb, and this had been copied to members of the KCTG.

**GDPR Course** – in view of the continuing absence of firm information and lack of guidance about the GDPR, the Clerk and Cllr Cooper had attended a course run by LRALC on 31<sup>st</sup> January at a cost of £70. This action **was approved**.

**Internal audit** – the PCs Internal Auditor had carried out a spot check on the PCs accounts and supporting documentation in January. No issues had been identified.

**Metal detectorist** – a member of the National Council for Metal Detecting (NCMD) had asked for permission to survey PC land. **It was resolved** that permission be granted for Carlton Greens and unused land in the Cemetery and Cemetery field.

**Nailstone Road** – a pothole at the southern end of the road had been repaired promptly.

A list of digital communications and reports received would be copied to each Councillor, and copies of any files would be forwarded on request. Additional written documentation would be circulated.

#### **f) Members of the public**

No comments were made.

### **4. General Data Protection Regulations (GDPR)**

Cllr Cooper is the Managing Director responsible for implementing the GDPR for his company; Cllr Cooper and the Clerk had attended an LRALC course on 31<sup>st</sup> January. The

GDPR will come into force on 25<sup>th</sup> May 2018, and will have a major impact on the way in which the PC conducts its business, but as yet there is very little guidance available and the ramifications are unclear. There are conflicts between the GDPR and Freedom of Information legislation. Under the GDPR the PC and Clerk are Data Controllers; the PC's payroll administrator is a Data Processor; and any person whose data is held is a Data Subject.

The PC is responsible for the security of all of its data, and must appoint an independent Data Protection Officer. Personal details should not be disclosed without permission – this includes not just the 'protected characteristics' specified in legislation, but names, addresses and email addresses, including those of organisations bidding for contracts. Councillors must not use personal email addresses for PC correspondence, and PC communications will have to include appropriate disclaimers. The responsibilities of the DPO are not entirely clear – it might be possible for Officers of LRALC to fulfil this role.

NALC was expected to issue detailed guidance shortly. A list of personal data held by the PC was reviewed. Cllr Cooper advised that the PC would have to carry out Data Mapping, Data Flow and Impact Risk Assessments, and prepare a draft Protocol and Procedure. Cllr Cooper briefed the meeting and tabled initial drafts of these documents, which were discussed. The Chairman **thanked** Cllr Cooper for his work on this matter.

**It was resolved** that a Report including documentation and recommendations be prepared for consideration at the next meeting if possible.

## **5. Appointment of a Representative Trustee to the Carlton Charity Lands**

Mr A Mitchell had been re-appointed a Representative Trustee on 13<sup>th</sup> Nov 2017 for three years, but had recently left the village and resigned from this position (p.1675/4 refers).

**It was resolved** that Mr Andrew J Tee **be appointed a** Representative Trustee for a term of three years from 15<sup>th</sup> February 2018 in accordance with para 4 of the Charity Commission Scheme of 25<sup>th</sup> June 1912 which is the current Governing Document of the charity.

## **6. Planning matters**

### **a) Planning applications submitted**

**18/00102/HOU 2 Orton Close.** Single storey rear extension (re-submission). **It was resolved** that the PC had no objections.

### **b) Comments submitted under delegated powers**

**It was noted** that the following comments had been submitted by the Clerk under delegated powers after consultation with Members and the Chairman (p.1472/10a refers).

**17/01239/HOU, 97 Main Street.** Detached oak framed garage to the front elevation.

Objections on grounds that (i) proposed garage will be wholly outside the current building line at the front of this site; will have a detrimental visual impact on the attractive and open street scene in this part of the village; and will set a precedent for similar extensions in the vicinity; (ii) the proposed materials will not be in keeping with their surroundings or with each other, and will have an incongruous appearance. Noted that there were inconsistencies in the submitted plans; recommended that any garage be fitted with lockable doors.

**c) Planning applications determined**

**17/01176/HOU 2 Orton Close.** Single storey rear extension. Approved. Later re-submitted as 18/00102/HOU.

**17/01275/HOU. Ryecroft, 95 Main St.** Ground floor extension to side, and extension to and conversion of roof space to form first floor, with front facing dormer windows. Withdrawn.

**d) Strategic Growth Plan for Leicester & Leicestershire: Consultation**

Draft comments had been copied to Councillors before the meeting and were discussed. **It was resolved** that modified comments be approved for submission and copied to Borough and County Councillors.

**e) H&BBC Local Plan: Scope, Issues & Options Consultation**

This consultation sets the agenda for the review of the Local Plan, to cover the period 2021-2036. The current Local Plan (2006-2026) comprises the Core Strategy (2009), the Site Allocations & Development Management Policies DPD (2016), and the Hinckley Town Centre and Earl Shilton & Barwell Area Action Plans. The new Local Plan will combine these plans into a single document. The intention is to submit the draft Local Plan for public consultation in Summer 2019, and the final version for independent examination in Autumn 2020 for adoption in 2021. The Clerk had attended a presentation at Market Bosworth on 30<sup>th</sup> January.

Draft submissions had been copied to Councillors before the meeting and were discussed. **It was resolved** that modified comments be approved for submission and copied to Borough and County Councillors.

**7. Next meeting**

**It was resolved** that the next meeting be held at 19:30 hrs on Wednesday 14<sup>th</sup> March 2018 at Saint Andrew's Church, Main Street, Carlton.

The meeting closed at 21:30 hrs.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Abbreviations used in these minutes**

DPD	Development Plan Document
DPO	Data Protection Officer
GDPR	General Data Protection Regulations
H&BBC	Hinckley & Bosworth Borough Council
KCTG	Keep Carlton Tidy Group
LCC	Leicestershire County Council
LRALC	Leicestershire and Rutland Association of Local Councils
NALC	National Association of Local Councils
NCMD	National Council for Metal Detecting
NPPF	National Planning Policy Framework
PC	Parish Council
P&CIF	Parish & Community Initiative Fund