

## NOWTON PARISH COUNCIL

Minutes of the Parish Council Meeting held 11<sup>th</sup> April 2018  
At 7.30 p.m. in Nowton Village Hall, Nowton

**Present:** Councillor - Mrs Carol Perry (Chairman)  
Councillor - Mrs Renee Farrow  
Councillor - Mr David Flatt  
Councillor - Mr Mike May  
Parish Clerk - Mrs Pauline Stoddart

Prior to the commencement of the meeting: 10 minutes Public Forum – no parishioners present. Councillor Karen Soons presented her report and then left the meeting.

- 1. Apologies for Absence** – Councillor Green was absent.
- 2. Declarations of Interest** – none.

The meeting was adjourned whilst Councillor Soons presented her report which included pot hole repairs, with priority being given to urban roads, and an additional £21M borrowed funding to resurface a quarter of all roads managed by Suffolk Highways by 2021. Other issues were discussed including the funding for transport schemes to bring forward housing, Councillor Soons advising that the Housing Infrastructure Fund had successfully got through to the next stage. The Fourth progress report on Upper Orwell Crossings ground investigations has been published on the 23 March and Councillor Soons reported that the ground investigation works were now in their final phase. Suffolk Waste Partnership had been awarded £10K from the Government's Litter Innovation Fund – the cost of removing litter from Suffolk's major A-roads the A14, A12 and A11 cost £300k per year. The three final subjects of Councillor Soons's report concerned Composting, Suffolk's Walking Festival, and the UCI Women's World Tour cycle race across a 130 kilometre route through Suffolk on the 13 June.

Councillor Soons asked to be reminded of the children's road crossing request at the next meeting and also recommended that the Nursery wrote to her with the request for the crossing; the funding would have to come out of Councillor Soons locality budget and quotes would need to be obtained. **Action: Clerk/Chairman**

The Chairman thanked Councillor Soons for her report and the Council looked forward to Councillor Soons attending the Annual Parish Assembly on the 23<sup>rd</sup> May at 8.15 p.m.

- 3. Approval of the draft Minutes from the Parish Council meeting held on the 27<sup>th</sup> February 2018** – approved as a true and accurate record. Proposed by Councillor Farrow, Seconded by Councillor May and duly signed by the Chairman.
- 4. Matters arising from the Minutes of the Parish Council meeting held 27<sup>th</sup> February not already included on the Agenda.**

4.1 Grassed area around the village sign – Councillor Flatt would inspect and make good as far as he was able. The Chairman reported that the Highways Department would consider putting something more permanent there to protect the area in the future.

4.2 Request for donation to Suffolk Neighbourhood Watch Association – Councillor May had examined the request and advised that in his opinion a donation was not necessary, to which Councillors **agreed**.

4.3 Councillor May was advised that three quotes would be required for any work required on the village sign.

**5. Finance** – Current Account: £1,003.16; Savings Account: £2,829.83 = £3,832.99

5.1 Councillor Forrow, having taken the accounts, bank statements and cheque book for a periodical examination on the 27<sup>th</sup> February, reported that the accounts were up to date and perfectly in order.

**6. General Data protection Regulations (GDPR)** – the Clerk had prepared and circulated documentation in relation to the new regulations (which would come into force on the 25<sup>th</sup> May 2018) to all Councillors prior to the meeting with the request that all papers were carefully read in preparation of the meeting. In addition, every Councillor had been given the website link to the GDPR Toolkit for Local Councils as published by the Information Commissioner's Office (ICO) and a paper copy was also available for circulation.

6.1 **Raise Awareness and Action Plan** – an Action Plan had been previously circulated and Councillors went through the action points and **agreed** that each particular action had been adequately complied with; Councillors did not believe it necessary to build in extra protection specifically for children as no information or consents were required from children within the role of the Parish Council at present.

6.2 **Appoint Data Protection Officer (DPO)** – Councillors **agreed** to appoint the Clerk as the DPO; in addition Councillors **agreed** that the Chairman should undertake the role of Data Protection Controller.

6.3 **Data Audit** – the Clerk had produced and prepared a Data Audit which had been previously circulated. Councillors **agreed** that the Data Audit was complete and contained details of all data presently held.

6.4 **General Data Privacy Notice** – a draft Notice had been previously circulated which Councillors **agreed** was suitable for delivery to every parishioner in Nowton, this form would be particularly used where information was collected in relation to the Emergency Plan.

6.5 **Privacy Notice for Staff and Councillors** – a draft Notice had been previously circulated which Councillors **agreed** was suitable for the Clerk, Councillors and Role Holders, particularly in relation to the Emergency Plan.

6.6 **Consent Form** – a draft Consent Form had been previously circulated which Councillors **agreed** was suitable for delivery to every parishioner in Nowton, this form would be particularly used where information was collected in relation to the Emergency Plan.

6.7 The Clerk would produce final copies of all of the above in anticipation of delivery of the Data Privacy Notices and the Consent Forms to all Parishioners at the beginning of June, when requests for help in relation to the Emergency Plan would also be sent out.

**Action: Clerk**

7. **Planning** – DC/18/0390/ADV Nowton Business Centre, Low Green – 1 x non-illuminated free standing sign. After examination of the application the Parish Council supported this application.

8. **Road Safety Crime/Public Nuisance** – nothing to report.

9. **Correspondence** – none.

10. **Next Meeting** – **Wednesday 23<sup>rd</sup> May, 7.30 p.m. Annual Parish Council meeting**  
**Wednesday 23<sup>rd</sup> May, 8.15 p.m. Annual Assembly of the Parish**

Future 2018 meetings: 11 July; 19 September; 24 October; 5 December.  
*All meetings are subject to change.*

There being no further business, the meeting closed at 8.10 p.m.

Signed ..... Date .....