

Irton with Santon Parish Council

Minutes

Monday 12th March, 2018 @ 7.30 pm- Santon Village Hall

Present: Chairman Richard Vicars (RV)
Parish Clerk Tonia Duffy (TD)

Members

Trish Adams (TA)
Vicki Manners (VM)
David Pye (DP)

Apologies: Robert Davis (RD) Ian Warren (IW)

Approve Minutes of last meeting

Minutes approved and signed by Richard Vicars Chairman.

Signed Minutes now be uploaded to the webpage. **TD to action**

Matter arising from the Minutes

Planning Matters:

No new planning applications received.

TA requested for the letter received by residents at the 12.2.18 meeting to be readdressed. TA explained how the Parish Council were not the 'first' port of call as suggested in the minutes of the 12.2.18 but was in fact the 'last'. The resident's initial concerns were raised at the January 2018 meeting after which the resident's took action by attending (on two occasions) the Gosforth Planning Surgery and had not received a response. The resident's letter to Irton with Santon Parish Council did not clearly state this history. TD explained that she had not responded to the residents as TA had raised her objections. TA reiterated that the residents were concerned that the works were continuing outside of the normal planning process and denying them the opportunity to understand and comment on any intended full scale proposal. Bearing in mind that the LDNP had already been approached with no response it was agreed that the Parish Council should now approach the LDNP to advise them that the letter had been received stating residents concern with a view to Compliance Office attending the site. It was also agreed that on this occasion the residents would be contacted and advised of this action.

ACTION: TD to contact LDNP and to contact the resident's to let them know of this action.

Highway matters:

Cautionary signs – Santon Bridge to Hallflat Farm – ongoing

Santon Village – Road Markings and Speed of traffic – ongoing

TD had spoken to Gareth Scott, Highways Cumbria County Council with regards to chronically blocked culverts causing drainage issues leading to potentially dangerous icy conditions. There are numerous culverts in need of attention and Gareth requested an email with reference to the roads in question and what problems existed in these locations and any other road issues and he would send an officer out to meet with one of the parish team to review the areas of concern.

TD to send email. TA had first contacted Highways on the 12.7.17 with regards to the dangerous road conditions of the C4030. TA reported that works had been carried out, the hole had filled with tarmac but this had not solved the issue of flooding with the potential of ice in cold conditions. TA also received two emails 20.12.17 Ref CCC/017398 and 26.2.18 REF No: W172929894 in respect of the C4030 the latter informing her that Highways had carried out an assessment and works were to be put on to a 'future additional works programme'. As this email did not give specific details/dates it was agreed that the problems of the C4030 were to be included in the email to Gareth Scott. ccc/017398

ACTION: TD Email Gareth Scott with references to MAP and issues

Main Road Network Consultation A595

TD had uploaded the consultation to the parish website although had not received any communication from the public. The original email from Brian Kennish urged everyone to make the survey know to as many people as possible. **The consultation closes on 19 March 2018.** All decided that survey to be completed as individuals. **ACTION: All to complete survey**

<https://www.smartsurvey.co.uk/s/3CJIZ/>

Financial Matters:

Cheques to be written £63.00 Parish Clerk Salary

Banking

Tonia Duffy and Richard Vicars signed change of address letter. Ian Warren had been to HSBC and given ID and mandate. Trish Adams had been into HSBC to produce ID in respect of being signatories in Jan 2018. Unfortunately this information cannot be found by the HSBC. TD will once again try to locate this information at HSBC if it cannot be found then all agreed to proceed without TA. TA would like to be a signatory but is happy to be added at a later date to prevent delaying the process any further.

ACTION: TD To go to Bank with change of address letter and hopefully finalise this matter.

As Robert Davis not present at the meeting cheques could not be written however they are required for:

£63 Parish Clerk salary. March 2018

TD attended a Data Protection course on the 6th March 2018 in Penrith provided by CALC. The cost was £70.00 which will be invoiced at a later date. TD asked about mileage being paid 52 miles @ 0.45p per mile and also for 6 hours salary for her time attending the course. All agreed this seemed a reasonable request.

ACTION; TD to provide invoice or relevant claim forms

Parish Council Website

It was agreed that ongoing 'content' to be discussed at next meeting when hopefully we may have an internet connection. TD explained that BT had 'closed' the original order due to a technical problem and the date for connection was 27.3.17. BT advised that no member of the Parish team had to be present and it would just go 'live'. As a result of the delay BT had reduced the monthly cost to £24.99 with the connection fee of £60.00 decreased to £0.00.

All members present agreed that the following contact details be visible on the website: Email and Telephone number. **ACTION: TD to ask IW and RD if this was also acceptable to them.**

TD and IW to work together with a view to establishing a Parish Database to increase communication in the community. Ongoing.

A.O.B.

Citizens Advice Bureau - a letter had been received that was presented at the February 2018 meeting and TA requested the decision to not offer a donation is reconsidered. TA explained the benefits of the CAB and how to some members of the community it was their only form of access to claim Universal Credit and seek advice on many valuable topics thus helping disadvantaged people in our local community. It was agreed that whilst the Parish Council cannot support all charitable requests it was agreed that a one off donation of £100 be given on this occasion.

Litter Picking - TA said that litter in the Parish was a real problem and suggested that we should be proactive in addressing it and suggested that a volunteer team of litter pickers should be encouraged and supported. Firstly by purchasing High Visibility Vests (Cost 4 = £11.96) and Litter Pickers (Cost 4 = £14) for volunteers to use. All agreed and a place for the equipment to be kept with be decided.

ACTION: TA to purchase High Visibility Vests and Pickers
TD to put on website once we have available

Parish Plan - To be put on the Agenda for April to decide a way forward

Rural Services Survey - the Rural Services Network is working with Electricity North West /Utility companies with a view to aiding people who are vulnerable in rural areas. Their first piece of work is a survey to see how many people are aware of the Priority Services Register. The second was to see how many Parishes would be interested in working with the Rural Services Network in an exercise to increase registration. The survey had to be completed as a Parish Council. Agreed answers were. 1. Councillors were 'Less than 50% aware' of the register. 2. 'Don't know' in response to whether the Parish Council would be interested in promoting a scheme in the parish. **ACTION: TD to complete survey on behalf of the Parish Council**

General Data Protection Regulation (GDPR)

TD had attended at GDPR workshop and gave RV,TA,VM & DP a copy of 'Preparing for the General Protection Regulation' 12 steps to take now. The GDPR is coming into force on the 25.5.18. and the Parish Council needs to take steps to ensure that the guidelines are met. TD first step was to make Councillors aware of the GDPR and take action on the following immediate issues that were highlighted in the course. It was agreed that a 10 minute training slot at future Parish meetings should be held. **ACTION: TD to email copy of 12 Step to RD and IW**

1. All members of the Parish Council should have an email address that cannot be accessed or viewed by anyone else including members of the family. It should be email address specific to them.

ACTION: All members

2. Privacy Policy & Disclaimer to be visible on Website and on emails and on all public documents.

ACTION: TD to source correct statements for website and email

3. As a Parish we have to be registered on the ICO (Information Commissioners Office) Cost £35.00. As everyone who holds information about individuals (Data Controllers) is subject to the Data Protection Act 1998. One of the requirements of the Act is the process of Notification this is where the Data Controller informs the ICO (Information Commissioners Office) what information it is holding and what it is intending to do with it.

ACTION: TD to register with the ICO and claim back £35.00

TD said that the Cumbria Council may in time issue templates for Parish Councils to work to in the future.

Date of next meeting: 16th April, 2018 @ 7.30 pm Santon Village Hall

Signature.....Date.....

Richard Vicars

Chairman

Irton with Santon Parish Council