

MINUTES OF THE LITTLE YELDHAM, TILBURY JUXTA CLARE AND OVINGTON PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL, LITTLE YELDHAM ON TUESDAY, 10<sup>th</sup> MARCH 2020 AT 8 P.M.

In the chair: Mr. K. R. Nott

Present: Mrs. K. Chapman, Mrs. A. L. Gardiner, Mr. P. J. Gentry, Mrs. C. M. P. Gray, Mrs. R. K. Marsh, Mr. A. Osmond-Evans, Mr. D. Patient, Mr. P. E. Pawsey and Mrs. M. D. Pearce  
Mr. A. Corder-Birch (Clerk)  
Mrs. I. Parker (District Councillor)  
Together with 2 (two) members of the public

100) APOLOGIES FOR ABSENCE

Miss. T. Kelson (Delayed) and Mr. D. Finch (County Councillor)

101) DECLARATIONS OF INTEREST

There were no interests declared.

102) MINUTES OF PREVIOUS PARISH COUNCIL MEETING

The minutes of the Parish Council Meeting held on 28th January 2020, having been previously circulated, were taken as read, were confirmed and duly signed by the Chairman as a correct record.

103) MATTERS ARISING FROM THOSE MINUTES

There were no matters arising.

104) CORRESPONDENCE

The correspondence received and listed in appendix one was referred to Councillors for information and the contents noted. The Clerk reported upon correspondence from BDC relating to the Street Cleansing Contract. BDC had offered a 2.4% increase so the payment in 2020-21 will amount to £1265.09. It was agreed to enter into the contract for another year and to order four skips for August Bank Holiday weekend. Mr. Gentry agreed to place relevant information on the PC website.

105) ACCOUNTS

The following account was presented for payment:

EALC – GDPR course fee for Mr. D. Patient £16.80

It was proposed by Mr. P. E. Pawsey, seconded by Mr. P. Gentry and carried that this account is paid.

106) UPDATE UPON DEFIBRILLATOR FOR TILBURY JUXTA CLARE

Miss. T. Kelson sent a report that she had applied for a grant from the National Lottery Fund towards a defibrillator for the former telephone kiosk at Tilbury Juxta Clare, but it may take up to 12 weeks before a response is received. Miss. Kelson will give a further report when the grant application has been considered.

107) TO CONSIDER QUOTE FOR TREE SURGERY WORK

The Chairman reported that he had met Mr. Joe Berens of Joe Berens Tree Care on site who had since quoted for the most urgent work, which amounted to £900.00 net. It was proposed by Mr. P. Gentry, seconded by Mr. D. Patient and carried that the quote for the urgent work is accepted and the remaining work can be deferred.

108) TO CONSIDER SLA WITH BDC FOR GRASS CUTTING

The Clerk reported that a quote had been received from BDC for cutting the grass on Little Yeldham Playing Field for the year 2020 amounting to £830, which was an increase of £40 over the 2019 figure of £790. It was proposed by Mr. P. Gentry, seconded by Mrs. A. Gardiner and carried that the quote is accepted.

109) UPDATE ON MAINTENANCE OF PLAYGROUND EQUIPMENT

Mr. P. Gentry reported that Mortimer Contracts will carry out the maintenance work on the Playing Field equipment during April 2020.

110) UPDATE OF PROWS IN LITTLE YELDHAM

Mrs. R. K. Marsh reported that new way marker discs had arrived and new posts had been ordered and were awaited. It was hoped that the work will be completed before farming starts.

111) MATTERS ARISING FROM OVINGTON ANNUAL PARISH MEETING

There were no matters arising from the Ovington Annual Parish Meeting held on 3<sup>rd</sup> March which required the attention of the Parish Council.

112) MATTERS ARISING FROM LT. YELDHAM ANNUAL PARISH MEETING

There were no matters arising from Little Yeldham Annual Parish Meeting which required to attention of the Parish Council.

113) REPORT ON GENERAL DATA PROTECTION REGULATION COURSE

Mr. D. Patient reported that he had recently completed the GDPR online training course arranged by EALC and that he was involved with GDPR professionally. The regulations protect people's data and set out the responsibilities of organisations and individuals when processing data.

GDPR is in place to ensure:

- i. Information collected on someone is necessary and has been collected fairly and lawfully.
- ii. Clear and specific rights of each individual including right for them to access data held on them.
- iii. Give individuals the right to know who has data on them and why they have this data on them.
- iv. Allows free movement of data but ensures that it is secure and protected.

Individual rights:

- i. Being informed what data is held on them
- ii. Access to that data
- iii. Rectification of that data

- iv. Erasure of data
- v. Processing restriction of that data
- vi. Its portability
- vii. Its object
- viii Automated decision making and profiling – the individual has the right to their data not controlling them by decisions made about them by organisations/individuals

Mr. Patient gave examples of penalties imposed for noncompliance. In a digital age organisations and individuals collect, store, record, manage or dispose of personal data and information, so become data processors and need to comply with GDPR. The following are the six key principles of GDPR on personal data and information.

- i. Processed lawfully and fairly
- ii. Used for the purpose it was collected
- iii. Adequate, relevant and not excessive
- iv. Accurate and up to date
- v. Not kept longer than necessary.
- vi. Processed securely.

The Clerk confirmed that in May 2018 the Parish Council had carefully considered GDPR and had taken active steps to comply. Councillors consented to essential contact details and necessary personal information being held. The Chairman expressed concern about the lack of Councillors contact details in the latest issue of the Parish Magazine. Arising from Mr. Patient's report the following additional steps were agreed:

- i. That Mr. Patient is appointed as the PC Data Controller.
- ii. That a Data Controller is appointed at the annual PC meeting in May each year.
- iii. That at the annual PC Meeting each May the PC Data Controller reminds Councillors of the provisions of GDPR to ensure compliance.
- iv. That Mr. P. Gentry will set up individual 'Councillor' email addresses for each Councillor and the Clerk.
- v. That Mr. P. Gentry and Mr. D. Patient will draft a GDPR statement for the PC website and circulate to Councillors for approval.
- vi. That, the Clerk will ask former Councillors to delete all PC related emails from their computers. (Post meeting note: Completed 12<sup>th</sup> March 2020).

The Chairman thanked Mr. Patient for undertaking the course, for his report, advice and for accepting the position of PC Data Controller.

#### 114) ANY OTHER BUSINESS

##### a) Coronavirus

The Chairman requested that the PC considers arrangements if the Coronavirus spreads and future meetings have to be cancelled. It was proposed by Mrs. A. Gardiner, seconded by Mrs. K. Chapman and carried that the Chairman and Vice Chairman are authorized to approve the payment of accounts so that the PC can continue to operate.

##### b) Byway 17

Mrs. K. Chapman reported that a car had slipped off Byway 17 into the brook and that the bank requires reinstatement, which it was agreed to ask ECC Highways to attend to.

##### c) Raw sewage in Belchamp Brook

Mrs. K. Chapman reported that raw sewage had entered the Belchamp Brook, which had been reported to the Environment Agency on two occasions, but the nuisance continued.

The Clerk advised that it should also be reported to the BDC Environmental Health Department.

d) Hedgerows

Mrs. M. Pearce reported that hedgerows were encroaching, the Little Yeldham Road, between the Great Yeldham boundary and Mill Lane, which had resulted in vehicles being scratched. It is the landowner's responsibility for hedge cutting and maintenance, but in default overhanging hedges should be reported to ECC Highways for enforcement action.

e) Road closures

Mrs. K. Chapman reported some forthcoming road closures in the area to facilitate Broadband improvements and advised that the closures appear on ECC website.

There was no other business.

There being no further business the meeting closed at 8.50pm

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(Date)

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(Chairman)