

# Sedgwick Parish Council Reports Meeting 14<sup>th</sup> March 2018

## Website Report 5<sup>th</sup> March 2018

We received the amended website design from Treble3 and Sylvia and myself attended the training session led by Paul Calland. We have followed his recommendations regarding security and editing access and the system in place ensures that all data protection issues are covered.

We have found the design and editing software relatively easy to pick up and have invested time getting the site as we wanted it in time for the launch which coincided with the delivery of the newsletter.

We are using our facebook feed on the homepage to deliver short lived news items. The news page will sometimes replicate news items but in a form that will be archived and searchable and can also be linked to new pages which will enable us to add far more detail than simple facebook feeds.

The contact form goes directly to the clerk and contains the option of uploading files and pictures.

It also contains all the previous newsletters and minutes, and an easy system to separate current meeting information from archived. We have built in the facility to add reports and appendices to agendas and minutes.

The following documents required to comply with the Transparency Code are included:

- end of year accounts
- annual governance statement
- internal audit report
- list of councillor or member responsibilities
- the details of public land and building assets
- Minutes, agendas and meeting papers of formal meetings (minutes within a month of the meeting and agendas no later than 3 days prior to the meeting date)

There is one document missing – the one itemising all items of expenditure above £100 which is a document that was not produced as part of last year's financial year end process. We will produce one for this financial year at the end of this month.

The next stage is to meet with Ann Allwright to train her so that she can edit community pages. We have the capacity to offer pages to community groups and issues – or even items of interest – for example I have set up a history page for people to add pictures and memories to.

We really appreciate any feedback so please comment.

**Cllr Holmes**

## Canal Report

The canal pathways, I can report no new developments..... the path remains fit for purpose although the wall repair at the top of the easy access path has not been commenced yet..... recent poor weather has I'm sure been a factor.....

Cllr Smith

## Data Protection Report 5<sup>th</sup> March 2018

The new EU General Data Protection Regulations (GDPR) are effective from 25 May 2018 and far reaching changes will have to be made to the way that data is handled by organisations – as a Parish Council, we are required to comply because we hold a variety (albeit a small amount) of personal data. Sector specific advice about how Parish Councils can become fully compliant has been very slow to emerge, but Sylvia and I attended the CALC training on 8<sup>th</sup> March 2018 – an updated report will follow.

**Cllr Holmes**

**General Data Protection Regulation (GDPR)**  
**Report from the Clerk for the Parish Council meeting to be held on 14<sup>th</sup> March 2018**

Having recently attended a training seminar on the above topic, this report summarises the information given at this seminar and details the actions which the Council will need to make in order to comply with GDPR. Although GDPR does not come into force until May 2018, we are being encouraged by the ICO ([www.ico.co.uk](http://www.ico.co.uk)) to put into place all the things which the Regulation will expect us to do ahead of this date. GDPR is an EU law which the UK Government have confirmed will apply to this country. Our Government will be passing its own legislation on the matter next year.

**What is GDPR?**

This replaces the Data Protection Act of 1998. It is a Regulation which affects all authorities which collect personal data. We collect and use personal data for a number of reasons. Council is expected to have all of its members and staff trained to understand the implications of the Regulation. It is ultimately the responsibility of the Council, as the Data Controller, to ensure that things are done correctly.

**Things which need to be done – recognising the roles**

The Data Controller must appoint a Data Protection Officer (DPO). This will need to be someone who is familiar with the workings of the Council as well as GDPR and with no conflict of interest in determining the purpose or manner of processing personal information. The DPO could be the Clerk. The appointment will need to be minuted and if it is the Clerk it will need to be included in the Job Description and Contract of Employment. We will also need to amend our Standing Orders at their next review (certainly before May 2018) to include an Order which recognises the Council as the Data Controller and the DPO. The Order should also say that all councillors and staff should be trained in GDPR.

**Additional work for the DPO**

The DPO will need to prepare an 'Information Audit' of personal information held. This audit must detail not only the information held, but the reason for it being held along with other information. The DPO must also issue Privacy Notices to people whose personal information is held by the Council. The DPO will need to include GDPR in the Council's Risk Management Schedule and undertake assessments of projects which might pose considerable risk in respect of data protection. The Clerk will also need to present to the Council a GDPR Policy for adoption. This Policy is considered to be one of the core policies of the Council.

Councillors will appreciate that this will have a considerable impact on the duties of the Clerk / DPO and this impact should be considered when we set our budget for the year 2018/19.

There remains an obligation on all members of the Council to be trained in this matter. Understanding the implications of this Regulation is one of the best ways of avoiding breaches in respect of personal data which could be costly for the council, time consuming for the Clerk as well as a risk to reputation.

**Recommendation:**

The Council sets up a Working Party to programme the requirements as detailed above with a view to presenting this to Council at their next meeting.

**Presented by Parish Clerk**

## HIGHWAYS REPORT March 14<sup>th</sup> 2018

LOCATION	Postcode	Fault	Reference	Logged*	CCC Status	Notes
Along riverside from Force Bridge	LA80JU	Erosion of edge near bend Potholes/resurface	W171439589 W171447978 W1880915423 W182936296 W1880915422	13/06/2017 21/09/17 02/02/18 02/02/18 02/02/18	Completed Completed Awaiting Update all 3	
Castle View Junction	LA80JL	Renew Road Markings	W171439590	13/06/2017	Completed	NOT completed Promised at meeting with VU 5/1/18 Rereported20/1/18 W182936238 Await update W182936255 Await Updat
Wakefield Meadow Junction	LA80JD	Renew Road Markings	W171439600 W182936237	13/06/2017 20/1/18	Completed Completed	
Carex Farm Junction	LA80JJ	Renew Road Markings			Completed	
Carex Farm to Shyreakes	LA80JJ	Potholes/edges/resurface 2miles	W171439594 W182936260 W182936381	13/06/2017 13/01/18 13/01/18	Completed Completed Completed	Carex Farm re-patched 3/1/18 and Raines Hall patched 13/1/18
Castle View Pavements	LA80JL	Repair all pavements	W171439597	13/06/2017	completed	NOT COMPLETED
Hill Close Pavements	LA80JR	Repair all pavements	W171439592		expected 4/18	
Crosscrake Rd T J by school	LA80LB	Various pot holes	W171447979	21/09/2017	Completed	Large Pothole filled
Well Heads Lane (N)	LA80JS	Large deep pothole	W1880915410	2/1/18	Awaiting Assessment	
Natland Road		Verge Collapse Pothole and white lines	W182936250 W182936251	13/1/18	"	
Well Heads/Gypsy Hill	LA80JT	Deep Pothole	W1880915419	2/1/18	"	
Sedgwick House Gateway	LA80JU	Drain Collapse	W1880915784	5/2/18	"	
Basinghyll Gulley	LA88ED	Blocked Gulley Again	W1880915785	5/2/18	"	
Cracked BT manhole cover at Castle View Junction	LA80JL	Cover cracked and tripping people and dogs	W182936261	13/1/18	"	
Sedgwick Railway Bridge	LA8 OJH	Bridge height sign loose and hanging	W182936568	13/1/18	Completed	

Clerk update 5/03/18



## **Sedgwick Parish Council update**

**March 2018**

### **INCIDENTS OF NOTE**

Within the area that your Parish falls, during the last month there have been 58 incidents reported, resulting in 13 crimes being submitted.

Incidents with community impact or of interest locally were:

16<sup>th</sup> Feb following a minor altercation between neighbours in Stainton a report of assault without injury recorded.

19<sup>th</sup> Feb report of red diesel stolen from a digger parked near the road at Preston Patrick.

19<sup>th</sup> Feb male walker was bitten by dog on Shyreakes lane Crosscrake dog owner identified and enquiries on-going.

2<sup>nd</sup> March report of Environment agency compound at Sedgwick broken into but nothing reported as stolen.

Rural areas are once again being targeted for break in's especially Pubs and isolated businesses such as Golf clubs/garages, also van breaks and tools targeted please be aware of any suspicious persons /vehicles and inform the Police.

We have also had two reports from 13<sup>th</sup> Feb where elderly victims have been subjected to scams whereby the offenders have contacted the victims saying that they were from the police and that the victims bank account had been compromised, then suggested that money be drawn out and collected by the fraudster. These crimes involve several thousands of pounds.

Please be cautious with any phone calls, the Police will never ask for your personal banking details and will not give advice on money transfers etc. we would direct you to your bank and may suggest you cancel cards etc.

### **CRIME FIGURES**

Crime figures can be obtained via the Cumbria Police Website:

<https://www.cumbria.police.uk/Your-Area/Your-area.aspx>

Alternatively use the following link:

<https://www.police.uk/>

## **CRIME PREVENTION**

Any suspicious activity/vehicles please contact 101.

As Winter sets in and darker evenings please check on your security measures especially security lighting.

## **CUMBRIA COMMUNITY MESSAGING**

Please pass this message onto friends, family and residents of your areas to re highlight the issue.

If you would like to join Cumbria Community Messaging then please contact us or visit:

[www.cumbriacommunitymessaging.co.uk](http://www.cumbriacommunitymessaging.co.uk)

It is managed by the Cumbria Neighbourhood Watch Association and offers you and other members of communities across Cumbria the means to receive crime information from Cumbria Police. You can select which information you wish to receive by managing your own settings, and it is completely **FREE**. Anyone can join, you do not have to be a member of Neighbourhood Watch (NHW), or become a member of NHW to join. Farm Watch, Church Watch and Camping and Caravan Watch are a small example of the schemes that you can register for. You can join as an individual or as a group. If you want to receive information but do not wish to be responsible for a larger group, you are still welcome to make use of this messaging system.

As well as Cumbria Constabulary the partners providing information are Cumbria County Council, Cumbria Fire and Rescue Service and Cumbria Neighbourhood Watch Association. If you do not have internet access, contact your local PCSO and they will aid in registering your details on the system.

## **FOLLOW US ON TWITTER AND FACEBOOK**

[www.twitter.com/cumbriapolice](http://www.twitter.com/cumbriapolice)

<https://www.facebook.com/cumbriapolice>

<https://crimestoppers-uk.org/>

Contact police on 101 For emergency always call 999

Your Police Community Support Officer is: Martin Boak 5251

Email: [martin.boak@cumbria.police.uk](mailto:martin.boak@cumbria.police.uk)