

20 March 2018

Dear Councillor

A Meeting of the Town Council will be held at 7:30 pm on Tuesday 27 March 2018 at Pye Green Community Centre, Bradbury Lane, Hednesford. You are invited to attend for consideration of the matters shown on the agenda

Yours sincerely

Peter Harrison
Town Council Manager/Clerk

PUBLIC PARTICIPATION

Members of the public are invited to address the council and ask questions before the meeting begins

AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes – to approve the minutes of the Meeting held on 13 February 2018 (enclosed pages 33 to 35 of 2017-18)
4. Chairman's Announcements

Peter Harrison JP BA (Hons) Town Council Manager/Clerk
Pye Green Community Centre Bradbury Lane Hednesford Staffordshire WS12 4EP
peter.harrison@hednesford-tc.gov.uk
Tel: 01543 424872 Skype: HTC.clerk

5. Report of the Town Council Manager/Clerk

To consider the following:

a) Planning

To conform the action of the Town Council Manager/Clerk in consultation with the Spokesperson for Planning in submitting observations on planning applications (enclosed agenda page 1)

To note that Cannock Chase Council has decided that with effect from 1 April 2018 paper copies of planning applications and associated documents will no longer be sent to Town and Parish Councils and these will have to be viewed online

b) Neighbourhood Plan

To note that the Cannock Chase Council consultation ended on 26 March 2018

c) Annual Town Meeting

To note that this is scheduled to take place at 7:00 pm on Tuesday 17 April 2018 at Pye Green Community Centre

d) Citizen Award

To consider the following nomination in respect of Miss Jane Turner

"Miss Turner walks her dog every day over the "skelly" (Pye Green Valley). While doing so, she collects and rubbish that has gathered including "Dog Deposits" left by other dog owners.

She has successfully campaigned for more litter bins to be installed on this very popular and well used site.

When new tree saplings were planted and subsequently blown down by high winds – she replanted and secured them.

She reported her concerns when metal fence panels and other building debris were thrown in to the pool and a dog was badly injured when attempting to walk across them"

For her "community spirit, willingness to undertake these tasks and her commitment to the care of our local environment" she "deserves to be recognised and rewarded"

e) Hednesford in Partnership – Hednesford Festival

To consider the following

"I write to ask what support the Town Council is able to offer Hednesford in Partnership in respect to the funding and organisation of the Summer Festival planned for Saturday 11th August 2018.

As you know we were fortunate enough to receive a grant from the Big Lottery to cover the cost of the Festival in 2017. This was supported by additional funds to cover their own aims and objectives from Cannock Chase District Council and Inspiring Healthy Lifestyles. Each of these funding support is not available to us this year.

The Festival is reliant and gratefully receives the support of volunteer time to organise and marshall the day. Of particular note for the success of the 2017 Festival was the support of Hednesford Centennial Lions.

The film made to chronicle the day is available on YouTube at this link <https://youtu.be/RzO4yO2-7A>

As you appreciate the purpose of Hednesford in Partnership is to act as a nexus to bring the various community and town groups, organisations and businesses together and demonstrate the whole is greater than the sum of its parts in our community.

The planning of the Summer Festival 2018 is just starting but we hope to have the fun fair returning, a wide variety of market stalls and food provision. We are asking any organisations who are planning on any element of centenary celebrations about the end of World War 1 to focus this to this day in the town as well as anyone in particular undertaking work around dementia awareness. We will be asking those groups to contribute to the event and build upon the contributions made in 2017 to create a budget to host the event and market stall holders who are businesses or using the event for fundraising will pay for their pitch, those organisations and charities who are providing information and awareness only will attend free.

As well as the functional elements of putting on an event for example the cost of toilet hire, insurance etc. we would also like to host entertainment for those attending. Last year this included a dog agility show and a stage with local music acts. To provide any of this costs money and we need to understand the budget and commitment from around the community to support the premier event for the town this summer.

To host a successful Summer Festival we are asking local organisations and businesses to support the day with funds and gifts in kind. To this end we are asking what contribution the Town Council can make from its promotions and events budget. This could be a combination of both a cash amount towards the general budget and access to Town Council resources. All patrons will be acknowledged in the promotional materials for the day.

Thank you for your consideration of our request.

Kind Regards

Robin Kingston

Chair Hednesford in Partnership"

f) Hednesford in Partnership – Artisan Markets

The following information has been received from the Partnership:

For different reasons commercial market operators have declined the invitation to help establish a monthly market

Having consulted further with members of the community and CCDC licensing department Hednesford in Partnership will continue to host a market making some alterations to their proposals

1. The market will focus on local crafters and similar supported by other more organised stall providers. Identify and invite hobby and professional crafting people from Hednesford and the surrounding areas. Using the networks developed for the Festival etc. and other professional stall sourcing sites identify a number of limited stall holders to add to the market atmosphere
2. Stall holders will need to provide their own gazebo's etc.
3. This will be limited to the Anglesey Close (sic) adjacent to the Library and the main Market Street will remain open
4. HiP will receive a nominal income from the stall holders to cover the cost of insurance. This will be a voluntary contribution from daily takings for local crafters expected to be £10 a pitch and for supporting external stall holders a cost of £25. Any excess will contribute to the community fund of HiP towards promoting the markets and the summer festival etc.
5. HiP will work with other organisations to identify and support performing artists to feature in the market
6. Marshalling will be supported by community volunteers
7. HiP will work with CCDC to manage Risk Assessment requirements

Markets will be the 3rd Saturday of the month starting from April 21st

Members will recall that the Town Council has previously agreed to meet the cost of the Road Closures. However, it should be noted that this will now be restricted to Anglesey Crescent only and not Market Street (from Anglesey Street to Eskrett Street) and should therefore cause less disruption to traders and residents

g) Heart of Hednesford

To receive notes of the meeting held on 21 February 2018 (enclosed agenda pages 3 to 4)

h) Support Staffordshire and Community Council of Staffordshire

The Boards of Trustees of Support Staffordshire and The Community Council of Staffordshire have announced their intention to unite the two organisations to create a countywide VCSE support organisation for Staffordshire that represents all urban and rural areas

It is currently anticipated that formal unification will take place in August this year. The merger process includes 'due diligence' assessments of the two organisations

i) 5's Parking Issues

To report on the outcome of the public meeting held on 8 March 2018

j) Bus Services

To consider the following from Mr John Bishop

"I have been a resident in Hednesford for more than 30 years and I am a retired teacher who now enjoys travelling to places by public transport.

It seems to me that Hednesford has become the poor relation with other towns and villages in this vicinity as regards the connectivity of bus services to Stafford and Lichfield.

We have the 62 bus only that passes through the centre of Hednesford. This is an hourly service to Lichfield. The last bus to Lichfield is at 17.08 and about the same time back from Lichfield. There a Sunday service at present but this will stop on the 1st of April.

If you are lucky enough to live in Heath Hayes there are 3 buses each hour and the last bus back from Lichfield is at 11:15 approximately.

If you live in Chase terrace there are 4 buses each hour.

If you live in Norton Canes there are 2

If you live in Hazel spade (sic) there are 2

Why is it that Hednesford is so poorly served?

Cannock and Rugeley have direct bus services to Stafford throughout the day. We do not!

I know that you and the parish council do not produce the bus timetable but you may be able to ask Arriva the question and exert some pressure so as to remedy this dire situation for us travellers in Hednesford

I have sent a similar e-mail to Arriva but as have no reply

Thank you for your time

John Bishop"

Members may also wish to consider the reports of the withdrawal of Sunday services in the area

k) Defibrillator Provision

To consider correspondence from Miss P D Lufflum (enclosed agenda page number 5)

l) RAF Centenary

To report on plans being made to mark the centenary of the establishment of the RAF

m) CCTV

To receive the monitoring reports for January and February 2018 (enclosed agenda pages 6 to 7) CCTV Control advise that there was little to report in January due to their relocation

n) General Data Protection Regulations

The General Data Protection Regulations (GDPR) come into force on 25 May 2018 and will have significant resource implications for the Town Council in respect of staff time dealing with this and additional administrative costs

This comes at a very inconvenient time when preparations are being made for the Annual Town Meeting, the Annual Town Council Meeting and completion of end of year accounts and the Annual Audit Return

The National Association of Local Councils' (NALC) has been lobbying for Parish and Town Councils to be exempt from the onerous requirements of the Regulations and amendments to the legislation have been proposed in the House of Lords. However, based on statements from Ministers it would seem that whilst the Government is alive and sympathetic to the difficulties created for Local Councils it is intent on imposing the GDPR. The latest Parliamentary Briefing from NALC is enclosed (agenda pages 8 to 10)

The Regulations require that the Council appoint a Data Protection Officer (DPO). The advice from NALC is that this cannot be the Clerk or a Councillor

Staffordshire County Council is offering to Association member councils a GDPR service level agreement

While a named Data Protection Officer will oversee matters, a team of data protection and GDPR qualified professionals will be available to support the service. The package is a virtual package done over the phone and via email

Details of the service model, which includes a mandatory GAP analysis package which must be undertaken prior to signing up to the service is enclosed (agenda pages 11 to 12)

The cost for the service would be £450.00 per annum. A company which has produced an implementation toolkit for Council's is offering to provide advice for between £170.00 and £383.00 per hour

It is recommended that the Town Council Manager/Clerk in consultation with the Chairman of the Finance and GP Committee be authorised to take any necessary action to ensure compliance with the GDPR including acceptance of the offer from the County Council to undertake the role of DPO

o) Finance

To note income received and confirm payments made up to 28 February 2018)
(enclosed agenda pages 13 to 15)

6. Items for Information and next agenda

7. To resolve that the public be excluded from the meeting due to the confidential nature of the business to be transacted

8. Pye Green Community Centre – Staffing and Publicity

HEDNESFORD TOWN COUNCIL

MINUTES OF A MEETING OF THE COUNCIL

HELD AT 7:30 pm ON TUESDAY 13 FEBRUARY 2018

AT PYE GREEN COMMUNITY CENTRE, HEDNESFORD

PRESENT: Cllrs. A Pearson (Chairman), B Gamble (Vice-Chairman),
Mrs S Cartwright, D J Davis, M Davis, B Hardman, Mrs S Hardman and
C Mitchell

Apologies for absence was received from Cllrs G Adamson, Mrs D Grice
and County Cllr P Hewitt

IN ATTENDANCE: Mr P Harrison (Town Council Manager/Clerk), County Cllr B
Jones, Mr D Wisehall (Heart of Hednesford) and PCSO R Evans

PUBLIC PARTICIPATION

PCSO Evans gave details of police activity and crimes during the last month. There had been shop lifting incidents in the town and some arrests made. A search warrant had been executed and an amount of drugs recovered, Reference was made to parking problems associated with events at Hednesford Raceway and the 5's All Weather Pitch and nuisance being caused by off road motorbikes. The police were aware of all these issues and were taking action and looking into how problems could be alleviated

Mr David Wisehall advised that preparations for the Spring Clean event were underway. He also reported on a new project to provide more information on the Miners' Memorial and acquisition of books on local mines that would be placed on public display in the library

Further to the last meeting County Cllr Jones advised that following the spate of bad weather although there was no planned programme the County Council was prioritising repairs to pot holes ahead of other routine highway maintenance

1 MINUTES

The minutes of the meeting held on 2 January 2018 were approved as a correct record subject to Cllr M Davis being appointed as the Council's representative on Hednesford in Partnership as opposed to the Chairman of the Finance and General Purposes Committee

2 CHAIRMAN'S ANNOUNCEMENTS

Chairman's Reception

The Chairman had been delighted to host a reception on 8 February 2018 when grants were awarded to a number of local organisations and the occasion was also used to unveil the "*Hednesford Gateway to the Chase*" embroidery which was now displayed in the Exhibition Space at Pye Green Community Centre

Hednesford Citizen Award

The Chairman reminded members that the Council had adopted a scheme whereby local individuals or groups could be recognised for their contribution to the local community or for a remarkable achievement

He was pleased to announce that nominations were being received. If anyone wished to make a nomination they should contact the Town Council as soon as possible so that these could be considered with a view to the awards being announced at the next Council meeting on 27 March 2018

3 REPORT OF THE TOWN COUNCIL MANAGER/CLERK

Consideration was given to this report:

RESOLVED:

- a) Planning
That it be noted that there were no observations to be considered at this meeting
- b) Neighbourhood Plan
That it be noted that the Submission Version of the Plan together with accompanying documents had been delivered to Cannock Chase Council where it would now undergo a further period of consultation and an independent inspector had been appointed to scrutinise the Plan from 16 April
- c) Hednesford in Partnership
That the minutes of the meeting held on 15 January 2018 be noted and arising therefrom
- d) Heart of Hednesford
That the notes of the meetings held on 6 December 2017 and 17 January 2018 be received and it be noted that difficulties had arisen regarding the siting of the telephone box at the station due to the recent transfer of the passenger rail service franchise
- e) WW1 Centenary Update
That the arrangements for the final centenary commemorations of the Great War that would be taking place on 11 November 2018 and throughout the year be noted
- f) CCTV
That the monitoring reports for September to December 2017 be received
- g) Finance
That payments made be confirmed and income received be noted up to 30 January 2018

5 EXCLUSION OF THE PUBLIC

RESOLVED:

That the public be excluded from the meeting due to the confidential nature of the business to be transacted

6 **CHRISTMAS LIGHTING ADMINISTRATION**

RESOLVED:

That an additional payment of £200 less statutory deductions be paid to Mrs. L Bowman in connection with work carried out to organise Christmas lighting and further consideration be given to the grade/hourly rate for this work in due course

The meeting ended at 8:20 pm

Signed:

Dated:

Council Meeting 27 March 2018 – List of Planning Applications

18/066	Variation of CH/15/0131 to allow a further 2 years temporary use for the storage of caravans - Common Farm, 427 Pye Green Road	No Objection subject to there being no adverse implications for the development of land west of Pye Green Road
18/065	Variation of CH/15/0007 to allow use of existing land and buildings for use as a cattery for a further two years - Common Farm, 427 Pye Green Road	No Objection subject to there being no adverse implications for the development of land west of Pye Green Road
18/038	Retrospective app – Retention of timber structure – 203 Hill Street	No Objection
18/025	Extension – 13 Chancery Drive	No Objection
18/020	Erection 2 industrial units – Plots 8 & 9 Ridings Park, Hawk's Green	No Objection
18/012	Replace timber cladding with aluminium – Café at Tesco Victoria Street	No Objection

**Heart of Hednesford Minutes
Meeting at Bella's Coffee House
Wednesday 21st February 2018**



Present:

David Wisehall (Chair)
Mary Wynne
Susan Humphries
Janice Street
Susan Schofield
Mark Walker

Keith Fitch
June Sheasby
Paul Woodhead
Ruth Heslop
Liz Williams
Sarah Walker

Margaret Fitch
Shaun Middleton
Wendy Yates
Dot Farish
Susan Fisher-Meddings

Apologies:

Ollie Kingston
Phil Bradley
Samantha Jennings Temple
Sharon Jagger

Robin Kingston
Phil Hewitt
Martyn Jennings Temple
Janet Bolton

Debbie Burnett
Bryan Jones
Stuart Crabtree
Nick Morris

Minutes of meeting held 17th January 2018

Minutes agreed with the addition of the following attendees June Sheasby, Robin Kingston and Maxine Akins.

Matters arising were covered during the course of the meeting.

Fundraising & finance

On 8th February DW attended an event at Hednesford Town Council Offices in Pye Green when cheques were given out to local community groups including a cheque for £300 being received by David on behalf of HoH. At the same time a new tapestry embroidered by a group based in Chadsmoor was unveiled and will remain on display at Pye Green Community Centre.

In addition funding has been received from Staffs County Councillors Phil Hewitt and Bryan Jones to allow the purchase of 2 Mounfield rechargeable battery powered vacuum/blowers for use when removing cigarette butts etc. and a rechargeable battery hedge trimmer which will prove very useful in tidying up various hedges and bushes in the area.

SM suggested the group might consider holding a social event as this had worked well raising funds for Hednesford Centennial Lions Group. It was agreed this idea should be discussed further at a future meeting.

SS suggested HoH should make a donation towards the August Festival and the plan to supply 2 further defibrillators for installation in Market Street. Although there is presently a defibrillator installed outside the Co-op the intention is for another in the centre of the town with a third situated towards the traffic lights.

The meeting agreed £100 should be donated to the August Festival and £50 towards the cost of the defibrillators. In addition a collection will be made from members attending the March meeting.

DW gave an update on the current finances and a statement of our bank account balance.

Best Kept Village (BKV) and Keep Britain Tidy (KBT) update.

A leaflet and poster have been produced by Hednesford Town Council and SFM & SH will be distributing around the shops and other businesses in Hednesford before the KBT weekend event running from Friday 2nd to Sunday 4th March inclusive to encourage their involvement.

In addition to the items already mentioned a further 10 litter pickers and 6 hoops for holding plastic sacks have been purchased by HoH. A team of volunteers from McDonalds at Hawkes Green will also be involved.

DW will be arranging times of the KBT litter picks taking place over the weekend of 2nd – 4th March. In addition to the usual areas covered by our litter picks several other areas of concern were noted although a number may involve owners of the property being contacted.

Hednesford Summer Festival & report from HiP

Paul Woodhead updated the meeting on behalf of HiP.

A further planning meeting for the Summer Festival taking place on 26th February at Hednesford Library.

This takings for this month's Hednesford Lottery was £312 an increase of £52 on the draw which took place in January. The winner of the first prize received £156. Sponsors are required for the printing of the entry tickets which costs £82 including VAT per month. The sponsor being able to have an advertisement printed on the reverse of each ticket.

Sketts who operated Hednesford Market last year are not interested in running it this year. Although Bescot Markets initially showed an interest in taking it on this has not been possible due unforeseen family issues and Paul is now looking at other options.

The plan at present is for the market to be on the third Saturday of each month from April to September. It may be possible to have the market in the car parking area/road alongside the library which although this would require a road closure for the area concerned Market Street would remain open.

PW asked that if anybody knew of anyone interested in having stall for craft items they should contact KF with details and he will pass onto HiP. Anybody wishing to run a craft stall will need to supply their own stall and gazebo etc.

DW suggested some entertainment should be sourced and PW agreed that busker type entertainers might be invited.

HiP looking at having a volunteer meeting March or April to bring together the various groups.

DW advised he will be photographing the signage in Market Street in the near future as part of a project to ensure clarity of signs.

PW contacting the Chronicle to see if regular updates from local volunteer groups could be included including dates of litter picks.

The flags used along Market Street last Summer have been in store KF has now removed the flags from the flag poles and they have been washed by SS. At least one was missing, several may be damaged beyond sensible repair and others need more minor repairs. PW and SM are investigating whether local volunteer groups may be interested in sponsoring new flags possibly using their logo. Cost is likely to be £60 - £70 per flag.

Station adoption.

DW & KF have met with the current head of route for the Chase Line, David Whitley and given us the go-ahead to carry on as before under LM. However DW has concerns regarding our insurance cover and wishes to ensure there is no risk and has therefore emailed Francis Thomas, WMT head of Corporate Affairs, regarding the situation but as yet has not received a reply.

The plants and bulbs in the hayrack planters have survived the winter well but they will need replacing with spring plants once the bad weather has gone.

David is also trying to liaise with WMT to ensure the contractors don't mow over the daffodil bulbs, planted late last year by HoH, when cutting the grass.

SS has obtained approximately 2 dozen second-hand but in good condition children's yellow hi viz vests. These will be stored in our container and can be used by the various local groups e.g. if cubs or other children are helping with local projects.

Miners Memorial.

DW confirmed that Pam, Jacki and Julie have been doing a great job looking after the memorial and surrounding area with many favourable comments from people in the town.

SS gave an update about the progress made with the book listing names being prepared for the library. Still to be resolved is whether the cover will be made of wood or leather. DB had taken the pages into Bella's for MW to view before a final decision is made.

Waiting for confirmation from St Peter's about the possible use of the lectern from the now closed St Saviour's church.

SS brought into the meeting a selection of books donated to the project and which will be available for reference purposes at the library.

Social media.

MJT has at last been successful in gaining control over the HoH website and email account and will be instigating improvements with much more information shown as time permits.

Cannock Chase Radio is due to be re-launched on FM in the Spring and it is hoped they may be willing to have a 15 minute slot each week or as appropriate for local volunteer groups to talk about their projects.

In addition HoH could appoint a Press Officer who would communicate with local radio and other media outlets.

Any other business.

DW advised the meeting about a quiz night being held at Hednesford Town FC on February 23rd raising funds for a new costume for the team's mascot Pitman Pete.

Hednesford Scouts need marshals on 12th May for the Jamboree on the Trail event. They are just required to cover the crossing of 2 roads in the morning and afternoon.

The Hednesford Centennial Lions Club are holding Senior Citizens Afternoon Tea at the Staffordshire University Academy (formerly Blake High School) on 25th March. A leaflet is attached with contact details if interested.

***Next Heart of Hednesford Meeting:
Wednesday 21st March 2018 commencing at 6 pm***

***Venue:
Bella's Coffee House, Market Street, Hednesford***

*Keith Fitch
7th March 2018*

Miss Paula-Diane Lufflum, 1A New Street, Hednesford, Staffs, WS12 1BH

Peter Harrison.Jp

Pye green community centre

Bradbury lane

Hednesford

WS12 4EP

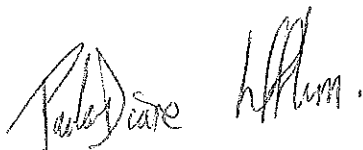
12th February 2017

Dear sir,

I have written to my local councillor a few times over this matter but have had no reply.

Could you please ask the parish council if they would pay for a defibrillator machine to be sited on the Hednesford library wall. I was concerned that there may be an accident and it would be needed and the nearest defib machine is at the Hednesford council office. There has now been a fatality within the town, it happened on Thursday 8th February, if a machine had been available this may have had a different outcome. This seems a good site for the machine to be located as it is central to the town and near the bus and train stations and taxi rank, most people know where the library is and a lot of people use it.

Your sincerely

Handwritten signature of Paula-Diane Lufflum in black ink.

Paula-Diane Lufflum.



Dear Hednesford Town Council,

Please see attached statistical information collated from CCTV within the month of January 2018.

CCTV Monitoring for Hednesford Town Council

ANTI SOCIAL BEHAVIOUR	5
ASSAULTS	0
AUTOCRIME	1
BURGLARY	0
DAMAGE	0
DISTURBANCE	0
DOMESTIC	0
DRUGS	0
DRUNKNESS	0
GRAFFITI	0
MISSING PERSON	0
AREAS MONITORED (NON-CRIMINAL)	120
SUSPICIOUS	3
THEFT	1
TRAFFIC	1
TOTAL	131
POLICE ADVISED	4
RESOURCE DEPLOYED	2

**92 % OF MONITORING WAS NON REPORTABLE
8 % OF MONITORING WAS OF OBSERVING REPORTABLE ACTIVITIES TO
THE PARISH/POLICE**

The stats for January will show a lower number due to the move of our CCTV offices to a different location. We were without full camera useage for approximately 2 weeks.

The communication from Hedgeford Lodge was good this month when we did have a couple of issues with customers.

Please do not hesitate to contact us regarding any issues or concerns that we can assist in monitoring around the Hednesford Town area.



Dear Hednesford Town Council,

Please see attached statistical information collated from CCTV within the month of February 2018.

CCTV Monitoring for Hednesford Town Council

ANTI SOCIAL BEHAVIOUR	2
ASSAULTS	0
AUTOCRIME	0
BURGLARY	0
DAMAGE	0
DISTURBANCE	2
DOMESTIC	1
DRUGS	0
DRUNKNESS	0
GRAFFITI	0
MISSING PERSON	2
AREAS MONITORED (NON-CRIMINAL)	198
SUSPICIOUS	9
THEFT	4
TRAFFIC	2
TOTAL	220
POLICE ADVISED	8
RESOURCE DEPLOYED	9

**90 % OF MONITORING WAS NON REPORTABLE
10 % OF MONITORING WAS OF OBSERVING REPORTABLE ACTIVITIES TO
THE PARISH/POLICE**

This month saw a few suspicious incidents that didn't turn out to be too serious, with lots of monitoring being carried out by our operatives. A fairly quiet month for the area.

Please do not hesitate to contact us regarding any issues or concerns that we can assist in monitoring around the Hednesford Town area.

2 MARCH 2018

PARLIAMENTARY BRIEFING | DATA PROTECTION BILL

Summary

- The National Association of Local Councils (NALC) represents the first tier of local government – England's 10,000 parish and town councils, over a 1000 parish meetings, and their 100,000 councillors.
- NALC is deeply concerned about the impact of the Data Protection Bill which is due to repeal the Data Protection Act 1998 Act to ensure there are no inconsistencies with new EU General Data Protection Regulation (GDPR) and to incorporate the GDPR standards into UK legislation after Brexit.
- Our main concern is the new requirement for all parish and town councils and parish meetings – regardless of size or data use – to appoint an external Data Protection Officer (DPO) creating a disproportionate new cost burden on local communities totalling at least £3.5 million per year.
- NALC is disappointed by the lack of consistent engagement to date on the Bill and GDPR from the Department for Digital, Culture, Media and Sport. However we are keen to work with the Government to mitigate the consequences of the Bill and GDPR.
- The Government must use Second Reading to address the following specific concerns and issues:
 - the absence of proposals to mitigate the financial impact of the Bill and GDPR on parish councils and parish meetings – and ultimately local residents through the parish precept – by providing funding through the new burdens doctrine;
 - publishing any pre-legislative impact assessment of the Bill and GDPR on parish and town councils and parish meetings;
 - clarifying and explaining the Government's statement during House of Lords Report Stage that parish council clerks are qualified and able to act as their council's Data Protection Officer; this conflicts with NALC's own legal view and advice from the Information Commissioner's Office (ICO);
 - considering phasing implementation of GDPR or exempting some councils such as the smallest parish councils and parish meetings from the requirement to appoint a DPO;

- during the House of Lords Stages, NALC supported amendments to place a new duty on the ICO to support smaller organisations including parish and town councils – these were not supported by the Government – and there remains limited and inadequate support and sector specific advice and guidance being offered by the Government and ICO;
- closer working with the sector, through NALC, and investing in a national programme – including funding for the establishment of a sector-led national DPO service – to provide support to help parish and town councils and parish meetings get ready for and comply with GDPR.

Background

- Parish and town councils and parish meetings councils operate within a comprehensive statutory legal framework and are already subject to statutory provisions as to what they must do and how they must operate; this includes existing accounts and audit, employment, equalities, procurement, transparency, freedom of information and data protection legislation.
- The Data Protection Bill is due to repeal the Data Protection Act 1998 Act to ensure there are no inconsistencies with new EU General Data Protection Regulation (GDPR) and to incorporate the GDPR standards into UK legislation after Brexit.
- The Bill will apply to parish councils and parish meetings as the Bill adopts the definition of public authorities used in the Freedom of Information Act 2000.
- NALC broadly welcome the Bill's objectives and has noted the new GDPR and need for compliance. We want to work with the government to help them understand the impact of the new requirements on the sector and deliver their policy objective. While we have limited resources ourselves, we have already published a range of briefings to inform and educate our member councils about the requirements of GDPR, held a series of training sessions and invested in the production of a sector specific toolkit.
- Nearly 1400 parish and town councils and parish meetings raise no precept (which generally suggests very limited activity and resources), another 400 raise a precept of under £1,000 a year and 7000 less than £25,000 – yet all councils irrespective of size or data use will have to appoint a DPO.
- In terms of their capacity, 61% of councils employ only one clerk and 65% of councils employ a clerk for less than 15 hours per week. Therefore it is unlikely most councils will be able to assume new responsibilities.

- NALC has undertaken an analysis of what charges are being applied by a limited number of principal councils (mostly districts and unitaries) as well as commercial companies to provide a DPO service to parish and town councils, and while actual costs will vary dramatically our conservative estimate is around £350 per council per year, totaling around £3.5 million – this equates to an increase in the precept (their small share of council tax) of 1%.
- While we had some welcome initial dialogue with the Government over the Bill and GDPR in the Summer last year through one telephone conference call and one face to face meeting with officials, engagement since then has been non-existent and we would have expected more.
- The Government should work closer with the sector – through NALC – and invest in a national programme to provide DPO and other support to parish and town councils and parish meetings.

More information and contact

Justin Griggs, head of policy and communications, on 020 7290 0317 or 07894 937885 or email justin.griggs@nalc.gov.uk

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Staffordshire County Council

DPO Service Specification

With the General Data Protection Regulations creating the requirement to appointment a Data Protection Officer and changing existing practice Staffordshire County Council is offering to SPCA member councils a GDPR service level agreement.

While a named Data Protection Officer will oversee matters, a team of data protection and GDPR qualified professionals will be available to support the service. The package is a virtual package done over the phone and via email, with the option with the tier 3 package to attend an annual training session in Stafford.

The service model is as follows:-

A mandatory GAP analysis package which must be taken prior to signing up to the DPO service

GAP analysis work

- Virtual electronic check list for Parishes to complete and return.
- A series of changes will be flagged in the document. Parishes must complete the document and return to the DPO.
- The responses will be assessed
- Recommendations will be provided in response to GAP analysis to ensure compliance with the GDPR.
- This does not include specific advice just high level recommendations

(Cost: £140)

Data Protection Officer Service

Tier 1 £150 per annum : Tier 2 £250 per annum : Tier 3 £450 per annum

NB Charges will be subject to VAT

See over for details

Data Protection Officer Service

Sign up will be available throughout the year for an annual package however; it is advisable to sign up in May 2018 when the GDPR comes in to force. Three tiers of service are available with the lower tier being more an insurance service (just in case of issues) and the higher tier being a fully comprehensive questions and training package ideal for larger parishes and those wishing to ensure full compliance with the legislation and implement the recommendations made in the GAP analysis.

Provision of DPO services tier 1 including

- Sign off of data protection impact assessments;
- Sign off records of processing
- Support in liaison with the ICO
- Total 2 hours

£150

Provision of DPO services tier 2 including

- Informing/advising on obligations to comply with GDPR via email updates
- Sign off of data protection impact assessments;
- Sign off records of processing
- Support in liaison with the ICO
- Total 4 hours to include general ad hoc GDPR support and advice.

£250

Provision of DPO services tier 3 including

- Informing/advising on obligations to comply with GDPR via email updates
- Sign off of data protection impact assessments;
- Sign off records of processing
- Support in liaison with the ICO
- Total 6 hours to include general ad hoc GDPR support and advice.
- Annual refresher training once a year arranged by Staffordshire Parish Council Association in Stafford

£450

Recommendations will be made to ensure compliance however; the Parish Council will remain ultimately liable for any decisions or fines which may arise from action taken the Information Commissioners Office.

Payment will be invoiced annually upon sign up. Charges will be subject to VAT.

Hednesford Town Council
Lloyds TSB Bank Reconciliation 28/02/18

Bank Balance per Statement

LESS O/S cheques

Bank Balance per Statement

Unity Trust Bank

£ 49,532.43

LESS O/S cheques

	300106	Vintage Kitchen	£	13.20
08-02-18	300121	Hednesford Centennial Lions	£	200.00
	300122	Rotary Club of Burntwood	£	100.00
	300123	St Peter's C of E School	£	100.00
	300124	Kingsmead School	£	100.00
	300125	West Hill Primary School	£	100.00
	300127	Hednesford Valley High	£	100.00
	300128	Pye Green Valley	£	100.00

-£ 813.20

Cash Book bank balance at 28.02.18

£ 48,719.23

Cash Book Balance

£ 48,719.23

1 Year Long Term Savings

£ 50,000.00

6 month Savings

£ 50,565.28

Total Cash Balances

£ 149,284.51

Reserves B/F

£ 133,220.19

Receipts

£ 186,924.14

£ 320,144.33

Less: Expenditure

£ 170,859.82

TOTAL

£ 149,284.51

Signed:

Dated:

Hednesford Town Council - Cash Book 17-18
28-02-18

Date	check	Source	Type	TOTAL	VAT on Receipts	Precept	VAT Recovered	Interest Received	PGCC Meeting Room Letting Takings	PGCC Functi Bar Misc	Grants	Loan	Savings Transfer	Community Investment Levy
		Year Total		£176,590.38	£ -	£137,500.00	£ 8,261.42	£315.13	£22,274.92	£785.06	£ -	£ -	£ -	£2,200.59
28-02-18		Weight Watchers	Credit	£ 307.20					£ 307.20					
28-02-18		Mr Taylor	100000	£ 460.00					£ 220.00					
28-02-18		R M Ridgeway							£ 240.00					
28-02-18		Miss Denny	46	£ 7,304.60					£ 134.40					
28-02-18		Pye Green Ladies Club							£ 102.40					
28-02-18		Mr Gregory					£ 6,549.40							
28-02-18		HM Revenue & Customs							£ 210.00					
28-02-18		SD Clifford							£ 216.00					
28-02-18		Mrs Ward												
28-02-18		G Bailey	Credit	£ 76.00										
28-02-18		A Fowler	Credit	£ 52.80										
28-02-18		Sum Up Payments	Credit	£ 412.90										
28-02-18		Sum Up Payments							£ 206.45					
28-02-18		NHS Blood Transfusion	Credit	£ 122.00					£ 122.00					
28-02-18		PG Stacey	Credit	£ 56.76					£ 56.76					
28-02-18		Mr & Mrs Key	47	£ 391.50					£ 320.00					
28-02-18		Mrs A Scott							£ 38.50					
28-02-18		Louise Denzel Management							£ 33.00					
28-02-18		Katie Davis	Credit	£ 130.00										
28-02-18		EDA Limited	Credit	£ 51.20					£ 51.20					
28-02-18		Dididance	Credit	£ 56.00					£ 56.00					
28-02-18		EHMAA	Credit	£ 199.20					£ 199.20					
28-02-18		A Fowler	Credit	£ 52.80					£ 52.80					
28-02-18		RM Ridgeway	GCB	£ 408.00					£ 140.00					
28-02-18		Mr Taylor							£ 220.00	£ 48.00				
28-02-18		A Craggs												
28-02-18		D L Denny	48	£ 252.80					£ 134.40					
28-02-18		Leigh Winter							£ 51.20					
28-02-18		Mr Small							£ 67.20					
		Month Total		£ 10,333.76	£ -	£ -	£ 6,549.40	£ -	£ 3,390.86	£ 48.00	£ -	£ -	£ -	£ -
		Year Total		£186,924.14	£ -	£137,500.00	£14,810.82	£315.13	£25,655.78	£833.06	£ -	£ -	£ -	£2,200.59

Hednesford Town Council - Cash Book 2017/18
28-02-18 Cheques sent out

Date	Payee	£	Details
08-02-18	Zurich Municipal	£ 2,143.79	Insurance
	NHR Joinery Ltd	£ 3,056.40	Oak Frame for the Tapestry
	Ascot Industrial Supplies	£ 94.51	Cleaning Materials
	First Point Fire & Safety Ltd	£ 546.00	Fire Alarm Service & Repairs
	The PR Women Ltd	£ 333.00	PR Support
	Water Plus	£ 142.48	Water Bill
	Centro WebNet	£ 504.00	Web Support & hosting
08-02-18	Hayley Smialowska	£ 80.00	Room Hire - deposit Refund
08-02-18	Hednesford Centennial Lions	£ 200.00	Christmas Event - Thank you
	Rotary Club of Burntwood	£ 100.00	Christmas Event - Thank you
	St Peter's C of E School	£ 100.00	Christmas Event - Thank you
	Kingsmead School	£ 100.00	Christmas Event - Thank you
	West Hill Primary School	£ 100.00	Christmas Event - Thank you
	Staffordshire University Academy	£ 100.00	Christmas Event - Thank you
	Hednesford Valley High	£ 100.00	Christmas Event - Thank you
	Pye Green Valley	£ 100.00	Christmas Event - Thank you
	Friends of Hednesford Park	£ 250.00	Grant
	Chadsmoor Tapestry Group	£ 700.00	Grant
	Hednesford in Partnership	£ 550.00	Christmas Event - Thank you & Grant
	Chase Parkinsons Group	£ 200.00	Grant
	Brindley Village Legacy Group	£ 500.00	Grant
	Greenheath FC	£ 300.00	Grant
	Heart of Hednesford	£ 300.00	Grant
	Hednesford Town Supporters	£ 100.00	Grant
	Katherine House Hospice	£ 100.00	Grant
	St Peter's Church	£ 500.00	Grant
	Ladies Social Club	£ 700.00	Grant
	Staffordshire Safer Roads	£ 354.48	Grant
	EDF Energy	£ 693.44	Electricity Bill
12-02-18	Pitney Bowes Purchase Power	£ 105.50	Postage
19-02-18	Biffa Waste Services	£ 113.28	Refuse Collection
21-02-18	SPCA	£ 20.00	Training
	A J Craggs	£ 315.00	Buffet Grant Presentation
	Ricoh UK Ltd	£ 292.07	Photocopier
	Staffordshire County Council	£ 1,209.27	Pension
	Mike Bradbury	£ 649.04	Salary/ Cleaning Materials
	Laurie Bowman	£ 1,229.46	Salary
	Peter Harrison	£ 1,514.19	Salary
	Phillip Barnett	£ 282.69	Salary
	Dawn Richards	£ 513.05	Salary
	Cash Book Balance	£ 48,719.23	
	1 Year Long Term Savings	£ 50,000.00	
	6 month Savings	£ 50,565.28	
	Total Cash Balances	£ 149,284.51	
	Reserves B/F	£ 133,220.19	
	Receipts	£ 186,924.14	
		£ 320,144.33	
	Less: Expenditure	£ 170,859.82	
	TOTAL	£ 149,284.51	

