

SOUTHBOURNE PARISH COUNCIL

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8 February 2018

Dear Sir / Madam,

You are hereby summoned to a meeting of the Southbourne Parish Council at the **St John's Church Centre, Southbourne** on **Tuesday 13 February 2018** at **7.30 p.m.**

R A Davison
Clerk

AGENDA Part I

1. **Apologies for Absence**
2. **Declarations of Disclosable Pecuniary Interests**
3. **Minutes** of the meeting held on 9 January 2017.
4. **Open Forum**
5. **County Councillor Report**
6. **District Councillor Report** (Mr Hayes)
7. **Southbourne Development Trust** – To receive a report on progress with the Charity Commission regarding the establishment of the Southbourne Development Trust as a Charitable Incorporated Organisation.
8. **General Data Protection Regulations (GDPR)** – To receive a report and recommendations from the Clerk regarding the GDPR.
9. **Finance**
 - a. **Receipts and Payments** - To note the receipts and approve the payments for February 2018.
 - b. **Grant Application** – To consider a grant application from the Southbourne Village Hall Management Committee.
 - c. **Hire of Room** – To note that St John's Church Centre will be charging the Parish Council for the hire of the room on a quarterly basis from now on. Further information regarding the cost of the room hire is awaited.
 - d. **Appointment of Internal Auditor** – To confirm the appointment of Murray MacIntosh O'Brien as the Internal Auditor for the 2017/18 audit.
 - e. **Centenary Beacon Lighting Grant** – To agree that the Parish Council apply for the £250 grant from Chichester District Council to support the Centenary Beacon Lighting for disbursement to Connecting Southbourne and/or Southbourne Sea Scouts which are organising this event.

10. Neighbourhood Plan

- a. Steering Group - Mr Hayes to report on the last meeting of the Steering Group.
- b. Neighbourhood Planning Grant – To agree that the Council apply for grant to support the Neighbourhood Plan.

11. Southbourne Environment Group

To receive a report on the last meeting and to note forthcoming events.

12. **Annual Parish Meeting 2018** – To confirm the date of the Annual Parish Meeting for 2018.

13. Items for Future Meetings

14. **Date of Next Meeting** - 13 March 2018.

15. Exclusion of Press and Public

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Part II

16. Quotes

17. Staffing Matter

TO: All Members of Southbourne Parish Council

SOUTHBOURNE PARISH COUNCIL

MINUTES of the meeting held at St John's Church Centre, Southbourne on 9 January 2018

Present: Mr Bulbeck (Chairman), Mrs Bulbeck, Mr Feltham, Mr Gowlett, Mr Hayes*, Mr Hicks*, Mr Jennings, Mr Lane, Mr Rolfe, Ms Tait and Mr Withers.

*Also District Councillors for Southbourne.

Apologies for Absence

200. Apologies for absence were received from Mr Brown* and Mr Ferguson.

Declarations of Interest

201. None.

Minutes

202. Resolved that the minutes of the meeting held on 12 December 2017 be approved as a correct record.

Open Forum

203. Mrs Bulbeck reported that she had attended the Southbourne & District Age Concern Christmas lunch and the charity had been very grateful for the Parish Council's grant.

204. Mr Hayes reported that the refusal of planning permission and the enforcement notice against the shipping containers at Inlands Road had both been upheld by the Planning Inspector. The landowner had six months to comply with the enforcement notice.

205. Mr Hayes asked members to let him know if they wished to attend the next Bournes Forum when the Police and Crime Commissioner would be attending.

County Councillor's Report

206. Mr Parikh reported that the contract to prepare a bid for improvements to the A27 for consideration by the Department of Transport under RIS2 had been awarded to Systra. There would be a meeting of the Build A Better A27 group on 29 January 2018.

207. In conjunction with Chichester District Council, the County Council was piloting "Operation Bluebottle" to combat fly tipping in the District.

District Councillor's Report

208. In the absence of Mr Brown, Mr Hicks read out Mr Brown's report on a number of issues affecting the District (copy report appended to the signed minutes).

Southbourne Development Trust

209. In the absence of Mr Ferguson, the item was deferred to the Council meeting on 13 February 2018.

General Data Protection Regulations (GDPR)

210. The Clerk reported that in order to comply with the GDPR, the Council would need to appoint a Data Protection Officer (DPO) who was an expert in the GDPR and not directly involved in the data processing activities of the Council. The costs of this were unknown at this stage as it would depend on whether the DPO was an internal or external appointment. According to the National Association of Local Councils (NALC) was that the Clerk or Responsible Financial Officer could not be the DPO. NALC had been considering whether parish councils could work with either their county associations or a national supplier or a 'sector-led body' to provide this service. NALC had also commissioned work to provide parish councils with a comprehensive guidance note on the GDPR.

Finance

211. Receipts and Payments – Resolved that the following receipts be noted and payments be approved:

| | | |
|-----------------------------------|--------------------------------|------------|
| Receipts | | |
| Barclays | Bank Interest | £390.44 |
| Payments | | |
| G Burley & Sons Ltd | Invoice 65379 | £463.20 |
| SSE Southern Electric | Street lighting Q2 & Q3 | £2,832.48 |
| SSE Enterprise Contracting | Invoice 803097 | £7,802.52 |
| SSE Enterprise Lighting | Invoice 805438 | £231.34 |
| SSE Southern Electric | D Debit | £33.08 |
| Vision ICT | Invoice 7530 | £960.00 |
| S/bourne Village Hall Mngmt Cttee | Office Rental 6 mnths to 11/17 | £1,000.00 |
| S/bourne Village Hall Mngmt Cttee | SEG - Room Hire 24 March 2018 | £60.00 |
| R Heelan | Green Ring Banner | £70.00 |
| Viking | Invoice 759466 | £221.36 |
| Staff | Aggregate salaries | £2,349.25 |
| | Total | £16,023.23 |
| Transfer from Savings Account | For current payments | £16,023.23 |

212. Bank Reconciliation – The Council received and noted the Bank Reconciliation as at the 31 December 2017.

Website

213. The Clerk was pleased to report that the new website had 'gone live' on 5 January 2018.

214. The Clerk recommended that the Council adopt a '.gov.uk' domain name rather than a '.com' domain name to make it clear to internet users that the Parish Council was part of local government and not a business. If agreed he suggested that the changeover be made at the beginning of the new financial year in April 2018.

215. Resolved – that the Parish Council's domain name be changed to 'southbourne-pc.gov.uk' from April 2018.

The Purple Bus

216. The Parish Council was pleased to note that the Purple Bus would be available to visit Southbourne again from January to March 2018 on a Tuesday evening at 7pm.

217. Resolved – that the Parish Council apply for the Purple Bus to visit Southbourne on Tuesday evenings from 7pm.

Neighbourhood Plan

218. Breach Avenue Appeal – Mr Hayes reported that the hearing in the High Court against the decision of the Planning Inspector would be proceeding.

219. Steering Group – It was agreed that the meeting on 16 January would be cancelled unless Members of the Group raised any significant issues that required discussion.

220. Build A Better A27 (BABA27) – Resolved – that Miss Tait represent the Parish Council at BABA27 meetings.

Southbourne Environment Group (SEG)

221. Miss Tait reported that there would be a special meeting of the SEG on 11 January to plan for the Green Gathering on 24 March 2018. There would be a litter pick on 3 March 2018, jointly with the Sea Scouts as part of the national Great British Spring Clean. Confirmation of the date for the work on FP212 and adjacent ditches was awaited. The Parish Council was pleased to note that all the landowners affected by the proposed work had given their approval for it to go ahead.

Items for Future Meetings

222. The following items were agreed:

- Joint Burial Committee
- Southbourne Development Trust
- Emergency Planning.

Date of Next Meeting

223. 13 February 2018 at 7.30 p.m.

Chairman

The meeting closed at 8.35 p.m.

13 February 2018

General Data Protection Regulations (GDPR)

The Clerk has previously reported on the requirement for the Council to appoint an independent Data Protection Officer and advice is still awaited from the National Association of Local Councils (NALC) on this matter.

The Clerk attended training on the GDPR on 6 February 2018 and there are a number of key issues for the Council to either note or agree to take action upon.

1. Data Security - There is now far more emphasis on data security, particularly for the loss of data and potentially fines can be imposed by the Information Commissioner's Office (ICO) of "up to 4 percent of global turnover or €20m". If data was lost the Council would only have 72 hours to report it to the ICO. The Council already ensures that paper documents are stored securely and laptops are password protected. However, password protection is no longer considered sufficient and the advice is to encrypt data on the laptops using a program such as Microsoft Bit Locker. Encryption or use of a virtual private network (VPN) should also be considered for e mail particularly for sensitive data (e.g. payroll information).
2. Data Cleansing - There is a need to update the Council's Retention policy for its documents. Old paper files are already being cleared out ahead of the introduction of the GDPR on 25 May 2018 but this is a significant piece of work, as is revising the retention policy. Deleting old computer files containing personal data that is no longer required is also needed along with the disposal of an old desktop PC on the Council's asset register. Given the volume of paper involved, the Clerk will be seeking quotes from firms that provide confidential shredding services.
3. Support for the Council - It is anticipated that NALC will be at some point be providing a "toolkit" and template pro forma to assist Councils with their GDPR obligations – particularly with the need to advise people about how the Council will use their data - but when this will be available is unclear. Three firms with data protection expertise were invited to the training event (organised by the Surrey and Sussex Association of Local Councils – SSALC). One of them, 'ProcessMatters2', provided the bulk of the training and is local to West Sussex. The other two firms, 'Satswana' and 'GDPR-info' are national firms. It is suggested that the Clerk contact these firms to assess what support they can provide such as the Council together with likely costs in the short and possibly, long term. All three firms could potentially provide a Data Protection Officer if no other suitable arrangements can be provided through NALC or SSALC. Other alternatives may be available if need be.

4. Laptops and Software – Currently the two laptops are not running the most up to date software and the recommendation from the training was to use the 'Windows 10 Pro' operating system rather than the standard Windows 10 as this would provide the Bit Locker encryption software. If these upgrades are to be implemented then the five-year old Sony laptop should be replaced at the same time.
5. It was also recommended that Council's use Office 365 for business as this can provide a cloud based facility called 'SharePoint' that would enable Councillors to be given access to certain files e.g agendas and minutes without the need for e mailing or them being retained on personal computers. If the Council wished to do so, the system could potentially be used to support the work of the Neighbourhood Plan Steering Group and the Southbourne Environment Group, ensuring it retained copies of all documents relating to the groups' work. Further investigation is needed to assess the suitability of SharePoint for this purpose and how it might work for these groups.
6. It is also understood that it can provide free e mail for councillors and the trainers strongly recommended that all councils start using dedicated council e mail addresses rather than personal e mail addresses for councillors. Further investigation is needed into this and it is suggested this forms part of the discussion with the firms mentioned above.
7. IT Policy – In view of the emphasis on data security the trainers recommended an IT policy should be adopted for both staff and councillors and the Clerk will be bringing a policy to the Council in the near future.

Recommended

1. That the Clerk investigates the costs of engaging one of the three firms mentioned in paragraph 3 above to provide support for implementing the GDPR.
2. That quotes for upgrading the Council's IT equipment and software be obtained.
3. That the IBM desktop PC be disposed of securely and removed from the Asset Register.

Robin Davison
Clerk

13 February 2018

Grant Application

One application has been received for the third tranche of grants in 2017/18. The annual budget is £3500 of which £2470 has been awarded, leaving £1030 for disbursement.

| Organisation | £ applied for | Purpose and Comments |
|---|----------------------|---|
| Southbourne Village Hall Management Committee | 1100 | Grant to be used for the interior redecoration of the village hall to provide a pleasant environment for hall users |
| Total | 1100 | |

Recommended –That the Council considers the grant application from Southbourne Village Hall Management Committee.

Robin Davison
Clerk and RFO