

## **ELMDON & WENDEN LOFTS PARISH COUNCIL**

### **MINUTES OF THE MEETING OF ELMDON & WENDEN LOFTS PARISH COUNCIL HELD ON TUESDAY 27 MARCH 2018 in DUDDENHOE END VILLAGE HALL AT 7pm**

Present: Nigel Bond  
          *Petrea Fagan*           Penelope Gaine  
          Bill Hodges           John Holford  
Clerk:       Sheila Jones

Attendees: Councillor Robert Chambers (Uttlesford District Council  
          Elmdon Community Group – Chairman Robert Woods

**18.21 Apologies for absence**

Councillor Ian Donaldson  
Councillor John Barrow  
Responsible Financial Officer: Jane Guy

**18.22 Declaration of Interests for business in hand**

There was no declaration of interests for the business in hand.

**18.23 Minutes of the meeting 20 February 2018**

Minutes were read, approved and signed.

*Meeting was suspended for open discussion at the Chairman's discretion.*

*The meeting resumed.*

**18.24 Matters Arising not being discussed later**

- a. Village Design Statement – It is anticipated that a draft will be ready in the Autumn. In the meantime, If anyone has old photographs of Duddenhoe End, please could they give them to any member of the Village Design Statement or the Clerk.
- b. Potholes, and Road signs. The following is an update of the current situation: -
  - Quicksett and Strethall Roads – work is taking place on the 27/28 March 2018.
  - Footbridge from Chrishall Church will be replaced in due course
  - Littlebury Green Bridge – no further information available. Essex Highways Agency has deleted the enquiry.
  - Essex Highways Agency website advises the B1039 road sign at the turnoff to Elmdon at Essex Hill as “not requiring immediate action at this time” and will not be repaired. It was suggested that in this case, as it is completely illegible, we should ask them to remove it.
  - Wenden Lofts signs have been straightened.
- c. Defibrillators – It is normal practice for defibrillators to be included in the insurance for Parish Council s. The required amount has now been reached and quotations will be obtained for the installation.
- d. Elmdon Dial Update – The chairman of the Elmdon Community Group reported that work is progressing on the renovations and repairs and it is

hoped to have the pub reopened, under a new name, at the end of the year.

- e. General Data Protection – Councillor Barrow provided a summary of the Act as follows:

Parish Councils count as public authorities, meaning that a Data Protection Officer (DPO) must be appointed

- In order to avoid a conflict of interest, the DPO cannot be a member of the council
  - if the council decides there is no conflict of interest, the Clerk can act as the DPO - a DPO should not determine the purpose or manner of processing personal data
- An alternative is to appoint someone external to the parish council, or share with another parish council
- The DPO needs to inform and advise the council about their obligations to comply with the GDPR, and to be the point of contact for GDPR issues
- As regards the council's obligations:
  - We should identify and document the personal information we hold, why we hold it and for how long, where it came from, and who we share it with
  - We should review how we seek, record and manage consent, and have a Privacy Notice
  - We need a procedure for deleting personal data or providing it electronically in a commonly used format if requested to do so
  - Individuals are entitled to know if we hold and process their information
  - Individuals are entitled to access the personal information we hold on them
  - We should have a procedure to detect, report and investigate a personal data breach
  - We should ensure sensitive personal data is stored securely
  - We should avoid including any personal information in the minutes or other council documents which are in the public domain
- One of the recommendations is to introduce a separate council email address for each councillor to avoid the risk of accidentally passing personal information, confidential or sensitive matters onto a third party.

Councillor Chambers recommended that we contact Peter Snow at Uttlesford District Council to seek further advice.

- f. Communication between the communities served by the Parish Council. All councillors should be involved in planning applications across the entire Parish.
- g. Abandoned Vehicles Ickleton Road, Elmdon. The Chairman is having ongoing discussions with the owner of the abandoned vehicle in Ickleton Road in an endeavour to get it removed.

## 18.25 Planning Applications

<b>UTT18/0683/FUL</b>	Palfreymans, Duddenhoe End.	Awaiting Parish Council decision by 10/4/18.
<b>UTT/18/0460/FUL</b> - Airfield works comprising two new taxiway links to the		3 Councillors attended a meeting of neighbouring Parish Councils

<p>existing runway (a Rapid Access Taxiway and a Rapid Exit Taxiway), six additional remote aircraft stands (adjacent Yankee taxiway); and three additional aircraft stands (extension of the Echo Apron) to enable combined airfield operations of 274,000 aircraft movements and a throughput of 43 million terminal passengers, in a 12-month calendar period.</p> <p>The application is NOT seeking permission for a second runway.</p>	<p>regarding this application. Chairman will draft a letter to Uttlesford District Council requesting an extension to the Parish Council deadline of 3<sup>rd</sup> April for comments by Parish Councils The overall deadline is 18<sup>th</sup> July 2018., which was considered unrealistic.</p>
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**18.26 Clerks Report**

Nothing of significance to report,

**18.27 Finance**

Current Account	£7,587.55
Defibrillator Donations Cheques paid in	£195.00
Transparency Fund	£625.00
Less Bank Charges (15 Jan-12 Feb 2018)	-£2.00
<b>Sub Total Current Account</b>	<b>£8,405.55</b>
Less Payments to be approved (for detail see Appendix A)	-£525.90
Saver Account	£7,084.34
Plus Interest (4 Dec 2017-4 March 2018)	£3.53
<b>Total</b>	<b>£14,967.52</b>
Inc Ring-fencing amount £5,801 (£5,200 for Church wall)	

**18.28 Correspondence and E-Mails**

- a. Invitation for Parish Councillors to attend a meeting to showcase Saffron Walden Museum. This will be nett account.
- b. Genome Expansion. Councillor Gaine attended an exhibition on future development of the Campus and the overall impression was regarded as positive.
- c. Invitation for Councillors to attend a meeting on general matters including Register of Members Interests.
- d. Solar Powered Speed Signs – not being progressed.

**18.29 Matters to be raised by members for the next agenda**

No matters were put forward.

**18.30 Date of Next Meeting and any changes.**

**FUTURE MEETINGS**

Please note that the meeting scheduled for 11 September has changed to the 28 August.

**2018**

8 May	AGM	Duddenhoe End Village Hall
19 June		Elmdon Village Hall
31 July		Duddenhoe End Village Hall

28 August	Elmdon Village Hall
30 October	Duddenhoe End Village Hall
20 November	Elmdon Village Hall

**2019**

8 January	Duddenhoe End Village Hall
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The meeting ended at 8.40pm.

NOTE: THE AGENDA AND THE MINUTES OF THE MEETING ARE AVAILABLE BY EMAIL FROM THE CLERK, Sheila Jones, Cregneish, Ickleton Road, Elmdon, Saffron Walden, Essex. CB11 4LT Tel: 01763 838518 Email [jsheila285@gmail.com](mailto:jsheila285@gmail.com)