

**The Minutes of Brimfield & Little Hereford Group Parish Council meeting  
held at Brimfield Village Hall at 7.30pm on 18<sup>th</sup> April, 2018**

**Present:** Cllrs Mrs C Sandall, Mrs W Brick, Mrs S Ingram, Miss L Wilson, Messrs K Platford, P Denbeigh, M Painter, B Davies, R Barber, D Swain, D Hodges, N Hyde, N Monk.

In Attendance: Clerk, Mrs Karen Yates, 3 members of the public.

Mr P Denbeigh chaired the meeting.

**1 Apologies:** K Morgan, Cllr J Stone.

**2 Declarations of Interest/written dispensation**

**3 Open session:**

**3.1 County Councillors Report**

**3.2 Local residents views.**

Concerns were raised about dog fouling on the pavements and footpaths, a footpath was highlighted as being in need of repair with the installation of kissing gates for ease of access and speeding through the village/lack of stop signs.

**4 Minutes:** Minutes of the meetings held on 21/3/18 and 4/4/18 were approved following a minor amendment.

**5 Correspondence:**

5.1 Correspondence for information: Noted as per list.

5.2 Reform of Data Protection Legislation. Clerk and R Barber had drawn up a further list for approval at the meeting. The course they attended at HALC was very good and a simplified set of templates were given out for use. The tailored privacy notice handed to each member was agreed to, this will be placed on the website and given out to email and written requests that are received. HMRC advised that historic data cannot have employers data separated, but we can start new this year. Basic tools has been downloaded to the laptop and the employer/employee database set up. A copy of historic data to be stored on memory stick and kept safely (copy also to Knighton on Teme PC – Clerks other parish).

Data continues to be sorted, speeding files, Severn Trent, Common's and wildlife trust historic non-personal data to be archived. HALC confirmed that all members should receive emails via a PC member specific address, Clerk to set up and advise. Copy of back-up data and passwords to be stored with Chairman. There is no rush to appoint a DPO. HALC advise that with NALC they are offering a shared DPO service for £50. A fee is still payable to the ICO, which will be £40pa, but there is no requirement to register.

**6 Finance**

6.1 Clerks salary March £362.52 . Agreed.

6.2 Mobile phone (to comply with GDPR) - £19.99. Agreed.

6.3 Audit and accounts for y/e 31/3/18. The accounts are with the Internal Auditor.

**7 Lengthsman Scheme.**

7.1 Account for March approved-LMan £264, PROW £168, Total £432.

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- 7.2 Parish Tour – 10<sup>th</sup> April with our Locality Steward. Clerk, Lengthsman and J Stone toured the parish with our Locality Steward, drainage outside The Forge in Brimfield is complete, the ditch at Badgerbrook will need clearing out, this is being looked at, the blue water pipe inside the culvert at Wyson is being investigated. White lining defects at Wyson Lane village junction and at Wyson Ave have been raised. Drainage outside the Sports Club is being investigated, drainage work at Ducks Corner has commenced, the depth of ditches in Lynch Lane are being looked at. Temple Farm and Bedlam roads continue to be monitored, the worst of the potholes are being repaired. A456 potholes and blocked drains have been reported. An application for a SID is to be progressed as previously agreed.
- 7.3 Brimfield Common gate signs – a quotation for two replacement signs was received for £38 + VAT. Agreed.
- 7.4 A request from a resident for a litter pick in Brimfield was received. Until recently, this has been working well as a village initiative that came out of the parish plan. It was agreed to place this on the annual parish meeting agenda for further discussion.

## 8 Planning

- 8.1 There were no planning applications to consider.
- 8.2 The following determinations were read out.  
180371 2 Mill Hill Villas, Wyson Lane, Brimfield. Proposed extension. Approved.
- 8.3 Planning applications determined under delegated powers. None

- 9 **To raise matters for next scheduled meeting.** 16<sup>th</sup> May, 2018, 7.30pm at Little Hereford.  
Wednesday 2<sup>nd</sup> May – 7.30pm Little Hereford Annual Parish meeting  
Wednesday 9<sup>th</sup> May – 7.30pm Brimfield Annual Parish Meeting .

The meeting closed at 8.26pm.

Signed ..... Date .....  
Chairman