

BRADFIELD ST. GEORGE PARISH COUNCIL REMOTE MEETING HELD
ON WEDNESDAY 10th MARCH 2021

Present: Cllrs P Squirrell (Chairman), C Stainer, A Therin, C Croot & G Mulley.
C Hibbert (clerk).
C Cllr K Soons; WS Cllr Mildmay-White. One member of the public.

The meeting opened at 7.30pm

1. APOLOGIES

None.

2. PUBLIC FORUM

N/A.

3. INTERESTS

3.1 No Councillor's declarations of interest were made in relation to any agenda item.

3.2 No dispensation applications were received.

4. MINUTES OF THE PARISH COUNCIL MEETING DATED 13th JANUARY 2021

The minutes of the Council meeting held on 13th January 2021 were unanimously **APPROVED**.

5. REPORTS

5.1 Suffolk County Council report. SC Cllr Soons presented her report, a copy of which is uploaded onto the website. KS highlighted the impact of Covid-19 on the SCC budget for the forthcoming year. A councillor highlighted a recent road closure near Felsham and the associated long diversion route which had affected the village – arguably unnecessarily. KS requested that in the future any such issues should be referred to her for investigation; she did highlight that any diversion route must as a minimum use a road of equal status to the closed road which sometimes means that traffic is diverted over a longer route.

5.2 West Suffolk Council report. WS Cllr S Mildmay-White presented her report a copy of which will be uploaded onto the website. She highlighted recent criminal damage at Rougham sports ground. The meeting discussed recent planning discussions and in particular issues surrounding Class Q applications.

7. PLANNING AND APPEALS (taken out of turn)

7.1 DC/21/0338/RM; Reserved matters application - Submission of details under DC/18/2496/OUT - the means of appearance, landscaping, layout and scale - land at 27 Hollybush Corner Bradfield St George Suffolk. The meeting discussed this proposal and in particular the tree (subject to TPO) near the property and the associated root protection zone which falls within the application site. Concern was expressed about how the property could be constructed and then used without damaging the tree. The need to protect the tree had been highlighted upon grant of the outline permission. The meeting **AGREED** that the Council had no objection to the design/materials/layout etc, provided that measures to protect the tree roots were incorporated into any approval both during the construction phase and during its onward use as a residential property.

7.2 APP/F3545/W/20/3262734 Notice of appeal re- Prior Approval Application DC/20/0622/P3QPA under Part 3 of the Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2015 - (i) Change of use of agricultural building to dwellinghouse (Class C3) to create 1no. dwelling and (ii) associated operational development LOCATION: Barn Little Cargate Farm Felsham Road Bradfield St George. NOTED.

7.3 To receive planning notifications. The following decisions were **NOTED**.

DC/20/2044/FUL Planning application - a. conversion of existing barn to holiday let b. single storey side extension c. decking to front elevation d. external flue e. changes to roof form -

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Dwelling adjacent To Smallwood Farm House Smallwood Green Bradfield St George Suffolk-
Application withdrawn.

DC/20/2045/LB Application for listed building consent - internal and external alterations comprising a. single storey side extension c. changes to the roof form d. external flue e. decking f. four roof light in association with conversion of existing barn to holiday let - Dwelling Adjacent To Smallwood Farm House Smallwood Green Bradfield St George Suffolk - Application withdrawn.

DC/20/1368/FUL Planning application - (i) Conversion of barn to 1no. dwelling (ii) 2no. bay carport - following prior approval DC/17/0864/PMBPA - Barn To North West Of Bilfri Cottage Felsham Road Bradfield St George IP30 0AD - Application refused.

DC/20/2178/HH Householder planning application - a. single storey side extension to house b. front extension to garage - The Twain Freewood Street Bradfield St George Bury St Edmunds Suffolk IP30 0AY - Application granted.

5.3 Village Hall; CS presented her report (attached to these minutes).

6. COVID-19

Nothing further to report.

8. TO CONSIDER

8.1 Condition of phone box; It was noted that work to make the phone kiosk (currently being used as a book exchange) watertight, lift books off the floor and rub down and paint the exterior was necessary – quotes have been sought and will be brought to the next meeting for consideration; further quotes to be sought by website ad; consideration should be given to using a space heater/low wattage light bulb to prevent damp.

8.2 Update on dog waste bin; It was noted that WSC cannot at the current time service a new bin in this location; they will keep this under review. It was **AGREED** to provide additional signage to deter rogue dog fouling until WSC is in a position to service any new bin.

8.3 Update on defibrillator; the meeting considered three quotes for electrical work in readiness for the installation of the defibrillator and **APPROVED** a quote from Weltons (£273 plus VAT) subject to an agreed contribution towards these works from the Village Hall Management Committee. The defibrillator has now been installed; it was **AGREED** that; (i) CC and AT would register to check the defibrillator regularly; (ii) the defibrillator should be added to the PC asset register and insurance; (iii) a face to face training session should be arranged when Covid-19 restrictions allow.

8.4 Review and approve risk assessments; received and **APPROVED** subject to the addition of an additional entry for the defibrillator.

8.5 Review adequacy of internal controls and approve statement of internal controls; received and **APPROVED**. It was noted that AT has completed an internal finance controls report which will be circulated.

8.6 Receive report on GDPR and approve data breach policy; a report and draft policy (attached) was received and **APPROVED**.

8.7 Approve website accessibility statement; APPROVED.

8.8 Meeting arrangements post 6 May 2021; it was **AGREED** to hold the next meeting at the earlier than usual date of Tuesday 4th May (with the annual parish meeting) so it can be held remotely. The remaining meetings for 21/22 will be held on the second Wednesday of every other month as usual.

8.9 Appointment of internal auditor for year end 20/21; it was **AGREED** to appoint SALC as internal auditor for 20/21.

8.10 Receive a report on the allotments. The report attached was received. It was **AGREED** to draw up an accurate plan and establish how many people are now using the allotments before reviewing the situation further.

9. FINANCES

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9.1 To receive and approve the bi-monthly financial summary for January-February 2021; received and APPROVED.

9.2 To Approve payments. The following online payments were **APPROVED**.

Detail	Cheque no/online authorisation	Net (of VAT)	Vat	TOTAL
BT Wifi	DD	55.00	11.00	66.00
BT Wifi	DD	55.00	11.00	66.00
SALC	BACS	19.00	3.80	22.80
C Croot	BACS	119.90	23.98	143.88
John A Welton Partnership Ltd	BACS	273.00	54.60	327.60
C Hibbert (3 rd and 4 th quarter wages)	BACS	453.96 454.16		453.96 454.16
HMRC (3 rd and 4 th Quarter tax)	BACS	100.40 100.60		100.40 100.60
Total		1787.02	135.58	1922.60

10. CORRESPONDENCE AND CIRCULARS

- 10.1 SALC e bulletins;
- 10.2 NHW crime stats and end of year report;
- 10.3 WSC dog fouling campaign info;
- 10.4 internal audit info and fees from SALC;
- 10.5 Anglian Water correspondence re Sicklesmere Road works / proposed new pipeline in the area;
- 10.6 Info re EV charging points in Suffolk;
- 10.7 Local hospital development consultation opportunity;
- 10.8 WSC planning department Feb 21 newsletter;
- 10.9 Message from the WSC Leader Jan 2021;
- 10.10 Information from SCC re drainage issues in Rougham/BSG area.

11. DATE OF NEXT MEETING

The date of the next meeting is Tuesday 4th May 2021 at 7.30pm – annual parish meeting plus annual parish council meeting.

The meeting closed at 8.45p.m.

Attachment to item 5.3

Bradfield St George Village Hall
 Chair’s report to Parish Council March 2021

Very little has happened at the village hall since the January Parish Council meeting due to lockdown. The only event of note was that the defibrillator has been fitted after a suitable power point was installed and an EIC Report was successfully carried out. However, one regular user of the hall is due to recommence her classes as of April 12 and will be running her classes in a Covid secure way. This is the only booking allowed at the moment. A few booking enquiries for later in the year, inc Christmas Day, are starting to trickle in.

Attachment to item 8.6 - Report on GDPR/website accessibility March 2021

Recommendations of the SALC internal audit report for 19/20 included:-

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- Undertaking a GDPR audit;
- Introducing a data breach policy

I have taken the opportunity to gather together some of the old Council papers which Peter had – does anyone have any more? Please either return these to me or destroy them unless they look like they need to be retained by the PC/you are still using these.

I have disposed of some of the older paperwork (invoices and receipts information pre 2014/ planning consultations/local plan consultations/ historic insurance policy information) in line with the BSG document and electronic data retention policy. The disposal of this material needs to be minuted.

I have not found any signed minutes from before I joined the Council; I can see that a load of old minutes were deposited in the Suffolk Record Office in 2002/3, but that does leave a gap from 2003-2019 – does anyone know where the signed minutes from this period might be?

I attach a copy of the recent GDPR audit for your information. The following action points arise:-

A new data breach policy is needed– draft attached.

Investigation is required on how to archive older email correspondence (a minimum of two years' of emails should be kept). I expect that most of us access Council email correspondence from a number of devices/accounts; the Council needs to be aware of how we are all holding such old email correspondence which may contain personal data and make sure it is secure/ not being held longer than is necessary. If any councillor is able to help me look into this, that would be appreciated.

As to website accessibility, the BSG website is provided by Suffolk.Cloud which has done certain things to make the website as accessible as possible as required now by law. To ensure compliance with the new website accessibility guidelines I think we need to put a notice on the website – draft attached.

BRADFIELD ST GEORGE PARISH COUNCIL
Personal data breaches policy
FOR APPROVAL MARCH 2021
Next review date May 2023

Bradfield St George Parish Council is a data controller for the purpose of the General Data Protection Regulations (GDPR). The Clerk to the Parish Council is the data manager for these purposes. Further information regarding personal data is set out in the Bradfield St George PC privacy notice on the website <https://bradfieldstgeorge.suffolk.cloud>. From 25 May 2018 data controllers have new obligations to (i) keep an internal record of all personal data breaches, (ii) report them within 72 hours to the ICO in certain circumstances and (iii) notify an individual affected by a personal data breach in certain circumstances.

A personal data breach is defined for GDPR as a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of or access to personal data transmitted, stored or otherwise processed. Examples of a personal data breach include but are not limited to sending personal data to the incorrect recipient, computing devices being stolen or hacked or lost, alteration of personal data without permission etc.

In the event of a data breach, the data controller will undertake an investigation within one month of the report of a breach. Procedures are in place to detect, report and investigate a personal data breach.
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breach, following the advice set out in NALC note L02-18 – Reporting personal data breaches. The ICO will be advised of a breach (within 3 days) where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality, or any other significant economic or social disadvantage. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the data controller will also have to notify those concerned directly.

Employees, staff and volunteers of the Council are aware of this policy and know that (i) any personal data breach must be reported to the data manager as soon as it is noticed; (ii) full cooperation is required to address a personal data breach as soon as possible in order to mitigate any negative consequences and (iii) reasonable steps to minimise the risk of any such personal data breach are required and in this regard, it is unacceptable for non-authorised users to be able to access staff/volunteers IT using employees/volunteers' log-in passwords or to use equipment while logged on. It is unacceptable for employees, volunteers and members to use IT in any way that may foreseeably lead to a personal data breach..

Attachment to item 8.10 – Allotments

Allotments

The allotments seem to have been rather neglected by the PC for a while. I am not aware of any recent investment in this area and understand that parts of the land may be susceptible to flooding. Nothing is done by the PC to promote the availability of these allotments locally.

There are currently two allotment holders who between them cultivate 7 plots – projected annual income £35pa.

The current charge at BSG for one plot is £5; one plot =20 rods (Is this right? – see size of Yoxford PC /BTC plots)

(As I understand it one square rod= 272.25 square feet=25.29 square metres).

I have tried to do a fee comparison with other allotments in Suffolk – there is not a lot of readily available information about allotment charges online – especially for smaller villages; sizing of plots varies; availability of water affects price. This is an outline of what I could find online:-

Authority	Charge PA	Per unit	Notes
Bury Town Council	£10	Per square rod	With water
	£7.78	Per square rod	Without water
Ipswich TC	£45.50	250m2 plot	Concessionary discounts
Great Barton	£30	Full plot	
	£16	Half plot	
	£8.50	Starter plot	
Yoxford PC	£25	132 metre square	Smaller plots charged pro rata £10 pa water
Stoke by Clare PC	£30	Full plot	
	£15	Half plot	
Gt Finborough PC	??		

Recommendations

- **Review allotments and draw up a proper scale plan identifying available land (flood free) and confirming plot size;**
- **Consider charging regime;**
- **Consider promoting availability of allotments more widely.**

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