

Clerk: Christine Adams

21 March 2019

Dear Members of Duddon Parish Council,

You are hereby summoned to attend the Meeting of Duddon Parish Council to be held in the Victory Hall Rankin Room, Broughton in Furness on Thursday 28 March 2019 **19.30pm**

Yours sincerely

Christine Adams

Parish Clerk
Duddon Parish Council

	Agenda	Time	Action
1.	Apologies To receive apologies for absence.	1min	
2.	Requests for Dispensations The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.	1 min	
3.	Declarations of Interest To receive declarations by elected and co-opted members of interests in respect of items on this agenda. Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.)	1 min	
4.	To consider if there are any items on the agenda from which the press and public should be excluded.	1 min	
5.	Minutes To authorise the chair to sign the minutes of the Extra Ordinary meeting of the Council held on 24 January 2019	1 min	

6.	Chairs Announcements	1 min	
7.	Public Participation a) Local Police Report b) County Cllrs report c) District Cllr Report d) Residents are invited to give their views on items on this agenda or raise issues for future agendas. Please note that public participation is limited to a total of 30mins at the Chairs discretion.	5 min 10 min 5 min 10 min	
8.	Community Led Plan Update on the Community Led Plan	2 min	
9.	Victory Hall a) Update on Victory Hall roof repairs b) To give consideration to the quotes for: <ul style="list-style-type: none"> • Gutter repairs; • Power wash and window clean; • Outside painted; • New sign • Defibrillator on the outside of the building c) Cllr Knowles to give an update on the cleaning an any matters at the hall.	10 min	
10.	Allotments a) Beehives b) Purchase of top soil	5min	
11.	Community Pay Back Scheme To give consideration for work for the Community Pay Back Scheme a) Inside of Victory Hall b) Allotment field	5 min	
12.	Public Toilets To consider the unpaid cleaning bills.	5 min	
13	Working together (Cumbria County Council)	3 min	
14.	Consultation a) To give consideration to the Highways England consultation on the A590 Brettargh Holt, Meathorp and Greenodd roundabouts (changes to lane markings)	5 min	
15.	Southern Boundary Partnership To give consideration to hosting a Community Conversation, paying for venue and refreshments (10 June 2019)	2min	
16.	Parish Council Surgeries To consider dates and venues for Parish Council Surgeries.	5 min	

17.	Donkey Rocks To review the agreement between Duddon Parish Council and Keppleway	2 min	
18	Planning Applications (Planning applications can be viewed on the relevant authority's website) a) A Report from the Planning Working Group on applications this month. b) To consider the purchase of equipment to view planning applications as per Cllr Pitts email and to resolve to reimburse Cllr Pitts for the cost of it.	5 min	
19.	Privacy Notice a) To consider and adopt the privacy policy (attached) b) To consider and adopt the Subject Access Request Policy c) To consider and adopt the SAR form	2 min	
20.	Correspondence To note items of correspondence since the last meeting	1 min	
21.	Financial Matters To authorise payment of accounts (schedule attached).	2 min	
22.	Councillors Reports Each Cllr is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Cllrs are respectfully reminded that this is not an opportunity for debate or decision making.	10 min	
23.	To note that the next council meeting will be on 25 April 2019 and consider dates for the AGM in May 2019.	1 min	
	Signed: <i>Christine Adams</i> Parish Clerk Duddon Parish Council		

Draft Minutes February 2019

DUDDON PARISH COUNCIL

Minutes of the meeting held on Thursday 28 February 2019 in the Rankin Room Victory Hall, Broughton-in-Furness

- Present** Cllr G Albion, Cllr J Curwen, Cllr C Edmondson, Cllr V Glessal, Cllr I Longworth, Cllr G Pitts and Cllr J Sayers.
- 020/19 Apologies**
Resolved to accept apologies from Cllr E Knowles and Cllr J Johnson
- 021/19 Requests for Dispensations**
Resolved to note that there were no requests for dispensations.
- 022/19 Declaration of Interests**
Resolved to note that there were no declaration of interests.
- 023/19 To consider if there are any items on the agenda from which the press and public should be excluded.**
Resolved that no items are to be discussed in private.
- 024/19 Minutes**
Resolved that the minutes of the Ordinary meeting held on Thursday January 24th 2019 to be signed by the chair as a true record.
- 025/19 Chairs Announcements**
The chair announced that the Parish Elections are on 2 May 2019 and the clerk will getting nomination packs. The chair also announced that we will be sticking to the agenda in order that we can finish on time.
- 026/19 Public Participation.**
- a) Police were not in attendance but had sent a report as follows:
There had been 3 calls for service: -
 - 2 Road related incidents
 - 1 incident of anti-social behaviour
 - b) The County Cllr was in attendance.
 - c) District Cllr T Coward was in attendance and reported on the SLDC budget for 2019/20. Parish Council precepts have all been approved. SLDC appreciate all the good work that the parish councils do. SLDC are committed to considering green issues.
 - d) Public – There were no public in attendance.
- 027/19 Well Being Event and EV Charge Point Launch**
The above event is being held on 13 March 2019. **Resolved** to ask CCC to include the parish council on the flyer as it was the parish council working with Charge my Street to get the EV chargers in place.
- 028/19 Community Led Plan**
There were no updates from the Community Led Plan Group

- 029/19 Land at Foxfield**
It was noted that to date there are several tenders to date. **Resolved** to instruct Harrison Coward to start the sale proceedings to the highest bidder on 2 April 2019 as the Parish Council had resolved to leave the land on the open market until 1 April 2019.
- 030/19 Victory Hall**
a) The roof repairs will start on 4 March 2019.
b) There was a discussion regarding the state of the outside of the Hall and noted that this is the responsibility of the Parish Council. **Resolved** to get quotes to have the outside of the hall repainted and also to get quotes for a new sign.
- 031/19 Public Toilets**
a) There was a discussion regarding the proposed action plan from Healthmatic
b) There was further discussion regarding the very large water bill which still has not been paid.
It was noted that the bills have now settled down and suggested that the bill was probably due to someone leaving the taps on. **Resolved** to now settle the Bill.
- 032/19 Working together (Cumbria County Council)**
CCC's working together project was briefly discussed and it was **Resolved** to note that it needs to be on the next agenda as we should be receiving a bespoke agreement for discussion.
- 033/19 Allotments**
Consideration was given to allowing an allotment holder to have bee hive on his allotment. **Resolved** to ask other allotment holders if they have any objections to the beehive.
- 034/19 Wilson Park**
Consideration was given to the 3 quotations for the grass cutting in Wilson Park
Resolved to ask South Lakes Services to do the grass cutting for 2019/20.
It was also **Resolved** to reimburse Cllr Albion for expenses (bleach, bin bags and fuel) for the park.
- 035/19 The Square**
Cllr Albion raised concern about state the bus shelter in the Square. **Resolved** that he can paint it and he will be reimbursed for the paint.
- 036/19 Consultation**
a) To give consideration to the SLDC Standards Arrangements Review.
There were no comments to the above review.
b) To consider requests for topics for consideration by the SLDC Overview and Scrutiny Committee. **Resolved** to ask to ask the Overview and Scrutiny committee where public money is being spent as it does now appear to be spent in our area. also to suggest that every Parish is sent a report on what has been spent in their parishes.
- 037/19 Parish Council Surgeries**
Resolved that Cllr Sayers will organize a parish council surgery in the Square Café and will advertise it in the Parish Pump. It was also **Resolved** to have a surgery at the Charge my Street launch event and also at the Millom and Broughton show later in the year.

038/19 Website
Resolved to have the Parish Handbook, The Community Led Plan on the front page of the website and also to add the Charge My Street ling to the front page.

039/19 Planning Applications (Planning applications can be viewed on the relevant authority's website)
a) Report from the Planning Working Group on applications this month. No planning applications require a response.
b) Resolved that Cllr Pitts will have a look at suitable projectors to view planning applications.

040/19 Correspondence
To note Items of correspondence since the last meeting have been noted.

041/19 Financial Matters
Resolved that the following Direct Debits, Standing Orders be paid:

E-on	88.26
HMRC	57.80
Optech	319.39
NPower	100.78
C Adams	250.00
Waterplus	826.11
Fat Media Ltd	150.00
	<u>£1792.34</u>

Receipts

CGP	10497.18
LDNPA	250.00
	<u>£10747.18</u>

042/19 Internal Auditor
Resolved that Clive Moody will be the Internal Auditor for the year ended 31 March 2019.

043/19 Councillors Reports
Cllr Albion requested that an agenda item for the next meeting is a mobile mast. He also suggested that there should be a litter pick from Broughton to Wreaks end. Cllr Pitts advise that the tennis club had donated a strimmer to the parish council and requested a letter of thanks be sent.
Cllr Sayers reported some gates had been replaced and look really good.
Cllr Glessal reported that Town End to Troughton Hall needs resurfacing. Reported that silage wrap had been dumped at the top of the brow. Raised concern about dumped tyres at Wreaks End. Cllr Glessal also reported that the do not follow sat nav signs for Woodland were finally in place but one of them was on an old pole.
Cllr Edmondson raised concern about cars parking on the pavement on Foxfield Road, Foxfield Road needs sweeping, raised concern about dog fouling and also raised concern about water at the top of the Mouse Trap.
Cllr Curwen advised that it was he who had negotiated the move for Furness Supply when it was moved to Foxfield. He advised that he had put 3 signs up requesting people to keep their dogs on leads as there is no sheep left on the mosses. One of the signs had been vandalized but had been replaced. Roads at Woodland have been swept. English Nature are sending out an officer out to investigate the ditches on the mosses.

044/18 Date of next meeting
To note that the next council meeting will be on 25 April 2019. To set date for AGM in May following Elections. Suggested date of 9 May 2019.

Our ref: CNL-O-478
Your ref:

Consultation

Sean Powell

Falcon House
Fulwood House
Fulwood
Preston
PR2 9NZ

0300 470 1592

13 March 2019

Dear Sir/Madam

A590 Brettargh Holt, Meathop and Greenodd Roundabouts

Highways England is considering changes to the lane markings and approach signs to Brettargh Holt, Meathop and Greenodd roundabouts in order to increase capacity through the roundabouts, whilst reducing the potential for vehicle conflicts and the confusion over lane destinations.

Where possible, each approach will have revised signage and road markings to indicate the available destinations for that lane. This may include multiple approach lanes providing the same destination, which would reduce queuing on approach and provide increased options for drivers.

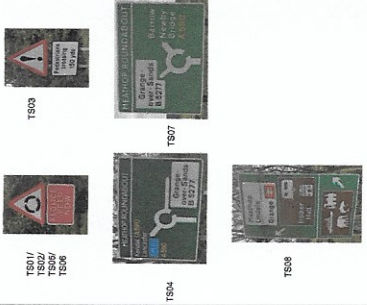
If you have any comments or concerns about the proposals, please respond by e-mail to area13enquiries@highwaysengland.co.uk or in writing to the address above by March 31 2019.

Yours faithfully,

S. Powell

Sean Powell
Designated Funds and Road Safety Engineer

EXISTING TRAFFIC SIGNS



PROPOSED TRAFFIC SIGNS



Scheme Ref.	A590 Roundabout - MTP09
Site Ref.	877-70
Contract Ref.	130140-F-1200-A590-MTP-01
Background	BLACK GREEN
Text	WHITE
Dimensions	AS PER SIGNAGE
Date	27.03.18

E	LANE ARROWS ADDED A590 ROUNDABOUT	OB	SS	20.12.18
D	LANE ARROWS ADDED A590 ROUNDABOUT	OB	SS	20.11.18
C	ROAD TEXT & PROPOSED SIGN	OB	SS	18.11.18
B	ADDITIONAL DIM ADDED TO DRG	OB	SS	02.08.18
A	AMENDMENT TO NOTES & LEADER	CB	SS	06.07.18
Rev.	1	Revision details	Chgd/Issd	Date
Designat.	OB	Date:	27.03.18	
Drawn:	SA	Date:	27.03.18	
Checked:	OB	Date:	27.03.18	
Approved:	SS	Date:	27.03.18	



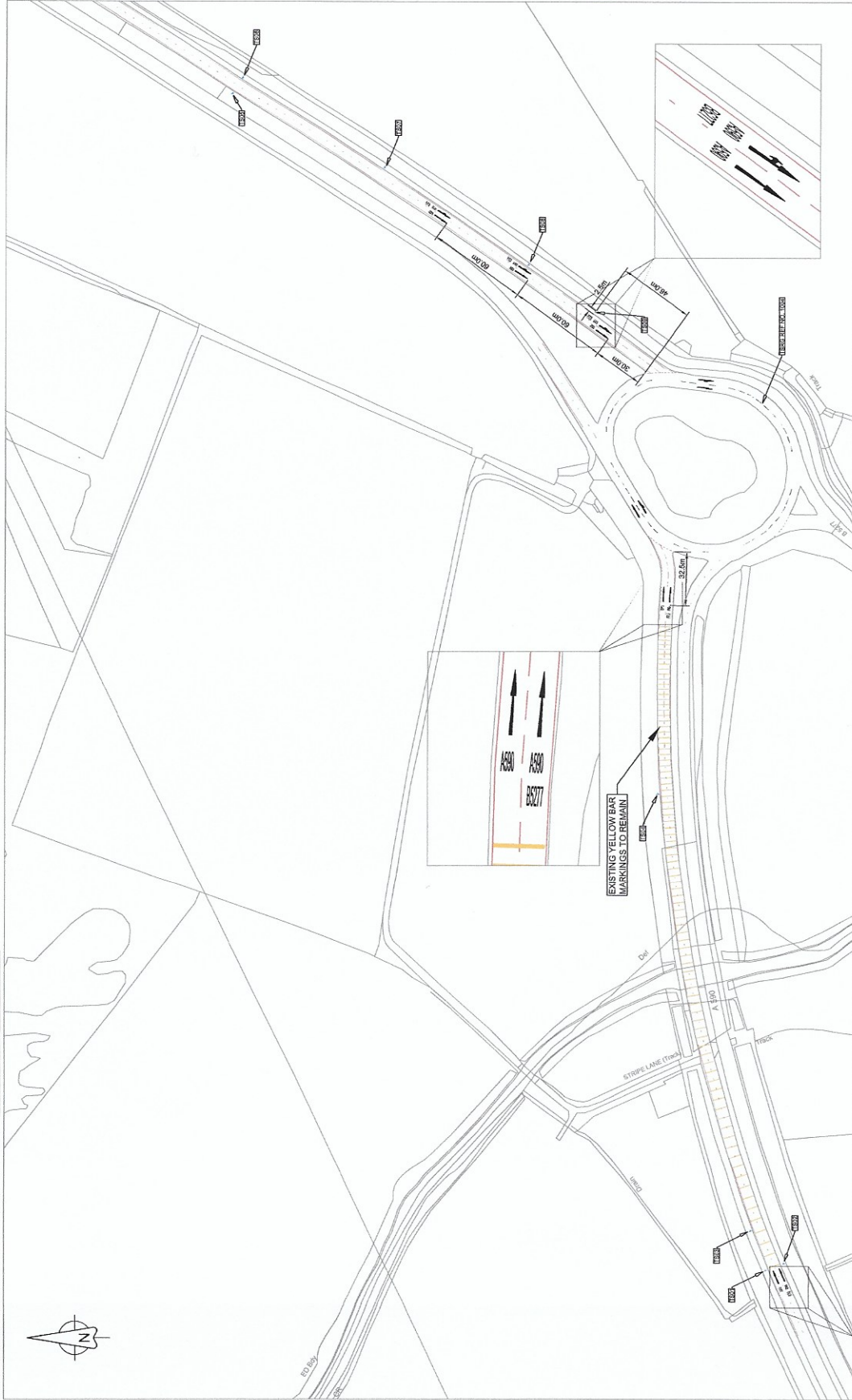
Project Name
A590 ROUNDABOUTS

Drawing Title
MEATHOP PROPOSED TRAFFIC SIGNS & ROAD MARKINGS

Original Drawing Size: A1
Scale: 1:1250
Dimensions: -

Drawing Status
FEASIBILITY

Drawn No
COA130140-F-1200-A590-MTP-01

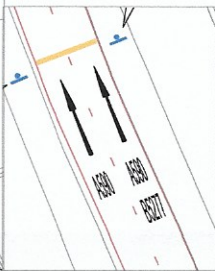


KEY

- EXISTING TRAFFIC SIGN AND POST TO REMAIN
- EXISTING POST TO REMAIN
- PROPOSED PLAIN GREY POST
- PROPOSED TRAFFIC SIGN
- PROPOSED WHITE THERMOPLASTIC SCREENED ROAD MARKINGS TO 5000 MC (500mm PER ROW LENGTH)
- PROPOSED WHITE THERMOPLASTIC SCREENED ROAD MARKINGS TO 5000 MC (500mm PER ROW LENGTH)

NOTES

1. ALL DIMENSIONS IN METRES UNLESS OTHERWISE STATED.
2. THE CONTRACTOR SHALL PROVIDE ALL NEW SIGNAGE AND ROAD MARKINGS AS INDICATED IN ACCORDANCE WITH THE TRAFFIC SIGNS REGULATIONS AND GENERAL DIRECTIONS 2016 AND THE TRAFFIC SIGNS MANUAL (CHAPTERS 3, 3.8.7).
3. ALL ROAD MARKINGS TO BE DISPLAYED IN YELLOW AND RED ARE EXISTING SET TO REMAIN.
4. ALL ROAD MARKINGS DISPLAYED IN BLACK ARE PROPOSED (SEE RELEVANT LEADER FOR TSRGD REFERENCE NUMBER).
5. EXACT LOCATION OF TRAFFIC SIGNS IS TO BE CONFIRMED AT DETAILED DESIGN STAGE.



This agreement is made on the

Between:

- (1) Duddon Parish Council ("The Council") and
- (2) Kepplewray Centre ("The Centre")

1. The Council is the owner of the land known as Donkey Rocks Quarry Broughton-in Furness, Cumbria ("The Quarry").
2. The Centre is an education activity and holiday centre providing outdoor pursuit activities and wished to have access to the quarry for the purpose of Abseiling.
3. The Council agree to grant the centre consent for its staff and participants to enter upon the quarry for the purpose only of abseiling.
4. Such agreement shall be for a period of one year and reviewed annually until terminated by either party giving to the other not less than six months' written notice.
5. In consideration of such agreement the centre shall hereby agree with the Council.
 - a) not to cause or permit anything which might be a nuisance or inconvenience to the Council or to the owners or occupiers of any adjoining property
 - b) at all times to have full regard for the users of the permissive footpath running across the quarry site
 - c) to indemnify and keep indemnifies the Council against all costs claims and demands in respect of injury to persons or damage to property arising out of exercise by the rights granted by the agreement.
 - d) To maintain throughout the period of the agreement public liability insurance with a reputable insurance company which provides for a minimum cover of £2M in respect of any one claim.
6. It is your responsibility to make sure the area subject to this agreement is of sufficient standard to be of no danger to any of the participants and that any defects are reported to the Parish Council's clerk
7. The area may be used only for the purpose for which permission is granted and the Parish Council's permission is not transferable to another person or body
8. Any damage to the Parish Council's property shall be made good to the Parish Council's satisfaction
9. Any instructions which may be given by the Parish Council's clerk must be complied with
10. The area will be kept free from litter.
11. It is agreed between the Council and the Centre that the agreement shall not in any way diminish the right of the Council to its own use and enjoyment of the quarry.

Signed:.....

Parish Clerk (Proper officer of the Council).

Signed:.....

On behalf of Kepplewray Centre

DUDDON PARISH COUNCIL

GDPR - Privacy Notice

Duddon Parish Council takes the protection of your data seriously. Our aim is to provide a personalised and valuable service whilst safeguarding our users' privacy. Collecting some personal information is necessary if we are to satisfy the expectations and requirements of our users and we have set out below what we will do with your personal information.

Security and Performance

We use a third party service to help maintain the security and performance of our website. To deliver this service it processes the IP addresses of visitors to the site.

Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Disclosure of personal information

We will never disclose personal details without the consent of the owner unless required to by law. Details are only held for as long as is necessary for Parish Council business.

Access to personal information

Individuals can find out if we hold any personal information by making a 'subject access request' under the General Data Protection Regulations. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

Please see our Subject Access Request Policy on the website.

If at any time you feel that we have failed to meet these standards then please contact our chairman via the Clerk or make a complaint direct to the Information Commissioner using their website www.ico.org.uk/concerns

Planning Application for Duddon Parish Council March 2019

Reference	Location	Description	Assessment/decision	Comment
SL/2018/0141	Broughton Auction Co	Cap Parking on site	Not Progressed	Filed under Broughton West so application missed when it came in
SL/2019/0193	Victoria Cottage Foxfield road, Broughton	Discharge condition 3 (boundary) attached to SL/2017/0526		
until 13/3/2019	No LDNPA applications			
until 13/3/2019	No LDNPA decisions			
7/2019/5183	Hoses Farm, Broughton Mills	Convert redundant barn into 2 holiday cottage / local occupancy rental units, install treatment plant and oil storage tanks		
SL/2019/0040	Hogg House, Foxfield	Single Storey extension	Grant with conditions	
PN/2019/0010	Moss House Farm, Kirkby-in-Furness	SlurryStore		

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DUDDON PARISH COUNCIL

SUBJECT ACCESS REQUEST POLICY

Adopted by Full Council on

Introduction

Individuals have the right to know what data is held on them, why the data is being processed and whether it will be given to any third party. They have the right to be given this information in a hard copy. This is known as a 'subject access request' or "SAR".

What must be done in the event of a SAR

1. On receipt of a subject access request it must be copied immediately to all councillors and the Clerk if a councillor has received the request.
2. The Clerk must correctly identify whether a request has been made under the Data Protection legislation.
3. The Clerk and the councillor, who receives a request to locate and supply personal data relating to a SAR must make a full exhaustive search of the records to which they have access.
4. All the personal data that has been requested must be provided unless an exemption can be applied.
5. A response must be sent within one calendar month after accepting the request as valid.
6. Subject Access Requests must be undertaken free of charge to the requestor unless the legislation permits reasonable fees to be charged.
7. Councillors must ensure that the staff they manage are aware of and follow this guidance.
8. Where a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint

How to action the above

1. All councillors and the Clerk should be notified upon receipt of a request.
2. The Clerk must ensure a request has been received in writing where a data subject is asking for sufficiently well-defined personal data held by the council relating to the data subject. The personal data requested should be clarified with the requestor. They must supply their address and valid evidence to prove their identity. The council accepts the following forms of identification (*These documents must be dated in the past 12 months; +These documents must be dated in the past 3 months):

- Current UK/EEA Passport
- UK Photocard Driving Licence (Full or Provisional)
- Firearms Licence / Shotgun Certificate
- EEA National Identity Card
- Full UK Paper Driving Licence
- State Benefits Entitlement Document*
- State Pension Entitlement Document*
- HMRC Tax Credit Document*

- Local Authority Benefit Document*
 - State/Local Authority Educational Grant Document*
 - HMRC Tax Notification Document
 - Disabled Driver's Pass
 - Financial Statement issued by bank, building society or credit card company+
 - Judiciary Document such as a Notice of Hearing, Summons or Court Order
 - Utility bill for supply of gas, electric, water or telephone landline+
 - Most recent Mortgage Statement
 - Most recent council Tax Bill/Demand or Statement
 - Tenancy Agreement
 - Building Society Passbook which shows a transaction in the last 3 months and your address
3. Depending on the degree to which personal data is organised and structured, it will be necessary to search emails (including archived emails and those that have been deleted but are still recoverable), word documents, spreadsheets, databases, systems, removable media (for example, memory sticks, floppy disks, CDs), paper records in relevant filing systems etc.
 4. It is not permitted to withhold personal data because the council believes it will be misunderstood; instead, an explanation should be provided with the personal data. The personal data must be provided in an "intelligible form", which includes giving an explanation of any codes, acronyms and complex terms. The personal data must be supplied in a permanent form except where the person agrees or where it is impossible or would involve undue effort. The council may be able to agree with the requester that they will view the personal data on screen or inspect files at the Parish Council Office. Exempt personal data should be redacted from the released documents and an explanation provided as to why that personal data is being withheld.
 5. Procedures should be clear on forms and on the council website.
 6. A database should be maintained allowing the council to report on the volume of requests and compliance against the statutory timescale.
 7. Raising awareness of how to deal with SARs should be through the use of induction, performance and training, as well as through establishing and maintaining appropriate day to day working practices.
 8. When responding to a complaint, the Clerk must advise the requestor that they may complain to the Information Commissioner's Office ("ICO") if they remain unhappy with the outcome.

Duddon Parish Council

Subject Access Request Form

Process to Action		
Name of requester (Method of communication) Email Address Phone number Postal Address		
Is the request made under the Data Protection Legislation	Yes	No
Date Subject Access Request action to be completed by (One month after receipt time limit)		
Extension to the date of reply requested (An extension of another two months is permissible provided it is communicated to the subject within the one month period)	Yes	No
Extension date advised to the Subject Requester and method of contact		
Identification must be proven from the below list: Current UK/EEA Passport UK Photo card Driving Licence (Full or Provisional) EEA National Identity Card Full UK Paper Driving Licence State Benefits Entitlement Document State Pension Entitlement Document HMRC Tax Credit Document Local Authority Benefit Document State/Local Authority Educational Grant Document HMRC Tax Notification Document Disabled Driver's Pass Financial Statement issued by bank, building society or credit card company Utility bill for supply of gas, electric, water or telephone landline A recent Mortgage Statement A recent council Tax Bill/Demand or Statement Tenancy Agreement Building Society Passbook which shows a transaction in the last 3 months and their address		
Verification sought that the Subject Access request is substantiated	Yes	No
Verification received	Yes	No
Verification if the Council cannot provide the information requested	Yes	No
Is the request excessive or unfounded?	Yes	No
Request to be actioned	Yes	No

Fee to be charged (Subject Access requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge)	
If the request is to be refused, action to be taken and by whom.	
Changes requested to data/ or removal	

Complaint Process (Where a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint)	
Completion date of request	
Date complaint received by requested and details of the complaint	
Date complaint completed and outcome	

Categories of Data to check

Data	Filing Cabinet	Laptop	Checked	Corrected/ Deleted	Actioned by
HR					
Democracy					
Statutory Function					
Legal					
Business					
Legal requirement					
General Data					
Consultation Data					

March Receipts and Payments

Payments

01/03/2019	E-on	90.86
05/04/2019	HMRC	58.00
02/03/2019	C Adams	48.59
07/02/2019	Npower	100.78
28/02/2019	Victory Hall	65.70
11/03/2019	S Stalker	1890.00
31/03/2019	C Adams	250.00
		<u>£2,503.93</u>

Receipts

Allotment Rent 90.00

90.00