

NEW FRANKLEY IN BIRMINGHAM PARISH COUNCIL

Dear Councillor

You are hereby summoned to attend a meeting of the Parish Council which will be held on **Monday, 15th January 2018**, at the Parish Council Office, 12 Arden Road, Frankley, at 1930 hours to transact the business shown on the Agenda below.

RAS Griffiths

Clerk

8th January 2018

AGENDA

- 1 Apologies and Reasons for Absence (if any)**
- 2. Declarations of Interest (existence and nature) with regard to items on the Agenda**

Members are reminded that the Council's Code of Conduct requires that any member having a Pecuniary or Non-pecuniary interest in any of the business to be transacted, must declare all such interests either at the start of the meeting or immediately before the item is proposed to be discussed.

If a Member declares a non-pecuniary interest then that Member may remain in the meeting, take part in the discussion and vote on the matter.

If a Member declares a pecuniary interest, then he/she must not take part in any discussion of the matter at the meeting and must NOT vote on the matter. Members need not withdraw from the meeting but any participation by the Member at the meeting in respect of the matter in which they have a pecuniary interest is a criminal offence for which the Member may be prosecuted as well as referred to the City Council's Standards Committee.

- 3. Public participation session with respect to items on the agenda.**
[No decision on the matter before the Council shall be made at this point in the meeting]

Where a Member has a pecuniary interest in the business of the Council that Member must declare that interest but may speak at the meeting for the purpose of making representations, answering questions, or giving evidence relating to the business providing the public are also permitted to attend the meeting for the same purpose. Any representations relating to the business contained on the agenda in which a member has a pecuniary interest or members of the public wish to speak on, should be made at this point of the meeting.

Attached 4 Minutes

To approve and authorise the signing of the Minutes of the meeting of the Council held on 18th December 2017.

5 Chairpersons announcements

To receive the Chairperson's announcements and any such communications as the Chairperson may wish to place before the Council.

6 Questions

In accordance with Standing Order 9, Members of the Council may ask the Chairperson any question concerning the business of the Council.

Attached 7 Report of action taken under authority to Chairperson and Officers

To note the attached report detailing the actions taken by the Chairperson and Officers in accordance with Resolution No 4921.

Attached 8 Schedule of Payments

To approve the payments set out on the attached schedule.

Attached 9 Internal Audit and General Data Protection Regulations (GDPR)

A) Internal Audit

A quotation for undertaking the Council's Internal Audit is submitted by DM Payroll Services and is attached for Member's Information. (Note: DM Payroll Services Ltd is a registered company operated by Ms Diane Malley)

Members are requested to consider the quotation for the Internal Audit and, if satisfied, authorise the Clerk to sign the quotation on behalf of the Council.

B) General Data Protection Regulations

Members are advised that the law regarding Data Protection is changing in May with the introduction of the new General Data Protection Regulations (GDPR). There are some significant changes and all organisations must be compliant by 25th May 2018 when the new regulations come into force. Any organisation that isn't compliant could face hefty fines.

One of the changes is that all public authorities need to appoint a Data Protection Officer (DPO), this includes all local councils irrespective of their size. The DPO can be an employee, however the GDPR (Articles 37-39) states that the DPO:

- Must not have a conflict of interest regarding the data processed;
- Must have expert knowledge of GDPR;
- Must have ability to undertake GDPR compliance tasks.

As the New Frankley Clerk is currently the Council's Data Controller there will be a conflict of interest over data processed. As part of the compliance, local authorities must register their DPO details with I.C.O.

DM Payroll Services Ltd can provide a DPO service for New Frankley Council. The offer of the DPO service includes -

- Annual GDPR data audit;
- Annual refresher training for staff;
- Sign off Data Protection Impact Assessments;
- Advising on GDPR compliance;
- Liaison with Information Commissioners Office if necessary.

The fee is dependent upon the income/expenditure bracket of the Council. The service provided by DM Payroll Services will include an initial visit to the Parish Office premises to complete a Data Protection Impact Assessment (DPIA), which is a mandatory part of the regulations and must be completed before 25th May 2017.

DM Payroll Services have sought advice if there is a conflict of interest for the same company to provide internal audit and Data Protection Services to the same council. Providing the internal audit is treated separately to the data audit there would be no conflict of interest as there is no requirement for the internal auditor to review the GDPR requirements.

With regard to the GDPR, it is suggested that the Clerk be authorised to obtain a quotation from DM Payroll Services for carrying out the work so as to avoid any potential conflict of interest.

Attached 10 Receipts and Payments Analysis – 3rd Quarter 2017/2018

To note the receipts and payments for the period ending 31st December 2017 and to compare the Council's Expenditure up to 31st December against the 2017/2018 Budget for that period.

11 Electricity Contract Renewal

Utilitywise have, on behalf of the Council, negotiated a further 3-year contract with SSE commencing 1st November 2018. The price per Unit offered is 13.49p compared to the current price of 11.636p. The Quarterly Standing Charge offered is £36.63 compared to the current Quarterly charge of £17.54.

12 Nominations for Attendance at a Royal Garden Party at Buckingham Palace

WALC would be grateful to receive the Council's nomination (one Councillor plus a companion) to attend a Royal Garden Party to be held at Buckingham Palace on Thursday 31st May 2018. The completed Nominations to be returned to WALC by noon Wednesday 31st January 2018.

Attached 13 Planning Applications

Application No.	2017/10696/PA
Location	North Worcestershire Golf Club Ltd, Hanging Lane, Birmingham B31 5LP
Proposal	Application for prior notification of proposed demolition of Club House

Attached 14 Decisions made on Planning Applications

Application No	2017/08363/PA
Location	29 Thurloe Crescent, Frankley, Birmingham B45 9YN
Proposal	Application for a Lawful Development Certificate for the proposed erection of a single storey extension
Decision	Section 191/192 Permission not required (Certificate Issued)

15 Longbridge Consultative Committee

To note a report of the proceedings of the last meeting of the Longbridge Consultative Committee.

Attached 16 Carnival Committee, Housing Liaison Board, Street Champions, Balaam's Wood Management Committee, Frankley Neighbourhood Forum and the Community Watch Co-ordinators.

To note the report of Councillor Pitt advising of the activities of the various voluntary bodies.

17 Transport issues

To receive a verbal report.

18 Items for Information Only

Members may raise items not on the agenda under this heading as long as they involve no more than an exchange of information.

19 Outstanding Minutes [To be laid on the table]

To receive a verbal report from the Clerk to update Members regarding the schedule of outstanding minutes which will be laid on the table at the meeting

20 Reports of District Councillors

The Councillors for the Longbridge Ward are invited to report of any matter pertaining to the activities of the Parish Council which are not included in the foregoing agenda.

(Note: No decisions can be made on matters raised under this item. If necessary, a report can be requested for a future Council meeting.)

21 Local Issues Raised by Members of the Public

To allow members of the public to raise matters of local concern

(Note: No decisions can be made on matters raised under this item. If necessary, a report can be requested for a future Council meeting.)

22 Authority to Chairperson and Officers

Chairperson to move: -

“That the Chairperson (or in his absence, the Vice Chairperson, if appropriate) is hereby authorised to act until the next meeting of the Parish Council except in respect of the Council's functions in

which case the appropriate officers are hereby authorised to act in pursuant of the powers delegated to them in consultation with the Chairperson or Vice-Chairperson; further, that a report of all action taken under this authority be submitted to the next meeting of the Council and that such a report shall explain why this authority was used.”

Roger Griffiths, Clerk

0121 457 9410

clerk@newfrankleypc.swiftserve.net