



Holkham Parish Council

Parish Clerk: Keith Leesmith
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2018/03

Minutes of meeting held at the Estate Office Tuesday 13 March 2018 at 1800

Present Jane Berwick, Paul Bloomfield, Elisa Bray, Harvey Gunhouse, John Hall, Derek Jarvis (Chairman),
& Emma Sargent
Keith Leesmith (Clerk), Marie (& Mike) Strong (NCC)

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| 1) Apologies | Vincent FitzPatrick |
| 2) Declarations of Interest | None |
| 3) Minutes of the Meeting held 09 January 2018 | Agreed and signed |

4) Reports

a) Norfolk County Council

Despite *Stagecoach* pulling out, the Coasthopper Bus Service will continue. It will operate between Mundesley and Wells by *Sanders* and from Wells westwards by *The Lynx*, although in this section it will be called *The Coaststreamer*. It is believed that other *Stagecoach* routes will also be affected. Details can be found at www.norfolk.gov.uk/stagecoach

It is intended to reduce the mobile library budget from £457k to £200k following government reductions in previously agreed grants. This will have a devastating effect on the service in rural areas, and is being done without any consultation. It was agreed that we write to MS asking that a consultation be carried out before any changes occur.

The intention to extend the Clearway from the Victoria to Hill Farm has been agreed with the Estate and appears to be generally agreeable to residents within the village. As the Parish Council is in favour it was agreed to ask MS to speak to Highways with the intention of implementing the plan.

b) North Norfolk District Council

Vincent FitzPatrick sent a report which KL read and is appended to these Minutes. The report mentioned The Big Society Fund, car parks now being able to accept payment by mobile 'phone, a suspended jail sentence after a successful prosecution for animal cruelty, and new Food Hygiene courses being available at Cromer and Fakenham.

c) Safer Neighbourhood Team

Invitation sent but nothing heard. It was agreed that whilst we would always welcome a police representative, we would cease to add an item to the agenda, as they did not now appear to have the time to visit Parish Councils.

d) Parish Clerk

KL had finally been able to obtain a "Transparency Grant" of £191.66 (£230 less VAT) to purchase a copy of Microsoft Office. Our computer reserve (laptop, printer/scanner and software) now amounted to £641.66

The Norfolk Archive Centre had recently received Holkham Parish Council Minutes for the period from 1894 to 1994 passed to them by the Estate Archive. As they had previously had the Minutes for 2002 to 2016 passed to them by KL, they were only missing those from 1994/5 to 2001/2. The Norfolk Archive Centre asked if we had any knowledge of the whereabouts of these. KL had replied that he had not got them, and suspected that they would eventually be found in the Estate Archives.

5) To discuss any Planning Matters to hand

Nothing to hand.

6) To discuss the General Data Protection Regulations

These come into force at the end of May, and although not aimed specifically at Parish Councils, will require additional work by them. The Council will need to appoint a *Data Controller* and in the case of small Councils it is suggested that the whole Council take on this role (as opposed to an individual or a committee). They also need to appoint a *Data Protection Officer* and although there is some argument about this, (partly by commercial organisations wanting extra business) it is again suggested that in the case of small Councils this can be the Parish Clerk. We will need to register with the Information Commissioner (as a Data Processor) at a cost of £35 per annum. KL believes that the only personal data that he holds is the personal contact details of Councillors and some small suppliers. The regulations do not apply to Companies. KL asked if the Councillors were happy to continue having their personal contact details published on the Parish website and they are, although this will probably need to be done in writing.

7) To agree to appoint the Parish Clerk as Holkham Parish Council's *Data Protection Officer*

Agreed.

8) To consider financial appeals from Local Organisations

Agreed that although we gave to them last year, we again donate the whole budget to Burnham Market Community Car Scheme.

9) Financial Report and Accounts for Settlement

A copy of the current bank statement and spreadsheet was circulated and was approved.

The following payment was agreed:

Burnham Market Community Car Scheme	Donation, as above	£100.00
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10) Minor Matters

The car park at New Holkham has several potholes. There is an overgrown holly bush obscuring graves in the Churchyard. Visitors are parking in Park Road. JB would direct these problems to the relevant people on the Estate.

11) To confirm date of next meeting

Tuesday 8 May – 1800 at The Estate Office.

The meeting closed at 1901