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**Minutes of the meeting held on Wednesday 26th September 2018.**

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|-------------------------------------|-------------------|---------------------|
| Present:                            | In attendance:    | Apologies:          |
| Cllr. Gemma Hounsell                | PC Andy Reid      | David Freer (Clerk) |
| Cllr. John Jervoise                 | Rod Bolt          | Cllr. Bob Ives      |
| Cllr Gareth Davies                  | Shelley Goude     |                     |
| Cllr. Nick White                    | Cllr Mark Ruffell |                     |
| Ian Lansley-Neale<br>(Acting Clerk) | Six residents     |                     |

\*Notes in **bold** are actions for the HPC or members of the community

1. Cllr Jervoise has a declared interest in general matters involving the Herriard Estates.
2. Police updates – Report from PC Reid attached as appendix
  - > **Gareth to pass Andy Reid details of Roadside checks contact (DONE)**
  - > **Rod Bolt writing to Jenny Rees HCC Highways for list of accidents last 10 years**
3. Dog users – Shelley Goude  
Village Green now has 4 bins installed. Minority of users not controlling dogs. Dog walker issue – legally dog walkers can only walk up to 5 dogs at once. Code of conduct for dog users suggested. Shelley offers a free workshop. Dog liaison Group – Shelley has been liaising with David Freer and Geraldine House Barklie.  
**David Freer to liaise with Shelley and agree dates and interface with villagers, alerting people and formulating code of conduct with Shelley**
4. Cllr Mark Ruffell report
  - > **All to consider complaining to Boundary Commission about proposed changes ward changes**
  - > **J6 Motorway Services. People urged to still comment on council planning portal (Ref: 17/03487/FUL)**
  - > **Front line rural policing. HPC & Cllr Mark Ruffell to continue exploring additional funding**
5. Chairman's report – Cllrs Davies
  - Attached as an appendix
  - **To be posted on website together with responsibilities matrix (circulated) David Freer.**
6. New Parish Website [Herriardpc.gov.uk](http://Herriardpc.gov.uk)
  - > **Anyone interested in helping with website welcomed to get in touch with David Freer**
7. GDPR Policy for HPC. Attached as appendix.  
**GDPR Policy for HPC was formally adopted and is to be posted on HPC website**
8. TAG Farnborough Airspace Application.  
**Chair proposed and it was agreed that £500 be granted from HPC to support Lasham Gliding Judicial Review**
9. Leisure and Environment report – Cllr White.
  - > **2019 starting cricket club for youngsters**



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> Resurfacing paths on Herriard Green. Needs grant funding. 1.2km path system – tarmac seen by charity as only option

10. Community report – Cllr Hounsell

> Proposed regular monthly coffee mornings. 1<sup>st</sup> with Sue Cheyney great success. 2<sup>nd</sup> with Gemma Bagmore Lane 10am+ Mon Nov 5<sup>th</sup> (details in Parish Mag)

11. Property report – Cllr Jervoise

> HPC to revise / issue Welcome Packs

> Cllr Jervoise managing legal issues with new housing drainage and plot boundary

> Summary of latest developments with new Housing attached as an appendix

12. Other matters

Local businesses encouraged to contact Wessex Internet about provision of faster broadband accounts <https://www.wessexinternet.com/eligible-3000-gigabit-voucher/>

13. Open Forum

> Residents complained about vehicle movements related to the bio - digester , Barfoots are considering an application to amend their planning consent

> Open invitation for volunteers to allow wider use of the Sports Club pavillion, please get in touch with [clerk@herriard-pc.gov.uk](mailto:clerk@herriard-pc.gov.uk) if you are interested

Next meeting in Monday 3rd December, RBLH 7/7.30pm.

Meeting closed at 9.15pm.



### Appendix 1: Police report

#### Police Report from PC Andy Reid since 1/7/18

1<sup>st</sup> July – false burgler alarm in village. Domestic incident reported on porch  
7<sup>th</sup> July – broken down vehicle A339  
14<sup>th</sup> July Dangerous HGV A339  
15<sup>th</sup> July Possible drunk driver A339  
18<sup>th</sup> July Burglery Garden Centre – 3 arrested  
27<sup>th</sup> July Sheep on Herriard to WP Road  
4<sup>th</sup> Aug Speed enforcement 40 mins  
5<sup>th</sup> Aug Broken down vehicle A339  
Speed enforcement 1 hr 5 mins 4 warnings  
16<sup>th</sup> Aug Tree partially across A339  
20<sup>th</sup> Aug Teak furniture seller Bagmore Lane  
11<sup>th</sup> Sept Theft from selling area Bagmore Lane  
11<sup>th</sup> Sept Injury road accident car v tree  
21<sup>st</sup> Sept Tree across Bagmore Lane

#### Crime Totals 2018

1 Public Order 1 building site  
6 Criminal damage 1 padlock  
3 theft 1 fencing building site  
1 criminal damage 1 drain from building site  
1 theft from van 1 building site  
1 theft from van 1 bagmore lane handbag  
1 criminal damage 1 sports ground padlock  
1 harrassment 1 village  
1 burglary dwelling 1 building site  
1 criminal damage 3 crops  
1 theft 1 fuel local business  
1. theft 1 fuel  
1 Burglary new dwelling 1 building site

**Total 15**

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**Appendix 2: Chairman's report****1. PC structure and meeting formats.**

I announced at the Annual Open meeting last May that we were working on some structural changes to the Parish Council organisation aimed at improving visibility of Parish Council activity and providing clarity on each Councillor's areas of interest and responsibility. We hope that this will help residents identify who does what and to which Councillor they should direct specific suggestions and questions.

A chart showing the new structure and detailing areas of responsibility is attached at the end of this report. The assignment of responsibilities is intended to be "agile" so that they can change as tasks facing the Council shift and evolve.

Our regular Parish Council meetings have always provided time for an Open Forum so that attendees can ask Council members questions and raise issues. I do not suggest we change this, however recent meetings have developed an unintended pattern of input from the floor throughout the meeting (poor Chairmanship on my behalf!). This is not conducive to efficient use of the limited meeting time we have. So, other than at Annual Open meetings, I will ask that questions and comments from the floor should be saved for the Open Forum (agenda item 11 for the September 26th meeting).

**2. New Parish Website**

Alongside the organisational changes mentioned above, David Freer, our Clerk, has been working to redevelop the Parish website. Unfortunately, David has had to go abroad on business and won't be at the meeting on September 26th. The aims of the update are to make it easier for us to add content and keep the site refreshed and up to date; optimise the design for desktop and mobile screens and have the ability to address gaps in the content. It was also an opportunity to develop a consistent branded look and feel across HPC communications.

Alongside the new website, we have also initiated new GDPR compliant email addresses (for the Clerk & Chair) and secure cloud storage for Council documents. The site was developed under David Freer's guidance by local company Web Directions and this close relationship will allow us more seamless control of maintenance and management of the site.

The new website is now live at [www.herriard-pc.gov.uk](http://www.herriard-pc.gov.uk) and I would like to thank David and Kevin Thrussell for their work and commitment in delivering this update.

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Key Parish Council documents (eg. agendas; minutes; official notices, planning application links and news items) will be published on the new website. The Herriard Facebook page is completely independent of the Parish Council and the Parish website, however, links to important items on the Parish website will be shared on Facebook.

The new website has been designed to make updates easy, but we now need to generate content to grow the site and keep it relevant and useful. If you would like to help do this by generating stories, gathering news etc etc David Freer would love to talk to you: [clerk@herriard-pc.gov.uk](mailto:clerk@herriard-pc.gov.uk).

### 3. GDPR Policy (GDPR 0918)

***Proposal: To adopt document already circulated.***

### 4. Parish sponsored Dashboard cameras

Dashcams are not new, however there is now a national online portal that enables footage of road traffic incidents to be uploaded directly to local constabularies - including Hampshire  
<https://www.hampshire.police.uk/ro/report/rti/report-a-road-traffic-incident/>.

***This initiative has been supported by Dashcam supplier NextBase (<https://www.nextbase.com/en-gb/national-dash-cam-safety-portal/>) who will supply units to local authorities at preferential prices. Proposal: Herriard Parish Council provides a budget of up to £200 to purchase two NextBase dash cams that can be loaned to residents on a rota basis to assist PC Andy Reid and Hampshire Constabulary Traffic Division in the effective policing of roads through and around Herriard.***

### 5. TAG Farnborough Airspace Change Application.

Herriard Parish Council has been lobbying against approval by the CAA of TAG's application to significantly increase the area of airspace under its control. Despite an unprecedented level of opposition the CAA has now approved the application, which has potentially serious implications for the future of Lasham Gliding Society (LGS) and unknown ramifications for aircraft noise pollution from movements in and out of Farnborough. The All Party Parliamentary Group on General Aviation has launched an inquiry into the CAA's conduct in determining the TAG application and LGS is considering an appeal. LGS has already spent a very large amount of money defending its position and will need to raise more if it does take further action.

Proposal: In recognition of LGS's importance to the area, Herriard Parish Council make available a grant of, say, up to £500 to support future LGS legal expenditure if they decide to challenge the CAA's approval of the ACP application.

Gareth Davies  
Chair - Herriard Parish Council

### **Appendix 3: HPC GDPR policy**

Data Protection/GDPR Procedures

Version 0918/1

#### **Obtaining data**

- Personal data shall be sought after for a particular purpose and will only be stored and used for the original and sole purpose; any alternative use requires consent from the data subject themselves which staff will obtain and hold as required by GDPR.
- Consideration will be given as to how necessary the information request is, the detail behind what needs obtaining, where it will be stored and how long for.
- Where information is being given, the data controller will clearly state to the data subject, the nature of the request, the purpose, the method of storage and any intentions to share.
- Where a request for information is being made to a local authority or external agency, verbal or written consent from the data subject will be required and sought prior to the release of information. As good practice, proof should be submitted to the LA even where it has not been requested.

#### **Holding data**

- Personal data stored will be accurate and where there is doubt, clarity over the accuracy of the data will be sought by staff before using or sharing. This can be done by contacting the data subject and requesting an update on their personal information.
- Personal data will be stored in a secure place, i.e. on a pc or network which is password protected or in a lockable cupboard/drawer or office.
- Personal data will not be removed unless adequate permissions have been granted by the data subject to share.
- Removing data from storage will be avoided at all costs and when absolutely necessary to do so, will be handled sensitively and returned promptly.
- Where information has to be removed and cannot be returned until overnight, it will be kept in a secure location and out of sight from the public eye.
- Personal data will be kept confidential and not left in view of those outside of the Parish Council.
- Personal data will be disposed of by shredding when is no longer needed or no longer accurate.
- Personal data will not be kept longer than for the purpose of which it was obtained.
- Personal data will be processed in accordance with the rights of the data subjects under this Regulation. Data subjects have the following rights under GDPR:

- A right of access to personal data.
- A right to prevent processing likely to cause damage or distress.
- A right to prevent processing for the purpose of direct marketing.
- Rights in relation to automated decision-making including the right to have the logic explained.

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- The Parish Council will ensure all IT equipment used to store personal data has sufficient security measures in place to adequately restrict access and that software systems are regularly updated and well maintained to safeguard against the loss or theft of any data.

**Exchanging data**

- Data will not be removed or shared without adequate permissions in writing by the data subject to share the data. This will be done by getting the data subject to complete a consent form, or by them writing in stating they permit information sharing and to whom and for what purpose.
- Parish Council members will be sure that the source in which they are sharing personal information is legitimate and secure and that the information being passed on is of relevance. Information sharing will not be done over the telephone, unless the Parish Council is certain it is a trusted source; if there is uncertainty a landline number will be requested and called back.
- Excessive or unnecessary information will not be passed on.
- Consideration will be given as to how the information sharing is done to prevent any loss or misuse of personal data, refraining from sending information to a personal email address and avoiding exchanging paper-based information in public areas.
- Family members or friends do not have legal rights to information and the procedures within this policy will be followed where both or either are requesting information regarding the data subject.

Data Controller = the person obtaining or holding the information.

- Third party information will always be removed unless consent has been given for their information to be released.

**Requests for data by the data subject**

- Data subjects have a legal right to access data held on them. This may be for one or more of the following:
  - o To require inaccurate data to be corrected and rectified
  - o To require personal data be destroyed or removed where
    - The original purpose for processing the data has expired
    - Consent is withdrawn
    - Data is being unlawfully processed
    - The data subject objects to processing under the legitimate interest condition
- Where the data subject has requested access to the information held on them, the request will be met within a calendar month, however for good practice information should be provided within 14 days.
- Any information relating to a third party, held within the data subject's file, will be removed before access is given.

**Destroying or removing data**

- All unnecessary/unused/inaccurate data will be shredded or disposed of by a confidential waste service. No data will be removed or destroyed by use of a public waste bin.
- No data will be removed from its file unless absolutely necessary to do so. In this instance it will be:



- o Returned to its original file at the earliest convenience
- o Not kept overnight unless absolutely necessary
- o Not taken to public places unless necessary
- o Not kept in a vehicle overnight
- o Not to be displayed publicly (i.e. on the seat of a car, on the seat of public transport or in public places)

Data Controller = the person obtaining or holding the information.

Data Subject = the person whose information is being obtained or held.





**Appendix 4: Housing summary**

At the PC meeting on September 26th, Cllrs John Jervoise and Gareth Davies explained that following Winchester Housing Trust (WHT) being granted planning permission last June, all parties have been working to finalise legal agreements and establish final specification, budgets and costs. There have been unexpected complications including with ground conditions - which have needed additional engineering investigations. These processes slowed during the summer because of the holidays.

Currently, WHT are hoping to be on-site in the New Year and will hold a public meeting in the RBLH as soon as possible to update everyone on the build time-table and allocation process.