



Little Braxted Parish Council

You are hereby summoned to attend the Meeting of Little Braxted Parish Council to be held in The Braxted Bakery, Witham Lane, Little Braxted on Tuesday 5th September at 7.00 p.m.

Gordon Mussett
Parish Clerk
29th August 2017

AGENDA

- 1. Apologies for absence**
To receive apologies for absence
- 2. Declarations of Interest**
For Members to declare any interests in matters on the agenda
- 3. To Consider any requests from Members for Dispensations**
To consider any requests from Members with pecuniary interests for dispensations to enable them to participate on the item in which they have a pecuniary interest
- 4. To Agree and Approve the Minutes of the Meeting held 20th July 2017**
To agree and approve the minutes of the meeting held on 20th July 2017 as a true record
- 5. To Invite Members of the Public to speak on Matters Regarding and Affecting the Parish**
- 6. To Comment on Tiptree's retail and services offer - attached**
To comment on Tiptree's retail offer
- 7. To Comment on the Proposed The Essex County Council (New Access Road for the Quarry at Colemans Farm, Rivenhall) (Prohibition of Left Hand Turn) Order 201* - attached**
*To comment on the proposed The Essex County Council (New Access Road for the Quarry at Colemans Farm, Rivenhall) (Prohibition of Left Hand Turn) Order 201**

8. **To Comment on the Following Planning Applications:-**
 a) **HOUSE/MAL/17/00959 - Two single storey rear extensions and two, 2 storey side extensions (to replace existing side extension) - The Elms Kelvedon Road**
 b) **FUL/MAL/17/00896 – Change of Use from class B1(a)(offices) to a mixed use comprising office and educational use – Units 11-13, Little Braxted Hall, Witham Road**

9. **To receive a financial statement as of 31st July 2017 - attached**
To receive a financial statement as of 31st July 2017

10. **To Note the Completion of the External Audit – attached**
To Note the Completion of the External Audit

11. **Approve the following payments:-**
 To approve the following payments:-

Document Reference	Payable To	In Respect of	£
	H Bendall	Litterpicking	£45.60
	G N Mussett	Clerk	£120.72

To note that cheque 508 was cancelled, having been issued in error.

12. **To Note the Implications of the General Data Protection Regulation and Take Appropriate Action- attached**
To note the implications of the General Data Protection Regulation and take appropriate action

13. **To Consider Whether to Terminate the Current Litterpicking Contract – attached**
To consider whether to terminate the current litterpicking contract

14. **Clerks Report – for Information**
To receive an update from the Clerk

15. **Closure**

ITEM 6

To Comment on Tiptree's retail offer

Tiptree Parish Council are preparing a neighbourhood plan, and have invited neighbouring Parishes to contribute their residents' views as to the issues in accessing facilities in Tiptree. A copy of the minutes of the first meeting is shown below.

Members are asked to comment their opinions on Tiptree's services and any issues so that these can be used as input into the Neighbourhood Plan.

Meeting with Neighbouring Parishes - 31st July 2017

Attendees

Cllr S Bays – Chair Tiptree Parish Council (TPC)
Cllr R Mannion – Vice Chair TPC
Cllr S Nicholas – Wickham Bishops Parish Council (WBPC)
Cllr M Bell – Tollesbury Parish Council (Tolls PC)
G. Mussett – Clerk, Little Braxted Parish Council (LBPC)
Cllr J Smith – Chair, Tolleshunt Darcy Parish Council (TDPC)
Cllr M Porter – Tolleshunt Knights Parish Council (TKPC)
C McSweeney – Clerk TPC

Cllr Bays opened the meeting by thanking the attendees and explaining why TPC had decided to consult with neighbouring Parishes. He explained that with the production of the Tiptree Neighbourhood Plan well under way, it was felt that the views of neighbouring parishes concerning the facilities available in Tiptree and how this attracts their residents should be taken into account and included within the Neighbourhood Plan if applicable.

Sports Facilities

Cllr Bays explained the discussions that TPC have had with Thurstable School and CBC to market and improve the facilities available to the public at the Sports Centre. He also made the meeting aware of the proposals to accept the transfer of land at Colchester Road to be possibly used as football pitch for a local team.

Retail Facilities

As part of the Neighbourhood Plan, consideration is being given to relocating large businesses to the edge of the village and also providing parking for shoppers at the edge of the village with public transport into the centre. Cllr Bays reported that one idea was to provide a shuttle bus service into and out of Tiptree for nearby villagers to access the centre of the village for shopping, doctors, dentists etc and also to provide a connection to the railway stations. He asked the other villages if they would welcome this service and all agreed that this would be an improvement to the current public transport available, but stressed that it was unlikely that they would be able to financially contribute to this service.

Other issues

Cllr Bays explained that as well as the 125 properties on the Wilkin and Sons development and the 150 on the Grange Road development, Tiptree was due to provide a further 600 homes as part of the Colchester Local Plan. In return for this development, the Parish Council will be asking for improvements to the infrastructure, including a possible spine road to take vehicles away from the centre of the village.

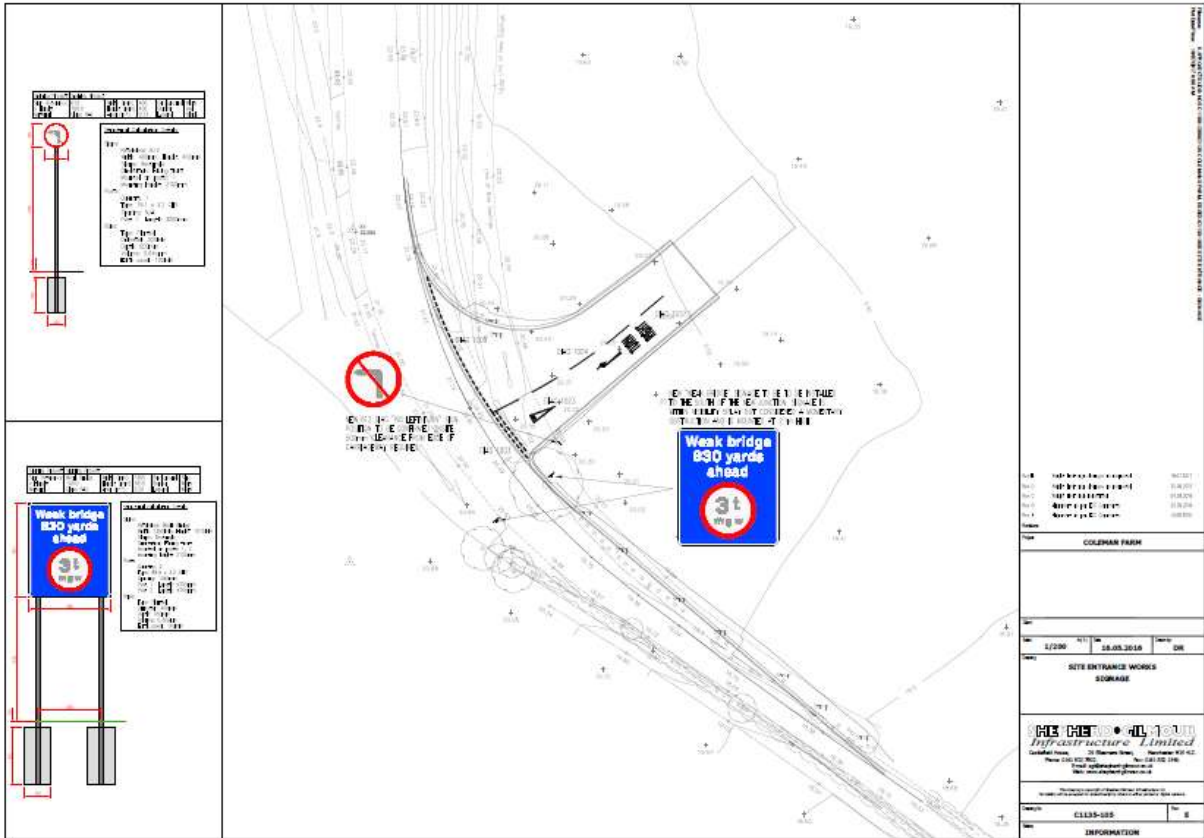
All villages felt that parking was a big issue in Tiptree and could prevent residents from using the village. It was also felt that the medical provision needs to be increased as many of the surrounding village residents come into Tiptree for Doctors and Dentists and that no further patients are now being accepted. Cllr Bays explained that as part of the negotiations with Wilkin and Sons, the S106 agreement will contain the allocation of a piece of land to be used for a new medical facility and that NHS England were very interested in this.

ITEM 7

To Comment on the Proposed The Essex County Council (New Access Road for the Quarry at Colemans Farm, Rivenhall) (Prohibition of Left Hand Turn) Order 201*

The intention of the order is to prevent vehicles (of ANY type) exiting the new quarry entry in Little Braxted Lane towards Little Braxted. The proposed signage and location of such signage is shown below:-





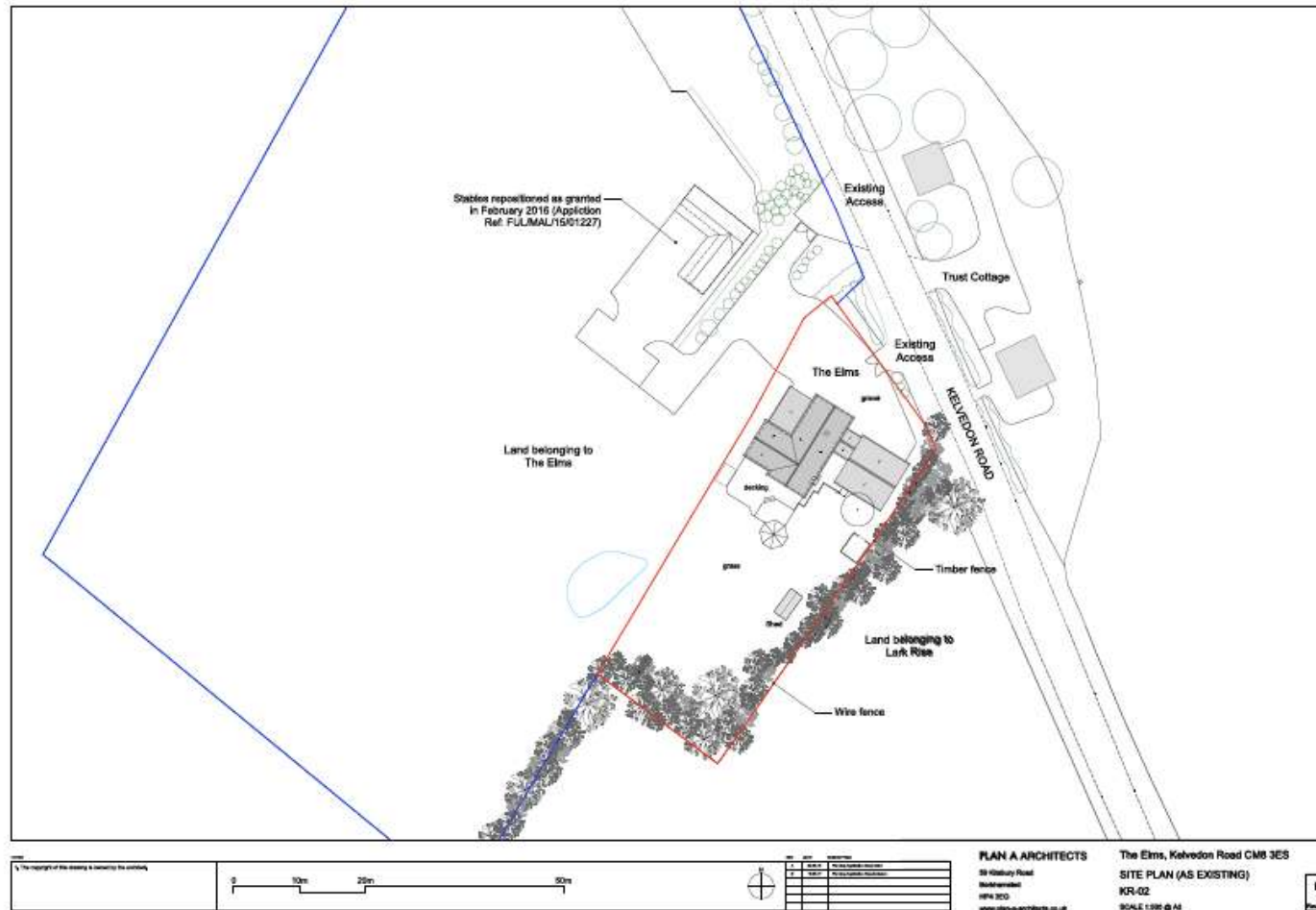
Members are asked to comment on these proposed arrangements

ITEM 8

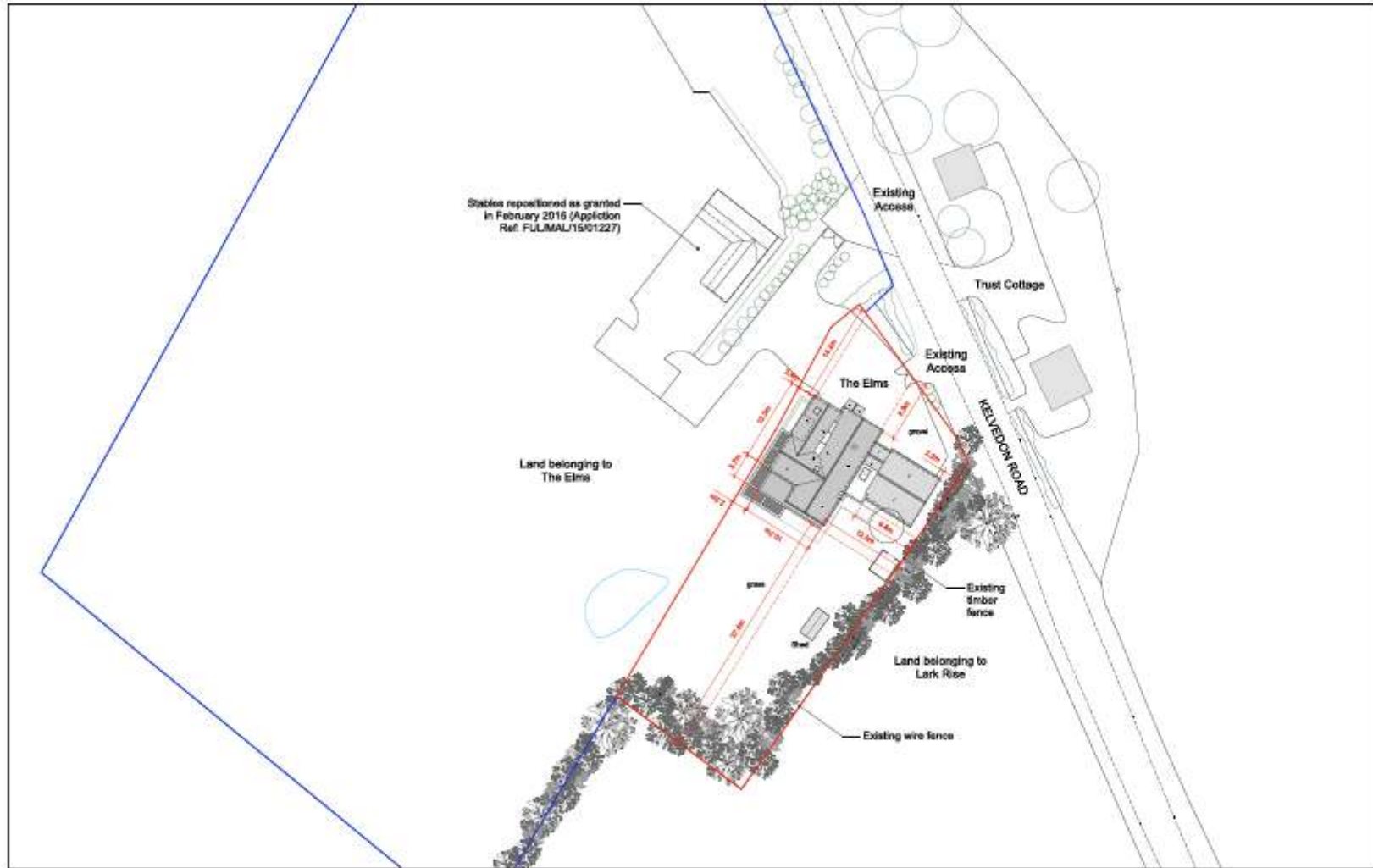
To Comment on the Following Planning Applications:-

- a) HOUSE/MAL/17/00959 - Two single storey rear extensions and two, 2 storey side extensions (to replace existing side extension) - The Elms Kelvedon Road

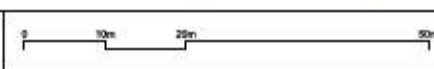
Existing Block Plan



Proposed Block Plan



1/ The alignment of the existing & proposed driveway



NO.	DATE	DESCRIPTION
1	2016	Site Preparation
2	2016	Site Preparation
3	2016	Site Preparation
4	2016	Site Preparation
5	2016	Site Preparation

PLAN A ARCHITECTS
 21 Watney Road
 Bideford Devon
 NN16 3SD
 www.plan-a-architects.co.uk

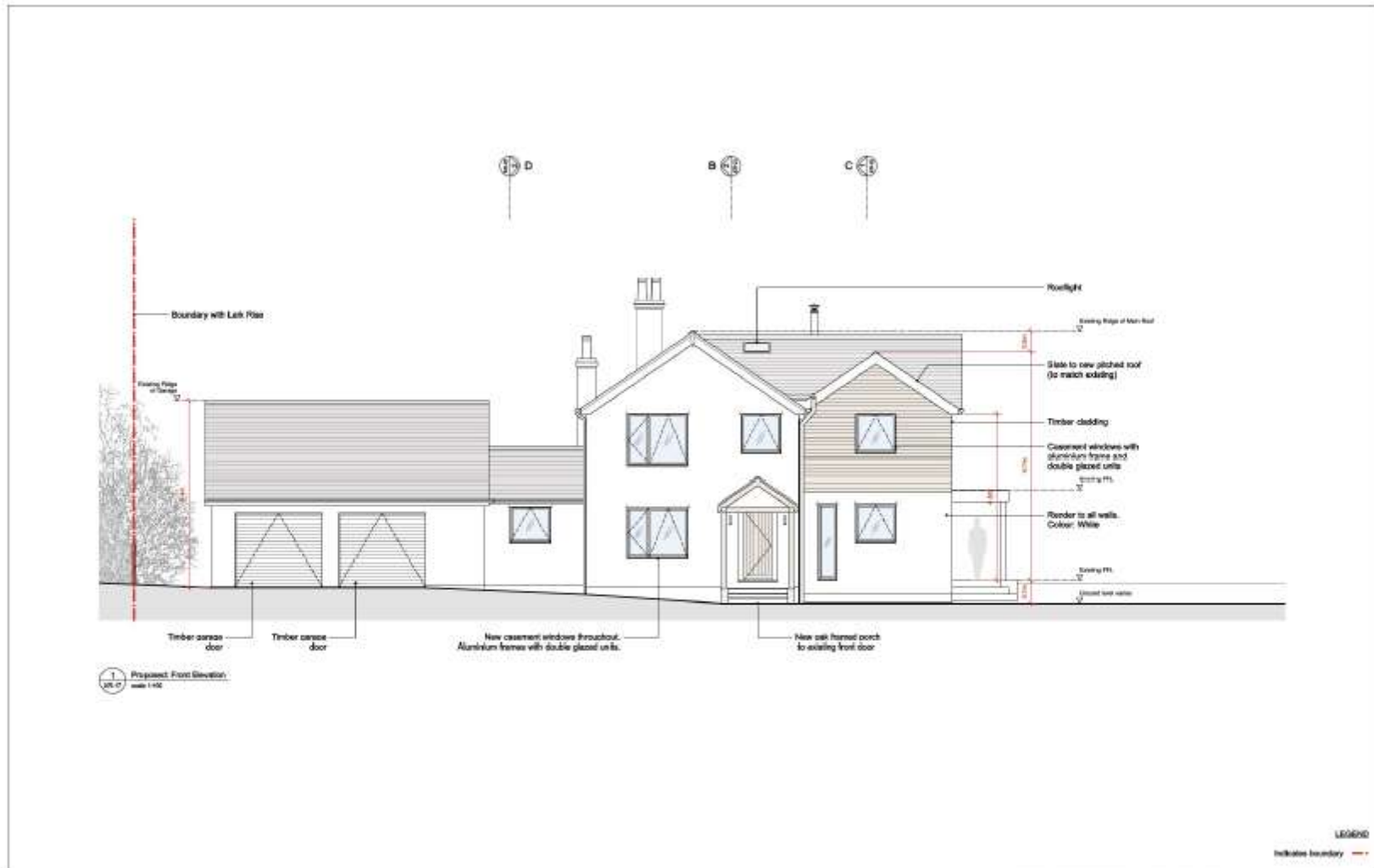
The Elms, Kelvedon Road CM8 3ES
BLOCK PLAN (AS PROPOSED)
 KR-03
 SCALE 1:100 @ A4

C

Existing Front Elevation



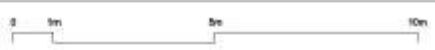
Proposed Front Elevation



1 Proposed Front Elevation
Scale 1:50

LEGEND
Indicates boundary

1. The copyright of this drawing is reserved by the architect.
2. All drawings notes are indicated.



REV	DATE	DESCRIPTION
1	2024	Issue for planning
2	2024	Issue for construction
3	2024	Issue for construction
4	2024	Issue for construction

PLAN A ARCHITECTS
30 Wilbury Road
Ducklington
HM 36G
www.plan-a-architects.co.uk

The Ems, Kelvedon Road CM8 3ES
PROPOSED : FRONT ELEVATION
KR-17
SCALE 1:50 @ A3

D
Revised

b) FUL/MAL/17/00896 – Change of Use from class B1(a)(offices) to a mixed use comprising office and educational use – Units 11-13, Little Braxted Hall, Witham Road

There are no external changes to the property but a change of use, which is explained below:-



SUPPORTING STATEMENT

In respect of:
Farm Buildings
Little Braxted Hall
Little Braxted Lane
Little Braxted
Witham
CM8 3EU



Linda S Russell, Solicitors & Planning Consultants

Linda S Russell Chartered + 31 North Hill, 22A Palace, Essex, CO1 1PR

Registered in England & Wales + Registered Co. No. 4741791 + Registered & Subscribed by the SRA + SRA Number: 088724



1. Introduction

- 1.1 This application seeks planning permission for the change of use of an existing building from B1(a)(offices) to a mixed use comprising office and education use at the Farm Buildings, Little Braxted Hall, Little Braxted Lane, Little Braxted, Witham, CMS 3EU.
- 1.2 This statement will provide justification for the application proposal, including why it is considered to be an acceptable and efficient use of the application site, in terms of the Maldon District Adopted Replacement Local Plan 2005 and the National Planning Policy Framework (NPPF).

2. Application Site

- 2.1 The application site is located to the north of Little Braxted Lane, approximately 1 kilometre east of Witham. The application site forms part of a group of business units, which originally formed a group of agricultural buildings.
- 2.2 The application site comprises an existing building, which has a lawful use of B1(a)(offices). As aforementioned, the application site is set within a group of other buildings and has a large area of hardstanding to facilitate the provision of on-site parking away from the highway. An existing vehicular access is located to the south of the site, east of the Church of St Nicholas providing access to the application site and the group of buildings. The applicant also advises that there is a private access for vehicles from Braxted Road to the north east of the site.
- 2.3 Although the building itself is not listed, in close proximity to the application site is the Church of St Nicholas, a Grade 1 listed building, Little Braxted Hall, a Grade 2 listed building and the Grade 2* listed kitchen/dovecote building north of Little Braxted Hall.
- 2.4 The application site is located outside of any development boundary and is therefore located in the countryside for planning purposes. The site is located in a Special Landscape Area and is within Flood Zone 1, according to the Environment Agency Flood Map for Planning.

3. Application Proposal

- 3.1 This application seeks planning permission for the change of use of three offices from a use within Class B1(a)(offices) to a mixed use as offices and for education use.
- 3.2 The application site would be used for the administrative offices of both PALS Ltd and the Community College Initiative, as well as an education space in connection with the two service providers. In addition, the site would be used as a base for mobile workers for each service provider.



- 3.3 PALS Ltd provides learning support for people with learning difficulties/disabilities, combining learning support with social care. PALS Ltd was founded in 2006 to provide specialist 1:1 support for people with learning difficulties/disabilities.
- 3.4 Community College Initiative (CCI) supports young adults with complex needs to access Specialist Further Education by delivering individually tailored and designed courses, incorporating specialist support and guidance.
- 3.5 The application site is required for the administrative base of both PALS Ltd and Community College Initiative and for occasional use by students as an education centre/day service centre. The site is an ideal location to facilitate an education use for people with learning disabilities/difficulties, providing a quiet environment within which to learn and develop.
- 3.6 A total of 7 full-time staff would be based at the site across the two service providers. In addition, there would be approximately an average of 6 visitors to the site per day in the capacity of learners and/or service users.

4. Planning Policy and Considerations

Principle of Development

- 4.1 The application proposal is supported through the policies contained within the Maldon District Replacement Local Plan 2005 and the NPPF. The application site consists of an existing employment use, which falls within Class B1(a)(offices) of the Schedule to the Use Classes Order, and it is proposed to retain the employment use at the site.
- 4.2 Paragraph 28 of the NPPF seeks to support a prosperous rural economy, supporting economic growth in order to create jobs. The retention of the building within an employment use, in the form of the administrative offices for PALS Ltd and CCI, would ensure that jobs would be retained and potentially created at the site, which is supported by the NPPF.
- 4.3 Policy E6 of the Maldon District Replacement Local Plan 2005 seeks to protect existing employment uses, such as the application site. Paragraph 5.34 of the Local Plan states "...it is the District Council's intention to protect employment sites", placing an emphasis on the re-use of buildings for other employment uses.
- 4.4 It is suggested that the principle of retaining an employment use, albeit as part of a mixed use including an education use, is supported by both local and national planning policies, subject to consideration of the impact of the specific use.



Impact on Residential Amenity

- 4.5 Paragraph 17 of the NPPF sets out the Core Planning Principles, including the need to secure "...a good standard of amenity for all existing and future occupants of land and buildings". In addition, Policy BE1 of the Maldon District Replacement Local Plan seeks to protect the safety and or amenity of neighbouring properties or the occupiers therein.
- 4.6 The application site is located within a group of commercial buildings, which previously formed a group of agricultural buildings. The nearest residential property is located to the south west of the application site, at Little Brasted Hall.
- 4.7 It is suggested that the existing employment use of the site, in addition to the distance between the application site and the dwelling at Little Brasted Hall significantly reduces the impact of the change of use on the amenity of the occupants of Little Brasted Hall. Furthermore, the type of use proposed would be fully contained within the building ensuring that any noise generated is restricted to within the building.
- 4.8 In addition, the operating hours would be restricted to between 0800 and 1700 Mondays to Fridays with no working on Saturdays, Sundays or Bank Holidays. These hours would further limit any potential harm through noise and disturbance.
- 4.9 Therefore, the application proposal would not harm the amenity of the occupants of any nearby dwellings and, as a result, the proposed development accords with Policy BE1 of the Maldon District Replacement Local Plan and the NPPF.

Impact on Heritage Assets

- 4.10 The application site is located within the vicinity of a number of listed buildings, including the Grade 1 listed Church of St Nicholas to the south of the site, the Grade 2* listed kitchen/dovecote building to the north west of the site, and the Grade 2 listed Little Brasted Hall to the south west of the site. Section 66 (1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires the local planning authority to "...have special regard to the desirability of preserving the building or setting or any features of special architectural or historic interest which it possesses".
- 4.11 Paragraph 131 of the NPPF requires local planning authorities to take account of "...the desirability of new development making a positive contribution to local character and distinctiveness", whilst paragraph 132 of the NPPF requires that when considering the impact of a proposed development on a designated heritage asset, great weight should be given to the asset's conservation.
- 4.12 The application proposal seeks only to change the use of an existing building. There is no requirement for any physical works to the exterior of the building to facilitate the change of use. The proposed use would be contained within the building and would not



spill out into the open areas. Only the associated car parking, which is already a feature at the site, would be visible externally.

- 4.13 As a result of the lack of external works to the buildings, and the appropriate use, the application proposal would not cause harm to the significance of the heritage assets. It is therefore suggested that the application proposal accords with the NPPF.

Highway Safety and Parking

- 4.14 As aforementioned, the application site forms part of a group of commercial buildings, which previously formed part of an agricultural yard. There is an existing vehicular access to the south of the group of buildings, which provides access from Little Brasted Lane. The proposed development would utilise this existing vehicular access, whilst the associated hardstanding surrounding the buildings would provide for the required parking and manoeuvring to ensure that vehicles enter and exit the site in a forward gear. As aforementioned, an alternative access to the site is the private access road to the north east of the application site.
- 4.15 Policy T8 of the Maldon District Replacement Local Plan permits a change of use if provision is made for off-street parking in accordance with the District's adopted vehicle parking standards. The Vehicle Parking Standards SPD sets out the maximum parking standards for different use classes. In respect of the proposed office use, the standards require a maximum provision of 1 space per 30 square metres, with the education aspect requiring a maximum provision of 1 space per 2 teaching staff and 1 space per 15 students. The site is able to provide the required level of parking, as detailed on the Block Plan, and therefore the proposal accords with policy T8 of the Maldon District Replacement Local Plan.

Flood Risk

- 4.16 Paragraph 100 of the NPPF states that "...inappropriate development in areas at risk of flooding should be avoided by directing development away from areas at high risk". The application site is located within Flood Zone 1, as identified on the Environment Agency Flood Map for Planning (Rivers and Seas).
- 4.17 Buildings used for such uses as is proposed under this application are classified as being 'More Vulnerable', according to Table 2 of the Planning Practice Guidance. Development classified as 'More Vulnerable' is appropriate within Flood Zone 1, as detailed within Table 3 of Paragraph 067 of the Planning Practice Guidance.
- 4.18 It is suggested that the proposed development accords with Paragraph 100 of the NPPF, and is therefore acceptable in respect of flood risk.



5. Conclusion

- 5.1 This application seeks planning permission for the change of use an existing building from B1(a)(offices) to a mixed use comprising office and education use at Farm Buildings, Little Brasted Hall, Little Brasted Lane, Little Brasted, Witham, CM8 3EU.
- 5.2 This statement has provided justification for the proposed development and has demonstrated that the proposal is in accordance with the provisions of the Maldon District Replacement Local Plan 2005 and the NPPF.
- 5.3 Taking into consideration the points raised within this statement, it is hoped that the Council will be able to positively consider this application and grant planning permission.

A handwritten signature in black ink, appearing to be 'LRS', written over a horizontal line.

LSR Solicitors & Planning Consultants

9 August 2017

ITEM 9
Income

Date	Document reference	From	In Respect of	General Administration £	War Memorial £	Other £	VAT £	Total £
28/04/2017		Maldon District Council	Precept	£ 3,125.00				£ 3,125.00
02/05/2017		HMRC	VAT Refund				553.67	£ 553.67
Total for Year				£ 3,125.00	£ -	£ -	£ 553.67	£ 3,678.67

Expenditure

Date	Document Reference	Invoice Reference	Payable To	In Respect of	Clerk's Salary £	Elections £	Subscriptions £	Audit Fees £	Insurance £	War Memorial £	Information Commissioner £	Transparency Fund £	Housing Needs Survey	Litter Picking £	Other £	Total Net of VAT £	VAT £	Total £
18/04/2017	492		G N Mussett	Clerk's Salary	£ 90.72											£ 90.72		£ 90.72
18/04/2017	493		H Bendall	Litterpicking										£ 37.60		£ 37.60		£ 37.60
18/04/2017	494		EALC	Annual Subs			£ 61.75									£ 61.75		£ 61.75
18/04/2017	495		AON	Insurance Premium					£ 347.74							£ 347.74		£ 347.74
18/04/2017	496		McAfee	Virus Check Renewal								£ 79.16				£ 79.16	£ 15.83	£ 94.99
23/05/2017	497		SALC	Internal Audit				£ 135.00								£ 135.00	£ 27.00	£ 162.00
23/05/2017	498		H Bendall	Litterpicking										£ 45.60		£ 45.60		£ 45.60
23/05/2017	499		G N Mussett	Clerk's Salary	£ 90.32											£ 90.32		£ 90.32
26/05/2017	Cash		Post Office	Stamp				£ 1.86								£ 1.86		£ 1.86
27/06/2017	500		HMRC	PAYE/NI	£ 150.40									£ 9.20		£ 159.60		£ 159.60
27/06/2017	501		G N Mussett	Clerk's Salary	£ 120.72											£ 120.72		£ 120.72
27/06/2017	502		H Bendall	Litterpicking										£ 37.60		£ 37.60		£ 37.60
27/06/2017	503		G N Mussett	Litterpicking Warning Sign										£ 76.88		£ 76.88	£ 15.38	£ 92.26
27/06/2017	504		A Stow	Installation of Defibrillator Cabinet											£ 180.00	£ 180.00		£ 180.00
27/06/2017	505		The Green Man	Electricity for Defibrillator Cabinet											£ 25.00	£ 25.00		£ 25.00
20/07/2017	506		H Bendall	Litterpicking										£ 45.60		£ 45.60		£ 45.60
20/07/2017	507		G N Mussett	Clerk's Salary	£ 120.72											£ 120.72		£ 120.72
20/07/2017	508		Cancelled													£ -		£ -
Total for Year					£ 572.88	£ -	£ 61.75	£ 136.86	£ 347.74	£ -	£ -	£ 79.16	£ -	£ 252.48	£ 205.00	£ 1,655.87	£ 58.21	£ 1,714.08

Budget Comparison

BUDGET ANALYSIS						
2017/18	Budget		Figures are net of VAT			
Item	£	Income £	Expenditure £	Net £	%age Budget Spend	Notes
Clerk's Salary	£ 1,900.00		£ 572.88	£ 1,327.12	30.2%	
Subscriptions	£ 65.00		£ 61.75	£ 3.25	95.0%	
Audit Fees	£ 85.00		£ 136.86	-£ 51.86	161.0%	
Insurance	£ 340.00		£ 347.74	-£ 7.74	102.3%	
War Memorial	-£ 81.00			-£ 81.00	0.0%	
Information Commissioner	£ 35.00		£ -	£ 35.00	0.0%	
Grass Cutting	£ 380.00		£ -	£ 380.00	0.0%	
Hall Hire	£ 300.00			£ 300.00	0.0%	
Transparency Fund			£ 79.16	-£ 79.16	#DIV/0!	Restricted funds
Other	£ 200.00		£ -	£ 200.00	0.0%	
Election Fees	£ 15.00			£ 15.00	0.0%	
Remembrance Day Parade	£ 220.00		£ -	£ 220.00	0.0%	
Parish Plan	£0			£ -	#DIV/0!	Restricted funds
Village Fete	£0			£ -	#DIV/0!	Restricted funds
Litterpicking			£ 252.48	-£ 252.48	#DIV/0!	Restricted funds
Defibrillator	£0		£ 205.00	-£ 205.00	#DIV/0!	Restricted funds
Other	£0			£ -		
Precept	-£ 3,125.00	-£ 3,125.00		-£ 3,125.00	100.0%	
VAT Refund	-£ 100.00	-£ 553.67		-£ 100.00	-100.0%	
Totals net of VAT	£ 234.00	-£ 3,678.67	£ 1,655.87	-£ 1,421.87		
VAT		£ -	£ 58.21	£ 58.21		
Totals inc VAT		-£ 3,678.67	£ 1,714.08	-£ 1,363.66		

Bank Reconciliation



MR GORDON MUSSETT
25 EBENEZER CLOSE
WITHAM
CM8 2HX

LITTLE BRAXTED PARISH COUNCIL

Sort Code 20-97-40
Account No 20185405
SWIFT BIC BARCGB22
IBAN GB44 8400 2097 4020 1894 00
Issued on 1 August 2017

Your Community Account

Date	Description	Money out £	Money in £	Balance £
1 Jul	Start Balance			5,200.42
4 Jul	Cheque issued Ref: 100903	159.60		5,040.82
5 Jul	Cheque issued Ref: 100904	180.00		4,860.82
12 Jul	Cheque issued Ref: 100902	37.60		4,823.22
26 Jul	Cheque issued Ref: 100907	120.72		4,702.50
27 Jul	Cheque issued Ref: 100908	45.60		4,656.90
31 Jul	Balance carried forward			4,656.90
	Total Payments/Receipts	543.52	0.00	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

At a glance

01 - 31 Jul 2017

Start balance	£5,200.42
Money out	£543.52
↳ Commission charges	£0.00
Money in	£0.00
↳ Gross interest earned	£0.00
End balance	£4,656.90

BANK RECONCILIATION

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

As at 31/03/17

Petty Cash	£ 2.44
Barclays Bank	£ 3,002.57
Total	£ 3,005.01
Less Uncashed Cheques	-£ 337.12
Total	£ 2,667.89

Add Income for year	£ 3,678.67
Less Expenditure for year	-£ 1,714.08
Total	£ 4,632.48

As at 31/07/17

Represented by

Petty Cash	£ 0.58
Barclays Bank	£ 4,656.90
Total	£ 4,657.48
Less Uncashed Cheques	-£ 25.00
Total	£ 4,632.48

Page 1

Barclays Bank PLC Registered in England. Registered No: 102687. Registered office: 1 Churchill Place, London E14 5NF.

ITEM 10

To Note the Completion of the External Audit

The External Auditor has completed and signed off the Council's Accounts for 2016/17 without comment.

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

LITTLE BENTON PARISH COUNCIL

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report (ex 0150)

(Delete the matter recorded below) on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (Delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature: PKF Littlejohn LLP

External auditor name: PKF Littlejohn LLP

Date: 17/8/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts is Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk).

ITEM 12

To note the implications of the General Data Protection Regulation and take appropriate action

Data protection law will significantly change on 25 May 2018, when the 2016 EU Directive known as General Data Protection Regulation (“GDPR”) takes effect. The GDPR will effectively replace the 1998 Act which implemented the EU Data Protection Directive (95/46/EC). The GDPR will be directly applicable in the UK without the need to implement national legislation. The Government has confirmed that the UK’s decision to leave the EU will not affect the commencement of the GDPR in 2018.

As with the 1998 Act, local authorities including parish councils will be subject to the GDPR. Many of the GDPR’s principles are the same as those in the 1998 Act. However GDPR imposes new obligations on data controllers and data processors and provides enhanced rights for individuals.

It will require the Council to issue a “Privacy Statement” indicating why personal data is collected, and how it will be used, together with the rights of an individual to be removed from any data list. It may, and this is still to be confirmed, require the Council to appoint a Data Protection Officer.

Currently the Council holds the following personal data:-

Councillor’s contact details

Staff contact details, including PAYE information

Residents’ email details

Other individuals’ email details

A draft Privacy Statement is shown below:-

Little Braxted Parish Council

General Data Protection Regulation

Privacy Statement

1. Any personal information we may hold about you, including email addresses, is managed by Little Braxted Parish Council, whose registered office is at 25 Ebenezer Close, Witham, CM8 2HX.
2. The Parish Council holds and uses the following personal data:-
 - a. Councillor’s contact details – required by statute – used to assist members of the public wishing to contact their elected representatives

- b. Staff personal details, including pay and PAYE information – required by statute – used to process pay and manage employees
 - c. Residents' email addresses – only if residents opt in to the Council's mailing list – used to communicate Council affairs and matters expected to be of interest to residents. NOT made available to any third party organisation.
 - d. Email and other contact addresses of individuals, including officers of other organisations, who have had reason to write to the Council on Council business. Used solely for communication purposes.
3. Any individual in category (c) and (d) may request that their details be made available to them, or deleted, at any time.
 4. Any complaint regarding the storage or use of personal data should be addressed to the Council at the above address.

Members are recommended to:-

- a) **Adopt this policy; and**
- b) **Agree to nominate the Clerk as the Data Protection Officer should legislation require such an appointment**

ITEM 13

To consider whether to terminate the current litterpicking contract

The funding for the present contract expired 31st August. Although a new funding bid has been submitted, and is expected to be successful, there has been no indication as to when approval will be granted for the new bid. As from 1st September there is no litterpicking budget.

Members may;-

- a) Agree to continue paying for the litterpicking from general reserves
- b) Agree to terminate the current contract and reinstate once the result of the new bid is known

Members are required to decide