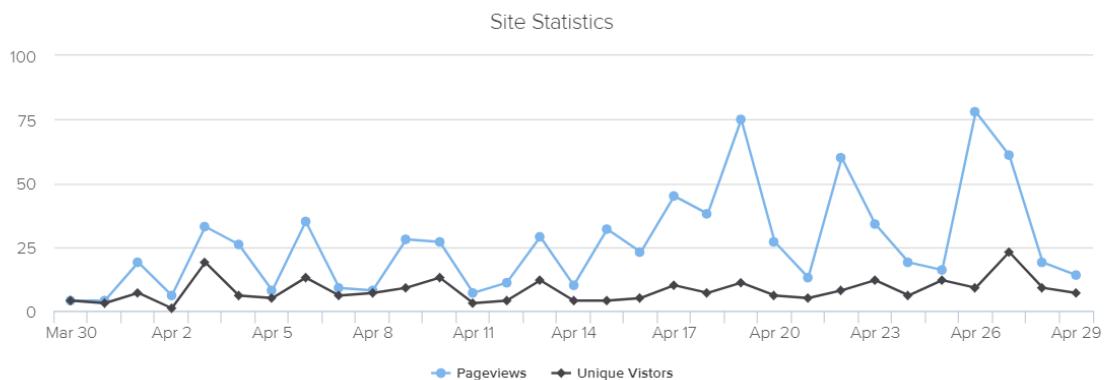


## Website Report May 2018

The website statistics show that more people are using the website with many referrals from [www.parish-council.com](http://www.parish-council.com). Most popular pages are meetings/highways/news/documents/about.



The website has been updated with Approved Minutes and Reports for March and Draft Minutes and Reports for April and details of our May Meeting will be added as soon as they are available.

We have drafted a website policy to clarify roles and editorial responsibilities so that there is a clear system of delegation and control over content.

Preparation continues to ensure we are compliant with GDPR.

- We have an opt in Cookie Consent provided by Treble3 but Weebly (the website platform providers) are in the process of updating their protocols and policies so when they are available we will hopefully be able to use them.
- We have also written a terms and conditions statement with advice about accessibility. (approval required)
- We have confirmed our consent form is SSL protected which means information sent to us is encrypted. We have added a statement to the consent form to clarify that by submitting the form, users are agreeing that we can hold the information they have provided for the purposes of dealing with their query. **Please note by submitting this form, you are agreeing to us holding the personal data you have provided for the purposes of responding to your query/contact.**
- We need to gain consent from people named on the website – a consent form is ready for approval.

Next, we need to use the CALC Privacy Notice and Policy and develop a cookie policy which is a tall order Given the absence of advice or clarity from providers.

Cllr Holmes & The Clerk

### Armistice Beacon – 7pm 11/11/18

Cllr Stoker and I attended the recent meeting of the working group, which was held at Crosscrake Church. There is much enthusiasm from both Parishes, the WI, Church and School, as well as amazing support from John Stott who agreed to host the bonfire in his field and build the bonfire.

The suggestion is that we hire a marquee from Westmorland Agricultural Society and locate it in the Churchyard; this will ensure we can offer shelter, given the date!

There will be an exhibition in the church of artefacts, information (residents asked to help by providing anything of interest) and floral displays by the WI. There will be a van selling hot food and

the church will provide drinks etc in the marquee, as part of their community outreach work. A short church service will be held at approx. 5:30 to mark the occasion and personalise the stories of the local men who served so that we can all move up to the beacon site for the Last Post at 6:50pm and the lighting of the bonfire at 7pm. Hot Punch and Toffee Apples will be served up there.

To make the most of having the marquee, the church would like to hold a fund raiser on the Saturday as part of a "Armistice Commemoration Weekend".

The marquee will cost £250 or less and it has been suggested that we collect donations but that the Parish Councils underwrite the cost up to £125 each. We will need to agree that under finance.

We will publicise the event and ask for contributions to the exhibition/service/bonfire effort in our July newsletter. The next meeting is in August.

Cllr Holmes

### **Data Protection Report May 2018**

The GDPR becomes law on May 25<sup>th</sup>. There is still considerable confusion at every level so it has been difficult to get definitive sector specific advice. The revised CALC toolkit is missing key appendices and some sections are unclear. We have asked for clarification but are waiting for a reply. However, it is the only sector specific advice available and we propose to use their templates to produce the required policy and protocols.

The Information Commissioner's Office (ICO) recognises that not everybody will be fully GDPR-compliant by May 2018, but they will expect to see strong evidence that organisations are taking action to meet GDPR requirements.

This means being able to:

- Demonstrate what work an organisation has done to prepare for and comply with GDPR
- Outline what has yet to be done, when it will be done and by whom.

To fulfil this, we propose we adopt a **GDPR Implementation Plan** (below) consisting of different phases of compliance – it will act as a record and a plan of action.

Progress this month – Completion of Phase 2.

We have started the audit of data using the CALC criteria and drafted and/or updated all the prerequisite policies using CALC templates where we can to make sure as many parts of the jigsaw are in place as possible before we tackle Phase 3.

Financial Regulations /Press and Media Policy /Protocol on the recording of the recording and filming of meetings /Retention of Documents Policy

Consent Forms - for Public/contacts on website/Emergency Plan Volunteers

We have also used other Councils examples to put together Website Documents; a Website Policy/Terms and Conditions

We have produced a "Guide for Councillors" as part of our monthly training

We have been told that week beginning 30/4/18 an amendment to the law will be approved in Parliament that will remove the need for Parish Councils to appoint a Data Protection Officer. However, Parish Councils will still have to comply with all aspects. The Clerk will inevitably be the person responsible for ensuring procedures are carried out so the increase in her workload will still be significant.

Cllr Holmes & The Clerk



## Sedgwick Parish Council update

May 2018

### **INCIDENTS OF NOTE**

Within the area that your Parish falls, during the last month there have been **54** incidents reported, resulting in **10** crimes being submitted.

**0** incidents relate to the Sedgwick Parish

Incidents with community impact or of interest locally were:

**29/4/18 – Criminal Damage to a vehicle** in the parking layby at Crooklands –

No valuables taken

Reports are still being made regarding Scam calling across the county. Please be cautious with any phone calls, the Police will never ask for your personal banking details and will not give advice on money transfers etc. we would direct you to your bank and may suggest you cancel cards etc.

### **CRIME FIGURES**

Crime figures can be obtained via the Cumbria Police Website:

<https://www.cumbria.police.uk/Your-Area/Your-area.aspx>

Alternatively use the following link:

<https://www.police.uk/>

### **CRIME PREVENTION**

Any suspicious activity/vehicles please contact 101 at the time

### **CUMBRIA COMMUNITY MESSAGING**

Please pass this message onto friends, family and residents of your areas to re highlight the issue.

If you would like to join Cumbria Community Messaging then please contact us or visit:  
[www.cumbriacommunitymessaging.co.uk](http://www.cumbriacommunitymessaging.co.uk)

It is managed by the Cumbria Neighbourhood Watch Association and offers you and other members of communities across Cumbria the means to receive crime information from Cumbria Police. You can select which information you wish to receive by managing your own settings, and it is completely FREE. Anyone can join, you do not have to be a member of Neighbourhood Watch (NHW), or become a member of NHW to join. Farm Watch, Church Watch and Camping and Caravan Watch are a small example of the schemes that you can register for. You can join as an individual or as a group. If you want to receive information but do not wish to be responsible for a larger group, you are still welcome to make use of this messaging system.

As well as Cumbria Constabulary the partners providing information are Cumbria County Council, Cumbria Fire and Rescue Service and Cumbria Neighbourhood Watch Association. If you do not have internet access, contact your local PCSO and they will aid in registering your details on the system.

#### **FOLLOW US ON TWITTER AND FACEBOOK**

[www.twitter.com/cumbriapolice](http://www.twitter.com/cumbriapolice)

<https://www.facebook.com/cumbriapolice>

<https://crimestoppers-uk.org/>

Contact police on 101 For emergency always call 999

Your Police Community Support Officer is: Martin Boak 5251Email:  
[martin.boak@cumbria.police.uk](mailto:martin.boak@cumbria.police.uk)

#### **Canal Report**

The canal path remains in good order vis a vis general pedestrian use. The mileage sign near the aqueduct has been repaired but I noticed that the display about the canal history is looking a little dishevelled and may need renovation at some time. The new steep path sign is also slightly loose at its base and needs a good whack! Incidentally I did hear that a holidaymaker had complained of slipping while descending the path near the aqueduct and I can personally confirm that the descent is slippery when holding dogs or presumably children. At the other end of the path the wall appears to have been repaired although there is a lot of felled wood left lying on the canal bank. Also, a third of the way down that path there is a more minor rockfall which needs repair, perhaps all of this can be inspected on our scheduled walk.

Report by Cllr Smith

#### **Report by County Councillor B Gray**

Please would you note my apologies for the meeting this evening. If there is anything that requires my attention, please tell me. Unfortunately, Sheila was not re-elected last week so there will be three district cllrs for you to meet who will cover Crooklands and Burton and Holme. Burton and Holme was formerly a two member ward. The district council is now represented on the new district boundaries. The county council boundaries have not changed.

The highways department is aiming to make progress whilst the weather is better; its success will very much depend on some sustained good weather for the next few months.

Brenda Gray Cllr CCC, Kendal South

## SEDGWICK PARISH COUNCIL GDPR Implementation Plan

Date	Action	RO	Status	Cost
<b>PHASE ONE – Raising awareness and increasing knowledge</b>				
10/17	Clerk performance review – Role of DPO provisionally agreed from April 1 <sup>st</sup> and increase of 1hr per week to cover website and DPO duties	BH	10/17 ✓	1 hr /wk @£732 per year
1/18	Need for training identified and CALC course booked	SPC	Booked	
2/18	Budget agreed to include DPO hours, GDPR training and registration costs	SPC	✓	
	New transparency compliant Website launched which will enable more editorial control over data and policies	BH SR	24/2/18	
3/18	Chair and Clerk Attend CALC Course	BH SR	7/3/18	£70
	Council Training Session 1 (see over)	BH	✓	
	Registration with ICO from April 1st	SR	1/4/18	£35
	CALC Toolkit issued and withdrawn			
18/4/18	Training Session 2 (see over)	BH	18/4/18	
	Freedom of Information and publication scheme policy approved	SPC	✓	
	CALC Data Protection Policy Approved (clerk appointed as responsible officer)	SPC	✓	
30/4/18	Government Policy change – Parish Councils no longer required to appoint DPOs.			
<b>PHASE TWO – Prerequisite Policies and further training</b>				
9/5/18	Pre-requisite Policies approved <ul style="list-style-type: none"> <li>• Data Retention Policy*</li> <li>• Website T&amp;Cs Doc and Website Policy</li> <li>• Press and Media Policy*</li> <li>• Recording of meetings Protocol*</li> </ul>			
	GDPR Consent Form approved*			
	Training Session 3 (see over) Training Booklet distributed			
<b>PHASE THREE – Key Policies, Documents and Procedures</b>				
June	Data Questionnaire started			
	Data Audit/Log; data held (what how where why ie lawful basis identified *			
	Privacy Notices x3 *			
	Privacy Policy*			
	Cookie Policy			
	Subject Access Procedure, Policy and standard letters*			
	Data Breach/Security Incident Reporting Policy*			
	Revision of DP Policy*			
	Revise Grants Application Form and Emergency Plan			
	Consent Register Initiated			
July	Data Questionnaire updated			
TBC	Registration fee submitted			
<b>PHASE FOUR – Advanced requirements and consequences</b>				
Autumn	Internal Register of Processes Activities initiated			
	Introduction of Privacy Protection Impact Assessments			
	Risk Register/standing Orders etc amended accordingly			

**HIGHWAYS REPORT - Fault Inventory April 30<sup>th</sup> 2018 (AA= Awaiting Assessment) Red shows progress during the last month**

LOCATION	Postcode	Fault	Reference	Logged*	CCC Status March	CCC Status April	Notes
Basinghyll Gulley	LA88ED	Blocked Gulley Again	W1880915785	5/2/18	AA	AA	Still flooding road
Riverside to Force Bridge	LA80JU	Erosion of edge near bend Multiple Potholes/resurface	W171439589 W171447978 W1880915423 W182936296 W1880915422 W18809183608 W1880923112 W1880926088 W1880929633	13/06/2017 21/09/17 02/02/18 02/02/18 02/02/18 19/02/18 12/3/18 31/3/18 1/5/18	Completed Completed AA AA AA AA AA AA	Removed Removed AA AA AA AA AA AA	Never done Never done <b>Two smaller potholes patched</b> Verge and potholes all deteriorating. Cars STILL grounding on verge collapse caused by Storm Desmond in Dec 2016 <b>Verge erosion repaired towards bridge – not a listed fault</b> <b>Resubmitted for pothole repair</b>
Carex Farm to Shyreakes	LA80JJ	Potholes/edges/ resurface 2miles	W182936269 W182936266 W188096926 W1880915079	13/01/18 13/01/18 11/2/18 1/2/18	AA AA AA AA	AA AA AA <b>Update</b>	Carex Farm re-patched 3/1/18 and Raines Hall patched 13/1/18 Repairs failed and rereported <b>Resurfacing around RAINES HALL expected before July</b>
Castle View Pavements	LA80JL	Repair all pavements	W171439597	13/06/2017	completed	Not complet	NOT COMPLETED but removed from system <b>Rereported April 2018</b>
11 Castle View	LA8 0JL	Large pothole	W1880930198	8/5/18		F A A	Reported 8/5 Cllr Stoker
Hill Close Pavements	LA80JR	Repair all pavements	W171439592	ongoing	Due 4/18	expected 4/18	Still awaiting completion
Well Heads Lane (N)	LA80JS	Large deep pothole	W1880915410	2/1/18	AA	AA	Deteriorating quickly
Well Heads/Gypsy Hill	LA80JT	Deep Pothole	W1880915419	2/1/18	AA		<b>2 further holes reported April 2018</b>
Sedgwick Hse Gateway	LA80JU	Drain Collapse	W1880915784	5/2/18	AA		<b>COMPLETED</b>
Cracked BT manhole cover at Castle View	LA80JL	Cover cracked and tripping people/dogs	W182936261	13/1/18	AA	Awaiting Update	<b>Marked with paint but still a hazard</b>
<b>Sedgwick Railway Bridge</b>	LA8 0JH	<b>Bridge height sign loose and hanging</b>	<b>W182936568</b>	<b>13/1/18</b>	<b>Completed</b>	<b>Rereported</b>	<b>Completed April 2018</b>
Cooper Hill Drain	LA80JU	Re collapse of drain	W1880925662	26/3/18		AA	Completed April 2018
Cooper Hill Verge	LA80JU	Verge collapse	W188092608	29/3/18		AA	Completed April 2018
Aqueduct Project	LA80JU	Lines/signs/road					All signs updated and work completed April 2018

