

# Cotherstone Parish Council

## Correspondence List for meeting dated 14 March 2018

Ref	Date received	From	Subject	Note/comment
<i>Note: CDALC = County Durham Association of Local Councils NALC = National Association of Local Councils SLCC = Society of Local Council Clerks</i>				
1	09/02/2018	Pennine Journey Supporters Club (David & Heather Pitt)	Update on progress of Pennine Journey project and news of PJ-in-a-Day charity marathon walking of wool route in one day.	Specific requests: any organisations in the parish that might wish to take part? any accommodation providers who might wish to be included in PJ register for £5 annual fee? and would the PC consider mentioning on its website that PJ passes through the parish?
2	12/02/2018	Noticeboardsonline	Sales promotion	Filed
3	13/02/2018	Public Sector Executive Online	Newsletter with main story that Information Commissioner's Office forced to take down its website amid cryptocurrency hacker fears.	Can be forwarded on request to Clerk.
4	13/02/2018	Local Council Review (magazine)	Invitation to respond to Survey Monkey questions about councillors' Code of Conduct for future magazine article. Deadline 1 March; forwarded to all councillors 13/2/18.	
5	13/02/2018	CDALC / NALC	Survey on diversity in local councils. Forwarded to all councillors 16/2/18 with link.	
6	14/02/2018	CDALC	Request from Coxhoe PC Clerk for experience from PCs who run youth clubs.	
7	14/02/2018	CDALC	Request from Easington PC Clerk for help with Memorial safety policy.	
8	14/02/2018	CDALC	Details of vacancy for Clerk at Ingleton PC	
9	16/02/2018	CDALC	Agenda for Smaller Councils Forum meeting, 22 February at Murton, including presentations a) from eVolve Group offering a GDPR IT compliance and DPO solution; b) from Ron Hogg, Durham Police, Crime and Victims' Commissioner on police representation at parish council meetings; c) Kier talking about Affordable rural housing and maintenance of community buildings and d) a discussion led by Cllr Wendy Greenfield from Eggleston on the burden of regulation on small parish councils.	Apologies sent by Clerk. Details circulated to all councillors 16/2/18.
10	16/02/2018	CDALC	Roadworks report w/c 17/2/18. Nothing new affecting the parish.	
11	16/02/2018	CDALC	Offer of free second-hand furniture from Sedgefield Town Council. Details forwarded to all councillors 16/2/18	
12	16/02/2018	CDALC	GDRP update, with list of contents of 'toolkit' under development and two NALC briefings.	Briefing can be forwarded on request to Clerk.
13	16/02/2018	CDALC	NALC Chief Executive's bulletin N°6, including: 3-year agreement reached meaning that Council Tax referendum principles will not apply to Parish Councils for 2018/19, 2019/20 and 2020/21; and legal briefing LO2-18 on reporting personal data breaches.	Legal briefing LO2-18 can be forwarded on request to Clerk.
14	19/02/2018	CDALC	NALC Chief Executive's bulletin N°7, including: details of NALC lobby day 20 March; note that discussions continue on revising the current four job profiles for Clerks in the national agreement; and views sought on consultations on major roads network and on waste crime.	

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15	19/02/2018	Zurich insurance	Article on risk management and insurance processes involved as public sector bodies undergo changes and operate new or shared services, set up commercial entities or outsource contracts.	Can be forwarded on request.
16	19/02/2018	<a href="http://www.church-noticeboards.co.uk">www.church-noticeboards.co.uk</a>	Downloadable 2018 notice board catalogue	Filed.
17	19/02/2018	DCC Communications and Marketing	Poster and postcards promoting Save Time Do it Online.	Distributed to councillors at meeting 14/3
18	20/02/2018	CDALC	1. Survey results on preparedness of Co. Durham councils for GDPR, and 2. On police representation at PC meetings, assurance from Ron Hogg, Police Crime and Victims' Commissioner, that "...Parish Councils can expect local officers, when requested, to attend meetings to discuss issues within the area."	Do councillors wish to invite police representation at future meetings?
19	20/02/2018	Keep Britain Tidy	Encouragement to register PC for Great British Spring Clean 2-4 March 2018, with free resources to help.	
20	22/02/2018	<a href="http://www.notice-board.company">www.notice-board.company</a>	Sales literature.	Filed and unsubscribed.
21	23/02/2018	CDALC	Roadworks report w/c 24/2/18. Nothing new affecting the parish.	
22	23/02/2018	John Shannon, Strategic Waste Manager	Notice that Stainton Grove household waste recycling centre will be closed from 9 April for approx. 27 weeks while an improved waste recycling centre is constructed. The new site will have a wider range of facilities, a re-use shop where used goods will be sold on, and an area of the site for small businesses to recycle certain types of trade waste. During the closure, the nearest alternative site is at Middleton (open 7 days a week, 9am-3.30pm October to March, and 9am-6pm April to September).	
23	23/02/2018	CDALC	The long-anticipated document "New Data Protection laws: A GDPR Toolkit for local councils, February 2018" from NALC.	Clerk will study and update PC at March meeting. Can forward document (63-pages) on request.
24	23/02/2018	CDALC	Details of free Allotments training event at Peterlee, 11 April, 9.30am-4pm.	PC previously agreed that Clerk should attend.
25	23/02/2018	CDALC	Powerpoint slide decks from Smaller Councils Forum meeting on: GDPR (by eVolve) and Affordable Housing solutions (by Kier Services).	Both presentations can be forwarded. Clerk considers GDPR slides add nothing to previous updates.
26	23/02/2018	CDALC	Severe Cold Weather Alert - asking for councillors to keep an eye open for any problems with vulnerable older people in the parish.	
27	23/02/2018	CDALC	Agenda for Neighbourhood Plan Working Group meeting 28 February.	PC previously decided not to attend.
28	26/02/2018	CDALC	NALC Legal Note and advise about production of Document Retention and Disposal Policy - (the disposal element of particular importance given GDPR).	Draft Policy will be on agenda at March meeting.
29	26/02/2018	CDALC	Reminder of the need to keep Councillors' Registers of Interest up to date (and to remove such for ex-councillors) and on both the PC website and submitted to DCC Monitoring Officer.	Checks made and fully compliant.

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30	26/02/2018	Keep Britain Tidy	Warning about weather forecasts and advice to cancel Spring Clean events if necessary.	
31	27/02/2018	County of Durham School Benevolent Fund	Seeking donation to the charity which assists needy families in County Durham with the purchase of shoes and winter coats for their children. (Parents must receive benefits entitling children to free school meals. Eligible cases receive £35 towards shoes/coat.	Do councillors wish to make a donation?
32	27/02/2018	CDALC	Details of potential judicial review relating to case brought by relative wanting 4-inch high edging around his father's lawn grave to prevent it being walked over (arguing that Walsall Council's cemetery policy breaches Article 9 ECHR freedom of religion).	
33	27/02/2018	CDALC / NALC	NALC Chief Executive's bulletin covering: launch of GDRP toolkit (see 22 above), formation of new Joint Information Governance Group to support the sector establish sound information governance policies and practices in general, news that Transparency Fund grant (now closed) awarded 4,917 grants worth £3.5million.	
34	27/02/2018	CDALC	Invitation to take part in Big Spring Clean (different to item 18). DCC will provide bags and litter-pick kits and all bagged rubbish will be collected. Litter picks can be organised until Sunday 17 April.	Do councillors wish to consider a village 'Spring Clean'?
35	28/02/2018	CDALC	Details of Rodents Course, 10/4 at Chester-le-Street, £65+VAT for exam fee and £50-£100 for the course, dependent on numbers.	Aimed at large allotment sites with flocks of poultry and council officers with particular pest problems.
36	01/03/2018	Came & Company local council insurance	Quotation for insurance cover from 1 May, on like-for-like basis with existing insurance policy schedule.	For discussion at meeting 14 March.
37	05/03/2018	CDALC	GDRP — advise to not sign up for 'compliance kits' or GDPR services being advertised, at least until the Data Protection Bill becomes an Act.	