

Clerk's Report to 29th August, 2018

- **Parking on St. Mary's Hill for access to Woodchester Park Lakes** – At the meeting held on 26th June with Councillors and representatives of the National Trust a number of actions were agreed. The following progress has been made:
 1. The NT will send an email to the PC to include their concerns and what they are already doing to deter swimmers.
This has been received and sent to Cllr. Dunbar for possible inclusion in the Woodchester Word and sent to the Catholic Diocese.
 2. This contribution from the NT will then be included in an address from the PC to the Police and Diocese expressing a concern of threat to life from vehicles causing an obstruction.
The letter from the NT was received after the Police and Highways had been approached. Unfortunately, neither the P.C.S.O. nor Highways Manager were able to suggest a means of reducing the problem and were not able to provide cones to deter parking on a temporary basis.
 3. The PC will request that the Diocese ask tenants of the house on the corner of Cow Lane and St. Mary's Hill to park in the Church car park and that cones are then placed at the top of St. Mary's Hill with notices on the wall stating, 'No parking please - access required at all times for emergency vehicles'.
The Diocese were not able to give consent to a sign on their property as they felt this would not help to resolve the issues, but that parking restrictions imposed by Highways would be more effective.
 4. The NT will ensure 'No Swimming' signs are put up by the lakes and it was suggested these signs should give reasons why i.e. no mobile phone reception, very deep water. This message will also be relayed through the NT website.
This has been done. No reasons have been given.
 5. The NT will erect a 'No Entry' sign at the bottom end of the Park.
Not yet actioned.
 6. It is understood the Diocese plan to put a gate at the entrance to their car park to prevent its use outside of services.
As far as the Parish Council are aware, this is still planned.

It was also suggested:

7. A sign be placed on the corner of Park Lane for those who are genuinely lost, giving directions to the top gate. If necessary local residents will fund this.
Not yet actioned.
 8. A personal sign be erected by residents stating that this is their only access for emergency vehicles.
Not yet actioned.
 9. The National Trust are looking into the possibility of brown signs to ensure people are directed to the top car park, but these are based on the number of visitors and there is also a cost factor.
Ongoing.
- **GDPR** – Progress has been made in reaching compliance with General Data Protection Regulations. Actions which should be taken are as follows:
 1. Raise awareness - **Clerk attended training organised through GAPTC on 25th April, 2018 and disseminated information to Councillors.**

2. Review what data we hold and how it's stored and document findings-
Completed Personal Data Audit in April 2018, agreed by Full Council at meeting on 10th May, 2018.
3. Review and refresh consents – **Consent form now available on the website.**
4. Write Data Privacy Notices using templates – **Privacy Notices have been given to Councillors and staff. A General Privacy Notice is available on the website.**
5. Review the role of the DPO – **Not yet carried out.**
6. Have in place a Subject Access Policy to deal with SARs (subject access requests) – **Not yet carried out.**
7. Update Privacy Policy – **To be agreed at meeting of 6th September, 2018.**
8. Review procedures for a security breach – **Not yet carried out.**
9. Log all personal information the Parish Council processes – **Not yet carried out.**

- **Bike Trails Vandalism** – In July there were two incidences of vandalism to one of the bins at the Bike Trails. Cllr. Dunbar put up a sign to make other users aware of the damage. Neighbourhood Warden Dominic Everiss has offered support by making patrols in the evenings and during the day over the school holiday period.
- **Bike Trail Safety Check** – A safety check has been now been booked with RoSPA for April 2019 at a cost of approximately £66.
- **Refuse Bins** – Following the removal of three bins in Woodchester by SDC, an underused bin on the A46 has now been moved to replace the bin adjacent to the telephone box on Selsley Road. SDC have been notified.
- **Water Lane** – Following concern from a resident, Councillors inspected a hole in the road surface on Water Lane which has become deep enough to be a hazard, particularly to cyclists. There are also ongoing problems with drivers regularly getting stuck in the lane. The Highways Manager has been informed.
- **Footpath Closures** – Several stretches of footpaths in the village will be closed from the 1st September possibly until February 2019 to enable the installation of a new water main by Severn Trent. These paths are in Woodchester and Kings Stanley Parish. Details are available from the clerk.

Cheques signed/to be signed since the meeting of the 5th July, 2018

Date	Payee	Cheque Number	Amount	Authorising Power
04.07.18	Ann Bijkerk - Clerk Salary - 09.05.18-03.07.18	846	£854.08	LGA 1972 s.112 (2)
04.07.18	Ann Bijkerk - Reimbursement for refreshments for APM	846	£33.25	LGA 1972 s.111
04.07.18	Ann Bijkerk –Reimbursement for printer cartridges	846	£11.99	LGA 1972 s.111
04.07.18	Ann Bijkerk – Reimbursement for printer	846	£63.99	LGA 1972 s.111
01.09.18	GPFA Membership renewal	847	£50.00	LGA 1972 s.111
05.09.18	Ann Bijkerk – Clerk Salary – 04.07.18-04.09.18	848	£960.85	LGA 1972 s.112(2)

Planning

Applications submitted:

- S.18/1780/HHOLD – 4 Berrymore, North Woodchester – Single storey rear extension.
- S.18/1725/HHOLD – 5 Berrymore Road, North Woodchester – To add a conservatory to the front of the property.
- S.18/1527/HHOLD – Hillgrove House, Bath Road - Proposed construction of 5 no. dwellings.
- S.18/1540/HHOLD and S.18/1541/LBC – Southfield Mill House, Southfield Road – The remodelling of garden levels and retaining walls, construction of paved areas and a garden pavilion.
- S.18/1558/LBC - Cornerways, Cow Lane, Inchbrook - Single storey rear extension, enlarged dormer window, new open sided porch and new back door.
- S.18/1771/TCA - Tower House, Tower House Drive, South Woodchester - Willow - Remove dead/dying multi-stemmed tree growing over a boundary line fence.

Permission has been granted for:

- S.18/1248/HHOLD – White Cottage, Church Road, North Woodchester – Single storey side extension.
- S.18/1185/HHOLD and S.18/1186/LBC - The Firs, Selsley Road - Alteration and extension to dwelling to create new kitchen dining space including demolition of 20th century conservatory.
- S.18/1056/HHOLD - 1 The Cottages, Tower House Drive, Woodchester - Proposed extension and replacement shed to property.

Refusal has been given to:

- S.18/1075/HHOLD – Cornerways, Cow Lane, Inchbrook - Retrospective application for a covered pergola to front of dwelling.