

Tanfield Parish Council

MINUTES OF A PARISH COUNCIL MEETING

DATE: Monday 22nd December 2014
TIME: 19.00 hrs
LOCATION: West Tanfield Memorial Hall
PRESENT: Councillors Peter Hull (Chairman), David Parkinson (Vice-Chairman), Steven Houston and Chris Pennock.
IN ATTENDANCE: Iona Taylor (Clerk)

1. WELCOME FROM THE CHAIRMAN OF THE PARISH COUNCIL

Councillor Hull welcomed all those present to the meeting.

2. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

- Councillor Hull declared an interest in items 8 and 9 and took no part in these items.
- Councillor Houston asked that it be noted that he is an acquaintance of the applicant who lives at Station Lodge (item 4). Advice from the Monitoring Officer at Hambleton District Council indicated that he did not need to declare a pecuniary interest in relation to that item.

3. APOLOGIES

Apologies were received from County Councillor John Weighell.

4. CONSULTATIONS ON PLANNING APPLICATIONS

4.1 14/02442/FUL - Demolition of garage and utility and erection of two storey side extension and single storey rear extension at Station Lodge, West Tanfield.

It was resolved that the Parish Council has no objections to this application.

5. SETTLEMENT HIERARCHY AND HOUSING DEVELOPMENT IN THE RURAL AREAS – DRAFT INTERIM POLICY GUIDANCE NOTE

The Parish Council considered the draft interim policy guidance note and agreed responses to the consultation being carried out by Hambleton District Council.

6. COMPLAINTS PROCEDURES

It was resolved that the previously circulated draft complaints policy and form be adopted. The policy sets out a clear procedure for how any future complaints received will be handled by the Council. The key points are:

- All complaints must be made on the approved form.
- Complaints should be made as soon as possible after the event being claimed against, but normally within three months.
- The Council will not consider complaints which are more than a year old.
- All complaints about Councillors' conduct will be immediately forwarded to the Monitoring Officer at Hambleton District Council.
- There is a two stage procedure for consideration of other complaints.
- Any complaints which reach the second stage, and have not been disposed of by less formal measures, will be considered at a meeting of the Parish Council.

7. EXCLUSION OF THE PRESS AND PUBLIC

It was resolved that the press and public be excluded for the consideration of items 8 and 9.

8. REQUEST FOR INFORMATION DATED 9TH DECEMBER 2014

8.1 Receipt of request for information.

The Parish Council noted receipt of a request for information in relation to an ongoing complaint, dated 17th September 2014. It was noted that this is the third time that a request has been received for this information, from the same correspondent.

8.2 Response to request.

The Parish Council approved the response to be given to this latest request.

It was resolved that future requests for the same information, from the same member of the public, be acknowledged and placed on file, but not be responded to.

9. COMPLAINT ABOUT ALLEGED UNAUTHORISED RELEASE OF DATA BY THE PARISH COUNCIL

9.1 Receipt of complaint.

It was noted that the Council has received a complaint about an alleged unauthorised release of data, dated 21st November 2014.

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9.2 Letter from Information Commissioner.

It was noted that a letter has been received from the Information Commissioner's Office, dated 1st December 2014. The letter was investigating the same complaint as detailed in item 9.1.

It was noted that the Clerk had replied on behalf of the Council, supplying the information requested and answering the questions posed.

9.3 Letter sent to complainant.

It was noted that a letter of acknowledgment had been sent to the complainant on 26th November 2014.

9.4 Action in relation to processing of complaint about an alleged unauthorised release of data, dated 21st November 2014.

Councillor Parkinson reported to the Council after conducting a preliminary investigation in to the issues raised by the complainant.

It was noted that a second letter had been received from the Information Commissioner's Office advising that they do not propose to take any further action in relation to the complaint lodged with them, as steps have already been taken by the Parish Council to address the issues raised.

It was resolved that, in view of the outcome of the Information Commissioner's Office's investigation, no further action will be taken in this matter by the Parish Council.

Opportunities for training in relation to the Data Protection Act will be sought from the Yorkshire Local Councils Associations.

10. NEXT MEETING

The date of the next Parish Council meeting was confirmed as being on 28th January 2015.

Meeting closed at 19.36 hrs.

These minutes were recorded and prepared by Iona Taylor, Clerk to the Parish Council.

SIGNED: (Chairman)

DATE: