**TEBAY PARISH COUNCIL**

Chairman – Adrian Todd, Honeypot House, Gaisgill

Clerk – Margaret Longworth, Yew Tree Farm, Greenholme.

Email – clerk@tebaypc.org.uk

**Notice of a Meeting to be held on Wednesday, 28th March 2018 at The Methodist Hall, Tebay at 7.30pm**

**A G E N D A**

1. **Apologies for Absence**
2. **Declarations of Interest and Dispensations**

To receive declarations from elected and co-opted Members of pecuniary and non-pecuniary interests in respect of any items on this Agenda.

 **3. Minutes of the Meeting of 31st January 2018**

To approve the Minutes of the above meeting.

**4. Planning**

(i) EDC Application 18/0138. 1 Scaur Terrace – replacement of garage roof and alterations to increase the roof height.

(ii) EDC Application 18/0182. Acel House, Sidings Industrial Estate – variation of Condition 8 of application 91/0481 relating to the number of permitted vehicle movements allowed per day.

(iii) To decide whether or not to appeal the refusal by EDC of consent for the advertisement signs on the roundabout. The application was refused solely on the grounds of highway safety. There is no charge for an appeal, although EDC have indicated that an appeal is unlikely to succeed.

**5. Highways and Rights of Way**

5.1 Parking

Network Rail have been approached to see if parking can be accommodated on their land, or on the highway verge (Network Rail are believed to own the highway leading to the industrial estate).

5.2 Parking on the pavement at Woodend Terrace preventing access to the school

5.3 New footpath project. To consider an email from Mr. Steve Hastie of the Yorkshire Dales National Park (previously circulated to Members).

**6. Progress Reports**

6.1 The MUGA court and the tennis court.

6.2 The abandoned horsebox.

6.3 Recycling site fence and gate in disrepair.

**7. Grasscutting and Fencing Estimates**

The clerk will report on the position to date.

**8. Finance**

The following accounts are due for payment:

CPS – payroll services for February 2018 £14.40

M. Longworth – salary for February 2018 140.00

HMRC – PAYE for February 2018 35.00

D. Patterson – cleaning bus shelters 500.00

M. Longworth – postage stamps 6.72

M. Longworth – printing ink 20.98

CPS – payroll services or March 2018 14.40

M. Longworth – salary for March 2018 140.00

Lonsdale Settled Estates (rent) 14.35

CALC – Data Protection Training (shared cost) 35.00

**9. Asset Register and Risk Assessment**

The asset register and risk assessment have to be prepared prior to the internal audit. Draft documents will be circulated for comment.

**10. General Data Protection Registration.**

The law on Data Protection is changing and this will impact on this council. The clerk has recently attended training arranged by CALC and it appears that, in some respects, this authority could be in breach of the new rules. There are heavy fines for non-compliance. The following steps should be taken:-

(i) Appoint a Data Protection Officer

(ii) Revise the existing Data Protection Policy

(iii) Write a Privacy Notice and publish the same on the website

**11. Correspondence**

(i) To consider attendance at the planning training organised by CALC.

(ii) To consider whether to refer any EDC activities to their Scrutiny panel.

**12. Public Participation**

**13. Date and Time of Next Meeting**

The next meeting will be held on Wednesday, 25th April 2018 at The Methodist Hall at 7.30pm

Margaret Longworth (clerk) 015396 24900 email clerk@tebaypc.org.uk