# DUNDRAW PARISH COUNCIL

Minutes of the meeting of the Parish Council held at Wheyrigg Hall Hotel on Monday 15 September 2025 at 7.30 p.m.

Present:

A. Austin
J. Bennett (Chair)
C. Storey
G. Franks
Also Present:
K. Thurlow, Cumberland Councillor
J. Rae (Clerk)

**33 APOLOGIES FOR ABSENCE**

None.

**34 MINUTES 21 JULY 2025**

The minutes of the meeting held on 21 July 2025 were approved as a true record and were signed by the Chair.

**35 DECLARATIONS OF INTEREST**

No declarations of interest were received
No requests for dispensations were received

**36 PUBLIC PARTICIPATION**

No members of the public were present.

**37 MATTERS ARISING FROM THE MEETING ON 21 JULY 2025**

None.

**38 REPORTS FROM OUTSIDE BODIES**

Cumberland Councillor – Cllr K. Thurlow reported that following the meeting with Highways and the Parish Council the request for passing places had been passed to Planning.
The changes to the recycling and waste collection service were discussed. Any resident not currently on kerb side collection will receive a letter if they are to be added to the route.
Community Police Officer – The newsletter for the Maryport, Silloth Wigton area had been circulated prior to the meeting.

**39 ACCOUNTS AND FINANCIAL MATTERS**

(a) Statement of Accounts

The income and expenditure account had been circulated with the agenda.

Balances as at 31 August 2025

| | |
|---|---|
| Business a/c | £ 710.00 |
| Treasurers a/c | £1,796.19 |

(b) NJC Pay Award – Members noted and approved the NJC pay award agreed on 24 July 2025 back dated to 1 April 2025.

(c) Payment of accounts: The following accounts were approved for payment:

| | |
|---|---|
| Clerk's account Quarter 2 (includes back dated pay award) | £362.38 |
| HMRC PAYE Quarter 2 | £ 76.80 |
| Wheyrigg Hall Hotel – Room Hire | £ 20.00 |

**40 PLANNING MATTERS**

(a) Applications received since the last meeting: None

(b) Planning Decisions: None

**41 ROADS AND HIGHWAY MATTERS**

It was noted that a drain is blocked on the Dundraw to Waverbridge road.

**42 CORRESPONDENCE**

The correspondence received since the last meeting had been circulated by email.

CALC - Devolution update
Cumberland Local Plan Briefing- 16 September
CALC Cumberland Hyperfast Broadband Event - 7.00pm Tuesday 23rd September 2025
CALC - NJC Pay agreement
CALC News
Cumberland Council – Newsletters
Cumberland Council - Councillor Conduct: Respect, Social Media and Refresher Training
CALC - Important Update – New Assertion 10 in the 2025 Practitioners' Guide
CALC - Carbon Literacy Action Day 2025
CALC Invitation: Presentation by Alex Scott, Cumbria's Lord Lieutenant – 8 September

**43 DIGITAL AND DATA PROTECTION RESPONSIBILITIES**

Members considered the new requirement introduced in the 2025 Practitioners' Guide for town and parish councils. Assertion 10 will apply to Annual Governance and Accountability Returns for the financial year beginning 1 April 2025.

This new assertion focuses on ensuring that councils are compliant with digital and data protection responsibilities and places specific obligations on councils in the following areas:
Email Management – Councils must use a council-owned domain (e.g. clerk@parishcouncil.org.uk) and avoid personal email accounts.
Website Compliance – Council websites must meet accessibility regulations (WCAG 2.2 AA), include a current accessibility statement, and publish required FOI/Transparency Code documents.
Personal Data & GDPR – Councils must comply with UK GDPR and the Data Protection Act 2018, including registration with the ICO, policies, and staff/councillor training.
IT Policy – Councils must adopt a formal IT policy covering email, data security, personal device use, and breach response.

The new requirements were noted and will be discussed at a future meeting.

**44 PARISH PLAN**

No additional items added to the Plan.

**45 VACANCY ON THE PARISH COUNCIL**

No expressions of interest had been received.

**46 DATE OF NEXT MEETING**

The next meeting will be held on Monday 24 November 2025 7.30pm Wheyrigg Hall Hotel.

The meeting closed at 8.26 p.m.

Signed..... Date.....