

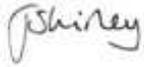
# **LONGFORD PARISH COUNCIL**

[www.longford-pc.gov.uk](http://www.longford-pc.gov.uk) ~ Tel: 07759 118922

26<sup>th</sup> September 2023

I hereby give notice that the meeting of Longford Parish Council will be held in **Longford Village Hall** on **Tuesday 3<sup>rd</sup> October 2023 at 7.00pm.**

**Members of the Council** are hereby summoned to attend for the purpose of transacting the business as set out below. **All residents** of the Parish are welcome to attend and a period of 15 minutes is set aside for members of the public to raise questions.



**Julie Shirley, Clerk to Longford Parish Council**

## **MEETING AGENDA 3<sup>rd</sup> OCTOBER 2023**

- 1. To note attendance and apologies for absence**
- 2. To receive declarations of interest in items on the agenda**
- 3. To approve the minutes of the meeting held on 5<sup>th</sup> September 2023.**
- 4. To consider applications to fill councillor vacancy by Co-option (1 vacancy).**

**5. Public Participation (15 mins)**

*Members of the public are welcome to speak during this agenda item regarding any matter they wish to bring to the attention of the Parish Council; the Parish Council is not permitted to make any decisions during the public session.*

*Once the public session is concluded, members of the public are invited to observe the remainder of the meeting but are not permitted to speak once the public session is concluded.*

**To receive a report from County Councillor (5 mins)**  
**To receive a report from the Borough Councillors (5 mins)**

**6. Finance / Procedures (30 mins)**

- a) To receive the latest bank reconciliations and budget versus spend report for the 2023/24 accounts.
- b) To approve the annual CCTV maintenance and support at £880+VAT.
- c) To approve the reimbursement of expenses to the Clerk £218.69.
- d) To adopt the data protection policies.
- e) To approve the invoices for payment.

**7. Parks, Open Spaces & Allotments (30 mins)**

- a) To receive an update on tree planting / wildflower areas
- b) To agree actions required for the Severn Trent grant.
- c) To consider litter bin options for a new bin on the playing field.
- d) To receive an update on the new war memorial plans.
- e) To confirm the protocol for vehicle movements on the playing field.
- f) To note that the play area repairs have been completed.
- g) To agree next working party dates.

**8. Planning: (10 mins)**

- a) To consider the following planning applications:
  - 23/00803/FUL – 97 Tewkesbury Road. Change of use of detached building.
- b) To consider planning applications received after publication of agenda.
- c) To consider requesting Section 106 obligations for 23/00044/OUT Residential development (up to 21 apartments) at Horsbere Drive, Longford.

**9. Highways: (10 mins)**

- J To receive an update from the Road Safety Working Group

**10. To receive reports from representatives of Allotments, Finance, Personnel and Village Hall, for information only.**

Next meeting: Meeting of the Parish Council will be on Tuesday 7<sup>th</sup> November 2023 7.00pm.

## Minutes of the Parish Council Meeting held on Tuesday 5<sup>th</sup> September 2023 at 7.00pm at Longford Village Hall

### 1. Attendance noted as

Cllrs J Ford (Chair), C Byers (Vice-Chair), L Gough (arriving 7.10pm), R Harris, R Meeks, C Young

**Also present:** Mrs J Shirley (Clerk), County Cllr P McLain (until 7.50pm).

**Members of public present:** Twelve members of public.

**Apologies:** Cllr K Doherty, Cllr D Melvin.

### 2. Declarations of interest in items on the agenda

None.

### 3. Approval of the minutes of the meeting held on 4<sup>th</sup> July 2023

Council resolved to approve the minutes of the meeting held on 4<sup>th</sup> July 2023. Proposed by Cllr Byers, seconded by Cllr Young, all in favour.

### 4. To consider applications to fill councillor vacancies by Co-option (1 vacancy)

There were no applications.

### 5. Public Participation

Members of public raised a range of issues:

There is Japanese Knotweed in the car park at Teasel Close, residents have been in discussion with Tewkesbury Borough Council about the removal. Residents were invited to forward the Tewkesbury Borough Council letter to the parish council to mediate a resolution.

Another resident of Teasel Close address the council regarding the issue of cars parking at the junction off Fircroft Road and the impact on road safety at the junction. The Parish Council has raised concerns with Gloucestershire Highways and need evidence to demonstrate to Highways there is an issue. The resident was invited to email information to the Clerk which can be forwarded to the Local Highways Manager. Council will also talk with the local policing team.

The purpose of the CCTV cameras was questioned, this was confirmed to be for security of the field and village hall.

Grass cutting contractor is offloading grass cuttings by the neighbours fence bordering the playing field; the contract does not require the cuttings to be collected for disposal so there should not be a need to empty the cuttings anywhere; this will be followed-up.

Longford Football Club youth division are having a tournament on Saturday 16<sup>th</sup> September, the same day as the car boot sale. The youth division will liaise with the village hall committee to share the field on the day. It was requested that the football club let the parish council know dates of events so that the council can ensure the field is not already in use. Longford FC also asked about the sports pitches on the new development, these are under Tewkesbury Borough Council's control currently and they are liaising with Longlevens FC to lease the pitches following a tendering process.

**County Councillor Report:** Cllr McLain gave his report and noted he has some grant funds available for youth activities and invited the football club and village hall to apply. Highways are working through the potholes using their new machine. Cllr McLain noted that Innsworth PC are at the second stage of a Traffic Regulation Order which is a lengthy process taking approximately 2 years; this might be something Longford PC could consider regarding Fircroft Road junction. A new special education school has been approved at Abbeydale.

Cllr Gough asked who decides the designated route via the A38 when the M5 is closed; Cllr McLain will raise this with County Highways but felt that it is a National Highways decision.

Borough Councillor Report: no report.

**6. Finance / Procedures**

- a) Council received the latest bank reconciliations for the 2023/24 accounts.
- b) Council adopted the Unauthorised Encampments Policy, proposed by Cllr Byers seconded by Cllr Gough, all in favour. **Action: Clerk.**
- c) Council adopted the CCTV Policy, with the amendment of the number of days the data is retained, proposed by Cllr Byers, seconded by Cllr Gough, agreed by all. **Action: Clerk.**
- d) Council received an update on the CCTV project. Signs are on order and will be installed as soon as possible. Contractor will install lower wattage bulbs and alter angle of the two column lights on the field to reduce disruption to neighbouring properties. Contractor will also be asked to provide costings for installing a timer to prevent the lights coming on between 11pm and 6am. **Action: Clerk.**
- e) Council discussed the need for WiFi at the village hall; the village hall committee are obtaining quotes.
- f) Council approved a budget of £100 to purchase a refurbished mobile phone to replace the existing phone. **Action: Clerk.**
- g) Council agreed the quote for the tree safety survey at a cost of £400+VAT. **Action: Clerk.**
- h) Council received the external audit report 2022/23 and noted the comment from the auditor regarding the typing error on the figures.
- i) Council approved payment of invoices:

Invoice Date	Payee	Gross	Budget
19/06/23	Signs of Cheshire Ltd – Balance	£405.00	Noticeboards
16/07/23	Over Farm Market - Gift for Allotment Competition Judge - reimbursement to K.Doherty	£15.00	Allotments
31/07/23	Glebe Contractors - Ground Maintenance July 2023	£630.79	P&OS
16/08/23	PKF Littlejohn LLP - External Audit 2022-23	£252.00	Admin
31/08/23	August Salaries	£361.05	Admin
30/08/23	NB Construction	£6,271.20	P&OS
30/08/23	Redhand	£10,380.00	P&OS/Grant
		£18,315.04	

**7. Parks, Open Spaces & Allotments**

- a) A verbal report was received from Cllr Byers regarding the community orchard and wildflower areas on the playing field and Sivell Close.
- b) Council agreed to purchase 12 fruit trees and guards for the Community Orchard (from the Severn Trent grant), all the other actions relating to the Severn Trent grant will be deferred to the next meeting. **Action: Cllr Byers** to place the order.
- c) Council deferred selecting any further fruit trees at this time.
- d) Council turned down the offer of the donated trees from Gloucestershire CC, proposed by Cllr Meek, seconded by Cllr Young, vote was 3 in favour, 2 against, motion carried. **Action: Clerk to send a letter of thanks.**
- e) Council turned down the offer of the trees from Arthur J Gallagher, proposed by Cllr Meek, seconded by Cllr Young, vote was 3 in favour, 2 against, motion carried. **Action: Clerk to send a letter of thanks.**
- f) Council considered a request from Longford Football Club Men’s team and Youth Division to site a storage container on the car park / playing field. The Men’s team and Youth

Division will clarify requirements and then contact the Parish Council to consider.

- g) Council received an update on play area repairs. Greenfields are due to schedule the repairs in September. The latest monthly inspection highlighted that the bench under the oak tree needs to be maintained before the winter; Cllr Byers and Cllr Meek authorised to purchase the materials required. Cllr Young requested a litter bin for the Victoria Court side of the playing field, **Action: Clerk to get a quote for the next meeting.**
- h) Council received an update on the new war memorial plans, Cllr Meek volunteered to assist in finding out prices. **Action: Clerk** to liaise with Cllr Meek.
- i) Council agreed supporting a volunteer workday at the allotments by providing a skip for waste and rubbish. **Action: Clerk.**
- j) The next playing field working party date is 30<sup>th</sup> September.

**8. To consider planning applications. None.**

**9. Highways**

- a) There was no further update from the Road Safety Working Group, as this was discussed during the public session.

**10. To receive reports from representatives for information only:**

- Village Hall: Cllr Young reported from the latest village hall meeting; the CCTV monitor needs to be fixed to the wall out of the way of the tables and chairs, **Action: Cllr Byers and Cllr Ford.** Council considered entering a parish council team to the village quiz on 7<sup>th</sup> October. The keycode can be given out to hirers if they have indicated they are bringing a high-sided vehicle into the car park.
- Allotments: competition was held on 18<sup>th</sup> July. A recent allotment inspection highlighted 14 plots that needed attention.
- Finance: budget to be prepared this autumn.
- Personnel: mid-year review with Clerk to be arranged.

**Next Meeting to be held on 3<sup>rd</sup> October 2023 at 7.00pm.**

Meeting closed at 9pm.

# Bank Account Reconciled Statement

## Lloyds Current

Statement Number	19	Bank Statement No.	19
Statement Opening Balance	£58,758.46	Opening Date	01/08/23
Statement Closing Balance	£58,628.42	Closing Date	31/08/23
True/ Cashbook Closing Balance	£58,628.42		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/08/23	DD230801WP	WaterPlus	44.54	0.00	58,713.92
13/08/23	DC230813FH	Fasthosts Internet Ltd	12.00	0.00	58,701.92
14/08/23	DC230814GG	GiffGaff	6.00	0.00	58,695.92
14/08/23	DC230814TW	Trophy World	7.50	0.00	58,688.42
16/08/23	DC230816NGS	Norton Garden Centre	60.00	0.00	58,628.42

### Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	130.04	0

Reconciled by Julie Shirley

Signed \_\_\_\_\_  
Clerk / Responsible Financial Officer

\_\_\_\_\_  
Chair

Date \_\_\_\_\_

\_\_\_\_\_

# Financial Budget Comparison

Comparison between 01/04/23 and 31/08/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance
<b>INCOME</b>					
<b>COUNCIL</b>					
10	Precept	£31,740.00	£0.00	£15,870.00	-£15,870.00
20	Allotment Rents	£1,000.00	£0.00	£593.72	-£406.28
30	Grants and other income	£300.00	£2,240.00	£2,240.00	-£300.00
99	VAT reclaims	£0.00	£0.00	£1,082.82	£1,082.82
<b>Total COUNCIL</b>		<b>£33,040.00</b>	<b>£2,240.00</b>	<b>£19,786.54</b>	<b>-£15,493.46</b>
<b>Total Income</b>		<b>£33,040.00</b>	<b>£2,240.00</b>	<b>£19,786.54</b>	<b>-£15,493.46</b>
<b>EXPENDITURE</b>					
<b>COUNCIL</b>					
100	Staff Costs	£6,500.00	£0.00	£2,346.25	£4,153.75
110	Office admin / expenses	£2,700.00	£0.00	£1,455.24	£1,244.76
120	Insurance	£500.00	£0.00	£507.40	-£7.40
130	Donations	£500.00	£0.00	£100.00	£400.00
140	Parks & Open Spaces	£7,000.00	£8,263.38	£13,966.83	£1,296.55
150	Allotments	£1,000.00	£0.00	£904.61	£95.39
160	Maintenance	£3,000.00	£0.00	£1,040.53	£1,959.47
170	Training	£400.00	£0.00	£236.17	£163.83
180	IT incl software	£1,000.00	£2,460.00	£3,336.32	£123.68
190	Newsletter, website, email	£300.00	£0.00	£0.00	£300.00
200	New equipment	£0.00	£675.00	£689.98	-£14.98
210	Projects	£2,000.00	£0.00	£8,758.32	-£6,758.32
999	VAT Payments	£0.00	£0.00	£0.00	£0.00
<b>Total COUNCIL</b>		<b>£24,900.00</b>	<b>£11,398.38</b>	<b>£33,341.65</b>	<b>£2,956.73</b>
<b>Total Expenditure</b>		<b>£24,900.00</b>	<b>£11,398.38</b>	<b>£33,341.65</b>	<b>£2,956.73</b>
Total Income		£33,040.00	£2,240.00	£19,786.54	-£15,493.46
Total Expenditure		£24,900.00	£11,398.38	£33,341.65	£2,956.73
<b>Total Net Balance</b>		<b>£8,140.00</b>		<b>-£13,555.11</b>	

# Travel and Expenses Claim

Name JULIE SHIRLEY

Address .....

Use Code	Vehicle	Cubic	Office Use
E-essential C-casual	Registration	Capacity	Rate/ Lump sum
C			45p per mile

Date	Destination	Details	Miles	Parking	Fares	Net	Vat	Gross
01/06/2023		June Home Office Allowance (electricity, broadband, heating)				£24.00		£24.00
01/07/2023		July Home Office Allowance (electricity, broadband, heating)				£24.00		£24.00
01/08/2023		August Home Office Allowance (electricity, broadband, heating)				£24.00		£24.00
01/09/2023		September Home Office Allowance (electricity, broadband, heating)				£24.00		£24.00
12/06/2023		GiffGaff monthly PAYG top-up				£5.00	£1.00	£6.00
12/07/2023		GiffGaff monthly PAYG top-up (changed to LPC debit card after this)				£5.00	£1.00	£6.00
11/07/2023		Keysafe				£16.58	£3.31	£19.89
19/06/2023		QE2 Memorial Plaque				£40.79	£8.16	£48.95
17/06/2023	Longford	Playing field - check locations for new signage	8					£3.60
03/07/2023	Longford	Playing field - meet contractor	8					£3.60
11/07/2023	Quedgeley	Gloucester Locksmiths to order padlocks	7					£3.15
08/08/2023	Quedgeley	Trophy World - engrave allotment trophy	7					£3.15
11/08/2023	Quedgeley	Trophy World - collect trophy	7					£3.15
11/08/2023	Longford	Meet CCTV contractor	8					£3.60
26/08/2023	Longford	Collect keys & padlocks	8					£3.60
29/08/2023	Longford	Meet gate contractor	8					£3.60
06/09/2023	Longford	CCTV training	8					£3.60
08/09/2023	Longford	Collect keys	8					£3.60
11/09/2023	Longford	Meet play repair contractor	8					£3.60
22/09/2023	Longford	Meet tenant at allotments / re-inspect plots	8					£3.60
<b>TOTAL</b>								<b>£218.69</b>

**I certify that:**

- (a) Where I have used the above motor vehicle(s) on official business my policy of motor insurance indemnifies the employer against any third party claims arising out of use of that vehicle.
- (b) The particulars in this claim are correct and I have incurred expenditure additional to that which I would normally have incurred. I attach receipts where applicable.
- (c) I understand that the mileage allowance is at the current Local Government mileage allowance rate.

Signed (Claimant)..... Date.....

Signed (Chair/Vice-Chair)..... Date.....

# **LONGFORD PARISH COUNCIL**

## **Data Protection Policy**

### **Adopted by the Council xxx**

#### **Purpose**

The council is committed to being transparent about how it collects and uses the personal data of staff, and to meeting our data protection obligations. This policy sets out the council's commitment to data protection, and your rights and obligations in relation to personal data in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

This policy applies to the personal data of current and former job applicants, employees, workers, contractors, and former employees, referred to as HR-related personal data. This policy does not apply to the personal data relating to members of the public or other personal data processed for council business.

The council has appointed the Clerk for Longford Parish Council as the person with responsibility for data protection compliance within the council. Questions about this policy, or requests for further information, should be directed to them.

#### **Definitions**

"Personal data" is any information that relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information. It includes both automated personal data and manual filing systems where personal data are accessible according to specific criteria. It does not include anonymised data.

"Processing" is any use that is made of data, including collecting, recording, organising, consulting, storing, amending, disclosing or destroying it.

"Special categories of personal data" means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic or biometric data as well as criminal convictions and offences.

"Criminal records data" means information about an individual's criminal convictions and offences, and information relating to criminal allegations and proceedings.

#### **Data protection principles**

The council processes HR-related personal data in accordance with the following data protection principles the council:

- ) processes personal data lawfully, fairly and in a transparent manner
- ) collects personal data only for specified, explicit and legitimate purposes

- ) processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing
- ) keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay
- ) keeps personal data only for the period necessary for processing
- ) adopts appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage.

The council will tell you of the personal data it processes, the reasons for processing your personal data, how we use such data, how long we retain the data, and the legal basis for processing in our privacy notices.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it. The council will not process your personal data if it does not have a legal basis for processing.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

## **Processing**

### Personal data

The council will process your personal data (that is not classed as special categories of personal data) for one or more of the following reasons:

- ) it is necessary for the performance of a contract, e.g., your contract of employment (or services); and/or
- ) it is necessary to comply with any legal obligation; and/or
- ) it is necessary for the council's legitimate interests (or for the legitimate interests of a third party), unless there is a good reason to protect your personal data which overrides those legitimate interests; and/or
- ) it is necessary to protect the vital interests of a data subject or another person; and/or
- ) it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

If the council processes your personal data (excluding special categories of personal data) in line with one of the above bases, it does not require your consent. Otherwise, the council is required to gain your consent to process your personal data. If the council asks for your consent to process personal data, then we will explain the reason for the request. You do not need to consent or can withdraw consent later.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

Personal data gathered during the employment is held in your personnel file in hard copy and electronic format on HR and IT systems and servers. The periods for which the council holds your HR-related personal data are contained in our privacy notices to individuals.

Sometimes the council will share your personal data with contractors and agents to carry out our obligations under a contract with the individual or for our legitimate interests. We require those individuals or companies to keep your personal data confidential and secure and to protect it in accordance with Data Protection law and our policies. They are only permitted to process that data for the lawful purpose for which it has been shared and in accordance with our instructions.

The council will update HR-related personal data promptly if you advise that your information has changed or is inaccurate. You may be required to provide documentary evidence in some circumstances.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

#### Special categories of data

The council will only process special categories of your personal data (see above) on the following basis in accordance with legislation:

- ) where it is necessary for carrying out rights and obligations under employment law or a collective agreement;
- ) where it is necessary to protect your vital interests or those of another person where you are physically or legally incapable of giving consent;
- ) where you have made the data public;
- ) where it is necessary for the establishment, exercise or defence of legal claims;
- ) where it is necessary for the purposes of occupational medicine or for the assessment of your working capacity;
- ) where it is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates to only members or former members provided there is no disclosure to a third party without consent;
- ) where it is necessary for reasons for substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards;
- ) where it is necessary for reasons of public interest in the area of public health; and
- ) where it is necessary for archiving purposes in the public interest or scientific and historical research purposes.

If the council processes special categories of your personal data in line with one of the above bases, it does not require your consent. In other cases, the council is required to gain your consent to process your special categories of personal data. If the council asks for your

consent to process a special category of personal data, then we will explain the reason for the request. You do not have to consent or can withdraw consent later.

## **Individual rights**

As a data subject, you have a number of rights in relation to your personal data.

### Subject access requests

You have the right to make a subject access request. If you make a subject access request, the council will tell you:

- ) whether or not your data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from yourself;
- ) to whom your data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers;
- ) for how long your personal data is stored (or how that period is decided);
- ) your rights to rectification or erasure of data, or to restrict or object to processing;
- ) your right to complain to the Information Commissioner if you think the council has failed to comply with your data protection rights; and
- ) whether or not the council carries out automated decision-making and the logic involved in any such decision-making.

The council will also provide you with a copy of your personal data undergoing processing. This will normally be in electronic form if you have made a request electronically, unless you agree otherwise.

If you want additional copies, the council may charge a fee, which will be based on the administrative cost to the council of providing the additional copies.

To make a subject access request, you should send the request to the Clerk or Chairman of the Council. In some cases, the council may need to ask for proof of identification before the request can be processed. The council will inform you if we need to verify your identity and the documents we require.

The council will normally respond to a request within a period of one month from the date it is received. Where the council processes large amounts of your data, this may not be possible within one month. The council will write to you within one month of receiving the original request to tell you if this is the case.

If a subject access request is manifestly unfounded or excessive, the council is not obliged to comply with it. Alternatively, the council can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the

council has already responded. If you submit a request that is unfounded or excessive, the council will notify you that this is the case and whether or not we will respond to it.

### Other rights

You have a number of other rights in relation to your personal data. You can require the council to:

- ) rectify inaccurate data;
- ) stop processing or erase data that is no longer necessary for the purposes of processing;
- ) stop processing or erase data if your interests override the council's legitimate grounds for processing data (where the council relies on our legitimate interests as a reason for processing data);
- ) stop processing or erase data if processing is unlawful; and
- ) stop processing data for a period if data is inaccurate or if there is a dispute about whether or not your interests override the council's legitimate grounds for processing data.
- ) complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website ([www.ico.org.uk](http://www.ico.org.uk)).

To ask the council to take any of these steps, you should send the request to the Clerk or Chairman of the Council.

### **Data security**

The council takes the security of HR-related personal data seriously. The council has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties.

Where the council engages third parties to process personal data on our behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

### Impact assessments

Some of the processing that the council carries out may result in risks to privacy (such as monitoring of public areas via CCTV). Where processing would result in a high risk to your rights and freedoms, the council will carry out a data protection impact assessment (DPIA) to

determine the necessity and proportionality of processing. This will include considering the purposes for which the activity is carried out, the risks for yourself and the measures that can be put in place to mitigate those risks.

### Data breaches

The council have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur the council must take notes and keep evidence of that breach.

If you are aware of a data breach you must contact the Clerk or Chairman of the Council immediately and keep any evidence, you have in relation to the breach.

If the council discovers that there has been a breach of HR-related personal data that poses a risk to the rights and freedoms of yourself, we will report it to the Information Commissioner within 72 hours of discovery. The council will record all data breaches regardless of their effect.

If the breach is likely to result in a high risk to the rights and freedoms of individuals, we will tell you that there has been a breach and provide you with information about its likely consequences and the mitigation measures we have taken.

### International data transfers

The council will not transfer HR-related personal data to countries outside the EEA.

### Individual responsibilities

You are responsible for helping the council keep your personal data up to date. You should let the council know if data provided to the council changes, for example if you move to a new house or change your bank details.

Everyone who works for, or on behalf of, the council has some responsibility for ensuring data is collected, stored and handled appropriately, in line with the council's policies.

You may have access to the personal data of other individuals and of members of the public in the course of your work with the council. Where this is the case, the council relies on you to help meet our data protection obligations to staff and members of the public. Individuals who have access to personal data are required:

- ) to access only data that you have authority to access and only for authorised purposes;
- ) not to disclose data except to individuals (whether inside or outside the council) who have appropriate authorisation;
- ) to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, locking computer screens when

away from desk, and secure file storage and destruction including locking drawers and cabinets, not leaving documents on desk whilst unattended);

- ) not to remove personal data, or devices containing or that can be used to access personal data, from the council's premises without prior authorisation and without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and
- ) not to store personal data on local drives or on personal devices that are used for work purposes.
- ) to never transfer personal data outside the European Economic Area except in compliance with the law and with express authorisation from the Clerk or Chair of the Council
- ) to ask for help from the council's data protection lead if unsure about data protection or if you notice a potential breach or any areas of data protection or security that can be improved upon.

Failing to observe these requirements may amount to a disciplinary offence, which will be dealt with under the council's disciplinary procedure. Significant or deliberate breaches of this policy, such as accessing personal data without authorisation or a legitimate reason to do so or concealing or destroying personal data as part of a subject access request, may constitute gross misconduct and could lead to dismissal without notice.

### **Training**

The council provides training to all individuals about their data protection responsibilities.

If your roles require you to have regular access to personal data, or you are responsible for implementing this policy or responding to subject access requests under this policy, you will receive additional training to help you understand your duties and how to comply with them.

This is a non-contractual policy and procedure which will be reviewed from time to time.

# LONGFORD PARISH COUNCIL

## Subject Access Request Policy

### Adopted by the Council xxxx

#### Subject Access Policy and template response letters.

Inform data subjects of their right to access data and provide an easily accessible mechanism through which such a request can be submitted.

- ) Data Subjects can request information by contacting the Parish Clerk on email [clerk@longford-pc.gov.uk](mailto:clerk@longford-pc.gov.uk)

#### Subject Access Requests Policy (SAR)

1. **MUST:** On receipt of a subject access request, you must **forward** it immediately to the Longford Parish Clerk.
2. **MUST:** We must correctly **identify** whether a request has been made under the Data Protection legislation.
3. **MUST:** A member of staff, and as appropriate, councillor, who receives a request to locate and supply personal data relating to a SAR must make a full exhaustive **search** of the records to which they have access.
4. **MUST:** All the personal data that has been requested must be **provided** unless an exemption can be applied.
5. **MUST:** We must **respond** within one calendar month after accepting the request as valid.
6. **MUST:** Subject Access Requests must be undertaken **free of charge** to the requestor unless the legislation permits reasonable fees to be charged.
7. **MUST:** Councillors and managers must ensure that the staff they manage are **aware** of and follow this guidance.
8. **MUST:** Where a requestor is not satisfied with a response to a SAR, the council must manage this as a **complaint**.

#### How must I do it?

1. Notify the Parish Clerk upon receipt of a request.
2. Longford Parish Council must ensure a request has been received in writing where a data subject is asking for sufficiently well-defined personal data held by the council relating to the data subject. The Council should clarify with the requestor what personal data they need. They must supply their address and valid evidence to prove their identity. The council accepts the following forms of identification (\* These documents must be dated in the past 12 months, +These documents must be dated in the past 3 months):
  - Current UK/EEA Passport
  - UK Photocard Driving Licence (Full or Provisional)

- Firearms Licence / Shotgun Certificate
  - EEA National Identity Card
  - Full UK Paper Driving Licence
  - State Benefits Entitlement Document\*
  - State Pension Entitlement Document\*
  - HMRC Tax Credit Document\*
  - Local Authority Benefit Document\*
  - State/Local Authority Educational Grant Document\*
  - HMRC Tax Notification Document
  - Disabled Driver's Pass
  - Financial Statement issued by bank, building society or credit card company+
  - Judiciary Document such as a Notice of Hearing, Summons or Court Order
  - Utility bill for supply of gas, electric, water or telephone landline+
  - Most recent Mortgage Statement
  - Most recent council Tax Bill/Demand or Statement
  - Tenancy Agreement
  - Building Society Passbook which shows a transaction in the last 3 months and your address.
3. Depending on the degree to which personal data is organised and structured, you will need to search emails (including archived emails and those that have been deleted but are still recoverable), Word documents, spreadsheets, databases, systems, removable media (for example, memory sticks, floppy disks, CDs), tape recordings, paper records in relevant filing systems etc. which your area is responsible for or owns.
  4. You must not withhold personal data because you believe it will be misunderstood; instead, you should provide an explanation with the personal data. You must provide the personal data in an "intelligible form", which includes giving an explanation of any codes, acronyms and complex terms. The personal data must be supplied in a permanent form except where the person agrees or where it is impossible or would involve undue effort. You may be able to agree with the requester that they will view the personal data on screen or inspect files on our premises. You must redact any exempt personal data from the released documents and explain why that personal data is being withheld.
  5. Make this clear on forms and on the council website
  6. A database is maintained allowing the council to report on the volume of requests and compliance against the statutory timescale.
  7. When responding to a complaint, we must advise the requestor that they may complain to the Information Commissioners Office ("ICO") if they remain unhappy with the outcome.

## **SAMPLE LETTERS**

### **1. All letters must include the following information:**

- a) the purposes of the processing;
- b) the categories of personal data concerned;

- c) the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules<sup>1</sup> or EU model clauses<sup>2</sup>;
- d) where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
- e) the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- f) the right to lodge a complaint with the Information Commissioners Office (“ICO”);
- g) if the data has not been collected from the data subject: the source of such data;
- h) the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

## 2. Replying to a subject access request providing the requested personal data

“[Name] [Address]

[Date]

Dear [Name of data subject]

### **Data Protection subject access request**

Thank you for your letter of *[date]* making a data subject access request for *[subject]*. We are pleased to enclose the personal data you requested.

Include 1(a) to (h) above.

Copyright in the personal data you have been given belongs to the council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely”

## 3. Release of part of the personal data, when the remainder is covered by an exemption

“[Name] [Address]

[Date]

Dear [Name of data subject]

### **Data Protection subject access request**

---

<sup>1</sup> “Binding Corporate Rules” is a global data protection policy covering the international transfer of personal data out of the European Union. It requires approval of a data protection regulator in the European Union. In most cases this will be the relevant regulator where an organisation's headquarters is located. In the UK, the relevant regulator is the Information Commissioner's Office.

<sup>2</sup> “EU model clauses” are clauses approved by the European Union which govern the international transfer of personal data. The clauses can be between two data controllers or a data controller and a data processor.

Thank you for your letter of *[date]* making a data subject access request for *[subject]*. To answer your request we asked the following areas to search their records for personal data relating to you:

[List the areas]

I am pleased to enclose *[some/most]* of the personal data you requested. *[If any personal data has been removed]* We have removed any obvious duplicate personal data that we noticed as we processed your request, as well as any personal data that is not about you. You will notice that *[if there are gaps in the document]* parts of the document(s) have been blacked out. *[OR if there are fewer documents enclose]* I have not enclosed all of the personal data you requested. This is because *[explain why it is exempt]*.

Include 1(a) to (h) above.

Copyright in the personal data you have been given belongs to the council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published, or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely”

#### **4. Replying to a subject access request explaining why you cannot provide any of the requested personal data**

“[Name] [Address]

[Date]Dear [Name of data subject]

##### **Data Protection subject access request**

Thank you for your letter of *[date]* making a data subject access request for *[subject]*.

I regret that we cannot provide the personal data you requested. This is because *[explanation where appropriate]*.

[Examples include where one of the exemptions under the data protection legislation applies. For example, the personal data might include personal data is ‘legally privileged’ because it is contained within legal advice provided to the council or relevant to on-going or preparation for litigation. Other exemptions include where the personal data identifies another living individual or relates to negotiations with the data subject. Your data protection officer will be able to advise if a relevant exemption applies and if the council is going to rely on the exemption to withhold or redact the data disclosed to the individual, then in this section of the letter the council should set out the reason why some of the data has been excluded.]

Yours sincerely”

~ POLICY ENDS ~

**LONGFORD PARISH COUNCIL**  
**Data Security Breach Policy & Reporting Form**  
**Adopted by the Council xxxx**

A data security breach can happen for a number of reasons: Loss or theft of data or equipment on which data is Stored, Inappropriate access controls allowing unauthorised use, Equipment failure, Human error, Unforeseen circumstances such as a fire or flood, Hacking attack, 'Blagging' offences where information is obtained by deceiving the organisation who holds it. Use this form to report such breaches.

Example: Reportable Theft or loss of an unencrypted laptop computer or other unencrypted portable electronic/digital media holding names, addresses, dates of birth and National Insurance Numbers of individuals. A manual paper-based filing system (or unencrypted digital media) holding the personal data relating to named individuals and their financial records etc. More information can be found using the below link:

<https://ico.org.uk/for-organisations/report-a-breach/personal-data-breach/personal-data-breaches-a-guide/>

**Breach Containment and Recovery**

**Article 2(2) of the Notification Regulation states:**

The provider shall notify the personal data breach to the competent national authority no later than 24 hours after the detection of the personal data breach, where feasible. The provider shall include in its notification to the competent national authority the information set out in Annex I. The Privacy and Electronic Communications (EC Directive) Regulations 2003 (PECR) provide rules about sending marketing and advertising by electronic means, such as by telephone, fax, email, text and picture or video message, or by using an automated calling system. PECR also include other rules relating to cookies, telephone directories, traffic data, location data and security breaches. Detection of a personal data breach shall be deemed to have taken place when the provider has acquired sufficient awareness that a security incident has occurred that led to personal data being compromised, in order to make a meaningful notification as required under this Regulation.

## DATA BREACH NOTIFICATION FORM

<b>Date and time of Notification of Breach</b>	
<b>Notification of Breach to whom</b>  <b>Name</b>  <b>Contact Details</b>	
<b>Details of Breach</b>	
<b>Nature and content of Data Involved</b>	
<b>Number of individuals affected:</b>	
<b>Name of person investigating breach</b>  <b>Name</b> <b>Job Title</b> <b>Contact details</b> <b>Email</b> <b>Phone number</b> <b>Address</b>	
<b>Information Commissioner informed</b>  <b>Time and method of contact</b>  <a href="https://report.ico.org.uk/security-breach/">https://report.ico.org.uk/security-breach/</a>	
<b>Police Informed if relevant</b>  <b>Time and method of contact</b>  <b>Name of person contacted</b>  <b>Contact details</b>	

<p><b>Individuals contacted</b></p> <p><b>How many individuals contacted?</b></p> <p><b>Method of contact used to contact?</b></p> <p><b>Does the breach affect individuals in other EU member states?</b></p> <p><b>What are the potential consequences and adverse effects on those individuals?</b></p> <p><b>Confirm that details of the nature of the risk to the individuals affected: any measures they can take to safeguard against it; and the likely cost to them of taking those measures is relayed to the individuals involved.</b></p>	
<p><b>Staff briefed</b></p>	
<p><b>Assessment of ongoing risk</b></p>	
<p><b>Containment Actions: technical and organisational security measures have you applied (or were to be applied) to the affected personal data</b></p>	
<p><b>Recovery Plan</b></p>	

<b>Evaluation and response</b>	

# Longford Parish Council

## Expenditure transactions - approval list

Start of year 01/04/23

No	Payment Reference	Gross	Vat	Net Invoice date	Details	Cheque Total
1203		£486.00	£81.00	£405.00 20/09/23	Complete Weed Control (North Wessex) - To supply and apply chemical weed control to the gutters and kerbs of residential roads in Longford	
1207		£50.00	£0.00	£50.00 05/09/23	Glos Playing Field Association - Annual membership	
1194		£176.40	£29.40	£147.00 05/09/23	Redhand - CCTV Signage	
1210	BACS2310 03JS	£12.00	£2.00	£10.00 30/09/23	GiffGaff - Monthly PAYG top-up June-July 2023	£12.00
1208	BACS2310 03JS	£137.85	£0.00	£137.85 30/09/23	Julie Shirley - Clerk expenses June - Sept 2023	£137.85
1166	BACS2310 03JS	£48.95	£8.16	£40.79 19/06/23	The Sign Maker - Queen Elizabeth II memorial plaque - paid by J.Shirley	£48.95
1209	BACS2310 03JS	£19.89	£3.31	£16.58 11/07/23	Gloucester Locksmiths Ltd - KeySafe Confidential	£19.89
		£631.85	£0.00	£631.85		
<b>Total</b>		£1,562.94	£123.87	£1,439.07		

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Meeting date: 3<sup>rd</sup> October 2023

Agenda number: 7c and 7d

Topic: Litter Bins and War Memorial options

### Litter bin options:



Broxap £344+ fittings (need to choose) +VAT + delivery. Standard Derby 120 litre. Steel construction.



Glasdon £708.37 + fittings (need to choose) + VAT + delivery  
Metal Chieftain

### War Memorial update:

One stonemason has quoted £2900 for something similar to the picture – inscribed “Longford Remembers”. Four-month lead time from order to installation.



**Our Contact:** Chloe Buckingham  
**Direct Dial:** 01684 272117  
**Email:** Chloe.buckingham@tewkesbury.gov.uk

14.09.2023



Longford Parish Council  
Julie Shirley  
Clerk To Longford Parish Council  
PO Box 2281  
Gloucester  
Gloucestershire

Dear Sir/Madam

**APPLICATION NO:** 23/00803/FUL  
**DESCRIPTION:** Proposed Change of use of existing detached commercial building to residential rental accommodation for Airbnb  
**LOCATION:** 97 Tewkesbury Road, Longford, Gloucester  
**GRID REF:** 383789 220726

The following link gives details of the above proposal and we would be pleased to receive the response your organisation would like this authority to consider when dealing with the application within the next 21 days.

Since the Local Planning Authority has by law only a limited period in which to determine this application, it is essential that your representations are received as soon as possible.

Please find the application via the following link:-

<http://publicaccess.tewkesbury.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S0G6R0QDK2S00>

Please allow 2 – 3 working days for the documents to appear on our website, once available click on the documents tab to view the application form and associated drawings/reports.

Representations can now be made via our website [www.tewkesbury.gov.uk](http://www.tewkesbury.gov.uk) or submitted by email to [developmentapplications@tewkesbury.gov.uk](mailto:developmentapplications@tewkesbury.gov.uk). Alternatively you can write to the Planning Department quoting the above application number.

If however, a reply has not been received within 21 days of the above date it will be assumed that you have no representations to make on the application.

Yours faithfully

For Associate Director - Planning  
Tewkesbury Borough Council

**Site is affected by:**

Gloucester Road Tewkesbury Gloucestershire GL20 5TT Tel: 01684 295010 [www.tewkesbury.gov.uk](http://www.tewkesbury.gov.uk)

Airfield Staverton 150 Feet (45.7 Metres)

Classified Highway Classified Highway

Flood Zone 2 Flood Zone 2

Flood Zone 3 Flood Zone 3

Longford Parish Longford Parish

Newspaper Area The Citizen

Newts Newts Amber

Parish Council : Longford

Road classification : A38

road classification