

# EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 18 July 2019, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

## A G E N D A

Page Ref

1. Apologies

2. Declarations of Interest and Dispensation Considerations

Members are reminded of their responsibility to declare any interest in respect of any matters contained or brought up at any point in this meeting, in accordance with the current Code of Conduct. Council will consider dispensation requests.

3. Minutes of Council Meetings

Council Minutes of the last meeting, approve their signing as a correct record

Item 3

4. Public Participation

Matters brought to the Parish Council by residents. The Chair may limit a member of the public to 3 minutes of speaking in order to ensure the smooth running of the meeting. Overall the public this section will typically be limited to 20 minutes although the Chair may, at their discretion, extend this.

5. Statutory Business

Planning - Consider planning report from Lead Member for Planning, approve responses and ratify responses made between meetings or to meet deadlines

Item 5

6. Financial Items

6.1 Approve Expenditures for this month, and any submitted after the agenda

Item 6.1

6.2 Receive financial reports (Items: a Income, b Reconciliation, c Budgets)

Item 6.2

6.3 Banking arrangements and changes to consider

Item 6.3

7. Committee, Working Group and External Meetings Reports

Committee verbal updates. *Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.*

Leisure Committee meeting updates from meeting on 25 June 2019

All Purposes Committee meeting updates from meeting on 4 July 2019

Allotment Committee meeting updates from meeting on 11 July 2019

8. Leisure Committee proposal: Milestone Meadow Play Area

Proposal from the Leisure Committee to Full Council for consideration regarding a future adoption of this play area by the parish council

Item 8

9. Data Protection/GDPR

To consider adopting the template forms of a) Employee consent to hold information, b) Information & Data Protection Policy and c) Contact Privacy Notice

Item 9

10. Matters for information

Receive or update on the 'Fault Reports Log'

Item 10

*Notify the Chair prior to the meeting starts of any item to be brought up under this section. Only items of information, referral to another authority, or matters offered for consideration at a future meeting can be raised. No legal decisions can be taken.*

Full Council meetings 2019: 18 July, 19 September, 17 October, 21 November, 19 December.

Newsletter deadlines: 1 August 2019 for September issue; 8 November 2019 for December issue, early February 2020 for March issue; 2 May 2019 for June issue.

D. Platt

CLERK

Published: 12/06/19

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
Ref. No: 19/00572/CLPUD   Received: Mon 17 Jun 2019   Validated: Mon 17 Jun 2019	Application for a certificate of lawfulness for a proposed single storey rear extension (following demolition of existing conservatory) 9 Muirfield Close Euxton Chorley PR7 6FX	Extension replacing conservatory
Ref. No: 19/00569/FUL   Received: Mon 17 Jun 2019   Validated: Thu 20 Jun 2019	Change of use to caravan repairs (retrospective) Woodcock Farm Runshaw Lane Euxton Chorley PR7 6HB	
Ref. No: 19/00559/FUL   Received: Wed 12 Jun 2019   Validated: Thu 20 Jun 2019	Erection of storage building and retention of car parking area and pedestrian safety barriers. Five Acres Plant Centre Five Acres Dawbers Lane Euxton Chorley PR7 6EE	Horticultural building as plant store
Ref. No: 19/00554/FUL   Received: Tue 11 Jun 2019   Validated: Tue 11 Jun 2019	Section 73 application to vary conditions 3 (approved plans) and 5 (delivery times) and remove condition 6 (personal permission) attached to planning permission 16/00655/FUL (Redevelopment of site including the demolition of shop units, a barn, and removal of temporary office buildings and erection of shop building, office building and barn with associated car parking and access) Five Acres Plant Centre Five Acres Dawbers Lane Euxton Chorley PR7 6EE	Change of times site will operate: 07:30 to 19:00 weekdays, 08:00 to 16:00 Saturdays and 08:00 to 16:00 Sundays Remove condition 6 about the possible re-use of a building into another planning group.
Ref. No: 19/00540/PDE   Received: Thu 06 Jun 2019   Validated: Thu 06 Jun 2019	Notification of a proposed single storey rear extension measuring 5.5m in depth, with eaves height of 2.25m, and a maximum height of 3.5m 36 The Croft Euxton Chorley PR7 6LH	
Ref. No: 19/00378/FULHH   Received: Tue 23 Apr 2019   Validated: Tue 18 Jun 2019	Single storey rear extension 1 Limes Avenue Euxton Chorley PR7 6BJ	
Ref. No: 19/00621/FULHH   Received: Fri 28 Jun 2019   Validated: Fri 28 Jun 2019	Single storey ground floor rear extension and the construction of a detached single garage Rose Lea Runshaw Lane Euxton Chorley PR7 6HD	Change of conservatory to permanent structure. Internal alteration but bedrooms remain at 6 in number.
Ref. No: 19/00607/FULHH   Received: Wed 26 Jun 2019   Validated: Wed 26 Jun 2019	Conversion of garage to living accommodation 15 Plantation Close Buckshaw Village Chorley PR7 7GG	The conversion will still leave two car parking spaces on the drive
Ref. No: 19/00592/FULHH   Received: Sat 22 Jun 2019   Validated: Thu 27 Jun 2019	First floor rear dormer, single storey rear extension, and external alterations 8 Princess Way Euxton Chorley PR7 6PJ	

Ref. No: 19/00595/TPO   Received: Mon 24 Jun 2019   Validated: Fri 05 Jul 2019	Application for works to a protected tree - Chorley BC TPO 14 (Euxton) 1991. Oak tree situated front right of 3 Crofters Green overhanging adjacent 4 Crofters Green. Crown lift canopy to 3.5m. Reduce canopy laterally by 15% maintaining a balanced crown, remove deadwood and crown clean. 3 Crofters Green Euxton Chorley PR7 6LQ	
Ref. No: 19/00589/FULHH   Received: Fri 21 Jun 2019   Validated: Thu 27 Jun 2019	Conversion of garage to living accommodation 15 Darwen Fold Close Buckshaw Village Chorley PR7 7DT	The conversion will still leave two car parking spaces on the drive
Ref. No: 19/00584/FUL   Received: Thu 20 Jun 2019   Validated: Fri 28 Jun 2019	(Retrospective) Demolition of pigsty, machine store and shippon. Erection of stable block and store Woodcock Farm Runshaw Lane Euxton Chorley PR7 6HB	Stable for 2 horses on site of shippon and pig sty.
Ref. No: 19/00651/TPO   Received: Mon 08 Jul 2019   Validated: Mon 08 Jul 2019	Application for works to protected trees - Chorley BC TPO 1 (Euxton) 1996 - Oaks T1 & T2 - 1m crown reduction and 10% crown thin. Oak T3 - 2m crown reduction to south side and top to retain balance. Crown lift to 3m over neighbours garden. 10% crown thin. 32 Cherryfields Euxton Chorley PR7 6JS	Work to be carried out by tree surgeon Work in conjunction with 25 Gleneagles Drive
Ref. No: 19/00652/TPO   Received: Mon 08 Jul 2019   Validated: Thu 11 Jul 2019	Application for work to protected trees - Chorley BC TPO 5 (Euxton) 2013 - T1 Field Maple and T2 Common Ash. Crown raise the lower canopies to 2.5m and prune back the remaining overhanging canopies by a maximum of 1m to appropriate growth points 28 Chancery Fields Euxton Chorley PR7 1DG	Work to be carried out by tree surgeon
Ref. No: 19/00650/TPO   Received: Mon 08 Jul 2019   Validated: Mon 08 Jul 2019	Application for works to a protected tree - Chorley BC TPO 1 (Euxton) 1996 - Oak T1 - 2m crown reduction all round, crown lift to 3.5m on car park side of tree. 10% crown thin. 25 Gleneagles Drive Euxton Chorley PR7 6FZ	Work to be carried out by tree surgeon Work in conjunction with 32 Cherryfields
Ref. No: 19/00646/FULHH   Received: Sat 06 Jul 2019   Validated: Sat 06 Jul 2019	two storey extension to side and single storey extension to rear of detached dwelling Knowe House Euxton Lane Euxton Chorley PR7 6DR	If 3 mature trees are removed from this site then an undertaking should be given to plant 3 native-type trees in the boundary of Knowle House.
Ref. No: 19/00624/REM   Received: Fri 28 Jun 2019   Validated: Thu 11 Jul 2019	Reserved matters application for the erection of a single detached dwelling (Phase 5) (pursuant to outline planning permission 15/00162/OUTMAJ) Euxton Mill Dawbers Lane Euxton Chorley PR7 6EB	3 storey house with 3 bedrooms and 2 <sup>nd</sup> floor 'Nanny suite'.

Date: 17/07/2019 Euxton Parish Council  
 Time: 10:25 Cashbook 1  
 Current Bank A/c  
 Payments made between 21/06/2019 and 31/07/2019

Nominal Ledger Analysis							
Date	Payee Name	Reference	£ Total Amnt	£ VAT	A/c	Centre	£ Amount Transaction Details
21/06/2019	Amazon	102	29.99	5	4570	200	24.99 Measuring wheel
21/06/2019	The National Allotment Society	85	67	11	4520	200	56 Membership annual
26/06/2019	Asda	90	31.35	5.22	4570	200	26.13 Cleaning products
27/06/2019	Lostock Skip Hire	91	90	15	4570	200	75 Skip
28/06/2019	Sharrocks	92	1344	224	4570	200	1120 Strimmers Cutters
01/07/2019	Easy Websites	86	80.4	13.4	4080	120	67 Websites and emails
01/07/2019	British Telecom	88	114.84	19.14	4080	120	95.7 Telephony
04/07/2019	Screwfix	96	24.98	4.16	4570	200	20.82 Screwfix
05/07/2019	Protec Direct	98	47.88	7.98	4570	200	39.9 Consumables
05/07/2019	Sign Trad Supplies	99	169.86	28.31	4540	200	141.55 Posts
09/07/2019	Office Furniture	101	123.6	20.6	4570	200	103 Table
10/07/2019	Peoples Pension	87	177.28		4000	100	177.28 Pensions
18/07/2019	Lancashire County Council	100	232.62	38.77	4550	200	193.85 Signs/posts Balshaw Villa
18/07/2019	HMRC	113	583.83		4000	100	583.83 Tax&NI July 2019
18/07/2019	LM Plumbing Services	89	200		4570	200	200 Plumbing
18/07/2019	Marmax Recycled Products	93	1131.84	188.64	4530	200	943.2 Seats MGreen
18/07/2019	Marmax Recycled Products	94	1171.8	195.3	4570	200	976.5 Seats Primrose
18/07/2019	SM Sheet Metal Ltd	95	2460	410	4570	200	2050 Metal grill pavilion
18/07/2019	Everglades Nursery	97	117.12	19.52	4570	200	97.6 Trees plants
20/07/2019	Various	103	120		4520	200	120 P Walmsley farmer grass
20/07/2019	C&W Berry Ltd	104	201.82	33.64	4570	200	168.18 Hardware
20/07/2019	Amazon	105	15.48	2.58	4080	120	12.9 Stationery
20/07/2019	JRB Enterprise Ltd	106	685.32	114.22	4540	200	571.1 Dog dispensers
20/07/2019	Various	107	1583.76		4080	120	18 Remuneration July 19 E1
					4070	120	29.25 Remuneration July 19 E1
					4000	100	1536.51 Remuneration July 19 E1
20/07/2019	Various	108	710.12		4070	120	22.95 Remuneration July 19 E2
					4000	100	687.17 Remuneration July 19 E2
20/07/2019	Various	109	900.11		4070	120	34.65 Remuneration July 19 E3
					4000	100	865.46 Remuneration July 19 E3
20/07/2019	Various	110	849.98		4070	120	36 Remuneration July 19 E4
					4000	100	813.98 Remuneration July 19 E4
20/07/2019	Various	111	632.22		4070	120	50.85 Remuneration July 19 E5
					4000	100	581.37 Remuneration July 19 E5
20/07/2019	Various	112	588.95		4070	120	36.45 Remuneration July 19 E6
					4000	100	552.5 Remuneration July 19 E6
Total Payments:			14486.15	1356.48			13129.67

**Bank Reconciliation Statement as at 30/07/2019  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS Current Account	27/06/2019	157	509.96
RBS High Interest	28/06/2019	92	85,407.36
TSB - Current	01/10/2018	7	417.18
Coop - Current	29/05/2019	29	973.09
Barclays Current	14/06/2019		65.00
Santander	02/07/2019	72019	76,033.50
RBS Debit Card	28/06/2019	49	4,000.00
TSB - Savings	01/07/2019	15	49,313.23
Coop - Savings	29/05/2019	11	5,013.11
Barclays Savings	14/06/2019		75,190.06
Public Sector Deposit Fund	30/06/2019	14	200,733.81
			<u>497,656.30</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
20/06/2019 67 J Sharples Joinery	2,160.00
20/06/2019 68 Myerscough College	497.76
20/06/2019 78 Euxton PC Community Centre	2,700.00
20/06/2019 81 Lancashire Wildlife Trust	1,635.34
20/06/2019 82 Hotline	501.60
20/06/2019 84 Euxton PC Community Centre	253.25
21/06/2019 85 The National Allotment Society	67.00
28/06/2019 92 Sharrocks	1,344.00
01/07/2019 86 Easy Websites	80.40
01/07/2019 88 British Telecom	114.84
04/07/2019 96 Screwfix	24.98
05/07/2019 98 Protec Direct	47.88
05/07/2019 99 Sign Trad Supplies	169.86
09/07/2019 101 Office Furniture	123.60
10/07/2019 87 Peoples Pension	177.28
18/07/2019 89 LM Plumbing Services	200.00
18/07/2019 93 Marmax Recycled Products	1,131.84
18/07/2019 94 Marmax Recycled Products	1,171.80
18/07/2019 95 SM Sheet Metal Ltd	2,460.00
18/07/2019 97 Everglades Nursery	117.12
18/07/2019 100 Lancashire County Council	232.62
	<u>15,211.17</u>
	482,445.13

**Receipts not Banked/Cleared (Plus)**

0.00

0.00

482,445.13

**Balance per Cash Book is :- 482,445.13**

**Difference is :- 0.00**

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>INCOME</b>						
120 <b>Housekeeping</b>						
1090 Income Publicity	240	0	(240)			0.0%
200 <b>Amenity/Utility</b>						
1570 Income RRM	250	0	(250)			0.0%
220 <b>Other</b>						
1076 Precept	165,190	0	(165,190)			0.0%
1080 Bank Interest Received	577	0	(577)			0.0%
1100 Grants and Donations RCVD	1,709	0	(1,709)			0.0%
999 <b>VAT Data</b>						
115 DNU - VAT on Receipts	3,758	0	(3,758)			0.0%
<b>TOTAL INCOME</b>	<b>171,724</b>	<b>0</b>	<b>(171,724)</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>EXPENDITURE</b>						
100 <b>Employees</b>						
4000 Employees	23,971	95,000	71,029		71,029	25.2%
120 <b>Housekeeping</b>						
4010 Payroll Services	220	1,200	980		980	18.3%
4070 Mileage	864	2,600	1,736		1,736	33.2%
4075 Employee Training	471	2,500	2,029		2,029	18.8%
4080 General Office	936	4,500	3,564		3,564	20.8%
4090 Communications	1,642	4,000	2,358		2,358	41.1%
4100 Insurance	112	1,900	1,788		1,788	5.9%
4110 Subscriptions	0	200	200		200	0.0%
4120 Audit	289	1,250	961		961	23.1%
4130 Legal Fees/Planning Investig	0	5,000	5,000		5,000	0.0%
140 <b>Council</b>						
4211 Councillor Training	187	250	63		63	74.7%
4220 Elections and Parish Poll Fund	5,462	10,000	4,538		4,538	54.6%
160 <b>Grants/S137</b>						
4250 Grants	2,755	6,000	3,245		3,245	45.9%
4260 Christmas Celebrations	0	5,000	5,000		5,000	0.0%
180 <b>Special Events/Projects</b>						
4300 Euxton Gala	418	1,500	1,082		1,082	27.9%
4310 Road Safety	0	2,500	2,500		2,500	0.0%
4340 Community Engagement	0	250	250		250	0.0%
4380 Heritage Projects	1,800	3,000	1,200		1,200	60.0%
4390 Defibrillator Project	689	4,000	3,311		3,311	17.2%
200 <b>Amenity/Utility</b>						
4500 Utilities	(194)	1,300	1,494		1,494	(14.9%)
4510 Gardens/Planting/Competitions	3,433	10,000	6,568		6,568	34.3%
4520 Allotments (non infa-struc)	176	7,500	7,324		7,324	2.3%
4530 Millennium Green	2,306	10,000	7,694		7,694	23.1%
4540 All Purpose Committee	713	2,500	1,787		1,787	28.5%
4550 Balshaw Villa Gardens	478	0	(478)		(478)	0.0%
4560 Multi/All Weather Greenside (n	0	1,500	1,500		1,500	0.0%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4570 Amenity/Open Space RRM 300 EMR's	6,781	30,000	23,219		23,219	22.6%
9320 EMR Emergency Fund	0	37,500	37,500		37,500	0.0%
9330 EMR Land Fund	0	65,000	65,000		65,000	0.0%
9340 EMR Street Machines	0	4,009	4,009		4,009	0.0%
9350 EMR Ransnap Brook	0	279	279		279	0.0%
9370 EMR CIL	0	211,606	211,606		211,606	0.0%
<b>TOTAL EXPENDITURE</b>	<b>53,508</b>	<b>531,844</b>	<b>478,336</b>	<b>0</b>	<b>478,336</b>	<b>10.1%</b>
<b>Total Income</b>	171,724	0	(171,724)			0.0%
<b>Total Expenditure</b>	53,508	531,844	478,336	0	478,336	10.1%
<b>Net Income over Expenditure</b>	<b>118,215</b>	<b>(531,844)</b>	<b>(650,059)</b>			
plus Transfer From EMR	0					
less Transfer From EMR	0					
<b>Movement to/(from) Gen Reserve</b>	<b>118,215</b>	<b>(531,844)</b>	<b>(650,059)</b>			

6.3 Banking arrangements and changes

This was on the June agenda but, it got missed in the discussions of a new bank account.

- a) For the RBS to change signing arrangements they request that the Council supplies a 'minute' of the Council's agreement to make changes. The removal of two people, who are no longer Councillors is required so Council are asked to resolve the following:

Resolve to agree the bank signatures for the RBS account to be:  
Cllrs K Reed, E Jones, M Bamber and Clerk D Platt and the removal of two non Councillors.



8. Leisure Committee proposal: Milestone Meadow Play Area

Proposal from the Leisure Committee to Full Council for consideration regarding a future adoption of this play area by the parish council

For some years now the Parish Council has been made aware, by residents, of the dissatisfaction by users of the Milestone Meadow Play Area.

The Council has reported the play area to CBC many times to tell them of faults or pass on reports from residents. EPC drew attention to a survey for the Central Lancashire Play Space provision document (March 18) so residents can feed in to the system their dissatisfaction about Milestone.

Often EPC are suspected of running Milestone play area, because it is in the village, and it causes problems explaining that it is a CBC area and not an area that EPC are allowed to alter, mend or improve.

Recently, CBC were due to go out to consultation this Summer on what residents wanted in this area but decided not to. CBC has asked, following discussions, if EPC wished to adopt the area and this was referred to the Leisure Committee for discussion.

Leisure Committee discussed, in detail, this play area at its meeting on 25 June.

Recommendation:

The Leisure Committee recommends to Full Council to consider putting an offer to CBC to adopt the Milestone Meadow Play Area for its future safekeeping, upgrading and ongoing maintenance.

EPC proposes the offer to CBC should be that EPC will invest monies in to the play area, following consultation on what residents would like to have, that the s106 collected to date and due (£21K + £9K) be gifted to EPC (£30K in total) and EPC will invest a total of between £60-75K in to the refurbishment of Milestone Meadow.

**Euxton Parish Council**

c/o The Clerk to Euxton Parish Council

9 Ambleside Avenue

Euxton

Chorley

Lancashire

PR7 6NX

Email Address: clerk@euxtoncouncil.org.uk

Telephone numbers: 01257 234004

**General Data Protection Regulations Consent to hold  
Contact Information**

I agree that I have read and understand Euxton Parish Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Euxton Parish Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

<b>Name</b>	
<b>Date of birth (if under 18)</b>	
<b>Parental/Guardian Consent for any data processing activity (if under 18)</b>	
<b>Address</b>	
<b>Email Address</b>	
<b>Signature</b>	
<b>Date</b>	

**For office use only:**

**Guidance Notes Data Sharing Checklist – systematic data sharing**

Scenario: You want to enter into an agreement to share personal data on an ongoing basis is this form relevant and the sharing justified? Read the below:

**Key points to consider:**

What is the sharing meant to achieve?

Have you assessed the potential benefits and risks to individuals and/or society of sharing or not sharing?

- Is the sharing proportionate to the issue you are addressing?
- Could the objective be achieved without sharing personal data?

**Do you have the power to share?**

Key points to consider:

- The type of organisation you work for.
- Any relevant functions or powers of your organisation.
- The nature of the information you have been asked to share (for example was it given in confidence?).
- Any legal obligation to share information (for example a statutory requirement or a court order).

**If you decide to share**

It is good practice to have a data sharing agreement in place.

As well as considering the key points above, your data sharing agreement should cover the following issues:

- What information needs to be shared?
- The organisations that will be involved.
- What you need to tell people about the data sharing and how you will communicate that information.
- Measures to ensure adequate security is in place to protect the data.
- What arrangements need to be in place to provide individuals with access to their personal data if they request it?
- Agreed common retention periods for the data.
- Processes to ensure secure deletion takes place.

Date Data received	Date consent received and approved for data to be held	Data received as Phone, email, hard copy or other	Data approved to be shared with the below	Removal of consent received	Date data disposed of and method of disposal actioned

## Information & Data Protection Policy

### Introduction

In order to conduct its business, services and duties, Euxton Parish Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Euxton Parish Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

This Policy is linked to our Quality Policy and ICT Policy which will ensure information considerations are central to the ethos of the organisation.

**Commented [AO1]:** DO we have a Quality Policy? Does our ICT Policy cross reference the Information and Data Protection Policy?

Euxton Parish Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

Euxton Parish Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of Euxton Parish Council and its committees. Details of information which is routinely available is contained in Euxton Parish Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

**Commented [AO2]:** This is still work in progress

### Protecting Confidential or Sensitive Information

Euxton Parish Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which become law on 25<sup>th</sup> May 2018, like the the Data Protection Act 1998 before it, seeks to strike a balance between the rights of individuals and the sometimes, competing interests of those such as Euxton Parish Council with legitimate reasons for using personal information.

## Item 9b

### The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

### Data Protection Terminology

**Data subject** - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of BTC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

**Personal data** - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

**Sensitive personal data** - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

**Data controller** - means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

**Data processor** - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

**Processing information or data** - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

## Item 9b

Euxton Parish Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of Euxton Parish Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

**Euxton Parish Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:**

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and Euxton Parish Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

### **Who is responsible for protecting a person's personal data?**

Euxton Parish Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. Euxton Parish Council has delegated this responsibility day to day to the Town Clerk.

- Email: [clerk@euxtoncouncil.org.uk](mailto:clerk@euxtoncouncil.org.uk)
- Phone: 01257 234004
- Correspondence: The Clerk to Euxton Parish Council, c/o 9 Ambleside Avenue, Euxton, Chorley, Lancashire PR7 6NX
- Euxton Parish Council has also appointed a lead member for Data Protection to ensure compliance with Data Protection legislation who may be contacted c/o the same address

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### **Diversity Monitoring**

Euxton Parish Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within Euxton Parish Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

Euxton Parish Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

### **Information provided to us**

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Euxton Parish Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that Euxton Parish Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

### **Euxton Parish Councils Right to Process Information**

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)  
Processing is with consent of the data subject, or  
Processing is necessary for compliance with a legal obligation.  
Processing is necessary for the legitimate interests of Euxton Parish Council.

### **Information Security**

Euxton Parish Council takes care to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

### **Children**

We will not process any data relating to a child (under 18) without the express parental/ guardian consent of the child concerned.

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### Rights of a Data Subject

**Access to Information:** an individual has the right to request access to the information we have on them. The Data Subject can do this by contacting our Clerk or Data Protection Officer using the contact details set out in this policy.

**Information Correction:** If you believe that the information we hold about you is incorrect, you may contact us so that we can update it and keep your data accurate.

**Information Deletion:** If the data subject wishes that Euxton Parish Council delete the information about them, they can do so by contacting the Clerk but note that if the information is held for the purposes of fulfilling a contractual obligation this request may not be fulfilled.

**Right to Object:** If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Clerk or Data Protection Officer.

Euxton Parish Council does not use automated decision making or profiling of individual personal data.

**Complaints:** If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Clerk, the Data Protection Officer or the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

Euxton Parish Council will always give guidance on personnel data to employees through the **Employee handbook**.

**Commented [AO3]:** Do we have such a thing? If not consider substituting with "training"

Euxton Parish Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

### Making Information Available

**The Publication Scheme** is a means by which Euxton Parish Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of Euxton Parish Council and its role within the community.

**Commented [AO4]:** Still WIP

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which Euxton Parish Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what Euxton Parish Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. Euxton Parish Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. Euxton Parish Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in Euxton Parish Council's Standing Orders, which are available on its **Website** or at its Offices.

**Commented [AO5]:** Consider a link here on the online version of this policy

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution



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has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. Euxton Parish Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

Euxton Parish Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

### Disclosure Information

Euxton Parish Council will as necessary undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

### Data Transparency

Euxton Parish Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

**Commented [AO6]:** Has council done this in the past? If not, we should as a part of resolving to accept this policy.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin Euxton Parish Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

**Demand led:** new technologies and publication of data should support transparency and accountability

**Open:** the provision of public data will be integral to Euxton Parish Council’s engagement with residents so that it drives accountability to them.

**Timely:** data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from

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April 2017. Euxton Parish Council exceeds this turnover but will never the less ensure the following information is published on its Website for ease of access:

- All transactions above £100.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

Commented [AO7]: Do we publish all of these?

Adopted by Euxton Parish Council on dd/mm/yyyy  
Review Date: (Relevant date)

### Euxton Parish Council Contact Privacy Notice

When you contact us the information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

### The Councils Right to Process Information

Pursuant to the General Data Protection Regulations Article 6 (1)

(a) Processing is with consent of the data subject or

(b) Processing is necessary for compliance with a legal obligation or

(e) Processing 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

### Information Security

Euxton Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Euxton Parish Council at any time).

### Children

We will not process any data relating to a child (under 18) without the express parental/ guardian consent of the child concerned.

### Contact the Data Protection Officer for the following:

- **Access to Information.** You have the right to request access to the information we have on you;
- **Information Correction** If you believe that the information we have about you is incorrect, you may contact Council to update it and keep your data accurate;
- **Information Deletion** If you wish The Council to delete information about you;
- **Right to Object** If you believe that your data is not being processed for the purpose it has been collected for;
- **Rights Related to Automated Decision Making and Profiling** The Council does not use any form of automated decision making or the profiling of individual personal data;
- **Complaints** If you have a complaint regarding the way your personal data has been processed, contact the Data Protection Officer or Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113. The Council's Data Information Officer email clerk@euxtoncouncil.org.uk
- **Summary:** In accordance with the law, Euxton Parish Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. Euxton Parish Council does not use profiling, or sell or pass your data to third parties; does not use your data for purposes other than those specified; makes sure your data is stored securely; deletes all information deemed to be no longer necessary; reviews its Privacy Policies to keep them up to date in protecting your data. (You can request a copy of our policies at any time).

**Email Footer to be included on all council to non-council parties:-**

This e-mail (including any attachments) may contain confidential and/or privileged information, if you are not the intended recipient any reliance on, use, disclosure, dissemination, distribution or copying of this e-mail or attachments is strictly prohibited. It has been checked for viruses, but the contents of an attachment may still contain software viruses, which could damage your computer system. We do not accept liability for any damage you sustain as a result of a virus introduced by this E-mail or any attachment and you are advised to use up-to-date virus checking software. E-mail transmission cannot be guaranteed to be secure or error free.

This e-mail is not intended nor should it be taken to create any legal relations, contractual or otherwise. Any views or opinions expressed within this e-mail or attachment are solely those of the sender, and do not necessarily represent those of The Council unless otherwise specifically stated. If verification is required, please request a hard copy version. We are not bound by or liable for any opinion, contract or offer to contract expressed in any e-mail.

## Fault reports and progress

Date	Auth'ty	STATUS	Location	Problem	Initial Actions	Further Actions/Follow up/chase	Made Report or Copied to
02/10/2018	BT Bus		Red Telephone box in need of clean and paint	Corner of Balshaw Lane and Talbot Drive	LC2FHY92 BT	Engineer visited 4/10	
19/12/2018	CBC		Bus stop very rusty and falling apart a bit, paint peeled off	Southport Road, south side, nearest to Yarrow Valley	CAS-581119-ZBM5X5	Job programmed for no later than 24/1/19. Discussed whether it was repairable and will be assessing. Taking an unused shelter from elsewhere to replace. Chased and programmed for 19/7/19	
07/03/2019	LCC		Washington Lane	Hedges to thick and taking pavement space	W386626, W386623	Some have been done, odd one not done yet	
28/03/2019	LCC		Pear Tree Lane	Blocked grid			
05/04/2019	LCC		Runshaw Hall Lane	Potholes in roads and pavements	W394972		
01/04/2019	LCC		Runshaw Hall Lane	as above and pavements reduced	W394970 W393153		
13/05/2019	CBC		Land at Yarrow Valley car park - trees	Broken branch has broken fence	CAS-000889289	Chased 17/07/19	
13/05/2019	Adshel		Bus shelter leaking from light above	Wigan Road, near to Bay Horse pub		Adshel visited but not sure if fixed	
13/05/2019	CBC		Fence around Yarrow Valley Car Park	Southport Road, PR7 6DD	CAS-000889289		
29/05/2019	CBC		Greenside and St Mary's Gate	Weeds on road/pavements	CAS-000892610	Sprayed	
30/05/2019	CBC		Ransnap pathway through Glencroft to Runshaw Lane	High weeds need strimming	CAS-000892766	Lengthsman did some	
03/06/2019	LCC		Wigan Road, near Packsaddle bridge	Hedges reducing pavement width	W404657	Resident had done	
10/06/2019	LCC		Wigan Road, near tile centres	Water running over A49 flooding St Marys Gate houses	W406155	Jetted, cleared and grid in road repaired	
14/06/2019	CBC	28/06/19	Cotswold whole estate/Highways all	Weeds in pavements	CAS-000897080	Sprayed	
04/07/2019	CBC	05/07/19	Roundabout chevron sign, Westway/Euxton Lane	Graffiti offensive	CAS-000928688		
04/07/2019	CBC	05/07/19	Skatepark, Southport Road	Graffiti offensive	CAS-000928686		
10/07/2019	CBC		Banking under speed camera opposite CE Church wall	Strimming of banking required	CAS-000942340		