

EUXTON PARISH COUNCIL



Meeting arrangements: Full Council Meeting

Thursday, 18 January 2024, 7.15 pm start

Annexe, Euxton PC Community Centre, Wigan Road, Euxton

A G E N D A

Doc. 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
Approve the signing as a correct record, Full Council of 16 November 2023
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 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
6. Financial Items
 - 6.1 Approve Expenditures for this month, and any submitted after the agenda Item 6.1
 - 6.2 Receive financial reports Item 6.2
 - 6.3 Consider the Precept budget paper circulated and agree the precept Item 6.3
7. Consultation by Chorley Council: proposals to make changes to the Council Tax Local Discounts & Premiums Policy (circulated to Cllrs 11/12/23) Item 7
8. Policy Review: Information & Data Protection Policy Item 8
9. Matters for information
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.

D. Platt
CLERK

Published: 12/01/24

Full Council meetings 2024 – 15 February, 21 March, 18 April, 16 May, 20 June, 18 July, 19 September, 17 October, 21 November

Newsletter deadlines: 07/02/24 for March issue; 08/05/24 for June issue; 07/09/24 for September issue; 09/11/24 for December issue;

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
Ref. No: 24/00023/FULHH Received: Wed 10 Jan 2024 Validated: Wed 10 Jan 2024	Single storey rear extension 19 Shawbrook Close Euxton Chorley PR7 6JY	No observations
Ref. No: 24/00015/DIS Received: Mon 08 Jan 2024 Validated: Mon 08 Jan 2024	Application to discharge condition 11 (hedgehog highways) of planning permission 21/00635/REMMAJ (Reserved matters application (appearance, landscaping, layout, and scale) for the erection of 131no. dwellings and associated infrastructure pursuant to outline planning permission ref: 19/00654/OUTMAJ / appeal ref: APP/D2320/W/20/3247136) Land Between Pear Tree Lane And School Lane Pear Tree Lane Euxton	No observations
Ref. No: 23/01112/CLPUD Received: Thu 21 Dec 2023 Validated: Thu 21 Dec 2023	Application for a certificate of lawfulness for a proposed single storey rear extension 1 Carnoustie Drive Euxton Chorley PR7 6FR	Std. B1 & B2c

Date, Valid, Ref	Description/Location (click to be directed to www)	Comment/Recommendation
Ref. No: 23/00991/CLPUD Received: Thu 16 Nov 2023 Validated: Thu 16 Nov 2023	Application for a certificate of lawfulness for a proposed single storey rear extension and conversion of part of integral garage to habitable accommodation. 23 Cherryfields Euxton Chorley PR7 6JS	Std B2b.
Ref. No: 23/00992/FULHH Received: Thu 16 Nov 2023 Validated: Thu 16 Nov 2023	Single storey front and side extension and replacement uPVC windows 10B Runshaw Lane Euxton Chorley PR7 6AU	The loss of garage space and addition of workshop/storage area may lead to a deficiency of car parking space. If the workshop is used for commercial purposes additional parking should be provided.
Ref. No: 23/00979/FULHH Received: Tue 14 Nov 2023 Validated: Tue 14 Nov 2023	Two storey side extension 219 Wigan Road Euxton Chorley PR7 6JG	Increase in provision of bedrooms but off-road parking is suitable
Ref. No: 23/00951/CLPUD Received: Mon 06 Nov 2023 Validated: Mon 27 Nov 2023	Application for a certificate of lawfulness for the proposed installation of an air-source heat pump 9 Firbank Euxton Chorley PR7 6HP	1378 x 870 x 460mm box with fan. No observations
Ref. No: 23/00937/CLPUD Received: Thu 02 Nov 2023 Validated: Tue 28 Nov 2023	Application for a certificate of lawfulness for the proposed siting of a mobile home to provide ancillary accommodation 10 Empress Way Euxton Chorley PR7 6QB	I must declare a conflict of interest. The premises is diagonally opposite my dwelling-house, and I know the applicant. Can another member examine the application.
Ref. No: 23/01061/ADV Received: Tue 05 Dec 2023 Validated: Tue 05 Dec 2023	Application for advertisement consent for the display of 1no. internally illuminated projecting sign, 2no. vinyl signs on delivery entrance door, 1no. internally illuminated digital LCD screen behind window and 1no. internally illuminated wall mounted sign box KFC Unit 1 Munro Court Buckshaw Village Chorley PR7 7NH	EPC is mindful of the guidance from the Government regarding the siting of 'fast-food' premises close to schools. Because of the proximity to a primary school and the additional advertising proposed in this application facing the school the application should be considered carefully.
Ref. No: 23/01087/FULHH Received: Mon 11 Dec 2023 Validated: Mon 11 Dec 2023	Single storey side extension to existing detached garage 3 Badgers Walk Euxton Chorley PR7 6FH	An undertaking should be sought to prevent future use as living accommodation.

<p>Ref. No: 23/01085/DIS Received: Mon 11 Dec 2023 Validated: Mon 11 Dec 2023</p>	<p>Application to discharge conditions 8 (construction environmental management plan), 10 (landscaping), 12 (surface water sustainable drainage strategy), 13 (Construction Surface Water Management Plan) and 18 (Traffic Management Plan) attached to planning permission 22/01230/FULMAJ (Construction of 3G synthetic grass pitch in place of existing grass pitch with fencing, erection of extension to pavilion and highway junction improvements). Euxton Villa Football Club Jim Fowler Memorial Playing Fields Runshaw Hall Lane Euxton Chorley PR7 6HQ</p>	<p>No observations</p>
<p>Ref. No: 23/01080/FUL Received: Fri 08 Dec 2023 Validated: Fri 08 Dec 2023</p>	<p>Section 73 application to vary condition no. 3 attached to planning application ref: 23/00689/FUL (Construction of a single detached dwelling, together with detached garage and all associated works, following the demolition of existing buildings): To amend the design of the approved garage and dwelling. Land To the Rear Of 33 Washington Lane Euxton</p>	<p>There is some confusion with the garage. It also appears to have an incompatible use as habitable accommodation.</p>

List of Payments made between 17/11/2023 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/11/2023	EE Mobile & Broadband	224	94.04		Mobiles
17/11/2023	TESCO	225	10.00	Remembrance	TESCO
17/11/2023	Post Office Limited	226	75.00		Stamps
17/11/2023	Post Office Limited	227	112.50		Stamps
20/11/2023	Water Plus	202A	-0.09		Water
28/11/2023	Wickes	228	11.80		Repair mortar
29/11/2023	Amazon	229	20.47		Office
29/11/2023	Water Plus	230	27.19		Water - allotment
01/12/2023	Easy Websites	238	98.40		Website & Emails
01/12/2023	Livedrive Internet Ltd	239	25.00		Cloud
01/12/2023	Amazon	240	12.99		Office supplies
01/12/2023	Chorley Business & Technology	266	444.00		Office
04/12/2023	EE Mobile & Broadband	241	93.34		Mobiles
04/12/2023	The Print Quarter	242	105.00		Carol sheets
07/12/2023	Southern Electric	267	59.77		Electric
08/12/2023	Pole Green Nurseries	243	115.97		Plants
11/12/2023	Amazon	244	35.98		office/Christmas
11/12/2023	Peoples Pension	268	328.71		Pension
14/12/2023	Pole Green Nurseries	245	141.70		Plants
15/12/2023	Amazon	246	20.98		Christmas
18/12/2023	B&D Print Svs Ltd	231	1,592.00		Newsletter Dec23 Print
18/12/2023	Parish Online	232	336.00		Mapping software
18/12/2023	Euxton PC Community Centre	233	35.00		Rooms
18/12/2023	Eco Green Living Ltd	234	8,215.58		Dog bags Degrad/Printed
18/12/2023	G Burley & Sons Ltd	235	1,339.20		Christmas trees
18/12/2023	Various	236	6,880.43		December 24 Salaries
18/12/2023	HMRC	237	1,479.66		Tax & NI Dec 23
18/12/2023	TESCO	247	139.04		Christmas supplies
18/12/2023	Society of Local Council Clerk	248	229.00		Fees DP
18/12/2023	Leaflet Delivery UK	252	360.00		Decem newsletter
20/12/2023	Water Plus	269	51.13		Water
21/12/2023	RBS Bank	249	2.45		Charges
22/12/2023	Water Plus	270	32.93		Water at Allotment
27/12/2023	TESCO	250	-39.36		Christmas returns
28/12/2023	Plusnet	271	7.49		Mobile
28/12/2023	Southern Electric	272	300.18		Electric Greenside
31/12/2023	Unity Trust Bank	273	18.00		Bank charge
01/01/2024	Easy Websites	251	99.00		Website and emails
01/01/2024	Chorley Business & Technology	253	444.00		Office
01/01/2024	Plusnet	254	7.49		Mobile
18/01/2024	Ch & SR Shopmobility	255	1,000.00		Grant
18/01/2024	Coppull & Standish Brass Band	256	150.00		Christmas
18/01/2024	John Hy Mayor	257	516.00		Christmas tree
18/01/2024	Royal British Legion	258	150.00		Grant/wreaths
18/01/2024	Glenroyde Garden Nurseries	259	75.00		Plants
18/01/2024	JRB Enterprise Ltd	260	1,056.00		Dog bags
18/01/2024	Asda	261	20.14		Fuel

List of Payments made between 17/11/2023 and 31/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/01/2024	The Sign Shed	262	91.26		Signs
18/01/2024	Various	263	6,724.81		January 2024 salaries
18/01/2024	HMRC	264	1,541.85		Tax & NI Jan 2024
19/01/2024	RBS Bank	265	3.50		Charges

	Total Payments		<u>34,690.53</u>		
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**Bank Reconciliation Statement as at 31/12/2023
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
RBS Current Account	31/08/2023		593.82
RBS High Interest	30/11/2023		60,430.71
RBS Debit Card	30/11/2023		4,000.00
Public Sector Deposit Fund	31/12/2023		139,698.21
Unity Trust (Current)	30/12/2023	72	2,980.76
Unity Trust (Saver)	31/12/2023	54	82,951.23
TSB	01/05/2023	50	0.01
Co-op	05/04/2023	19	1.41
			290,656.15

<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
01/12/2023	239	Livedrive Internet Ltd	25.00
01/12/2023	240	Amazon	12.99
04/12/2023	242	The Print Quarter	105.00
08/12/2023	243	Pole Green Nurseries	115.97
11/12/2023	244	Amazon	35.98
14/12/2023	245	Pole Green Nurseries	141.70
15/12/2023	246	Amazon	20.98
18/12/2023	235	G Burley & Sons Ltd	1,339.20
18/12/2023	247	TESCO	139.04
18/12/2023	248	Society of Local Council Clerk	229.00
21/12/2023	249	RBS Bank	2.45
27/12/2023	250	TESCO	-39.36
			2,127.95
			288,528.20

<u>Unpresented Receipts (Plus)</u>			
			0.00
			0.00
			288,528.20

Balance per Cash Book is :- 288,528.20

Difference Excluding Adjustments is :- 0.00

<u>Adjustments to Reconciliation</u>			
17/09/2020	112	TESCO	0.00
			0.00
			Unreconciled Difference is :- 0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Current Bank A/c

Receipts received between 17/11/2023 and 31/01/2024

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked 20/11/2023	2,160.00						
	Euxton Girls FC	2,160.00			1570	200	2,160.00	Pitch Annual
	Banked 30/11/2023	72.23						
	RBS	72.23			1080	220	72.23	Interest
	Banked 01/12/2023	601.69						
	CCLA	601.69			1080	220	601.69	Interest
	Banked 04/12/2023	1,600.00						
	Lancs Cty Council	1,600.00			1570	200	1,600.00	PROW & Bio grants
	Banked 31/12/2023	721.07						
	Unity Bank	721.07			1080	220	721.07	Interest
	Total Receipts:	5,154.99	0.00	0.00			5,154.99	

Draft budget report for 2024/2025 precept

Item 6.3

Budget heads	Description	Budget 23/2024	Spend	Income	Balance	Est. Committed expenditure to end Mar24	Budget Balance	Carry Fwd	PRECEPT 2024 /2025	Notes on 'Committed' items
4000	Employees	110,000	73,296		36,704	36,648	56		110,000	
4010	Payroll Services	1,000	372		628	372	256		1,000	
4020	Office Premises	5,000	2,960		2,040	1,480	560	-	5,000	
4070	Mileage	3,000	1,857		1,143	920	223		3,500	
4075	Employee Training	3,500	177		3,323	350	2,973		3,000	
4080	General Office	5,300	3,734		1,566	1,500	66		5,500	
4090	Communications	4,300	2,914	679	2,065	3,042	-	977	6,000	Inc'd expected income £550
4100	Insurance	6,500	6,694	-	194	-	194		7,000	
4120	Audit	1,500	1,003		497		497		1,500	
4130	Legal Fees/Planning Investig	3,000	-		3,000		3,000		3,000	
4211	Councillor Training	500	35		465		465		500	
4250	Grants	6,000	3,194		2,806	1,150	1,656		6,000	ShopMob £1K/RBL
4260	Christmas Celebrations	1,500	15		1,485	600	885		2,500	
4300	Euxton Gala	4,500	3,829		671		671		1,500	
4310	Road Safety/SPID	1,000	-		1,000		1,000		1,000	
4340	Community Engagement (inc Calendar)	2,500	23		2,477		2,477		2,500	
4350	ECO/Trees/Foot/Cycle	5,000	-		5,000		5,000		10,000	
4380	Heritage Projects	2,000	-		2,000	1,990	10		7,000	
4390	Defibrillators	2,500	3,282	-	782	-	782		1,000	
4410	Major events (prev Coronation)	10,000	71		9,929		9,929		1,000	
4500	Utilities	3,000	2,020		980		980		3,000	
4510	Gardens/Planting	10,000	1,271		8,729		8,729		10,000	
4520	Allotments	15,834	3,112	3,306	16,028		16,028	16,028		
4530	Millennium Green	8,000	6,318	1,084	2,766	2,500	266			D moved into 4600
4540	All Purpose Committee	2,500	986		1,514		1,514		3,000	
4550	Balshaw Lane area 3 Renewal	-	-		-		-			D delete
4560	Multi/All Weather Greenside	4,750	1,644		3,106		3,106			D delete
4570	Amenity/Open Space RRM	40,000	11,814		28,186	14,250	13,936		45,000	now inc YV Walk/WarM order
4580	Street Machines	4,500			4,500		4,500		2,000	
4581	War Memorial	500			500		500		500	
4585	Yarrow Valley path system	5,000			5,000		5,000			D moved into 4570
4890	Chapel Brook	20,000			20,000		20,000			D moved into 4570
New 4600	Environmental Spaces/Improvements								36,000	Inc's MillGreen, Chapel Bk etc
						64,802		16,028	278,000	
Earmarked Reserved Funds										
320	Emergency Fund	22,564			22,564		22,564	22,564	2,436	
321	Unspent Grants (inc tree,Covid)	3,816			3,816		3,816	3,816		
330	Land Fund	80,000			80,000		80,000	80,000		
350	Ransnap Brook	279			279		279	279		
360	Elections and Parish Poll Fund	10,000			10,000		10,000	10,000		
370	CIL	62,102	164,299	162,911	60,715	5,000	55,715	55,715		EVFC
380	Balshaw Villa	6,132			6,132	-	6,132	6,132		
390	Greenside Parking Fund	5,400			5,400		5,400	5,400		
								183,906	2,436	
								199,934	280,436	

Item 6.3

Calculations		Explanations
Bank	322,127	This is the balance of money in the bank
Less estimated spend to end March 2024	64,802	Projected spend to the end of this financial year
Less carry forwards/EMR Funds	199,934	All EMR funds and allocated funds/orders
Cash in hand	57,391	Balance of non-allocated funds
Draft budget request	280,436	Precept 2024/2025 column
Projected income to 31 March 2024	2,474	Bank interest, contracts etc
Projected income 2024/2025	35,000	Bank interest, contracts
Less the Cash in hand	57,391	Calculation from above, bank balance less spend/carry fwds etc
	185,571	Proposed precept amount

Previous years comparisons				Annual		
<u>Band D equivalent Calculations</u>	<u>Tax Base</u>	<u>change</u>	<u>Precept figure</u>	<u>Resident pays</u>	<u>% +/- paid by residents</u>	<u>Top Up</u>
2009 / 2010	3327.80		112340	£33.76		
2010 / 2011	3409.80		113200	£33.20	-1.66%	down 1.7% for residents
2011 / 2012	3527.20		107,990	£30.62	-7.78%	down 7.8% for residents
2012 / 2013	3656.90		104,270	£28.51	-6.87%	down 6.9% for residents
2013 / 2014	3597.38		101,171	£28.12	-1.37%	down 1.4% for residents 1709
2014 / 2015	3759.46	162.08	104,817	£27.88	-0.86%	down nearly 1% for residents 1709
2015 / 2016	3992.53	233.07	107,816	£27.00	-3.25%	down over 3% for residents 1709
2016 / 2017	4116.64	124.11	100,323	£24.37	-9.74%	down over 9% 1709
2017 / 2018	4295.49	178.85	150,944	£35.14	44.10%	raised over 44% 1709
2018 / 2019	4437.48	141.99	159,000	£35.83	2%	rise of 2% 1709
2019 / 2020	4674.28	236.80	165,190	£35.34	↓	1709
2020 / 2021	4709.96	35.68	165,411	£34.85	↓	1709
2021 / 2022	4791.80	81.84	174,291	£34.52	↓	1709
2022 / 2023	4914.50	122.70	174,291	£35.46	↑	rise 2.75% 1709
2023 / 2024	4927.60	13.10	178,158	£36.16	↑	rise of 2% 1709
2024 / 2025	5019.72	92.12	185,571	£36.97	↑	rise of 2.25%

Examples		
£36.88	is a 2% rise for residents or 71p extra per year	↑
£36.97	2.25% or 81p per year	↑
£37.06	2.5% or 90p per year	↑
£37.24	3% or £1.08 per year	↑

CONSULTATION BY CHORLEY COUNCIL

From 1 April 2024 we are proposing to make changes to the Council Tax Local Discounts & Premiums Policy.

The number of long-term empty properties and second homes in the borough can have a negative impact on local communities. These proposed changes will help to reduce the number of long-term empty properties and make better use of the existing housing in the borough:

	Current policy	Proposed aligned policy
A	50% discount on substantially unfurnished properties for 6 months	100% discount on substantially unfurnished properties for 3 months 50% discount on substantially unfurnished properties for 3-6 months
B	25% discount on substantially unfurnished properties for 6-24 months	0% discount on substantially unfurnished properties for 6-24 months
C	50% discount on uninhabitable properties for up to 12 months	100% discount on uninhabitable properties for up to 12 months
D	6-month period of any exception from a charged premium due to exceptional circumstances	12-month period of any exception from a charged premium due to exceptional circumstances, to be reviewed annually
E	N/A - new legislation	Amend the period after which a long-term empty period applies from 2 years to 1 year -from 1 April 2024
F	N/A - new legislation	Introduction of a new discretionary council tax premium on second homes of up to 100% from 1 April 2025

We would like to hear your views on the proposed policy changes. Please visit chorley.gov.uk/consultations for more information and to complete our online survey.

The consultation will close on Friday 22 December 2023. Consultation responses will be included in a report outlining the proposed policy changes for consideration by Full Council in February 2024.

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.

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

The 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 the our communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

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 25th May 2018 and will like the the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Council with legitimate reasons for using personal information.

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. 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.

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 the 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.

The 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 the 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?

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

- Email: clerk@euxtoncouncil.org.uk
- Phone: 01257 234004
- Correspondance: Clerk, Unit 16 CBTC, East Terrace, Euxton, PR7 6TE

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 the 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.

The 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 (Your Council Name), 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 the 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.

The 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 the Council.

Information Security

The Council cares 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 13) without the express parental/ guardian consent of the child concerned.

Rights of a Data Subject

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting our Clerk or Data Protection Officer:

Information Correction: If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact: Clerk.

Information Deletion: If the individual wishes the Council to delete the information about them, they can do so by contacting the Clerk.

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.

The 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, Data Protection Officer or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The 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 the 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 the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the 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. The 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. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

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 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. The 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.

The 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

The Council will as necessary undertake checks on both staff and Members with the 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

The 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.

“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 the 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 the 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 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 (all transactions are on agenda papers and in Council minutes).
- 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.

This policy is based on the SLCC model