

3rd October 2023

NOTICE OF PARISH COUNCIL MEETING

The Members of Hunts Grove Parish Council are hereby summoned to attend the following meeting:

Meeting: Hunts Grove Parish Council
Date and time: 9th October 2023 at 6.30pm
Venue: Hunts Grove Primary Academy, Harrier Way, Hunts Grove, GL2 4EP

Mrs. Julie Shirley, Parish Clerk

PUBLIC PARTICIPATION

The Parish Councillors very much welcome members of the public to attend Council meetings. Please take a minute to read the agenda and raise any questions or comments you may have under agenda item 4 – public participation. We will do our best to respond straight away and if we're unable to we will provide a written response as soon as possible. We are grateful for your attendance and input.

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk.

2. DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Parish Clerk in advance of the meeting.

3. MINUTES

- a) To accept as a true record the minutes of the meeting held on 11th September 2023.

4. PUBLIC PARTICIPATION

- a) To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.
- b) To receive reports from District and County Councillors.

5. GROUPS, EVENTS & PROJECTS

- a) To receive an update on securing the publicly accessible defibrillator on Harrier Way.

- b) To receive an update on the storage shed and confirm storage arrangements.
- c) Hunts Grove Wombles update from Cllr Meecham.
- d) To receive an update on the Remembrance Day service arrangements.
- e) To agree the following community event and budget amount:
 - Santa Grotto at Hunts Grove Primary Academy
- f) To receive updates on the following community events:
 - October half term Festival of Light
 - Santa Run.

9. DEVELOPMENT SITE UPDATES

- a) To receive an update from Crest Nicholson.
- b) To receive an update regarding the management company.
- c) To receive an update on the community building.
- d) To receive an update regarding the parish council's adoption of Phase 1.

10. PLANNING

- a) To consider planning applications received since publication of agenda.

11. TO RECEIVE UPDATES FROM GLOUCESTERSHIRE CONSTABULARY

- a) To nominate a councillor to attend the quarterly meetings with the Police.

12. FINANCE AND PROCEDURES

- a) To receive the bank reconciliation and budget comparison reports for the last period.
- b) To approve the Data Protection Policies.
- c) To approve the schedule of payments.

13. YOUTH PROVISION

- a) To receive a verbal update on the Youth Scoping Exercise tenders and agree next steps.

14. CLERK RECRUITMENT

- a) To receive an update on the clerk recruitment.

15. TO RECEIVE THE CLERK REPORT

16. TO RECEIVE REPORTS FROM PARISH COUNCILLORS

17. WEBSITE & COMMUNICATIONS

- a) To receive an update on the Parish Mailing List.

RECURRING ITEMS TO NOTE AND BRING FORWARD AS REQUIRED

18. DEVELOPMENT SITE UPDATES

- a) To receive updates from PREIM and discuss matters arising.
- b) Colethrop Farm Ltd (CFL) updates.

19.GROUPS, EVENTS & PROJECTS

- a) To receive an update on the Parish Business Plan.
- b) To receive an update on the Naming Project.
- c) To receive an update on the Active Travel Project.

20.VILLAGE MAINTENANCE

- a) Review updates to the Village Survey Report
- b) Health & Safety Issues (play equipment, old farm cistern)

21.PARKS & OPEN SPACES UPDATE

- a) To receive an update from Cllr Turner-Wilkes.

22.ENERGY FROM WASTE

- a) To receive an update from the Community Liaison Group (CLG) representatives.

23.HIGHWAYS UPDATE

- a) Haresfield Lane works update.
- b) Harrier Way Junction and resurfacing updates.
- c) A38 junction works & construction traffic routing.
- d) To receive an update on “hedgehog highway” campaign.
- e) “20 is plenty” Project.

24.WEBSITE & COMMUNICATIONS

- a) To receive the communication report.
- b) To receive an update on the Business Directory.

25.CORRESPONDENCE.

MINUTES

Meeting: Hunts Grove Parish Council Meeting
Date and time: 11th September 2023 at 6.30pm
Venue: Hunts Grove Primary Academy

Present:

Cllr Demelza Turner-Wilkes (Chair)
Cllr Mark Ryder (Vice-Chair)
Cllr Adam Hampson
Cllr Kevin Thorne
Cllr Sandra Meecham (remote attendance – non-voting)

Also In Attendance:

District Cllr Gill Oxley
County Cllr Stephen Davies (from 6.45pm-7.30pm)
Mr Sam Goad, Preim (remote attendance until 8pm)
Ms L Brailsford, Crest Nicholson representative (remote attendance until 8pm)

515/23 APOLOGIES FOR ABSENCE

None.

516/23 DECLARATIONS OF INTEREST

There were none.

517/23 MINUTES

- a) Council **resolved** to approve the Minutes of the Meeting held on 14th August 2023.

518/23 PUBLIC PARTICIPATION

None present.

District Cllr Mark Ryder gave a report on district council matters, in particular the Local Plan. Junction 12 of the M5 is at capacity, however junction 13 is thought to be able to take some additional load. The Local Plan Inspector has suggested re-drafting the plan; Stroud DC has requested a 6-month pause to address the issues raised by the Inspector. Cllr Ryder has a meeting with planning officers this week to go through some local topics including community building and will update the parish council in due course.

519/23 GROUPS, EVENTS & PROJECTS

- a) Council debated options for securing the publicly accessible defibrillator on Harrier Way. The cabinet is tampered with daily and councillors are concerned that the defib may become damaged and unusable when required for a life-saving incident. A lockable cabinet will cost approximately £800+VAT including fitting. Cllr Hampson proposed that the cabinet be replaced with a lockable cabinet, seconded by Cllr Ryder. Cllr Demelza-Wilkes proposed that a new cabinet be purchased, retaining the unlockable cabinet for future use, seconded by Cllr Thorne. All in favour. The cabinet will be funded from the Maintenance Contingency reserve. **Action: Clerk.** Council also discussed tagging the defibs and improving the information inside the cabinets, and taking part in a volunteer scheme to manage the defibs. **Action: Cllr Turner-Wilkes / Clerk.**
- b) Council considered a request for a Remembrance Day service and suggested arranging a gathering at The Acorn which could include a bugler if possible. Council allocated a budget of £250. **Action: Cllr Meecham to discuss with the Church.**

County Cllr Stephen Davies gave a short report on County Council matters. Cllr Ryder asked some questions about Highways plans ref Whaddon Fields development and the impact on roads either side of the M5. **Action: Cllr Davies** to find out if Highways have any strategic plans for transport around Gloucester in the next 15-20 years.

- c) Council received a brief update from the Hunts Grove Wombles. Council discussed purchasing additional litter pickers to start a second location for litter picking. **Action: Cllr Turner-Wilkes / Clerk.**
- d) Council considered organizing the Santa Grotto at Hunts Grove Primary Academy and will agree a budget at the October meeting. **Action: Cllr Meecham to prepare costings. Action: Clerk to include on October full council agenda.**
- e) Council received brief updates on the following community events, and a fuller update will be available at the October meeting:
 - October half term Festival of Light on 1st November.
 - Santa Run – 17th December.

520/23 DEVELOPMENT SITE UPDATES

- a) Update from Crest Nicholson; Harrier Way resurfacing underway, the next section is remove the boarding alongside the haul road. Sewer leak over the cycle path is under investigation by TetraTech. No update on Pine Martin queries. Permission requested to share the RoSPA reports to the parish council. LB attended a land south of Haresfield Lane briefing meeting and will update the parish council meeting at the community building meeting. Crest is keen to progress the memorandum of understanding on the sustainable travel aspect of land south of Haresfield Lane. Cllr Turner-Wilkes reported that the logs in the new play area need to be secured to the ground.
- b) There was no update on allotments.

(County Cllr Stephen Davies left the meeting)

- c) Council will receive an update on the community building at the meeting scheduled for 13th September at 5pm. CFL have compared the costings for the revised design with the hybrid version and responded to Crest with their comments. There was a discussion about which S106 obligation takes precedence if the building specification cannot be delivered within the cost cap. Stroud DC has been asked for their view on the matter.
- d) Council received an update regarding the management company and invited Sam Goold to give an update from PREIM. Sam shared a progress report on outstanding issues. Cllr Hampson will meet with Sam on site. Cllr Ryder shared comments from CFL regarding the community building. CFL felt that the commuted sums due on the transfer of assets to the ManCo should be put in a protected account as it has already been deducted from the land value.
- e) There was no update regarding the parish council’s adoption of Phase 1 public open spaces, response awaited from Stroud District Council.

521/23 PLANNING

- a) Council considered the following planning applications:
 - S.23/1661/FUL Location: Elm Farm, Bristol Road, Hardwicke. Change of use from C3 to C2. Council had no objection to the application. **Action: Clerk.**
- b) There were no planning applications received since publication of agenda.
- c) Council received an update from the meeting with Brookthorpe-with-Whaddon Parish Council regarding the Whaddon Fields development. The main issues are the scale of the development and the impact on Stroud Road. Hunts Grove PC has concerns about the impact on Naas Lane. Cllr Turner-Wilkes gave a brief update on a meeting held with Quedgeley Town Council and out of that meeting was the suggestion that Hunts Grove PC co-ordinates a wider meeting involving neighbouring parish councils to form a collective response to major developments in the area.

522/23 GLOUCESTERSHIRE CONSTABULARY UPDATES

Cllr Turner-Wilkes gave an update on matters reported to the Police by the council.

523/23 FINANCE AND PROCEDURES

- a) Council received the bank reconciliation and budget analysis for the period ending 31st August 2023.
- b) Council approved the updated Risk Register.
- c) Council **resolved** to approve the payments as below. The invoice from Borders & Lawns for building the shed hasn’t arrived yet and will be paid as soon as it arrives if that is before the next meeting.

Invoice Date	Payee	Net	VAT	Gross
30/09/23	Staff Costs (Net Salary, Pension)	£540.33	£0	£540.33
01/09/23	CloudyIT	£51.00	£10.20	£61.20

31/08/23	PATA (UK)	£32.85	£0	£32.85
31/08/23	HMRC	£325.00	£0	£325.00
	TOTALS	£949.18	£10.20	£959.38

524/23 CLERK RECRUITMENT

Council noted the Clerk’s resignation and confirmed authority was delegated to the Chair and Vice-Chair to recruit a new clerk subject to approval by the full council and to arrange interim cover if required. The advert has been placed with the Society of Local Council Clerks and Gloucestershire Association of Parish & Town Councils and on the council’s website and social media.

525/23 COUNCIL NOTED THE CLERK’S REPORT

526/23 PARISH COUNCILLOR REPORTS

A working group meeting is to be organised to update councillors on projects.

527/23 WEBSITE & COMMUNICATIONS

- a) Cllr Ryder gave an update on the Parish Mailing List, and the August free prize draw was drawn. The Council plans to promote the elections in 2024 and the increasing number of seats on the council.
- b) Council discussed the protocol on sharing updates from third-party organisations via the council’s social media and it was agreed that the third-party organisation’s branding should be used on communications so that it is clear where the information has originated. **Action: Cllr Thorne to confirm the protocol to Crest.**

528/23 RECURRING ITEMS TO NOTE - None

NEXT MEETINGS

- a) Next Meeting of the Parish Council will take place on 9th October 2023 at 6.30pm.

Meeting closed at 8.59pm.

Julie Shirley

From: Engagement Officer <Engagement.Officer@gloucestershire-pcc.gov.uk>
Sent: 28 September 2023 12:16
Subject: Councillor Advocacy Scheme Invitation

Follow Up Flag: Follow up
Flag Status: Flagged

You don't often get email from engagement.officer@gloucestershire-pcc.gov.uk. [Learn why this is important](#)

Good Afternoon,

I am writing to invite you to join the Councillor Advocacy Scheme, this is an exciting new project with the aim of creating and strengthening relationships between the neighbourhood policing team and local councillors. It will enable a direct line of communication between local councils and their neighbourhood teams as well as the Office of the Police and Crime Commissioner (OPCC). Councils are asked to nominate a representative to become the councillor advocate who will be the representative for the area.

Once nominated the councillor advocate will be entitled to:

- Attend quarterly meetings with a representative from their local neighbourhood policing team where they will be provided with updates on the work that is going on in the local area as well as an opportunity to raise concerns. There will be 8 meetings to ensure that relevant information is effectively communicated to the advocates for; Cheltenham, Gloucester, Stroud, Tewkesbury, North Cotswold, South Cotswold, North of the Forest of Dean and South of the Forest of Dean.
- A direct link to the OPCC via the councillor engagement officer.
- A manual which will provide up to date information on the neighbourhood team as well as where and how to report common issues.
- A quarterly newsletter (as of March 2024) which will provide an overview of work currently being undertaken by Gloucestershire Constabulary.

I have provided the dates of future meetings below for your information, if you are unsure of which meeting you should attend please get in contact with myself:

Tewkesbury	26 th October
Stroud	30 th October
Cheltenham	22 nd November
North Cotswold	27 th November
South Cotswold	28 th November
Gloucester	January 2024 (Date TBC)
North Forest of Dean	January 2024(Date TBC)
South Forest of Dean	January 2024 (Date TBC)

If you are interested in this scheme or have any additional questions please do get in contact via engagement.officer@gloucestershire-pcc.gov.uk.

Kindest Regards

HUNTS GROVE PC BANK RECONCILIATION 2023-24

BANK BALANCES 30 SEPTEMBER 2023	
Unity Trust Bank	£110,121.06
Unity Trust Savings	£34,307.61
TOTAL MONIES IN BANK	£144,428.67
LESS OUTSTANDING PAYMENTS	
TOTAL OUTSTANDING PAYMENTS	£0.00
TRUE BALANCE AT 30/09/23	£144,428.67
Opening Balance at 01/04/23	£76,244.34
Receipts year to date	£89,521.10
Sub-total	£165,765.44
Expenditure year to date	£21,336.77
TRUE BALANCE AT 30/09/23	£144,428.67

Signed Clerk Date.....
 Name

Signed Chairman Date.....
 Name

HUNTS GROVE PARISH COUNCIL				
BUDGET COMPARISON REPORT 2023-24				
	£	£	£	
INCOME	Budget	Received 30/09/23	Balance	Notes
Precept	52250	52250	0.00	
VAT reclaim	0	4488.15	0.00	
Event Grants	0	7440	0.00	
Other Grants	0	2500.00	0.00	
CIL	0	22725.34	0.00	Move to Earmarked Funds
Interest	0	117.61	0.00	
TOTALS	52250	89521.10		
EXPENDITURE	Budget	Spend as at 30/09/23	Balance	Notes
Staff costs	10000.00	3567.38	6432.62	
Chairman's Allowance	250.00	0.00	250.00	
General Admin/expenses	1700.00	1720.02	-20.02	
Subscriptions	1000.00	567.74	432.26	
Insurance	800.00	0.00	800.00	
Donations	500.00	75.00	425.00	
Training	500.00	274.50	225.50	
IT / Website / Newsletter	2750.00	524.98	2225.02	
New equipment	3000.00	3532.89	-532.89	
Community Events	2000.00	6393.42	-4393.42	Earmarked Funds used
Professional fees	7000.00	2196.00	4804.00	
Youth projects	10000.00	516.13	9483.87	
Earmarked Reserves contribution	12750.00	0.00	12750.00	Move to Earmarked Funds
TOTALS	52250.00	19368.06	32881.94	
EARMARKED RESERVES	£			
Community events (£943.43 c/f plus in-year gra	10383.43	Less total spent to date=	3990.01	
CIL	17044.01			
Professional Fees	6450			
Maintenance contingency	20000			
Grants/donations	1000			
TOTAL EMR	54877.44			

Data Protection Policy

Last Reviewed: 08/09/2023
As adopted: xxxx
Minute ref: 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 Hunts Grove 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).

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.

Data Security Breach Policy & Reporting Form

Last Reviewed: 19/09/2023
As adopted: xxxx
Minute ref: xxx

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

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

<p>Contact details</p>	
<p>Individuals contacted</p> <p>How many individuals contacted?</p> <p>Method of contact used to contact?</p> <p>Does the breach affect individuals in other EU member states?</p> <p>What are the potential consequences and adverse effects on those individuals?</p> <p>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.</p>	
<p>Staff briefed</p>	
<p>Assessment of ongoing risk</p>	
<p>Containment Actions: technical and organisational security measures have you applied (or were to be applied) to the affected personal data</p>	
<p>Recovery Plan</p>	

Evaluation and response	

Subject Access Request Policy

Last Reviewed: 19/09/2023
As adopted: xxxx
Minute ref: xxx

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@huntsgrove-pc.gov.uk

Subject Access Requests Policy (SAR)

1. **MUST:** On receipt of a subject access request, you must **forward** it immediately to the Hunts Grove 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. Hunts Grove 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 Rules¹ or EU model clauses²;
- 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]

¹ “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.

² “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.

Data Protection subject access request

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 ~

Report

Clerk Julie Shirley

Meeting: Full Council
Agenda Item: Payment Schedule
Date and time: 9th October 2023 at 6.30pm

SUMMARY

To provide Council with the list of accounts for payment.

MATTERS FOR VOTING

To approve the payment schedule.

1. PAYMENT SCHEDULE

Invoice Date	Payee	Net	VAT	Gross
31/10/23	Staff Costs (Net Salary, Pension)	£540.33	£0	£540.33
01/10/23	CloudyIT	£51.00	£10.20	£61.20
18/09/23	Passion First Aid Ltd	530.00	106.00	636.00
12/09/32	Clear Insurance Management Ltd (taken over BHIB)	822.92	0.00	822.92
	TOTALS	£1944.25	£116.20	£2060.45

Report

Clerk Julie Shirley

Meeting: Full Council

Agenda Item: Clerk's Report

Date and time: 9th October 2023 at 6.30pm

MATTERS FOR VOTING

Report for information only.

RESIDENT QUERIES

- Complaint about lack of grass cutting on Hunts Grove Drive (sent to Preim, cc to HGPC).
- Grass cutting Pine Marten Close – referred to Crest. Area should be maintained by Elm on behalf of Crest.
- Builders waste on Brambling Way still not collected and POS not maintained – referred to Crest/TetraTech.
- Velthouse Close land ownership query on the grassed squares in the parking areas. Resident awaiting update from Bovis.
- Roundabout improvement project – the original project organisers have been in contact and want to handover all the progress to us / someone else that can take the project forward.

OTHER MATTERS

- Principal authority boundary support letters have been sent to Quedgeley TC, Gloucester City Council, Stroud District Council, Gloucestershire County Council.
- Police are introducing Councillor Advocacy Scheme where a nominated councillor from each local council can attend quarterly meetings with the local policing team. Forthcoming meeting dates as follows:

Tewkesbury	26 th October
Stroud	30 th October
Cheltenham	22 nd November
North Cotswold	27 th November
South Cotswold	28 th November
Gloucester	January 2024 (Date TBC)
North Forest of Dean	January 2024(Date TBC)
South Forest of Dean	January 2024 (Date TBC)