

ALDCLIFFE WITH STODDAY PARISH COUNCIL



**Parish Council Meeting to be held on Tuesday 18th December 2018
at the Friends Meeting House, Lancaster, commencing at 7.00pm**

AGENDA

1. **Apologies:** To receive apologies
2. **Minutes:** To consider and approve Minutes of the Meeting held on Tuesday 6th November 2018
3. **Declarations of Interest:** To receive any changes to Declarations of Interest of Parish Councillors
4. **Public Discussion and Updates:** To adjourn the meeting for a period of public discussion and to provide any 'information only' updates on activities in recent weeks. (Note: Any matters needing a 'decision' will be considered as an agenda item at a future meeting)
 - a) Public discussion
 - b) Clerk's report on activities and correspondence since last meeting
 - c) Members' updates and reports since the last meeting, including:

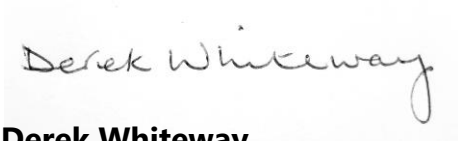
Highways	Amenity, incl Lengthsman	Stakeholder, incl United Utilities
PRoW Aldcliffe Hall Drive	Ancillary	
 - d) Report of District and County Councillors
5. **Neighbourhood Plan:** To receive an update on arrangements (Chair and Councillor Rogers to report).
6. **Budget and Precept 2019/20:** To consider and approve budget proposals for 2019/20 and set the Precept (Clerk's report attached):
7. **Parish Council Communications and Website:** To receive an update on recent actions and future arrangements, including the implementation of a website for the Parish (Clerk and Councillor Webster to report)
8. **Information Management Policies:** To consider and approve policies and statements covering data protection, information management and publication and handling of complaints (Clerk's report and draft documents attached):
9. **Planning Matters:** To consider and comment on the current update on planning applications and decisions (Report of the Clerk attached)

10. Clerk's conditions of employment: To consider the outcome of a 6-month review undertaken by the Chair and Vice-Chair.

11. Payments: To authorise payment of the following accounts:

Payee & Detail	£
Derek Whiteway – Parish Clerk salary and expenses, Oct-Dec 2018	213.33
HMRC – PAYE deductions for Oct-Dec 2018	52.40
Came & Company – Insurance Premium 2018/19	218.00
Friends Meeting House – hire of room 18/12/18 (not yet received)	30.00

12. Date of Next Meeting: To consider date and time of next meeting



Derek Whiteway
Parish Clerk

10th December 2018

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Kershaw Drive
Lancaster
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ALDCLIFFE – WITH – STODDAY PARISH COUNCIL

Minutes of the Meeting held on 6th November 2018 at 7.00pm

The Friends Meeting House, Meeting House Lane, Lancaster.

Present: Councillor Chris Norman (Chairman)
Councillors Colin Rogers, Kevan Walton and Nicholas Webster
City Councillor Ronnie Kershaw
Derek Whiteway, Parish Clerk
3 members of the public attended

1. Apologies for Absence

Apologies were received from Councillor Emma Wolstencroft. Also, from County Councillor Gina Dowding and City Councillor Abi Mills.

2. Minutes of the previous meeting

The minutes of the previous meeting held on 18th September 2018 were approved without further amendment.

3. Declarations of Interest

No declarations of interest were made.

4. Public Discussion and Updates

a) Public Discussion:

- i) Councillor Rogers questioned whether any action could be taken in relation to a recent letter received from County Highways about winter conditions. Suggestions were made, including encouraging action by residents and a review of gritting bins (not completed during the summer). Councillor Webster suggested that residents could be encouraged to de-weed highway areas outside their properties.

Action: A review of gritting bins to be completed and reported to County Highways. Also, the Parish Council to write to all residents encouraging action during the winter period.

b) Clerk's Report:

- i) **Elections.** A letter had been received from the City Council advising of the likely costs of elections in May 2019. The letter was noted.

Action: The Clerk to build potential costs into the budget process for 2019/20.

- ii) **Invitation to VIP Event** – Invitation to the Chair to attend an event by Lancaster Place Board on Thursday, 6th December. The Chair advised he was not available to attend.

Action: City Councillor Kershaw offered to investigate the nature and purpose of the event.

- iii) **Guide to Emergencies.** Document received from Lancashire County Council. This was noted without any further action proposed at this stage.
- iv) **Clerks Conference.** The Clerk advised that he was attending a half-day conference organised by Lancashire County Council scheduled for Saturday, 24th November.
- v) **Lune Valley Flood Forum.** The Clerk advised of an email just received from the LV Flood Forum seeking support in their project to grow Flood Action Groups in the Lune catchment area.

Action: The Clerk to forward the email to Councillors for their individual consideration.

c) Members' Updates

- i) **Application for a Public Right of Way, Aldcliffe Hall Drive.** Councillor Rogers reported that the Order for the establishment of the Restricted Byway had been made on 3rd October 2018, with a deadline of 6th December 2018 for any representations and objections to be lodged with the County Council.

- ii) **Highways Issues:**

- a) The Chair reported that he had received no further response from County Highways regarding the problematic canal side road surface on Aldcliffe Road. It was noted that a number of vehicle collisions had occurred on the stretch. **Action:** The Chair continues to pursue the issue with County Highways and the Canals & Rivers Trust.
- b) The Chair reported that enforcement action by County Highways was still awaited in some areas where landowners were failing to trim hedges. **Action:** The Chair to continue to monitor. City Councillor Kershaw also offered to write to the County Council about the issue.
- c) City Councillor Kershaw reported that he had been advised by County Highways that HGV restriction signs were to be installed on Aldcliffe Road, this taking up to 12 weeks to complete.

Action: It was agreed that the Council needed to push for other restriction signs along the Ashton Road to Stodday road (via Waterside Farm).

- iii) **Arna Wood Solar Farm.** Councillor Walton reported there had been no further action regarding the outstanding planning condition concerning site screening issues.

Action: Councillor Walton to write to City Council Planners on the Council's behalf on this matter.

- iv) **United Utilities.** Councillor Walton reported that United Utilities had written stating that they could not identify the source of any reported noise. They had gone on to suggest that the Council refer the matter to the City Council Environmental Health service.

Action: Councillor Walton to contact Environmental Health on the issue.

- v) **Access between Lune Estuary Path and Stodday:** This matter was discussed later in the meeting under the item 6 – Lengthsman considerations.

d) City and County Councillor Updates: None received

5. Neighbourhood Plan

The Chair advised that a meeting to establish a Neighbourhood Planning Working Group had yet to be arranged. An update had recently been received from Lancaster City Council on progress with the Neighbourhood Plan Designation Area Application, which had been lodged on 7th August 2018. The application was due to be considered as an Individual Cabinet Member Decision within the next few weeks.

The Chair also reported that a Support Package and fee proposal in the sum of £8,450 had been received from Kirkwells Ltd following the presentation made to the Council meeting on 18th September. The proposal was contingent on a successful bid (with Kirkwell's support) for Locality funding covering the full cost of the exercise.

The Clerk advised that, whilst the proposed procurement fell over the £5,000 threshold within the Council's Financial Regulations requiring official tenders, it could be exempted from competition provisions as a specialist service (para 11.1(b)). This exemption did not absolve the Council from ensuring value for money in the procurement. The Chair outlined actions he had taken to evaluate the proposal received from Kirkwells and the company's credentials, these including positive recommendations received from the City Council and from another local Parish Council who had recently completed their Plan.

Following consideration, it was proposed by Councillor Webster, seconded by Councillor Walton and unanimously agreed that, subject to a condition of successful application for locality funding, the fee proposal submitted by Kirkwells Ltd be accepted and the company be appointed as consultants for the preparation of a Neighbourhood Plan.

Resolved: that, subject to a condition of successful application for locality funding, the fee proposal submitted by Kirkwells Ltd be accepted and the company be appointed as consultants for the preparation of a Neighbourhood Plan.

The Chair then reported that he had recently met with the Canals and Rivers Trust (C&RT) regarding the Lancaster Canal frontage within the Parish between Aldcliffe Road and Deep Cutting (Ashton Road). Following discussions regarding the provision of a Phase 1 Habitat Survey, the Chair had obtained a quotation of £300 for the provision of a survey from the C&RT's recommended specialist, with a view to the study being undertaken within the coming week. The Chair reported that a further survey would be required during the Spring/Summer 2019. The Clerk advised that, under the Council's Financial Regulations, the procurement fell under the £500 threshold for competitive quotes (para 11.1(g)) and could be exempted from competition provisions as a specialist service (para 11.1(a)(ii)). The proposed service could be funded from earmarked funds donated to the Council by the former Aldcliffe Residents Association. After consideration of the Clerk's advice, it was unanimously agreed that the quotation be accepted.

Resolved: that the quotation received for the production of a Phase 1 Habitat Survey be accepted.

6. Lengthsman Considerations

Councillor Webster reported on a site meeting (involving a tour of the Parish) held by himself and the Clerk with Mr Greg Robinson, proprietor of Robinson Countryside, provider of countryside maintenance and management services, including Lengthsman services to several Parish Councils in the area.

During the tour of the Parish, a variety of tasks were identified, including hedge and verge trimming, drainage issues, detritus clearance and some specific chronic problems such as flooding of the footpath between the end of Snuff Mill road and the Cyclepath. Mr Robinson had advised that he judged the work identified to require 4 hours per week.

The Clerk advised that the Council's current annual precept level of £3,600 could clearly not sustain the level of service being proposed, but that existing reserves could cover the cost of engaging Mr Robinson for the remainder of the current financial year. If the Council wished to consider such a service for the future, an increase in precept would be necessary and built in to budget projections.

Following discussion of other options, including the establishment of community groups and the use of volunteers to undertake this work, it was proposed by Councillor Rogers, seconded by Councillor Webster and agreed by majority that Mr Robinson be approached with a view to engaging him as Lengthsman for the period up to 31st March 2019. It was also agreed that the service should be closely monitored, with Councillor Webster as liaison, and impacts evaluated over the period before any further budgetary commitment is made. Current priorities identified were the footpath mentioned above and clearing the overgrown verge along Aldcliffe Hall Lane.

Resolved: that Robinson Countryside be approached with a view to engaging Mr Robinson as Lengthsman for the period up to 31st March 2019.

7. Planning Matters

The Clerk presented a report setting out an update on planning applications made in the parish during 2018.

Resolved: That the report be noted

8. Accounts

The Parish Clerk informed the meeting of the following payments due to be made by the Parish Council:

Payee & Detail	£
Friends Meeting House – hire of room 06/11/18 (not yet received)	18.00
PKF Littlejohn – statutory audit 2017/18	240.00

Resolved: That the above payments are authorised

9. Date and venue for next meeting

The date of the next Parish Council meeting was set as Tuesday 18th December 2018 at 7.00pm at the Friends Meeting House, Lancaster.

The meeting closed at 9.15pm

..... Clerk of the Council

..... Chair Date:

Agenda Item: 6

Budget and Precept 2019/20

Report of The Parish Clerk

1. Background

The Parish Council is required to undertake a robust annual budget process to:

- establish the level of funds required to deliver plans for the coming year;
- determine the level of reserves that should be maintained; and
- set the Parish Council's precept for the coming year.

The City Council has recently notified that the Parish Council's Tax Base for 2019/20 (the figure which determines how much of the precept each Council Tax payer is charged) is 145.97, a slight increase on the 2018/19 level of 145.41. The Parish Council is required to notify the City Council of its precept by 2nd February 2019.

2. Budget Review

The appended budget projection sets out the results of a budget review, taking account of activity in 2017/18 and 2018/19 to date, and setting out expected final figures for the current year and estimates for 2019/20 and the following two years.

As well as the Parish Council's normal activities and transactions, the statement also sets out currently anticipated transactions and balances for a proposed 'Environmental Support Reserve', created from funds kindly donated to the Parish Council following the closure of the Aldcliffe Residents' Association.

3. Conclusions

- a) Precept:** As set out in the appended statement, recurring expenses are estimated at £5,586 for 2019/20, with receipts of £250. These estimates include provision for the continued engagement of the Lengthsman and the maintenance of the new website. It is therefore concluded that a precept of £5,200 should be set. At the notified Tax Base, this would result in an annual charge of £35.62 for a Band D property (an increase of £10.87 on the 2018/19 precept).
- b) Non-recurring expenses:** The 2019/20 estimates include £1,000 to cover the cost of a Parish Council election in May 2019.
- c) General Reserves:** Following a review of significant financial risks facing the Parish Council, it is concluded that a target general reserve of £3,500 would be appropriate to cover potential liabilities. If the above conclusions are accepted, it is forecast that further slight increases in the precept will be necessary in 2020/21 and 2021/22 to reach the target general reserve of £3,500.

- d) Earmarked Reserves.** It is proposed, following the wishes of the donors, that the £3,019 donated by the former Aldcliffe Residents' Association be earmarked as the 'Environmental Support Reserve'. It is also proposed to establish, for future use, an 'Elections Reserve' to permit the costs of four-yearly elections to be evened out over annual budgets. Proposed purposes and procedures governing these reserves are set out in the appended draft 'Reserves Protocol'.

4. Recommendations

- a) That the draft budget for 2019/20 is approved.
- b) That a precept of £5,200 is approved and notified to Lancaster City Council.
- c) That a target level of general reserve of £3,500 is endorsed
- d) That earmarked reserves for 'Environmental Support Reserve' and Elections Reserve' be established and managed according to the proposed Reserves Protocol.

Addendum. Reserves Protocol (Draft)

The purpose of, and procedures governing, the Parish Council's designated Reserves are set out below.

NB. Nothing under 'How and When Used' exempts any order or contract from requirements in the Council's Financial Regulations.

Reserve	Purpose	How and When Used	Timescale for review
Environmental Support Reserve	<p>To support action to promote, research and implement measures designed to protect or enhance the local environment.</p> <p>Environmental topics may include (for example):</p> <ul style="list-style-type: none"> • Habitat; • Landscape; • Biodiversity; • Rural transport. 	<p>Established in 2018 from funds donated by the former Aldcliffe Residents Association.</p> <p>Contributions to the reserve to be approved by Council following consultation with the RFO (the Clerk).</p> <p>Individual contributions from the reserve up to a limit of £500 may be determined by the Chair, in consultation with other Councillors and the RFO. Otherwise, contributions are to be formally approved by Council.</p>	Budget & Outturn.
Elections	To even out the cost of holding Parish Council elections every four years.	Contributions to and from the reserve to be formally approved by Council following consultation with the RFO (the Clerk)	Budget & Outturn.

ALDCLIFFE WITH STODDAY PARISH COUNCIL

BUDGET REQUIREMENT - 2019/20

A. Budget Calculations	2017/18 Actual	2018/19			2019/20 Estimate	2020/21 Estimate	2021/22 Estimate
		To Date	Nov-Mar	Forecast			
Opening Bank Balance	-	3,326		3,326	6,744	5,608	5,754
Receipts							
PRoW Local Delivery Grant	-	250	-	250	250	250	250
Miscellaneous Receipts	-	-	-	-	-	-	-
Aldcliffe Residents Assoc Donation (ES Fund)	-	3,019		3,019	-	-	-
VAT Reclaim	-	-	-	-	-	-	-
Total Receipts	-	3,269	-	3,269	250	250	250
Payments							
Recurring Expenses							
Hire of Venue	83	90	90	180	245	250	255
Subscriptions	50	50	-	50	50	50	50
Clerk's Salary (incl PAYE)	-	607	534	1,141	1,313	1,346	1,380
Clerk's Training	-	30	-	30	290	40	40
Clerk's Expenses	-	15	25	40	52	54	56
Lengthsman Scheme	-	-	960	960	2,952	3,026	3,102
Insurance	-	-	220	220	225	225	225
IT and Website	-	-	290	290	154	158	162
Audit Fees - External Audit	-	-	240	240	240	240	240
Audit Fees - Internal Audit	-	-	-	-	65	65	65
Sub-Total	133	792	2,359	3,151	5,586	5,454	5,575
Non-Recurring Expenses							
Ecological surveys (ES Fund)			300	300	-	-	-
Election (May 2018)			-	-	1,000	-	-
			-	-	-	-	-
			-	-	-	-	-
Sub-Total	-	-	300	300	1,000	-	-
Total Payments	133	792	2,659	3,451	6,586	5,454	5,575
Net Receipts/Payments	- 133			- 182	- 6,336	- 5,204	- 5,325
Precept Requirement	3,459	3,600	-	3,600	5,200	5,350	5,500
Annual Surplus/Deficit	3,326			3,418	- 1,136	146	175
Closing Bank Balance	3,326			6,744	5,608	5,754	5,929
B. Parish Council Tax Calculation				2018/19 Actual	2019/20 Proposed	2020/21 Proposed	2021/22 Proposed
Precept				3,600	5,200	5,350	5,500
Parish Tax Base				145.41	145.97	145.97	145.97
Parish Tax Rate per Band D Property (Annual)				24.76	35.62	36.65	37.68
Increase/Decrease on previous year per Band D Property (Annual)				-	10.87	1.03	1.03
Parish Tax Rate per £1,000 Precept, Band D (Annual)				6.88	6.85	6.85	6.85
C. Reserve Balances				2018/19 Forecast	2019/20 Estimate	2020/21 Estimate	2021/22 Estimate
General Fund				4,315	3,179	3,325	3,500
Environmental Support Fund				2,429	2,429	2,429	2,429
Total				6,744	5,608	5,754	5,929

Agenda Item: 8

Information Management Policies

Report of The Parish Clerk

1. Background

As a public authority, the Parish Council is required to comply with a variety of legislative requirements (including Data Protection and Freedom of Information) governing the way in which it obtains and handles information. In addition, a range of public reporting requirements are set out in the Government's Transparency Code.

To enable the Parish Council to meet these requirements, it is currently developing a new Parish Council website, www.aldcliffewithstoddaypc.org which should become available within the next month.

2. Draft Policies

It is intended that the new website will help improve communication between the Parish Council and parishioners. It becomes increasingly important, therefore, that the Council has appropriate policies in place to guide the way in which it communicates and handles information, most importantly individuals' personal information.

The following draft documents have been produced, drawing on templates and tools supplied by the National Association of Local Councils (NALC) and are appended to this report:

- Information Management and Data Protection Policy
- Privacy Notice
- Publication Scheme
- Complaints Policy and associated Complaints Form.

3. Recommendations

It is recommended that the draft policies and statements are approved and adopted by the Parish Council.



Information Management and Data Protection Policy (Draft)

1. Introduction

To conduct its business, services and duties, Aldcliffe with Stodday Parish Council (the 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.

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

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. In being transparent about our activities and functions, for all information which is not personal or confidential, we will be prepared to make it available to partners and local 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.

2. Protecting Confidential or Sensitive Information

The Council recognises it must at times, keep and process sensitive and personal information about both employees and the public. We have, therefore, adopted this policy not only to meet our legal obligations but also to ensure high standards.

The General Data Protection Regulation (GDPR), which became law on 25th May 2018, sets out the responsibilities of organisations and how they can 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.



3. Personal Data

This policy is based on the principles 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.

The Council processes personal data 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 of 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; and
- carry out Council administration.

Where appropriate, and governed by necessary safeguards, we may 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 to pursue the legitimate interests of the Council 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 to protect the vital interests of the individual or another person

4. Diversity Monitoring

The 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.



5. 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 the Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however, wherever 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.

6. The Council's Right to Process Information

The Council's right to process information is set out in the General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e), provided that:

- Processing is with consent of the data subject; or
- Processing is necessary for compliance with a legal obligation; or
- Processing is necessary for the legitimate interests of the Council.

7. Information Security

The 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 for which it was collected, and only for as long as is necessary, after which it will be deleted.

8. Children

We will not process any data relating to a child (under 13) without the express consent of the child's parent or guardian.

9. 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 Parish Clerk: The Council will ensure that individuals on whom personal information are kept are aware of their rights and have easy access to that information on request.

Information Correction: If an individual believes 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 the Parish Clerk.

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

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Parish Clerk or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

10. 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.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards and the Website. 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 from the Parish Clerk.

Occasionally, Council or committees may need to consider matters in private - examples of this are matters involving personal details of staff, or a 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.



11. Disclosure Information

The 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

12. Data Transparency

Government has issued a Code of Recommended Practice on Transparency, compliance with which is compulsory for Parish Councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. Aldcliffe with Stodday Parish Council falls into this category and will therefore 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.



Glossary of Data Protection Terminology

Data subject - means the person whose personal data is being processed. This may be an employee, prospective employee, associate or prospective associate of Aldcliffe with Stodday Parish Council or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients.

Personal data - means any information relating to 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) determines the purposes for which, and the way in which any personal data is to be processed. Parish Councils are exempt from appointing a data controller, but our data will be administered and managed by the Parish Clerk on the Council's behalf.

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.

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

The Parish 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 Parish Clerk.

Email: clerk4aws@gmail.com

Phone: 07805 260976

Correspondence: Derek Whiteway
122 North Wing, The Residence
Kershaw Drive
Lancaster
LA1 3TF

Adopted by the Parish Council: (Date)

Review Date: (Date)



Privacy Notice (Draft)

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

The Council's Right to Process Information: The Council's right to process information is set out in the General Data Protection Regulations Article 6 (1) (a) (b) and (e). The Council will only process information where:

- Processing is with consent of the data subject; or
- Processing is necessary for compliance with a legal obligation; or
- 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: The 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 for which it was collected, and only for as long as is necessary. Once this period elapses, the data will be deleted. You may request the deletion of your data held by the Council at any time.

Children: We will not process any data relating to a child (under 13) without the express consent of the child's parent or guardian.

Access to Information: You have the right to request access to the information the Parish Council holds on you. You can do this by contacting the Parish Clerk using the contact details provided below.

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. Please contact the Parish Clerk to request this.

Information Deletion: If you wish the Council to delete the information about you please contact the Parish Clerk to request this.

Right to Object: If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Parish Clerk to object.

ALDCLIFFE WITH STODDAY PARISH COUNCIL



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.

Conclusion: In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. You can request a copy of our policies at any time.

Complaints: If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Parish Council by following our Complaints Procedure, available at: [<online document reference>](#) or by contacting the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Aldcliffe with Stodday Parish Council

Contact:

Derek Whiteway, Parish Clerk
122 North Wing, The Residence
Kershaw Drive
Lancaster
LA1 3TF

Email: clerk4aws@gmail.com

Telephone: 07805 260976

ALDCLIFFE WITH STODDAY PARISH COUNCIL



PUBLICATION SCHEME (Draft)

Class 1 Who we are and what we do - organisational information, locations and contacts		
Information to be published	How the information can be obtained	Cost
Who's who on the Council	<ul style="list-style-type: none"> Parish Council Website – "About Us" Hard Copy – Contact Parish Clerk 	Free Free
Roles and Responsibilities	<ul style="list-style-type: none"> Parish Council Website – "About Us" Hard Copy – Contact Parish Clerk 	Free Free

Class 2 What we spend and how we spend it - Financial Information relating to projected and actual income and expenditure, procurement, contracts and financial audit (Current and previous financial year as a minimum)		
Information to be published	How the information can be obtained	Cost
Annual Governance and Accountability Return and Auditor's Report	<ul style="list-style-type: none"> Parish Council Website – "Council Business" Hard Copy – Contact Parish Clerk 	Free Free
Finalised Budget and Precept	<ul style="list-style-type: none"> Parish Council Website – "Council Business" and minutes of Budget/Precept Setting meeting 	Free Free
Statement of Accounts	<ul style="list-style-type: none"> Parish Council Website – "Council Business" Hard Copy of Statement of Accounts - Contact Parish Clerk 	Free Free
Financial Standing Orders and Regulations	<ul style="list-style-type: none"> Parish Council Website – "Policies" Hard Copy – Contact Parish Clerk 	Free Free
List of current contracts awarded and value of contract	<ul style="list-style-type: none"> Parish Council Website – "Council Business". Hard Copy – Contact Parish Clerk 	Free Free
Members allowances and expenses	<ul style="list-style-type: none"> Parish Council Website – "Council Business". Hard Copy – Contact Parish Clerk 	Free Free

ALDCLIFFE WITH STODDAY PARISH COUNCIL



Class 3 What our priorities are and how we are doing - Strategies and plans; performance indicators and reviews		
Information to be published	How the information can be obtained	Cost
Parish Plan *	<ul style="list-style-type: none"> Parish Council Website Hard Copy – Contact Parish Clerk 	Free Free
Neighbourhood Plan	<ul style="list-style-type: none"> Parish Council Website – “Neighbourhood Plan” Hard Copy – Contact Parish Clerk 	Free Free
Annual Report (current and previous year as a minimum) *	<ul style="list-style-type: none"> Parish Council Website Hard Copy – Contact Parish Clerk 	Free Free

* AwS doesn't yet have a Parish Plan and hasn't yet produced an Annual Report

Class 4 How we make decisions - Decision making processes and records of decisions (Current and previous council year as a minimum)		
Information to be published	How the information can be obtained	Cost
Procedural Standing Orders	<ul style="list-style-type: none"> Parish Council Website – “Policies” Hard Copy – Contact Parish Clerk 	Free Free
Timetable of Parish Council Meetings	<ul style="list-style-type: none"> Parish Council Website – “Council Business” Hard Copy – Contact Parish Clerk 	Free Free
Agendas of Parish Council Meetings	<ul style="list-style-type: none"> Parish Council Website – “Council Business” Hard Copy – posted on the Parish Council noticeboard Hard Copy – Contact Parish Clerk 	Free Free Free
Minutes of Meetings – NB this will exclude information that is properly regarded as confidential	<ul style="list-style-type: none"> Parish Council Website – “Council Business” Hard Copy – Contact Parish Clerk 	Free Free
Reports presented to meetings – NB this will exclude information that is properly regarded as confidential	<ul style="list-style-type: none"> Parish Council Website (as necessary) Hard Copy – Contact Parish Clerk 	Free Free
Responses to consultation papers	<ul style="list-style-type: none"> Parish Council Website – “Council Business” Hard Copy – Contact Parish Clerk 	Free Free

ALDCLIFFE WITH STODDAY PARISH COUNCIL



Class 5 Our policies and procedures - Current written protocols, policies and procedures for delivering our services and responsibilities (Current information only)		
Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of council business: Standing orders; Code of Conduct and Policy Statements	<ul style="list-style-type: none"> Parish Council Website – “Policies” Hard Copy – Contact Parish Clerk 	Free Free
Policies and procedures for the provision of services, employment of staff, management of information, etc; Complaints Procedure	<ul style="list-style-type: none"> Parish Council Website – “Policies” Hard Copy – Contact Parish Clerk 	Free Free

Class 6 – Lists and Registers - Currently maintained lists and registers only		
Information to be published	How the information can be obtained	Cost
Register of Electors – Copy of the principal authority’s electoral register	<ul style="list-style-type: none"> Visual Inspection – Contact Parish Clerk 	Free
Assets Register	<ul style="list-style-type: none"> Parish Council Website – “Council Business” Hard Copy – Contact Parish Clerk 	Free
Register of Members’ Interests	<ul style="list-style-type: none"> Parish Council Website – “About Us” Hard Copy – Contact Parish Clerk 	Free Free
Register of Gifts and Hospitality	<ul style="list-style-type: none"> Parish Council Website – “About Us” Hard Copy – Contact Parish Clerk 	Free Free

ALDCLIFFE WITH STODDAY PARISH COUNCIL



Class 7 – The Services we offer – Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (Current Information Only)		
Information to be published	How the information can be obtained	Cost
Lengthsman	<ul style="list-style-type: none"> Parish Council Website – “About Us” Update reports in meeting Agendas and Minutes 	Free Free
Allotments	<ul style="list-style-type: none"> There are currently no allotments within the Parish 	N/A
Burial grounds and closed churchyards	<ul style="list-style-type: none"> The Parish Council is currently not responsible for any burial grounds or closed churchyards 	N/A
Community Centres and Village Halls	<ul style="list-style-type: none"> There are currently no Community Centres or Village Halls within the Parish 	N/A
Parks, playing fields and recreational facilities	<ul style="list-style-type: none"> Currently no responsibility for facilities 	N/A
Seating, litter bins, clocks, memorials and lighting	<ul style="list-style-type: none"> Currently no direct responsibility for litter bins, clocks, memorials and lighting 	N/A
Bus shelters	<ul style="list-style-type: none"> There are no bus shelters within the Parish 	N/A
Markets	<ul style="list-style-type: none"> There are no markets operating within the Parish 	N/A
Public Conveniences	<ul style="list-style-type: none"> There are no public conveniences within the Parish 	N/A
Services for which the council is entitled to recover a fee (e.g. burial fees)	<ul style="list-style-type: none"> Not currently applicable 	N/A
Newsletter	<ul style="list-style-type: none"> Parish Council Website – “Community News & Events” Hard Copy – delivered to all households 	Free Free

ALDCLIFFE WITH STODDAY PARISH COUNCIL



HOW TO COMPLAIN TO ALDCLIFFE WITH STODDAY PARISH COUNCIL

Objective: The object of this complaints procedure is to put things right when they go wrong and ensure that mistakes do not recur in the future.

What constitutes a complaint?

A complaint is an expression of dissatisfaction by one or more members of the public about the parish council's action or lack of action or about the standard of a service delivered by the council. The complaint may relate to an action taken or a service provided by the council itself or a person or body acting on behalf of the council.

What is not a complaint?

If a member of the public reports an issue or matter of concern within the Parish, this will not normally be regarded as a complaint, but as a **'Request for Service'**. Such matters, for example a fly-tipping incident or an obstruction of a Public Right of Way, will normally be dealt with directly by the Clerk without any need for a formal response.

What is a complaints procedure?

The way the council manages any report of a problem with the service you are getting or trying to get from the council, or a problem with things that the council does or doesn't do, is via a complaints procedure.

What can be expected?

The aims of a complaints procedure are to ensure the process is:

- well documented and publicised;
- easy to understand and use;
- helpful and receptive, not adversarial;
- objective and based on clear procedures;
- capable of putting things right where necessary;
- sensitive to the needs and circumstances of the complainant;
- adequately resourced and fully supported by parish councillors and the Clerk; and
- regularly analysed to spot patterns of complaint and lessons for service improvement.

How do I complain?

ALDCLIFFE WITH STODDAY PARISH COUNCIL



Requests for Service: These should be made to the Clerk of the council and can be made by any means; phone call, email, letter or in person. You may make a request to a Councillor, but under the legislation governing parish councils, a Councillor has no authority to act as an individual and must refer the matter to the Clerk.

Formal complaint: To register a formal complaint please obtain and complete a copy of the council's **complaint form** with any other information you wish to provide to support your complaint and then return it to the Clerk's address. If the complaint directly concerns the Clerk, it should be sent to the Chair of the Council, clearly marked "**Council Chairman -Private and Confidential**". Formal complaints are for matters of a serious nature and once resolved will be recorded in the council's minutes. However certain types of employee related, or other sensitive issues may, under certain parts of legislation, be exempt from publication. You may also send a letter or email of complaint, but the council may ask you to complete their **complaints form** as this allows the council to keep a consistent record of communications on complaints.

Nature of a complaint

Before making a complaint, it is important to contact the council to ensure it is the **Responsible Body** to handle the complaint. It is also important to clearly identify and document the details of the complaint. The way in which a complaint is handled will depend on the nature of the complaint.

The following table summarises how different types of written complaint may be handled by the council.

Nature of the complaint	How to complain	Who to complain to	Who will deal with your complaint
Parish council processes, procedures and services	The Clerk will provide you with a Complaint Form Complete the form and add any other relevant evidence to support your complaint	The Clerk	You will receive a written reply from the Clerk The matter may have been debated by the council at a council meeting and if so the Clerk's response will be based on the decision of the council

ALDCLIFFE WITH STODDAY PARISH COUNCIL



Nature of the complaint	How to complain	Who to complain to	Who will deal with your complaint
Financial irregularity	<p>The Clerk will provide you with a Complaint Form.</p> <p>Complete the form and add any other relevant evidence to support your complaint</p>	The Clerk/Responsible Financial Officer of the council.	<p>The Clerk of the council will endeavour to provide an explanation.</p> <p>If you are not satisfied you can report the matter to the External Auditor</p>
Conduct of an employee	The Clerk will provide you with a Complaint Form. Complete the form and add any other relevant evidence to support your complaint	The Clerk, unless the complaint is about the Clerk. If this is the case the complaint should be sent to the Chair of the Council and be sealed and marked “private & confidential”	<p>The complaint may be resolved or escalated and be treated as an internal disciplinary matter to be dealt with under the Parish council’s employee disciplinary procedure</p> <p>In the event that the matter escalates the Parish council will provide a copy of the disciplinary procedure on request</p>
Criminal activity	In writing, including any relevant evidence to support your concern	The police	<p>The police</p> <p>Depending on severity, the matter may go to court</p>

ALDCLIFFE WITH STODDAY PARISH COUNCIL



Nature of the complaint	How to complain	Who to complain to	Who will deal with your complaint
Conduct of a Councillor	This type of complaint needs to be referred in writing to the principal authority, Lancaster City Council. The Parish council has no power to investigate the conduct of one of its own elected Members	The Monitoring Officer at the principal authority, Lancaster City Council	The Monitoring Officer. Matters may be lengthy if an investigation is undertaken. The matter may be referred for consideration by the Local Standards Committee

A Complaint form is available to accompany this guide.

ALDCLIFFE WITH STODDAY PARISH COUNCIL



HOW TO COMPLAIN TO ALDCLIFFE WITH STODDAY PARISH COUNCIL

Complaint Form

Date:	
Name:	
Address:	
Postcode	
Daytime phone number:	
Evening Phone number:	
Nature of Complaint - please give details of:	
1. What you wish to complain about to the parish council.	
2. When and where the situation took place including if possible details such as time, day, date and location.	
3. The names and, if possible, contact details of any others involved.	
4. In your opinion, what action or decision would resolve the matter?	

Please continue your comments on a separate sheet if necessary.

ALDCLIFFE WITH STODDAY PARISH COUNCIL



To register a complaint please complete and return this form with any other information you wish to provide to support your complaint to:

Mr D Whiteway
Aldcliffe with Stodday Parish Clerk
122 North Wing, The Residence
Kershaw Drive
Lancaster
LA1 3TF

If the complaint concerns the Clerk, it should be sealed and clearly marked '**Chairman, Aldcliffe with Stodday Parish Council – Private and Confidential**' and sent to:

Mr C Norman
'Munisouth'
Aldcliffe Hall Drive
Aldcliffe
Lancaster
LA1 5BG

Agenda Item: 9

Planning Application Comments & Decisions November – December 2018

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<p>18/01136/FUL: Erection of a single storey rear extension. 3 Deep Cutting Farm Ashton Road, Lancaster. Application Received: Wed 29 August 2018 Validated: Mon 24 September 2018</p>	None submitted	Decided - Permitted