

Sutton St. Nicholas Parish Council

Minutes of the Ordinary Meeting of Sutton St. Nicholas Parish Council, held at Sutton St. Nicholas Village Hall, Bayley Way, Sutton St. Nicholas, Hereford HR1 3SZ on Monday 3rd November 2025 at 7.15pm. (no. SPC/TF/2066)

Cllr Richard Andrews

Cllr Ann Burke

Cllr Sharron Haworth

Cllr Anna Toon

In attendance

Cllr Peter Hamblin (Ward Councillor)

Tony Ford – Parish Clerk

Members of the public. - Two

1. Apologies

The Parish Council considered and approved apologies for Cllr Ron Gow. Cllr Sharron Haworth took the Chair.

2. Co-option

No Councillors were co-opted.

3. Written requests for Dispensations.

There were no requests for dispensation.

4. Declarations of Interest

To receive declarations of interest by members in respect of items on the agenda.

Councillor	Y e s	N o	Agenda Item		DPI or NPI
Cllr Richard Andrews		√			
Cllr Ann Burke	√		9 30	Member PCC Trustee	Disclosable Pecuniary Interest
Cllr Sharron Haworth	√		7	Near residence	Disclosable Pecuniary Interest
Cllr Anna Toon		√			

5. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/2065) held on Monday 6th October 2025

The minutes were signed by Cllr Sharron Haworth as a true record of the meeting.

6. Questions /Issues, from members of the public present

6.1 Ward Councillors Report

The Clerk informed the Parish Council that the Ward Councillors Report was received and circulated prior to the meeting. Cllr Peter Hamblin also informed the Parish Council that arrangements after Balfour Beatty would be known in December.

6.2 Questions from other members of the public

There were no questions from the public.

7. Bank House- barn and bungalow plots- drainage.

The Parish Council noted that papers were with the Parish Council solicitors.

8. Traffic Plan

The Clerk informed the Parish Council he has been chasing Herefordshire Council regarding progress on the design; Cllr Peter Hamblin informed the Parish Council that he would follow up on the matter on behalf of the Parish Council.

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Action Cllr Peter Hamblin to raise the matter with Herefordshire Council.

9. St. Nicholas Churchyard Wall

The Parish Council was informed that Sophie Mead the Diocese of Herefords Housing and DAC Officer will be advising the Parochial Church Council (PCC).to ask the Church Architect to visit the church and prepare a schedule of works for the repair of the churchyard wall for the PCC and Parish Council to agree.

10. Report from the Clerk on Actions from the last meeting.

There were sixteen actions requiring completion, six were completed, nine were work in progress and one closed. (Appendix 1 refers) – Noted

11. Financial Report

- 11.1 Invoices for payment.

Ref	Payee	Amount £	VAT	
1	Richard Morgan	512.00	n/a	Invoice 2173,2229,2221-Lengthsman Duties
2	HALC	330.00	55.00	Invoice H3039 Internal Audit 2024/25

Approved for payment

- 11.2 Receipts - £16,750.00 (Second Instalment of Precept)
- 11.3 Confirmation of Balances as of 03-11-25.- £49,560.52p Appendix 2 refers)

12. Budget Monitoring Report 06-10-25

The Parish Council considered and noted the Budget Monitoring Report as at 06-10-25. (Appendix 3 referred)

13. Bank Reconciliation Sign off as at 06-10-25.

The Parish Council noted the Bank Reconciliation sign off.by Cllr Ann Burke.

14. Annual Governance Statement Assertion 10 -Digital and Data Compliance- Email Accounts

The Parish Council approved the allocation of Parish Council email addresses for all Councillors.

15. Annual Governance Statement Assertion 10 -Digital and Data Compliance -.gov.uk Website.

The Parish Council noted that the Parish Council has a.gov.uk website.

16. Annual Governance Statement Assertion 10 -Digital and Data Compliance – IT Policy

The Parish Council considered and approved the Parish Council IT Policy. (Appendix 4 refers)

17. Annual Governance Statement Assertion 10 -Digital and Data Compliance – Website Accessibility.

The Parish Council reviewed and approved the Parish Councils Accessibility Statement. (Appendix 5 refers).

18. Annual Governance Statement Assertion 10 -Digital and Data Compliance- Data Protection.

The Parish Council appointed the Clerk Data Protection Officer.

19. Annual Governance Statement Assertion 10 -Digital and Data Compliance – Data Protection.

The Parish Council reviewed and adopted the Parish Councils Data Protection Policy. (Appendix 6 refers)

20. Annual Governance Statement Assertion 10 -Digital and Data Compliance – Publication Scheme.

The Parish Council reviewed and adopted the Parish Councils Publication Scheme. (Appendix 7 refers)

21. Annual Governance Statement Assertion 10 -Digital and Data Compliance -Local Government Transparency Code 2015

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The Parish Council noted that this is seen as good practice and authorised the Clerk to ensure compliance.

22. Annual Governance Statement Assertion 10 -Digital and Data Compliance – Review of Requirements.

The Parish Council agreed to an agenda item at the March 2026 Parish Council meeting to carry out a review of compliance with procedures.

Action Clerk to have an agenda Item in March 2026.

23. Poor Standard of Road Surfaces in the Parish.

Although other areas had also been identified the Parish Council agreed the priority areas as

- The dip by the old post office.
- The dip by the telephone exchange
- The dip by pool house.

It was agreed that that the Clerk would formerly send the three location (including the three words) to Cllr Peter Hamblin for him to raise the matter with Herefordshire Council.

Action Clerk to send the three locations to Cllr Peter Hamblin

Action Cllr Peter Hamblin to raise the matter with Herefordshire Council.

24. Playing Field -Upgrade

The Parish Council considered the report of the meeting between the Clerk and Fran White and agreed the following

Equipment

- Whirley Bird – relocate (subject to repair) to where the stones are
- Sew Saw. - remove
- 3 Baw Swing. - remove
- Spring Elephant -remove
- Tunnel and related Bank -remove
- Timber Bridge- remove
- Metal Frame Climber. - relocate to where the stone are
- 4-way springer – remove
- Embankment Slide – install steps and reinstate bank
- Rota net – Find a replacement
- Stone – remove

Other

- Get rid of growth on wall.
- Timber Climbing Frame (Increase the depth of loose fill surface)
- Multiplay Slide (Relay matting (returf first) and increase the area by a full tile all-round)

The Parish Council thanked Fran White for her help.

Action Clerk to send the Parish Councils thanks to Fran White.

25. Sutton Walls Dump.

The Parish Council considered and noted correspondence from Herefordshire Council, stating *“Herefordshire Council are aware of continued interest in Sutton Walls and note that the Parish Council has been included in the circulation list of several emails. We would like to reassure the local community that we review these alongside our colleagues in Public Health and UKHSA to ensure we are aware and up to date with any changes in understanding of health risks associated with the site. To the best of our understanding, it remains the case that the conclusions and recommendations at the culmination of the investigation of the site*

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in 2014 remain valid. Should further information come to light that would necessitate a revisit of either this, we would advise the PC."

Action Clerk to put information in Sutton News

26. Local Police Community Charter Contract.

The Parish Council noted the submission of the Clerk relating to period 01-10-25 to 31-12-25., which highlighted the Parish Councils concern regarding speeding (in particular 6am to 10am and 2.30pm to 6pm) through the village on the C1125 and C1126 a Community Concern Area.

27. Matters relayed to the Clerk for the Agenda of the next meeting.

- Playground
- Traffic Plan

28. Items for Information

Items for information noted. (Appendix 8 refers)

29. Confirmation of the date, time, and venue of the next meeting,

Meeting of the Parish Council **Monday 1st December 2025, 7.15pm** at Sutton St. Nicholas Village Hall.

30. Village Hall

To consider a grant request for £2,500.00 and to consider matters relating to the future of the village hall. – This item was deferred until the 1st of December 25 meeting

31. Clerks' salary

The Parish Council authorised the Clerk salary for October 2025 and authorised Cllr Sharron Haworth to sign the payment Schedule.

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Appendix 1

Status of Actions from last meeting 06-10-25

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
11/01	07-04-25	7	October 2024 Quinquennial Inspection of St. Nichols Church	Clerk to liaise with Keith Lawton.	Clerk	Agenda item 9 Chasing regarding trees	Work in progress
11/02	28-04-25	8	Herefordshire Councils Local Plan & NPPF Update	Agenda Item -Parish Council to consider position regarding its Neighbourhood Plan at September 26 PC Meeting	Clerk		Work in progress
11/03	02-06-25	14	Bank Mandate	Clerk to have an agenda item to review for the 1 st of December 2025 meeting	Clerk		Work in progress
11/04	07-07-25	15	Public Rights of Way Grant Funding Scheme 2025-26	Clerk to submit an application.	Clerk		Closed
10/05	07-07-25	19	Opening a Deposit Account	Clerk to progress the matter.	Clerk		Work in progress
10/06	01-09-25	20	Locality Steward	Cllr Peter Hamblin to raise the Parish Councils concern with Herefordshire Council.	Cllr Hamblin		Work in progress
10/07	06-10-25	7	Bank House- barn and bungalow plots- drainage.	Clerk to inform hcrlaw of the Parish Councils decision	Clerk		Completed
10/08	06-10-25	7	Bank House- barn and bungalow plots- drainage	Clerk to send signed document to hcrlaw	Clerk		Completed
10/09	06-10-25	9	St. Nicholas Churchyard Wall	Clerk to inform the Diocese.	Clerk	Agenda Item 9	Completed
10/10	06-10-25	10	Planning Application – Freens Court House Sutton St. Nicholas HR1 3AY (252449)	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
10/11	06-10-25	11	Planning Application- Shanoo House Millway Sutton St.	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
			Nicholas HR13BQ (252799)				
10/12	06-10-25	17	Playing Field - Upgrade	Clerk to submit a lottery grant claim.	Clerk		Work in progress
10/13	06-10-25	17	Playing Field - Upgrade	Clerk to liaise with Fran White	Clerk	Meeting arranged	Completed
10/14	06-10-25	18	Accounts and Audit Regulation.	Clerk to add agenda item references.	Clerk		Work in progress
10/15	06-10-25	20	Drainage Grant	Clerk to request dates and circulate to Councillors.	Clerk	Waiting for a reply	Work in progress
10/16	06-10-25	22	Information request – Parish Council Grants	Clerk to complete the questionnaire	Clerk		Work in progress

Completed	6
Work in progress	9
Closed	1
TOTAL	16

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Bank Reconciliation as at 03-11-25.**

Opening 01/04/25	24,072.96
Receipts	43,136.18
	67,209.14
Expenditure	17,648.62
Balance 03-11-25	49,560.52

Bank Statement balance **14/10/2025** 51,229.77

os cheques

1515	209.20
1581	252.00
	52.00
1584	512.00
1585	330.00
1586	314.05
	1,669.25

Balance as at 03-11-25 **49,560.52**

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Appendix 3

Budget Monitoring Report as at 06-10-25

	Budget 2022/23	Actual 2022/23	Budget 2023/24	Actual 2023/24	Budget 2024/25	Actual to 31-03-25	Budget 2025/26	Actual 06-10-25	Variance	Comments
Income										
Precept	30,000.00	30000.00	31,500.00	31,500.00	33,500.00	33,500.00	33,500.00	16,750.00	-16,750.00	2nd Precept due in September- Bank Statement Timing Difference
Other -	30.00	30.23	30.00	30.23	30.00	2,430.23	30.00	0.00	-30.00	Wayleave due later in the year
VAT recovered / estimate	500.00	3596.42	500.00	928.11	500.00	0.00	500.00	2,332.74	1,832.74	Refund higher than budgeted
Lengthsman Grant	0.00	0.00	0.00	802.00	1,500.00	0.00	1,500.00	1,733.00	233.00	Claim higher than estimate
Drainage Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,570.44	5,570.44	Not budgeted for
Footpath Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Income	30,530.00	33,626.65	32,030.00	33,260.34	35,530.00	35,930.23	35,530.00	26,386.18	-9,143.82	
Expenditure										
Clerks Salary	5,200.00	5989.39	5,800.00	6,243.75	6,450.00	6,279.00	6,450.00	3,453.55	2,996.45	
Admin/Office Expenses	1,000.00	1128.78	1,100.00	583.91	1,100.00	677.15	1,000.00	840.49	159.51	
Training	250.00	0.00	250.00	0.00	250.00	0.00	0.00	0.00	0.00	
Insurance	670.00	735.52	800.00	801.18	1,000.00	843.69	1,000.00	897.31	102.69	
Membership Subs	650.00	673.41	700.00	739.04	750.00	814.20	800.00	0.00	800.00	
Auditors	300.00	285.00	350.00	430.00	460.00	208.00	500.00	210.00	290.00	
Services Repairs and Maintenance	1,000.00	1570.50	2,000.00	787.00	2,050.00	631.00	1,000.00	722.50	277.50	

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	Budget 2022/23	Actual 2022/23	Budget 2023/24	Actual 2023/24	Budget 2024/25	Actual to 31-03-25	Budget 2025/26	Actual 06-10-25	Variance	Comments
Data protection Compliance	500.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	
Traffic Plan					2,000.00	420.00	0.00	0.00	0.00	
Reserves	0.00	0.00	0.00	0.00	2,500.00	0.00	1,763.00	0.00	1,763.00	
Village Hall Reserve	1,900.00	0.00	1,500.00	0.00	0.00	4,000.00	4,000.00	0.00	4,000.00	
PROW Grant Work					0.00	4,104.44	0.00	0.00	0.00	
Drainage Grant Work					0.00	1,218.00	0.00	0.00	0.00	
litter Bin	0.00	408.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
New Printer	0.00	0.00	0.00	589.00	0.00	0.00	0.00	74.99	-74.99	Not budgeted for
Total Expenditure	30,530.00	38,709.75	32,030.00	30,823.63	35,530.00	42,404.12	35,530.00	16,484.32	19,045.68	

Sutton St. Nicholas Parish Council IT Policy

1. Introduction

Sutton St. Nicholas Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Sutton St. Nicholas Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Sutton St. Nicholas Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Sutton St. Nicholas Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Sutton St. Nicholas Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Sutton St. Nicholas Parish Council network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided Sutton St. Nicholas Parish Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Sutton St. Nicholas Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Sutton St. Nicholas Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Sutton St. Nicholas Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Sutton St. Nicholas Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact Sutton St. Nicholas Parish Council

All staff and councillors are responsible for the safety and security of Sutton St. Nicholas Parish Councils IT and email systems. By adhering to this IT and Email Policy, Sutton St. Nicholas Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

Date: 03-11-25

Accessibility Statement
Accessibility Statement for Sutton St. Nicholas Parish Council

Sutton St. Nicholas Parish Council is committed to ensuring digital accessibility for people with disabilities. We are continually improving the user experience for everyone and applying the relevant accessibility standards.

Measures to support accessibility

Sutton St. Nicholas Parish Council takes the following measures to ensure accessibility of Sutton St. Nicholas Parish Council:

- Include accessibility as part of our mission statement.

Conformance status

The [Web Content Accessibility Guidelines \(WCAG\)](#) defines requirements for designers and developers to improve accessibility for people with disabilities. It defines three levels of conformance: Level A, Level AA, and Level AAA. Sutton St. Nicholas Parish Council is partially conformant with WCAG 2.1 level AA. Partially conformant means that some parts of the content do not fully conform to the accessibility standard.

Feedback

We welcome your feedback on the accessibility of Sutton St. Nicholas Parish Council. Please let us know if you encounter accessibility barriers on Sutton St. Nicholas Parish Council:

- Phone: 01432 880673
- E-mail: <https://suttonstnicholasparishcouncil.gov.uk/contact-us/>
- Visitor address: Sutton St. Nicholas Parish Council
- Postal address:

We try to respond to feedback within 7 business days.

Compatibility with browsers and assistive technology

Sutton St. Nicholas Parish Council is designed to be compatible with the following assistive technologies:

- Mobile Phones
- PC and Mac Computers
- All Tablet devices
- All known Browsers
- Screen Readers

Technical specifications

Accessibility of Sutton St. Nicholas Parish Council relies on the following technologies to work with the particular combination of web browser and any assistive technologies or plugins installed on your computer:

- HTML
- CSS
- JavaScript

These technologies are relied upon for conformance with the accessibility standards used.

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Limitations and alternatives

Despite our best efforts to ensure accessibility of Sutton St. Nicholas Parish Council, there may be some limitations. Below is a description of known limitations, and potential solutions. Please contact us if you observe an issue not listed below.

Known limitations for Sutton St. Nicholas Parish Council:

- 1. Comments from users:** Uploaded images may not have text alternatives because We cannot ensure the quality of contributions. Some older PDFs may not comply.

Assessment approach

Sutton St. Nicholas Parish Council assessed the accessibility of Sutton St. Nicholas Parish Council by the following approaches:

- Self-evaluation

Formal approval of this accessibility statement

This Accessibility Statement is approved by: Sutton St. Nicholas Parish Council

Date -03-11-25

Tony Ford

Clerk to the Council

SUTTON ST. NICHOLAS PARISH COUNCIL

DATA PROTECTION POLICY

1. Introduction

Sutton St. Nicholas Parish Council has a responsibility under the Data Protection Act 2018 to hold, obtain, record, use and store all personal data relating to an identifiable individual in a secure and confidential manner. This Policy is a statement of what the Parish Council does to ensure its compliance with the Act.

The Data Protection Policy applies to all Parish Council employees, councillors, volunteers, and contractors. The Policy provides a framework within which the Parish Council will ensure compliance with the requirements of the Act and will underpin any operational procedures and activities connected with the implementation of the Act.

2. Background

The Data Protection Act 2018 governs the handling of personal information that identifies living individuals directly or indirectly and covers both manual and computerised information. It provides a mechanism by which individuals about whom data is held (the “data subjects”) can have a certain amount of control over the way in which it is handled.

Some of the main features of the Act are:

- All data covered by the Act must be handled in accordance with the Six Data Protection Principles (see Appendix 1)
- The person about whom the information is held (the Data Subject) has various rights under the Act including the right to be informed about what personal data is being processed, the right to request access to that information, the right to request that inaccuracies or incomplete data are rectified, and the right to have personal data erased and to prevent or restrict processing in specific circumstances. Individuals also have the right to object to processing based on the performance of a task in the public interest/exercise of official authority (including profiling), direct marketing (including profiling); and processing for the purposes of scientific/historical research and statistics. There are also rights concerning automated decision making (including profiling) and data portability.
- Processing of special categories of data must be done under a lawful basis. This data includes information about race, ethnic origin, political persuasion, religious belief, trade union membership, genetics, biometrics (where used for identification purposes), health, sex life, and sexual orientation.
- The Data Protection Act deals with criminal offence data in a similar way to special category data and sets out specific conditions providing lawful authority for processing it.
- There is a principle of accountability of data controllers to implement appropriate technical and organisational measures that include internal data protection policies and procedures, staff training and awareness of the requirements of the Act, internal audits of processing activities, maintaining relevant documentation on processing activities, appointing a data protection officer, and implementing measures that meet the principles of data protection by design and data protection by default, including data minimisation, transparency, and creating and improving security features on an ongoing basis.
- Data protection impact assessments are carried out where appropriate as part of the design and planning of projects, systems, and programmes.

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- Data controllers must have written contracts in place with all data processors and ensure that processors are only appointed if they can provide 'sufficient guarantees' that the requirements of the Act will be met and the rights of data subjects protected.
- Data breaches that are likely to result in a risk to the rights and freedoms of individuals must be reported to the Information Commissioner's Office within 72 hours of the council becoming aware of the breach. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the council will notify those individuals concerned directly.
- The Information Commissioner is responsible for regulation and issue notices to organisations where they are not complying with the requirements of the Act. She also has the ability to prosecute those who commit offences under the Act and to issue fines.

3 Policy Statement

The Parish Council is committed to ensuring that personal information is handled in a secure and confidential manner in accordance with its obligations under the Data Protection Act 2018 and professional guidelines. The Parish Council will use all appropriate and necessary means at its disposal to comply with the Data Protection Act and associated guidance.

4 Roles and Responsibilities

4.1 Data Protection Officer

The Data Protection Officer is the Clerk, and they are responsible for the following tasks:

- informing and advising the parish council, any processor engaged by the parish council as data controller, and any employee of the parish council who carries out processing of personal data, of that person's obligations under the legislation.
- providing advice and monitoring for the carrying out of a data protection impact assessments
- co-operating with the Information Commissioner's Office,
- acting as the contact point for the Information Commissioner's Office
- monitoring compliance with policies of the parish council in relation to the protection of personal data
- monitoring compliance by the parish council with the legislation.

In relation to the policies mentioned above, the data protection officer's tasks include—

- (a) assigning responsibilities under those policies,
- (b) raising awareness of those policies,
- (c) training staff involved in processing operations, and
- (d) conducting audits required under those policies.

The Parish Council must provide the Data Protection Officer with the necessary resources and access to personal data and processing operations to enable them to perform the tasks outlined above and to maintain their expert knowledge of data protection law and practice.

4.2 Parish Council

The Parish Council will be responsible for ensuring that the organisation complies with its responsibilities under the Data Protection Act through monitoring of activities and incidents via reporting by the Data Protection Officer. The Parish Council will also ensure that there are adequate resources to support the work outlined in this policy to ensure compliance with the Data Protection Act.

4.3 All Staff and Councillors

All staff and councillors will ensure that:-

- Personal information is treated in a confidential manner in accordance with this and any associated policies.
- The rights of data subjects are respected at all times.
- Privacy notices will be made available to inform individuals how their data is being processed.
- Personal information is only used for the stated purpose, unless explicit consent has been given by the Data Subject to use their information for a different purpose.
- Personal information is only disclosed on a strict need to know basis, to recipients who are entitled to that information.
- Personal information held within applications, systems, personal or shared drives is only accessed in order to carry out work responsibilities.
- Personal information is recorded accurately and is kept up to date.
- They refer any subject access requests and/or requests in relation to the rights of individuals to the Data Protection Officer.
- They raise actual or potential breaches of the Data Protection Act to the Data Protection Officer as soon as the breach is discovered.

It is the responsibility of all staff and councillors to ensure that they comply with the requirements of this policy and any associated policies or procedures.

4.9 Contractors and Employment Agencies

Where contractors are used, the contracts between the Parish Council and these third parties should contain mandatory information assurance clauses to ensure that the contract staff are bound by the same code of behaviour as parish council members of staff and councillors in relation to the Data Protection Act.

4.10 Volunteers

All volunteers are bound by the same code of behaviour as parish council members of staff and councillors in relation to the Data Protection Act.

5 Records Management

Good records management practice plays a pivotal role in ensuring that the parish council is able to meet its obligations to provide information, and to retain it, in a timely and effective manner in order to meet the requirements of the Act. All records should be retained and disposed of in accordance with the Parish Council retention schedule.

6 Consent

The Parish Council will take all reasonable steps to ensure that service users, members of staff, volunteers, and contractors are informed of the reasons the parish council requires information from them, how that information will be used and who it will be shared with. This will enable the data subject to give explicit informed consent to the parish council handling their data where the legal basis for processing is consent.

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Should the parish council wish to use personal data for any purpose other than that specified when it was originally obtained, the data subject's explicit consent should be obtained prior to using the data in the new way unless exceptionally such use is in accordance with other provisions of the Act.

Should the parish council wish to share personal data with anyone other than those recipients specified at the time the data was originally obtained, the data subject's explicit consent should be obtained prior to sharing that data, failure to do so could result in a breach of confidentiality.

7 Accuracy and Data Quality

The parish council will ensure that all reasonable steps are taken to confirm the validity of personal information directly with the data subject.

All members of staff and councillors must ensure that service user personal information is checked and kept accurate and up to date on a regular basis, for example, by checking it with the service user when they attend for appointments in order that the information held can be validated.

Where a member of the public exercises their right for their data to be erased, rectified, or restricted, or where a member of the public objects to the processing of their data, the Data Protection Officer must be notified and the appropriate procedures followed.

8 Data Protection Impact Assessments

A data protection impact assessment is a process which helps to assess privacy risks to individuals in the collection, use and disclosure of information. They must be carried out at the early stages of projects and are embedded into the parish council's decision-making process.

9 Providers

The Parish Council must have written contracts in place with all suppliers who process personal data on behalf of the parish council as "data processors." The Parish Council will ensure that processors are only appointed if they can provide 'sufficient guarantees' through the procurement process that the requirements of the Act will be met and the rights of data subjects protected.

10 Complaints

Any expression of dissatisfaction from an applicant with reference to the parish council's handling of personal information will be treated as a complaint and handled under the parish council's complaint's processes. The Data Protection Officer will be involved in responding to the complaint.

Should the complainant remain dissatisfied with the outcome of their complaint to the council, a complaint can be made to the Information Commissioner's Office who will then investigate the complaint and take action where necessary.

11 Security and Confidentiality

All staff and councillors must ensure that information relating to identifiable individuals is kept secure and confidential at all times. The parish council will ensure that its holdings of personal data are properly secured from loss or corruption and that no unauthorised disclosures of personal data are made.

The parish council will ensure that information is not transferred to countries outside the European Economic Area (EEA) unless that country has an adequate level of protection for security and confidentiality of information which has been confirmed by the Information Commissioner.

12 Rights of Data Subjects

Individuals wishing to request their information as a subject access request should contact the parish council, who will arrange for the information to be processed in accordance with the Data Protection Act. Further information on this is available in a separate document, *how to access your records*.

Individuals should also make requests in writing to the parish council if they wish to exercise their other rights under the legislation.

Reviewed by the Council on **03-11-25**..... Review Date ...**November 2026**

APPENDIX 1

DATA PROTECTION PRINCIPLES

First Principle

Processed lawfully, fairly and in a transparent manner in relation to individuals.

Second Principle

Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;

Third Principle

Adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed.

Fourth Principle

Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.

Fifth Principle

Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;

Sixth Principle

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.

Information available from Sutton St Nicholas Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Sutton News	Free
Location of main Council Office and accessibility details	Website/ Sutton News	Free
Staffing Structure	Hard Copy	Free
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard Copy-	15p per A4 sheet
Finalised budget	Website as part of the Minutes Hard Copy	15p per A4 sheet
Precept	Hard Copy	15p per A4 sheet
Borrowing Approval letter	Hard Copy	15p per A4 sheet
Financial Standing Orders and Regulations	Website Hard copy	Free 15p per A4 sheet
Grants given and received	Hard Copy	15p per A4 sheet
List of current contracts awarded and value of contract	Hard Copy	Free
Class 3 – What our priorities are and how we are doing	Hard Copy	15p per A4 sheet
Parish Plan	Website*	Free
Annual Report to Parish Meeting	Website Hard copy	Free 15p per A4 sheet
Traffic Plan	Website Hard copy	Free £1.00 per copy
Neighbourhood Development Plan	Website	Free
Class 4 – How we make decisions Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website* Hard copy	Free 15p per A4 sheet
Agendas of meetings (as above)	Website Hard copy	Free

Sutton St. Nicholas Parish Council

Information to be published	How the information can be obtained	Cost
		15p per A4 sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 15p per A4 sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 15p per A4 sheet
Responses to consultation papers	Website Reported as part of the Minutes	Free 15p per A4 sheet
Responses to planning applications	Website- as part of minutes	Free
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Procedural standing orders (<i>on Website</i>) Committee and sub-committee terms of reference (<i>Website</i>) Delegated authority in respect of officers (Contained within minutes) Code of Conduct (<i>Website</i>) Financial Regulation (<i>Website</i>)	<i>Website where indicated</i> Hard copy	Free 15p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures Grants Policy	 Website Website Website* Website* Website	 Free Free Free Free Free
Information security policy	Website *	Free
Records management policies (records retention, destruction and archive)	Website*	Free
Data protection policies	Website*	Free
Schedule of charges) for the publication of information)	Website	Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets Register	Hard copy	15p per A4 sheet
Register of members' interests	Website*	Free

Sutton St. Nicholas Parish Council

Information to be published	How the information can be obtained	Cost
Register of gifts and hospitality	Hard Copy	15p per A4 sheet
Planning Register	Website*	Free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Parks, playing fields and recreational facilities	Website*	
Any other Additional Information	Upon request by hard copy if available	15p per A4 sheet

Contact details:

Website Address: www.suttonstnicholasparishcouncil.gov.uk

Email ssnparishclerk@btinternet.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Freedom of Information Request	An additional charge may be made if the cost to the Parish Council for retrieval and collation is unreasonable.	

Reviewed and updated by the Parish Council held on 3rd November 2025

**Chairman –
Ron Gow**

Items For Information

- **Herefordshire Council** - Update on Neighbourhood Planning funding.
- **Balfour Beatty** - Locality briefing Weobley, Queenswood, Sutton Walls & Credenhill 09.10.25
- **NALC** - Chief executive's bulletin - 9 October 2025.
- **Balfour Beatty** - Herefordshire Streetworks Report / Week Commencing 13th October 2025.
- **Balfour Beatty** - Locality briefing Weobley, Queenswood, Sutton Walls & Credenhill 09.10.25.
- **Balfour Beatty** - Herefordshire Streetworks Report / Week Commencing 20th October 2025.
- **Balfour Beatty** - Locality Briefing Weobley, Queenswood, Sutton Walls & Credenhill 23.10.25.
- **NALC** - Chief executive's bulletin - 23 October 2025.
- **Balfour Beatty** - Herefordshire Streetworks Report / Week Commencing 27th October 2025.
- **NALC** - Chief executive's bulletin - 30 October 2025