



You are here by summoned to attend a meeting of Lapley, Stretton and Wheaton Aston Parish Council, which will be held on Thursday 7th June 2018 at 7.30pm Wheaton Aston Village Hall.

The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Council Manager (in advance) who will instruct that they are not included in the filming.

In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that this meeting will be tape-recorded by the Parish Council. The purpose of taping is that recordings act as an aide-memoire to assist the Parish Council Clerk in the compilation of minutes.

Please ensure that all mobile phones are switched to silent during the Parish Council meeting.

Public Forum

- Democratic thirty minute period/public discussion time: From 7.30pm residents are invited to give their views to the Parish Council on items on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. (standing order 3 f)
No member of the public may speak for more than five minutes (standing order 3g)

- | | |
|--|---------------------|
| 30. Apologies | -decision |
| To receive and accept apologies. | |
| 31. Vice-Chairman election | -decision |
| 32. Declarations of interest and dispensations | -information |
| To receive declarations of interest and consider dispensation requests & Code of Conduct. - | |
| The only way in which a Councillor can speak about business in which they have an interest is if they have been granted a dispensation by their council. A request for a dispensation has to be made in writing to the Clerk (in advance of the meeting) and to be granted by decision of the Council. | |
| 33. Signing of the minutes | -decision |
| To approve and sign the minutes of the meeting of 3 rd May 2018 | |
| 34. Clerks report | -information |
| To receive report from the Parish Clerk | |
| 35. Policing matters | -information |
| To receive the report from the County Council | |
| 36. District report | -information |
| To receive the report from the District Council. | |
| 37. County report | -information |
| To receive the report from the County Council | |

38. Financial matters

-decision

To consider financial matters including:

- a. To receive the Financial Comparison to 31st May 2018
- b. To receive the Financial Summary to 31st May 2018
- c. To approve the expenditure for May 2018
- d. To approve the 2017/18 Balance Sheet
- e. To approve the Annual Return Governance Statement
- f. To approve the Annual Return Accounting Statement
- g. To receive the Internal Independent Auditor's Report
- h. To note the inspection period
- i. To approve an interim audit mid year (on going) and auditor
- j. To note payments/decisions made under delegated powers

39. Planning recommendations

-decision

To consider planning matters including

- a. planning application 18/00341/VAR
- a. Applications received after papers have been issued
- b. List of planning decisions received since last meeting
- c. Enforcement cases- 18/00060/BOC
- d. To note responses sent under delegated powers-

40. Childrens Posters

To judge the entries for the 'tidy village' competition

-decision

41. Support request

-decision

To consider the request for financial support from The Samaritans

42. Working group reports:

-decision

- Christmas Lights
- HR
- Maintenance
 - 1. Tree reports
 - 2. Sign purchase approx. £120.0
 - 3. Bench repair approx. £110.00
 - 4. Lapley Green

43. Community Speed Watch Letters

-decision

To approve the letter template

44. First Responders

-decision

To consider volunteer level

45. Policies

-decision

To approve and adopt the following policies:

- Cookie information policy
- SAR checklist procedure
- DPIA checklist procedure
- Constituent notice
- Data sharing statement
- Data Protection /privacy
- Privacy notice for employees
- Hr and retention policy

- Erasure policy

46. Councilor Co-option

-decision

To consider any applications

47. Items for future

Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

48. Date of next meeting: Thursday 5th July at 7.30pm at Lapley and Wheaton Aston Village Hall

Parish Council Clerk Mrs A Watson, 12 June 2018

Crime and Disorder Implications

Section 17 of the Crime and Disorder Act 1998 places a duty on local authorities to consider the crime and disorder implications when exercising its functions with due regard to the likely effect of the exercise of those functions and to do all that is reasonably can to prevent crime and disorder in its area. Where relevant any decisions made at the Parish Council meeting have taken this duty of Care into consideration.

Lapley Stretton & Wheaton Aston Parish Council

Expenditure transactions - payments approval list Start of year 01/04/18

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque
23	fp11343771 4sp	£517.92		18/05/18	Staffordshire County Council Superannuation Fund - May Pension	£517.92
1		£61.49	110/4/3		Pension ER's KD	
2		£354.18	110/4/3		Pension ER's AW	
24	chq3000066	£300.00	180/2	18/05/18	South Staffordshire Citizens Advice Bureau - Grant 2018/2019	£300.00
25	fp38337220 4CA	£300.00	180/3	18/05/18	Wheaton Aston Carnival Association - Grant 2018/2019	£300.00
26	chq300065	£1,000.00	180/3	18/05/18	Wheaton Aston Community First Responders - Grant 2018/2019	£1,000.00
27	fp52425935 5VCS	£1,000.00	180/1	18/05/18	Brewood & District Voluntary Car Scheme - Grant 2018/2019	£1,000.00
28	fp31619633 7br	£204.25	100/11/1	18/05/18	Black Rose Solutions Ltd - 2017/2018 Internal Audit	£204.25
29	DD17.05.18	£56.33	100/10	18/05/18	EE - Monthly Mobile Charges	£56.33

30	fp94989114 1ss	£260.00	100/2	18/05/18	South Staffordshire District Council - Monthly Office Rent	£260.00
31	fp46814564 6fm	£150.00	140/7/1	18/05/18	Forest of Mercia CIC - Reshape Willow Dome	£150.00
32	DD15.05.18	£8.14	100/10	18/05/18	Mainstream Digital Ltd. - Call Charges	£8.14
33	DC 02.05.18	-£295.28	100/8	18/05/18	Came & Company - Reduced playground equipment valuation	-£295.28
34	fp18466898 9kd	£14.68		18/05/18	Mrs Karen Daker - Expenses	£14.68
	1	£14.00	100/13		Postage of May Agenda	
	2	£0.68	100/18/3		Travel to Post Office	
35	fp72129593 bg	£953.40	120/1/1	18/05/18	Bloomin Gardens & Landscapes Ltd - Monthly Charges	£953.40
36	fp76381139 31mb	£2.66		18/05/18	Mr. Malcolm Bissell - Expenses	£2.66
	1	£3.15	100/18/4		Mileage	
	2	-£0.49	120/1/5		Difference between Jan expenses and March	
37	fp52565944 5ms	£88.68	100/16	18/05/18	Microshade Business Consultants Ltd - Monthly Hosting Fee	£88.68
43	fp26803100 3hm	£415.39		18/05/18	HMRC - May Tax	£415.39
	1	£28.80	110/4/2		Tax KD	
	5	£24.20	110/5/2		Tax JS	
	6	£112.00	110/6		Employers NI	
44	fp95689072 6sl	£250.00	100/3/1	18/05/18	SLCC Staffordshire Branch - CilCA for Clerk	£250.00
46	fp10373888 7ss	£480.00	100/20/2	18/05/18	South Staffordshire District Council - GDPR Audit	£480.00
47	fp37170338 ss	£74.98	100/4/1	18/05/18	South Staffordshire District Council - Printing of Spring Newsletter	£74.98
48	fp36790782 1ss	£205.20	140/10/1	18/05/18	Sedgley Signs - Replacements Signs for Playparks	£205.20
49	fp30618733 9ph	£87.00	100/13	18/05/18	Post Haste - Stamps	£87.00
50	fp43110938 6aw	£104.15		18/05/18	Mrs Amy Watson - Expenses	£104.15
	1	£101.25	100/18/1		milage	
	2	£2.90	100/6/2		Meeting expenses	
51	FXCard	£6.99	140/7/1	18/05/18	FairFx Pre Paid Card - Lock for Marston Field	£6.99
52		£364.31	100/12	18/05/18	Ricoh U K Limited - Feb 12- May18 Charges	
53	fp46539727 1180521slc	£41.40	100/3/2	21/05/18	SLCC Enterprises Ltd - Conference 17 (sent to school address)	£41.40
					Confidential	

Total £9122.87

Clerks Report

June 2018

Information

The stepping stones at Primrose play area are due to be changed w/c 21st May 2018
Repairs to the zip wire and pendulum swing at Marston field have been completed
Church Lane, Lapley will be closed on 15th July from 9am for road works. More
details can be found at https://apps.roadworks.org/downloads/tm/rg_road-closure-ttro-second-notice-105666262-3101209.pdf

Consultations:

Meetings / Events

- 2.5.18 Lapley onsite
- 30.4.18 Staffordshire Police re grant application
- 8.5.18 Fencing contractors Turnocks Electrical contractors re Christmas lighting
- 9.5.18 P Davies Landscapes re Lapley Green
- 17.5.18 D Campbell- GDPR
- 12.6.18 D Firkins SSC highways

Training/CPD

GDPR-ongoing

Items emailed to councillors

- 30.4.18 Staffordshire Police Rural Crime Survey
- 30.4.18 C Howe Concerns on Marston Field
- 2.5.18 C Howe concerns on Marston Feld
- 2.5.18 A Aston grounds maintenance schedule
- 10.5.18 SPCA news bulletin
- 13.5.18 L Duffy Bridge Farm development
- 13.5.18 SPCA news bulletin amendment
- 14.5.18 H Astley SSDC Council round up
- 14.5.18 A Aston grass cutting schedule
- 15.5.18 The Samaritans
- 15.5.18 Planning application 18/00310/FUL
- 17.5.18 SPCA news bulletin 15.5.18
- 21.5.18 CSW letter for speeding
- 23.5.18 A Aston grass cutting schedule
- 24.5.18 M Sutton, notice of road closure
- 24.5.18 HMRC update
- 24.5.18 SPCA news bulletin

Enforcement

Use of devolved powers

£70 moved to Village orderly salary from 'Newsletter' to account for news and Views delivery

Decisions issued

Cookie information policy

Please note: this information was provided by Vision ICT who manage the website on behalf of the Parish Council

To help improve this site we place small files, known as cookies, onto your computer.

Our cookies are there to make the site work better for you, and to allow you to use services while logged in. They do this by:

- measuring how you use the website so we can improve it to meet your needs
- ensuring the website works properly
- remember the notifications you've seen so that we don't show them to you again
- identifying you once you've logged in to the site if log in required.

You can manage these small files as you wish. You can even decide to stop any site from using them.

To learn more about cookies and how to manage them visit [AboutCookies.org](https://www.aboutcookies.org).

How we use cookies

We use cookies for several purposes on this website – we've listed each of them below with more details about why we use them and how long they'll last.

Measuring website usage (Google Analytics)

We use Google Analytics to collect information about how people use our site, and rough demographics as to what groups of people are using our site. We do this to make sure it's meeting your needs and to understand how we could improve it. You can [opt out of Google Analytics tracking](#).

Google Analytics stores information about:

- the pages you visit
- how long you spend on each page
- how you got to the site
- what you click on while you're here
- your broad demographic profile (age range, gender, interests)

We do not collect or store your personal information (e.g. your name or address) so this information cannot be used to identify who you are.

Website operation

The system that runs our website sets cookies to allow it to run smoothly.

Logged in access

Our system uses cookies to allow you to log into the site, and access restricted content and services if required.

YouTube

Some of our embedded videos use cookies.

Twitter and Facebook

We allow Twitter and Facebook to track users visiting our website. This is so we can monitor the effectiveness of our social advertising and promotional campaigns, and to help us share our content to the most relevant audiences.

This information is also used by Twitter and Facebook to provide targeted promotional posts or adverts. We cannot see the personal data of any individual user.

You can opt-out of the collection and use of such information for targeting by visiting the [Digital Advertising Alliance](#). See more about [do not track](#) or [Twitter's privacy policy](#) or [Facebook's privacy policy](#).

NB: Cookie guidance wording adapted from [gov.uk](#), shared under the [Open Government License](#).

Subject access policy and template response letters.

Subject Access Requests ("SAR") Checklist

- A. Inform data subjects of their right to access data and provide an easily accessible mechanism through which such a request can be submitted (e.g. a dedicated email address).

Make sure a SAR policy is in place within the council and that internal procedures on handling of SARs are accurate and complied with. Include, among other elements, provisions on:

Responsibilities (who, what)

Timing

Changes to data

Handling requests for rectification, erasure or restriction of processing.

Ensure personal data is easily accessible at all times in order to ensure a timely response to SARs and that personal data on specific data subjects can be easily filtered.

Where possible, implement standards to respond to SARs, including a standard response.

1. Upon receipt of a SAR

Verify whether you are controller of the data subject's personal data. If you are not a controller, but merely a processor, inform the data subject and refer them to the actual controller.

Verify the identity of the data subject; if needed, request any further evidence on the identity of the data subject.

Verify the access request; is it sufficiently substantiated? Is it clear to the data controller what personal data is requested? If not: request additional information.

Verify whether requests are unfounded or excessive (in particular because of their repetitive character); if so, you may refuse to act on the request or charge a reasonable fee.

Promptly acknowledge receipt of the SAR and inform the data subject of any costs involved in the processing of the SAR.

Verify whether you process the data requested. If you do not process any data, inform the data subject accordingly. At all times make sure the internal SAR policy is followed and progress can be monitored.

Ensure data will not be changed as a result of the SAR. Routine changes as part of the processing activities concerned are permitted.

Verify whether the data requested also involves data on other data subjects and make sure this data is filtered before the requested data is supplied to the data subject; if data cannot be filtered, ensure that other data subjects have consented to the supply of their data as part of the SAR.

Responding to a SAR

Respond to a SAR within one month after receipt of the request:

If more time is needed to respond to complex requests, an extension of another two months is permissible, provided this is communicated to the data subject in a timely manner within the first month;

if the council cannot provide the information requested, it should inform the data subject on this decision without delay and at the latest within one month of receipt of the request.

If a SAR is submitted in electronic form, any personal data should preferably be provided by electronic means as well.

If data on the data subject is processed, make sure to include as a minimum the following information in the SAR response:

the purposes of the processing;

the categories of personal data concerned;

the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules¹ or EU model clauses²;

where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;

the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;

the right to lodge a complaint with the Information Commissioners Office (“ICO”);

if the data has not been collected from the data subject: the source of such data;

the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

Provide a copy of the personal data undergoing processing.

DPIA Assessment Checklist

Under the GDPR, data protection impact assessments (DPIAs) are mandatory where the processing poses a high risk to the rights and freedoms of individuals. While they can also be carried out in other situations, councils need to be able to evaluate when a DPIA is required.

B. This checklist helps you make that assessment and provides a springboard for some of the issues you will need to consider in more detail if you do need to carry out a DPIA.

2. Do you need to carry out a DPIA?

(1) What is the objective/intended outcome of the project?

(2) Is it a significant piece of work affecting how services/operations are currently provided?

(3) Who is the audience or who will be affected by the project?

- (4) Will the project involve the collection of new personal data about people? e.g. new identifiers or behavioural information relating to individuals
- (5) Will the project involve combining anonymised data sources in a way that may give rise to a risk that individuals could be identified?
- (6) Will the project involve combining datasets originating from different processing operations or data controllers in a way which would exceed the reasonable expectations of the individuals?
- (7) Is data being processed on a large scale?
- (8) Will the project compel individuals to provide personal data about themselves?
- (9) Will personal data about individuals be disclosed to organisations or people who have not previously had routine access to the personal data?
- (10) Will personal data be transferred outside the EEA?
- (11) Is personal data about individuals to be used for a purpose it is not currently used for, or in a way it is not currently used?
- (12) Will personal data about children under 13 or other vulnerable persons be collected or otherwise processed?
- (13) Will new technology be used which might be seen as privacy intrusive? (e.g. tracking, surveillance, observation or monitoring software, capture of image, video or audio or location)
- (14) Is monitoring or tracking or profiling of individuals taking place?
- (15) Is data being used for automated decision making with legal or similar significant effect?
- (16) Is data being used for evaluation or scoring? (e.g. performance at work, economic situation, health, interests or behaviour)
- (17) Is sensitive data being collected including:
 - B.17.1 Race
 - B.17.2 Ethnic origin
 - B.17.3 Political opinions
 - B.17.4 Religious or philosophical beliefs
 - B.17.5 Trade union membership
 - B.17.6 Genetic data
 - B.17.7 Biometric data (e.g. facial recognition, finger print data)
 - B.17.8 Health data
 - B.17.9 Data about sex life or sexual orientation?
- (18) Will the processing itself prevent data subjects from exercising a right or using a service or contract?

- (19) Is the personal data about individuals of a kind likely to raise privacy concerns or is it personal data people would consider to be particularly private or confidential?
- (20) Will the project require contact to be made with individuals in ways they may find intrusive?

Other issues to consider when carrying out a DPIA

- (21) In addition to considering the above issues in greater detail, when conducting a DPIA, you will also need to look at issues including:
 - B.21.1 The lawful grounds for processing and the capture of consent where appropriate
 - B.21.2 The purposes the data will be used for, how this will be communicated to the data subjects and the lawful grounds for processing
 - B.21.3 Who the data will be disclosed to
 - B.21.4 Where the data will be hosted and its geographical journey (including how data subjects will be kept informed about this)
 - B.21.5 The internal process for risk assessment
 - B.21.6 Who needs to be consulted (DPO, data subjects, the Information Commissioners Office (“ICO”))
 - B.21.7 Data minimisation (including whether data can be anonymised)
 - B.21.8 How accuracy of data will be maintained
 - B.21.9 How long the data will be retained and what the processes are for deletion of data
 - B.21.10 Data storage measures
 - B.21.11 Data security measures including what is appropriate relative to risk and whether measures such as encryption or pseudonymisation can be used to reduce risk
 - B.21.12 Opportunities for data subject to exercise their rights
 - B.21.13 What staff or, as appropriate, councillor training is being undertaken to help minimise risk
 - B.21.14 The technical and organisational measures used to reduce risk (including allowing different levels of access to data and red flagging unusual behaviour or incidents)

The GDPR requires that councils carry out a DPIA when processing is likely to result in a high risk to the rights and freedoms of data subjects. For a council, examples might include using CCTV to monitor public areas.

If two or more of the following apply, it is likely that you will be required to carry out a DPIA. This does not apply to existing systems but would apply if you introduced a new system.

1. c. Profiling is in use. Example: you monitor website clicks or behaviour and record people's interests. D.
2. E. Automated-decision making. Example: when processing leads to the potential exclusion of individuals. F.
3. G. CCTV surveillance of public areas. Processing used to observe, monitor or control data subjects. H.
4. I. Sensitive personal data as well as personal data relating to criminal convictions or offences. J.
5. K. Large scale data processing. There is no definition of "large scale". However consider: the number of data subjects concerned, the volume of data and/or the range of different data items being processed. L.
6. M. Linked databases - in other words, data aggregation. Example: two datasets merged together, which could "exceed the reasonable expectations of the user" e.g. you merge your mailing list with another council, club or association. N.
7. O. Data concerning vulnerable data subjects, especially when power imbalances arise, e.g. staff-employer, where consent may be vague, data of children, mentally ill, asylum seekers, elderly, patients. P.
8. Q. "New technologies are in use". E.g. use of social media, etc. R.
9. S. Data transfers outside of the EEA. T.
10. U. "Unavoidable and unexpected processing". For example, processing performed on a public area that people passing by cannot avoid. Example: Wi-Fi tracking. V.

Constituent Privacy Notice

Data Controller

I Councillor (councillors name) of (address), am the 'controller' of your personal data. I can be contacted at the above address or via Perton Parish Council, Church Road, Coleridge Drive, Perton South Staffordshire WV6 7PD , email (councillor email)

Purpose of Processing

As a Councillor I process your personal data to assist you with any dealings that you have with the Parish Council, District Council or other organisations.

Legal Basis

I am processing your ordinary personal data with your consent. In respect of any special data [health information etc]. I will have secured your explicit (written) consent.

Recipients

It may be necessary for me to share the information you provide to me with officers of Perton parish Council, District Council and employees of other organisations.

Retention

I will process your information for as long as there is a justifiable need for me to do so. Generally when your query has been dealt with your information will be erased or securely destroyed.

Your rights-in brief

Depending on your circumstances you have the right of access to your information (and to secure a copy of it); the right to correct any inaccurate information; the right to restrict my processing of your information and the right to ask me to erase/destroy your information.

You also have the right to withdraw your consent to my processing of your information without it affecting the lawfulness of any processing undertaken by me before you withdraw your consent. If you wish to exercise any of these rights please contact me.

Complaints

Please speak to me in the first instance but if you have any concerns about the way I have processed your personal information then you can contact the Information Commissioner.

Consent form

I (insert name)
of (insert address)

have been provided with a copy of a privacy notice. I am aware of why my personal data is to be processed, the legal basis and who it might be shared with. I am also aware of how long it will be retained for and my rights.

I hereby give my consent to Councillor (name) to process my personal data in accordance with the law.

Signed:

Date:

Data sharing statement for use on emails, letters, social media and website

Where necessary information may be shared with other organisations to enable us to answer queries and resolve issues. Other agencies can include, but not exclusively, Staffordshire County Council, South Staffordshire District Council and other Parish Councils or Local Authorities. In such cases, the information provided is only the minimum necessary. These organisations are required to retain your information in a secure manner. Lapley, Stretton and Wheaton Aston Parish Council is also required by law to protect the public funds it administers and may share information provided

to it with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud. More information is available from the National Fraud Initiative web site.

If the information we intend to share is of a sensitive, personal nature we will only share it with partner organisations if we have obtained your consent or unless we are legally required to share it.

At no time will your information be passed to organisations external to Lapley, Stretton and Wheaton Aston Parish Council for marketing or sales purposes or for any commercial use without your prior express consent.

The Information Commissioners Office enforces and oversees the Data Protection Regulation and can be contacted via the website ico.org.uk