

NOTICE is given of an **Annual Parish Meeting** to be held at **LEWANNICK VILLAGE HALL on Tuesday 15 May 2018** commencing at 19.30p.m. Members of the public are welcome to attend the meeting and to report on their organisations activities throughout the year.

- (1) Safety Information.
- (2) Election of Chairperson.
- (3) Election of Vice Chairperson.
- (4) Present.
- (5) Apologies.
- (6) Chairman's Report.
- (7) Financial Report.
- (8) Election of Officers
Lewannick Play Park
Polyphant Play Area
- (9) Reports from organisations within the parish.
- (10) Grant funding for organisations within the parish.

There will be a short break when refreshments will be available. An opportunity for residents in the parish to share their views with members of the council.

The Ordinary Meeting of LEWANNICK PARISH COUNCIL will follow the Annual Parish Meeting.

(1) Safety Information

(2) **Public forum** – an opportunity for residents to raise any matters within this agenda.

(3) Declaration of Interests.

(4) Minutes of Ordinary Meeting dated 17 April 2018.

(a) Recorder for our meetings.

(b) E-mail addresses for members.

(c) Lewannick School hard playing area and public right of access.

(d) Wind turbine – continued noise pollution reported from residents in Lewannick

(e) Reports of traffic speeding.

(5) Planning

(a) PA18/04042 Retrospective application for added conservatories. 16 Primrose Way, Trevadlock Hall Park, Lewannick. Mr Christopher Lewis.

(6) REPORTS

(a) **Lewannick Play Report** – Rospa report completed.

(b) **Polyphant Play Park** – Rospa report completed.

(7) FINANCE

(a) Balance at bank as at 15 May 2018.

(b) Invoices for payment Insurance Renewal £387.35.

(c) Payment for professional services – NDP.

(d) Wind Turbine – date of next meeting.

(8) DOCUMENTS

- (a) Local Government Boundary Commission – draft recommendations for Cornwall have been postponed.
- (b) Minerals Safeguarding Development Plan Document.
- (c) Data Protection Policy.
- (d) Social Media and Electronic Communication Policy.
- (e) General Data Protection Regulations (Service) Consent to hold Contract Information.
- (f) Localism newsletter.

(9) CORRESPONDENCE

- (a) Cornwall Countryside Access Forum – Agenda.

(10) AGENDA ITEMS FOR JUNE 2017.

- (11) Date and venue for Ordinary Meeting 19 June 2017.



Mrs E Cook
Parish Clerk- Lewannick Parish Council
Alisa Medrow
Polyphant
Launceston
PL15 7PS

Your ref:
My ref: PA18/04042
Date: 3 May 2018

Dear Mrs Cook

Application PA18/04042
Proposal Retrospective application for added conservatories.
Location 16 Primrose Way Trevadlock Hall Park Lewannick Launceston
Applicant Mr Christopher Lewis
Grid Ref 226187 / 79363

The above-mentioned application has been received by the Planning and Sustainable Development Service and is available for you to view and submit comments through the "Consultee Access Site".

1. You can access the application on which we are inviting your comments using the following link: <http://planning.cornwall.gov.uk/online-applications>
2. Retrieve the application by entering the reference quoted above and then clicking the "Search" button.
3. Details can then be found by clicking the "Documents" tab and then selecting "View Associated Documents".
4. If possible we would prefer that comments are submitted online by registering then selecting the "submit comments" icon and completing the online form which will immediately update our database and ensure that your comments are made available to the public.

If your response is likely to be longer than the equivalent of one side of A4 paper, please also submit a short executive summary of your comments.

If you are unable to submit comments online, any views you may have on the application should be emailed to planninghouseholder@cornwall.gov.uk quoting reference number PA18/04042 by 24 May 2018.

In accordance with Section 47 of the Copyright, Design and Patents Act 1988 Cornwall Council, as the Local Planning Authority, gives permission for Town and Parish Councils to reproduce planning applications if they are to be used in any format at their meetings (projecting paperless plans or hard copy).

Kind regards

Lorraine Lehan
Development Officer
Planning and Sustainable Development Service
Email: planninghouseholder@cornwall.gov.uk
Tel: 01208 265710

Planning and Sustainable Development Service
Cornwall Council
Chy Trevail Beacon Technology Park Bodmin Cornwall PL31 2FR
planninghouseholder@cornwall.gov.uk
Tel: 0300 1234 151 www.cornwall.gov.uk

No Images? Click here

The
Local Government
Boundary Commission
for England

Draft recommendations for Cornwall postponed

Our draft recommendations for Cornwall
Council will now be published on:

5 June 2018



Elaine Cook <elainepolyphant@gmail.com>

Minerals Safeguarding Development Plan Document - Consultation on the Schedule of Modifications.

EP&E Local Plan <localplan@cornwall.gov.uk>
Reply-To: EP&E Local Plan <localplan@cornwall.gov.uk>

Thu, Apr 19, 2018 at 12:01 PM

Minerals Safeguarding Development Plan Document

Consultation on the Schedule of Modifications • 19th April 2018



Dear Consultee,

Consultation on the Schedule of Modifications to the Cornwall Minerals Safeguarding Development Plan Submission Document

Publication under Regulations 19 and 20 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

Notice is hereby given that Cornwall Council is publishing a Schedule of Modifications to the Minerals Safeguarding Development Plan Document for a six week consultation period from Friday **20th April 2018 to Friday 1st June 2018 at 5pm.**

This consultation is part of the Examination of the Cornwall Minerals Safeguarding Development Plan Document. Further potential changes have been discussed at the Examination hearing in January 2018. The Inspector in charge of the Examination, Mr Brian Sims, requires that these changes are published for a period of consultation in order to inform his final recommendations.

At this time we are only consulting on the most recent changes and not the complete Minerals Safeguarding Development Plan Document. We are consulting on the changes highlighted in the Schedule of Modifications. The changes being consulted on are shown in the format of a strikethrough or underlined.

The Schedule of Modifications and the Minerals Safeguarding Development Plan Document Submission incorporating proposed modifications; can be viewed on the Council's website at www.cornwall.gov.uk/mineralsdpd. The documents will also be made available in hard copy upon request and online (self-service) at the following locations:

- Cornwall Information Services (one-stop shops) during normal office hours, please see <http://www.cornwall.gov.uk/council-and-democracy/contacting-the-council/one-stop-shops/>

- Cornwall Libraries – for locations and opening times please see <http://www.cornwall.gov.uk/library>
- New County Hall, Treyew Road, Truro TR1 3AY – for further details please see <http://www.cornwall.gov.uk/council-and-democracy/contacting-the-council/county-hall-truro/>

It is important that comments are only about, and make clear reference to, the specific proposed modification highlighted in the schedule.

Printed copies of the documents are available as follows by contacting the Local Plans team at the email/postal address below or by telephoning 0300 1234 151.

Representations should be made using the Representation Form, which is available to download from the website, and returned as follows:

- By hand: at any of the Council's offices;
- By post: Cornwall Council, Planning Policy Team, Level 3B Pydar House, Pydar Street, Truro TR1 1XU; or
- By email: localplan@cornwall.gov.uk.

How we use your information

The data is collected by Cornwall Council as the data controller in accordance with the data protection principles contained within the Data Protection Act 1998. The information you provide will be used for the preparation of the Local Plan and associated planning policy guidance documents. Full comments, including addresses, will also be available to view by any interested party upon request.

Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012, requires all representations received to be submitted to the Secretary of State. By completing the representation form and submitting it to the Council you are giving your consent to the processing of personal data by Cornwall Council and that any information received by the Council, including personal data, may be put into the public domain, including on the Council's website.

If you have any queries regarding the consultation please contact a member of the Local Plans Team (Minerals) by phoning 0300 1234 151 or by emailing localplan@cornwall.gov.uk



www.cornwall.gov.uk

Local Councils

This e-mail and attachments are intended for above named only and may be confidential. If they have come to you in error you must take no action based on them, nor must you copy or show them to anyone; please e-mail us immediately at enquiries@cornwall.gov.uk.



Elaine Cook <elainepolyphant@gmail.com>

Agenda for Cornwall Countryside Access Forum, Tuesday, 15th May, 2018, 2.00 pm

Lynne Beardsmore <lbeardsmore@cornwall.gov.uk>
Reply-To: Cornwall Council <modern.gov@cornwall.gov.uk>

Thu, May 3, 2018 at 4:05 PM

The agenda for Cornwall Countryside Access Forum, Tuesday, 15th May, 2018, 2.00 pm has just been published.

To see the publicly available information, follow the link: [Agenda details](#)

Meeting venue: Grenville Room, Cornwall Council, County Hall, Treyew Road, Truro TR1 3AY

The following items are included in the agenda:

No. Item

PRELIMINARY BUSINESS

- 1 Apologies for Absence
- 2 Natural England - Coastal Access in Cornwall
- 3 Commons and Greens
- 4 Cornwall Countryside Access Strategy/Connecting with Nature
- 5 Declarations of Interest (on matters included in the agenda)
- 6 Minutes from the meeting held on 30 January 2018
- 7 Matters Arising (Not otherwise included in the agenda)
- 8 Chairman's Announcements

MAIN BUSINESS

- 9 CCAF Work Programme
- 10 Working Group Updates (Verbal reports from the Chairman or Representative of each of the following Working Groups:)
 - 10.1 A30 Road Improvements Task and Finish Group

- 10.2 Coastal Access Working Group
- 10.3 Countryside Access Strategy Task and Finish Group
- 10.4 Consultation Response Working Group
- 10.5 Funding Opportunities Task and Finish Group
- 10.6 Moorland and Open Access Working Group
- 10.7 Multi Use Trails Working Group
- 10.8 Rights of Way and Definitive Map Working Group

11 Correspondence to the Forum

CONCLUDING BUSINESS

- 12 Date, Time and Venue of Future Meetings
- 13 Any Business the Chairman Considers to be Urgent

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Elaine Cook <elainepolyphant@gmail.com>

Cornwall Council Localism Newsletter

Cornwall Council <localism@cornwall.gov.uk>
Reply-To: Cornwall Council <localism@cornwall.gov.uk>
To: elainepolyphant@gmail.com

Thu, May 3, 2018 at 1:14 PM

April 2018[View this email in your browser](#)

Localism newsletter

Useful information for Town and Parish Councils



A message from **Mike Eathorne-Gibbons** Cabinet Member for Customers

As the Cabinet Member for Customers, my portfolio includes property, IT, procurement, contract management, capital projects and assurance. I am also responsible for the oversight of [CORSERV](#), the Council's stand-alone company, providing services in highways, housing, Cornwall Airport, and economic development.

There's a lot going on but I'd like to focus on three matters: IT and customer access, strategic review of CORMAC, and finally our leisure centres and support for the proposed Stadium for Cornwall.

A recent committee review looking at customers and digital access highlighted the need to put the customer first. This review proposed to give priority to online access for services but to allow exceptions for some services and where residents find the use of IT difficult. It also stressed the need for Cornwall Housing to follow the same systems as the rest of the Council. Praise was given in the review to the good work of the Council's Contact Centres.

I welcome this praise as it confirmed my personal experience of the Contact Centres as providing a warm, friendly service which was able to deal promptly and clearly with residents' questions and access to services. Another key recommendation of the review was to improve communications and to better explain to residents what the Council did in different areas. The recommendations made in the review will be followed through by Council officers.

An independent review of CORMAC (part of CORSERV) found the highways service was good and provided value for money when compared to others in England, but also highlighted some areas for improvement. Cabinet this week endorsed the recommendations and an action plan being finalised to address each of the recommendations made.

The Council's leisure facilities are now managed by Greenwich Leisure Limited (GLL), who have made significant improvements in a short time with improved and modernised facilities and services. A great example is the St Austell Leisure Centre (previously known as Polkyth) but all centres are receiving additional investment and improvements.

Sport and wellbeing is a key theme for this Council, reflected in the recent Council decision to invest £3 million in the Stadium for Cornwall. There was a vigorous and passionate debate at Full Council, as the majority of members voted in support of funding. The debate didn't just focus on the Council's finances, and the fortunes of Pirates rugby and Truro football club, but also on the ambitions and aspirations of young people across Cornwall who would benefit from such a facility.

I hope you find my update helpful and should you have any concerns please do not hesitate to contact me by email at mike.eathorne-gibbons@cornwallcouncillors.org.uk

New Strategic Director for Adult Social Care and Health

Helen Charlesworth-May recently commenced as Cornwall Council's Strategic Director Adult Social Care and Health.

Caring for older people, vulnerable citizens and those with multiple long term conditions is a top priority for community services. By 2019, one in four of our population will be aged 65 or over. Forty-six percent of overall health spend is on people aged over 65 and 51% of health and care spend is in the acute sector. The position is jointly funded with the NHS and will drive improvements in this critical area.

Helen previously worked for Lambeth Council for 15 years, most recently as Strategic Director for Adult Social Care and Health, working in partnership with health colleagues to drive forward an innovative health and care integration agenda. Prior to that, Helen worked at Hampshire County Council and had a variety of roles in the NHS in the North West of England.

Helen's appointment signals the separation of the Council's children and adult services leadership so both key areas of work can be given more focus. Alongside Helen, Trevor Doughty will lead the Council's children and families work as the Strategic Director for Children and Families.

Community Chest grants now available

Community Chest grants are available again this year, as each Cornwall Councillor has £2,000 to allocate to local community projects.

If your council or local organisation would like to apply please get in touch with your Cornwall Councillor at an early stage.

Applications will be accepted up until the deadline of 28 February 2019.

This closing date means all grants will be paid by the end of the financial year.

- Each Cornwall Councillor has a 'Community Chest' grant allocation of up to £2,000 to assist projects run by not for profit groups in their electoral division
- The scheme is administered by the Localism team, who can help with any queries
- To apply for a Community Chest grant please read the [guidance on our website](#)
- You will need to contact your local Cornwall Councillor seeking support, in principle, for your project. If the Councillor wishes to support the project, we will send you an application form
- Return your completed application form for the Cornwall Councillor to formally approve the grant, which the Localism service will pay.

Cornwall Councillors can also choose to allocate part, or all, of their Community Chest through the Cornwall Council Crowdfunding Platform. This means the fund amount is advertised and projects invited to apply in order to attract funding pledges via the 'crowd'. Once an agreed match fund had been reached, the Councillor could then release their funds to the project. It's an easy way to generate greater community funds.

Full details of funding options, fees and successful projects can be found on the [Crowdfund Cornwall website](#)

Local highways funding available

More decisions on [spending for small highway schemes](#) will now be made locally thanks to a new arrangement which gives Community Network Panels a budget for 20mph signs outside schools, parking controls, dropped kerbs and improvements for pedestrians.

Each Community Network Panel will be given a budget totaling £50,000 a year as part of [Community Networks Highways Scheme](#) which will see £1 million a year spent on these local transport priorities.

Along with this transport funding, each Community Network Panel will also be able to put forward one new Traffic Regulation Order (TRO) each year to improve things like yellow lines in their area. This TRO will be funded by Cornwall Council and will not affect the £50,000 annual spend on highways schemes.

Local highway projects will be decided by Community Network Panels by the end of 2018, with new schemes in place by the end of spring 2019.

Community Network Panels will be briefed shortly and asked to review and prioritise their local schemes. To be eligible for funding, schemes must support highway improvements that meet [Connecting Cornwall](#) (Local Transport Plan) objectives, which could include: improved signage, yellow lines, cycle schemes, pedestrian crossings, drop kerbs, junction improvements, vehicle activated speeding signs or grants to local speed watch groups.

Highway maintenance and urgent safety works are provided for through separate budgets and are not eligible.

Progress on the prioritised schemes will be reported every six months.

For further information about this scheme, please contact your [Community Link Officer](#).



Online event on tackling loneliness

Dates with dogs, man-sheds, befriending visits, singing choirs and communal lunches are just some of the innovative projects currently helping to ease loneliness and social isolation across the South West.

To gather, or 'crowdsource', new ways communities in Cornwall can help people feel more socially connected, Cornwall Council is calling on people to contribute ideas, insights and expertise by joining an online conversation this **Thursday 3 May at 7.30pm**.

The event is open to anyone with ideas, experience and enthusiasm to share and can be accessed from any internet-enabled device including a tablet or smart phone.

For details visit www.cornwall.gov.uk/loneliness

Electoral boundary review consultation extended

The Local Government Boundary Commission will take more time to prepare their draft proposals for new electoral divisions for Cornwall Council. The delay means that the new consultation period will include August, an exceptionally busy month in Cornwall. The Boundary Commission recently told Cornwall Council of their plans and we have been negotiating with them to try to ensure a long enough period to allow everyone, in particular parish, town and city councils, the opportunity to consider and respond to the new plans properly.

As a result, the consultation period will run from 5 June to 17 September. This 15-week period is longer than allowed for most reviews.

There is more information in the [statement on the delay from the Boundary Commission](#).

The Electoral Review Panel will meet in late May to be set, to consider how to respond to the draft proposals. We will seek the views of residents and local councils again, and will have a display at the Royal Cornwall Show this June.

The Boundary Commission have published online all the representations made in the first round on their website: www.lgbce.org.uk/all-reviews/south-west/cornwall/cornwall

Cornwall Countryside Access Forum

The [Cornwall Countryside Access Forum](#) (CCAF) is a voluntary independent forum which

advises Cornwall Council on access to the coast path, public footpaths, bridleways and trails, would like your help in its ongoing work to encourage responsible enjoyment of the countryside, and in its current campaign to recruit new members.

Kay Driver, Chair of the Cornwall Countryside Access Forum, said "As Spring arrives at last, thank you to those farmers and landowners who keep footpaths and bridleways clear for us all to enjoy. If you're out walking please keep an eye out for any dog running wild. The Farmers Guardian reports research showing 57% of walkers admit to letting their pets chase livestock and 60% of dog owners say they let their dog off the lead in the countryside."

If you're interested in joining the Cornwall Countryside Access Forum please contact Lynne Beardsmore, in Cornwall Council's Democratic Services team, by phone: 01579 341243 or email: lbeardsmore@cornwall.gov.uk

News in brief

- [Cornwall Council will not change charging and top up adult social care policies following consultation](#)
- [Council agrees unanimously to reduce charge for disabled car park spaces](#)
- [Emergency stopping place for Gypsies and Travellers opens at South Treviddo](#)
- [Enjoy our countryside but keep a look out for ticks](#)

Read the latest news in the [Cornwall Council Newsroom](#)

Useful links

- [Community networks](#)
- [Contacts for Community Link Officers](#)
- [Town and Parish councils](#)
- [Information for Town and Parish Council's](#)
- [Previous newsletters](#)

Report it!

Find out what you can report to Cornwall Council, including missed rubbish collections, pot holes and dog fouling by downloading our [Report it poster](#)



Elaine Cook <elainepolyphant@gmail.com>

Lewannick PC

Maureen Jones <maureenjones812@yahoo.co.uk>
To: Elaine Cook <elainepolyphant@gmail.com>

Wed, May 2, 2018 at 11:34 AM

Hi Elaine,

I understand Lewannick Parish Council have a meeting in the near future and I am wondering if they would be willing to give a donation towards the upkeep of Trevadlock graveyard. We have been very grateful for past contributions and rely on these generous donations to help towards paying any expenses for grass cutting and tidying the graveyard each year. A cheque can be made payable to Launceston Area Methodist Circuit - Graveyard Account.

Yours sincerely

Maureen Jones
(Treasurer LAMC Graveyard a/c)



Invoice

Invoice Number: LCO01358-150185
Invoice Date: 01 May 2018
Policyholder Name: Lewannick Parish Council
Policyholder Address: Alisa
Altarnun
LAUNCESTON
Cornwall
PL15 7SE
Policy Number: LCO01358
Effective Date: 01 June 2018
Description: Local Councils Insurance Renewal
Premium: £345.85
Insurance Premium Tax: £41.50
Fee: £0.00
Total Premium Due: £387.35
Terms of Payment: In advance of your renewal date (see above)

Payment Methods:

1. Payment by credit/debit card – please call BHIB on 0330 013 0036 and have your card details ready
2. Payment by BACS/automatic transfer – please arrange payment to:
BHIB Ltd - Account No 01100742 – Sort Code 56-00-60 quoting your policy number (see above) as the reference
3. Payment by cheque – please make cheques payable to BHIB Ltd and forward to BHIB Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester LE19 1SJ, quoting your policy number (see above) on the reverse

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Information & Data Protection Policy

Introduction

In order to conduct its business, services and duties, Lewannick Parish Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

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

This Policy is linked to our Quality Policy and ICT Policy which will ensure information considerations are central to the ethos of the organisation.

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

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

Protecting Confidential or Sensitive Information

Lewannick Parish Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which became law on 25th May 2018 and will like the the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information.

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of BTC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

Lewannick Parish Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Town Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

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

The 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:
- Phone:
- Correspondence: The Parish Clerk,

Diversity Monitoring

Lewannick Parish Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with (Your Council Name), individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

The Councils Right to Process Information

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

Information Security

The Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Rights of a Data Subject

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

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

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

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Clerk.

The Town Council does not use automated decision making or profiling of individual personal data.

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

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

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

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and

administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary undertake checks on both staff and Members with the the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

Data Transparency

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

Demand led: new technologies and publication of data should support transparency and accountability

Open: the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.

Timely: data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Lewannick Parish Council does not exceed this turnover but will never the less 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.

Adopted by Lewannick Parish Council

Review Date: May 2018

LEWANNICK PARISH COUNCIL

Social Media and Electronic Communication Policy

The use of digital and social media and electronic communication enables the Parish/Town Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, Facebook page, Twitter account and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements.

The Council Facebook pages and Twitter account intends to provide information and updates regarding activities and opportunities within our Parish/Town and promote our community positively.

Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Council business it will be moderated by either the Chair/Vice Chair of the Council or the Clerk to the Council;
- Social media will not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
- Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.

- Refrain from using the Council's Facebook page or Twitter site for commercial purposes or to advertise market or sell products.

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message/post via Facebook or Twitter will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council's Clerk and/or members of the council by emailing.

We retain the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that '*A post breaching the Council's Social Media Policy has been removed*'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

Parish/Town Council Website.

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets the Council's 'rules and expectation' for the web site. The Council reserves the right to remove any or all of a local group's information from the web site if it

feels that the content does not meet the Council's 'rules and expectation' for its website.

Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

Parish/Town Council email

The Clerk to the council has their own council email address (clerks email address)

The email account is monitored mainly during office hours, Monday to Friday. An 'out of office' message should be used when appropriate.

The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk. All new Emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence.

Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Clerk. NB any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

SMS (texting)

Members and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Video Conferencing e.g. Skype

If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

Internal communication and access to information within the Council

The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

Council Name:
 Council Address:
 Email Address:
 Telephone numbers:

**General Data Protection Regulations (Service) Consent
 to hold Contact Information**

I agree that I have read and understand (Your Councils Name) Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that (Your Council's Name) can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Date of birth if under 18	
Parental/Guardian Consent for any data processing activity	
Address	
Telephone No.	
Email Address	
Facebook	
Twitter	
Signature	
Date	

For office use only:

Guidance Notes Data Sharing Checklist – systematic data sharing

Scenario: You want to enter into an agreement to share personal data on an ongoing basis is this form relevant and the sharing justified? Read the below:

Key points to consider:

What is the sharing meant to achieve?

Have you assessed the potential benefits and risks to individuals and/or society of sharing or not sharing?

- Is the sharing proportionate to the issue you are addressing?
- Could the objective be achieved without sharing personal data?

Do you have the power to share?

Key points to consider:

- The type of organisation you work for.
- Any relevant functions or powers of your organisation.
- The nature of the information you have been asked to share (for example was it given in confidence?).
- Any legal obligation to share information (for example a statutory requirement or a court order).

If you decide to share

It is good practice to have a data sharing agreement in place.

As well as considering the key points above, your data sharing agreement should cover the following issues:

- What information needs to be shared?
- The organisations that will be involved.
- What you need to tell people about the data sharing and how you will communicate that information.
- Measures to ensure adequate security is in place to protect the data.
- What arrangements need to be in place to provide individuals with access to their personal data if they request it?
- Agreed common retention periods for the data.
- Processes to ensure secure deletion takes place.

Date Data received	Date consent received and approved for data to be held	Data received as Phone, email, hard copy or other	Data approved to be shared with the below	Removal of consent received	Date data disposed of and method of disposal actioned