

A MEETING OF FOULDEN PARISH COUNCIL

will be held on Thursday 23rd May 2024
at The Village Hall, Foulden at 7.00pm.

Dear Councillor,

Your attendance is required at the above meeting of the Parish Council. Members of the press and public are cordially invited.

Signed:

Sarah Hunt

Sarah Hunt Parish Clerk
17th May 2024

AGENDA

1. Election of Chair.

2. Election of Vice Chair.

3. To consider any applications for Co-option.

Council has one vacancy that can be filled by co-option.

4. Apologies and consideration of acceptance for absence.

5. Members' declarations of interest and requests for dispensations.

If you have a Disclosable Pecuniary Interest in a matter to be discussed and it relates to something on your Register of Interests form then you must declare an interest. You may not participate in discussion or vote on the matter.

You have a Personal Interest in a matter to be discussed if it affects: Your wellbeing or

- financial position
- That of your family or close friends
- That of a club or society in which you have a management role

In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, however you may not vote in the matter.

6. Minutes.

To receive and agree minutes from Full Council Meeting held on 25th April 2024.

7. Public Forum

To receive comments from members of the public on matters on the agenda.

8. To receive any reports:

8.1 County Councillor Fabian Eagle.

8.2 District Councillor Ian Sherwood. Report Circulated.

8.3 Police. Next Safer Neighbourhood Action Panel to be Monday 13 May at St George's Church, Gooderstone. Also available via TEAMS.

9. Updates on matters not on the agenda.

No decisions may be taken under this item.

9.1 Noticeboards. Replacement. Ongoing. Funding to be sought. 3 noticeboards, glass fronted, not lockable, 8 pages.

- 9.2 Village Gate Installation.
- 9.3 To receive notification that Mrs S Hunt can now access the Parish Council Unity Bank Account – Mrs J Lawson has been removed.
- 9.4 Access to Parish Council Unity Bank by C Baldwin, J Green, B Parnham – to receive update. Unity confirms all have been approved.
- 9.5 Flooding on road leading to Beckett End – to receive any response from Cllr F Eagle/Highways.
- 9.6 Token gift for children of the Parish to commemorate D Day.

10. Planning.

- 10.1 To consider planning applications received from Breckland District Council for consultation prior to the meeting.
 - 10.1.1.
- 10.2 To receive notification of any decisions from Breckland District Council.
 - 10.2.1. 3PL/2024/0258/HOU – 13 Vicarage Road, Foulton, IP26 5AB. Single storey extension to the rear of the dwelling (Householder). PERMITTED.
- 10.3 To note the Gypsy and Travellers and Travelling Showpeople Proposed Site Allocations and Policy Consultation. Closing date Friday 21 June 2024
- 10.4 To note the workshop for the Preferred Options phase of Breckland's Local Plan. Previously Circulated. Clerk will be attending.

11. Administrative Matters

- 11.1 To review and adopt Standing Orders – unchanged from 27.3.24.
- 11.2 To review and adopt Financial Regulations – unchanged from 27.3.24.
- 11.3 To note any land or buildings for which the Parish Council has responsibility.
- 11.4 To review and adopt the Councils Complaints policy.
- 11.5 To review and adopt the Data Protection Policy.
- 11.6 To agree the Model Publication Scheme – unchanged from 27.3.24.
- 11.7 To review and adopt the Press and Media Policy.
- 11.8 To review and adopt Document Retention Schedule.
- 11.9 To review and adopt the Risk Assessment Schedule.
- 11.10 To review and adopt the Website Accessibility Statement.
- 11.11 To consider and adopt the Biodiversity policy.
- 11.12 To consider whether to form a Staffing Committee and Membership.
- 11.13 To note that the Council has been re-enrolled with the Pensions Regulator.
- 11.14 To agree start time for meetings.

12. Finance and Governance

- 12.1 To approve payments and receive notification of income detailed as Annex A plus any late payments received before the meeting.
- 12.2 To receive up to date bank reconciliations if available.
- 12.3 Barclays – addition of S Hunt to accounts as administrator and change of address (this will be reflected across the Highways Surveyors Allotment and Recreation Ground Charity). Update if available. Cllr S Parker.
- 12.4 To note that an extension has been granted by external auditor P K F Littlejohn. Accounts need agreeing by Council before 30th June and submitting before 31st July.
- 12.5 To receive year end accounts for 2023/24 if available to the meeting:
 - 12.5.1 To resolve to declare that Foulton Council is an exempt authority as neither the gross income or gross expenditure exceeds £25,000 for the 2023/24 Financial Year. To sign the Certificate of Exemption.
 - 12.5.2 To approve Section 1 of the AGAR, the Annual Governance Statement.

- 12.5.3 To approve Section 2 of the AGAR, the Accounting Statements.
- 12.5.4 To receive the Internal Audit AGAR Statement.
- 12.5.5 To receive and discuss the Internal Audit report and agree any necessary actions.
- 12.5.6 To receive the analysis of variances.
- 12.5.7 To receive the bank reconciliation as at 31.3.24.
- 12.5.8 To note the period for the exercise of public rights; Monday 3rd June 2024 to Friday 12th July 2024.
- 12.5.9 To note the VAT claim.
- 12.5.10 To agree a direct debit payment for NPOWER – Streetlight energy.
- 12.5.11 To agree a direct debit payment for the Information Commissioners Office.
- 12.5.12 To consider the renewal of the insurance policy for the council and Village Hall with Ansvar for the sum of £1,288.56. Note that the Clerk has not sought alternative quotations at this point due to the ongoing claim.

13 Correspondence

- 13.1 To consider a request to contribute towards Church Grasscutting if figures available to the meeting.
- 13.2 To note the email from Breckland District Council previously circulated – Ward Boundary Review. Shared to facebook.
- 13.3 Community Action Norfolk – Rural Housing Enabler introduction. To consider inviting to a meeting.

14 Village Matters.

- 14.1 To receive update on Community Payback attendance. Cllr B Pye.
- 14.2 To receive any update on the insurance claim affecting the Village Hall re; subsidence. Cllr J Green.
- 14.3 To propose and agree a Trustee to join the Parochial Church Charities.

15. Village Hall Charity Number 5216623.

- 15.1 To agree to revoke the enactment of the resolution to act as Sole Trustee of the above charity as a public meeting has appointed a new Trustee Board under the 2001 Trust Deed. This now being in the best interests of the charity as the charity has been re-registered under the 2001 deed and new volunteers have stepped forward to form a Management Committee.
- 15.2 To consider any support requested from the Village Hall Trustees.
- 15.3 To consider a hand-over date.

15 Matters for next meeting and information.

- To review employment policies.
- To receive an updated list of direct debits.

To note that an additional meeting may need to be called in June to sign off end of year accounts if not available to this meeting.

Parish Council Meeting 18th September 2024 at 6pm

Parish Council Meeting 4th December 2024 at 6pm

Parish Council Meeting 6th March 2025 at 6pm

MINUTES OF A MEETING OF FOULDEN PARISH COUNCIL

To be held on Wednesday 25th April 2024
at The Village Hall, Foulden at 7.00pm.

Present: Cllrs C Balding, J Green (Chair), B Parnham, S Pye.

1. Apologies and consideration of acceptance for absence.

It was RESOLVED to accept apologies from Cllr S McMahon and Cllr S Parker – alternative commitment.

The Clerk had been advised that the current vacancy is now open to co-option.

2. Members' declarations of interest and requests for dispensations.

None.

3. Minutes.

The minutes from the Full Council Meeting held on 27th March 2024 were AGREED as a true and correct record and signed by the Chair.

4. Public Forum

None.

5. To receive any reports:

5.1 County Councillor Fabian Eagle. The devolution process is continuing. Councillor Eagle continues to focus on local business. Questions were raised and answered about the forthcoming planning application for the 'Cranswick megafarm'. Residents with concerns were encouraged to raise these with the Planning Authority.

Roadway Flooding was raised on Beckett End Road – Cllr Eagle to pursue with Highways.

5.2 District Councillor Ian Sherwood. Report Circulated.

5.3 Police. Next Safer Neighbourhood Action Panel to be Monday 13 May at St George's Church, Gooderstone. Also available via TEAMS. NOTED.

6. Updates on matters not on the agenda.

6.1 Noticeboards. Replacement. Ongoing. Funding to be sought. 3 noticeboards, glass fronted, not lockable, 8 pages.

6.2 Village Gate Installation. Design completed – Documentation drawn – awaiting installation date.

7. Planning.

7.1 To consider planning applications received from Breckland District Council for consultation prior to the meeting.

7.1.1. None.

7.2 To receive notification of any decisions by Breckland District Council.

7.2.1. None

8. Administrative Matters

8.1 Notification has been received for permission to co-opt to the current vacancy.

9. Finance and Governance

9.1 It was RESOLVED to make payments as Annex A. PROPOSED Cllr C Balding,

seconded Cllr B Parnham. The first precept payment of £4,561.00 was noted as RECEIVED.

It was further RESOLVED that £100 be made available towards commemorative tokens to be issued to the children of the Parish for the D Day Anniversary. Cllr B Parnham/Clerk to action.

- 9.2 Up to date bank reconciliations not available. Clerk still has no banking access.
- 9.3 Unity bank - form to add S Hunt and remove J Taylor completed, posted to S Parker 9.3.24 – uploaded 4/4/24. Not yet actioned by Unity. NOTED.
- 9.4 Unity bank – application to add Cllrs B Parnham and C Balding. Approved by Unity – no log on yet received by Cllrs Parnham and Balding. NOTED
- 9.5 Unity Bank – application to add Cllr J Green. Approved by Unity – No log on yet received by Cllr J Green. NOTED.
- 9.6 Barclays – addition of S Hunt to accounts as administrator and change of address (this will be reflected across the Highways Surveyors Allotment and Recreation Ground Charity). Update not available.
It was RESOLVED that the Parish Council address be updated by the Clerk to their office address wherever necessary. PROPOSED Cllr J Green, seconded Cllr B Parnham.
- 9.7 RECEIVED confirmation that HMRC payments are now up to date for 2023/24. NOTED.

10. Correspondence

- 10.1 The meeting considered a request to contribute towards Church Grasscutting. No contribution made in 2023/24 or 2022/23. It was NOTED that the Council offered to take over the grass cutting in 2023 using their contractor and making direct payments. This offer was declined. Clerk to ascertain who is cutting the churchyard, and at what cost, and bring the request back to Council.

11. Village Matters.

- 11.1 To receive update on Community Payback attendance. Cllr B Pye had not received the email. Clerk to resend.
- 11.2 To receive any update on the insurance claim affecting the Village Hall re; subsidence. Cllr J Green reported that the tree surgeon is being booked to remove the two trees on the village hall grounds. Monitoring is ongoing and recording slight movement.

12. Matters for next meeting and information.

Matters for the agenda:

Charity Resolution.

Updated Pension Regulator

Biodiversity Policy

To confirm times for meetings.

Meeting Dates:

Annual Parish Council Meeting – Thursday 23rd May 2024 at 7pm

Parish Council Meeting 18th September 2024 at 6pm

Parish Council Meeting 4th December 2024 at 6pm

Parish Council Meeting 6th March 2025 at 6pm

Annex A - April 2024				
		Net	VAT	Gross
Npower	Streetlights 1st April 2023 to 31st March 2024	£400.45	£20.02	£420.47
Cozens UK Ltd	streetlight maintenance	£37.00	£7.40	£44.40
Viking Direct	Stationery	£125.03	£25.01	£150.04
Fendick Landscaping	Grass Cutting - March	£260.00	£52.00	£312.00
Jacky Nabb	Donation towards dog show	£150.00		£150.00
Norfolk Parish Training & Support	Membership	£91.22		£91.22
				£0.00
Total.		£1,063.70	£104.43	£1,168.13
Received:				
Breckland Council	First Precept Payment	£4,561.00		£4,561.00

The meeting closed at 9pm.

Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

Gypsy and Travellers and Travelling Showpeople Proposed Site Allocations and Policy Consultation, May 2024

Dear Sir/ Madam

The updated [Gypsy and Traveller Accommodation Assessment](#) (GTAA) was published in June 2023, as part of the ongoing Local Plan examination. This was followed by an initial Gypsy and Travellers and Travelling Showpeople Potential Sites and Policy consultation (January – March 2024).

Following on from the earlier consultation, a list of proposed site allocations for Gypsies, Travellers and Travelling Showpeople was approved by the Council for submission to the Planning Inspectors as part of the ongoing Local Plan examination, on [25 April 2024](#).

This forthcoming (second) consultation relates to the ongoing Local Plan examination. Any representations received will be collated and forwarded onto the appointed Planning Inspectors. These will then be utilised by the Inspectors to set agendas for the forthcoming examination hearing sessions (scheduled to take place, 3 and 4 September 2024).

Full details about the consultation are set out in the [Local Plan examination web page](#).

The consultation will run for 6 weeks, starting on Friday, 10 May. The consultation ends at **11.59pm on Friday, 21 June 2024**. Please note that only comments received by this time can be taken into account. Any comments made after the close of the consultation may not be considered.

Please do not hesitate to contact the Planning Policy team (planning.policy@west-norfolk.gov.uk) if you have any further queries.

FOULDEN PARISH COUNCIL

COMPLAINTS PROCEDURE

1. The following procedure will be adopted for dealing with complaints about the Council's administration or its procedures. Complaints about a policy decision made by the Council will be referred back to the Council, or relevant Committee, as appropriate, for consideration.
2. This procedure does not cover complaints about the conduct of a Member of the Parish Council.
3. If a complaint about procedures, administration or the actions of any of the Council's employees is notified orally to a Councillor, or to the Clerk to the Council, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.
4. The complainant will be asked to put the complaint in writing (letter/email/standard form) to the Clerk to the Council at. The complaint will be dealt with within 14 days of receipt. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is in writing.
5. If the complainant prefers not to put the complaint to the Clerk to the Council (because the matter relates to the Clerk, for example,) he or she should be advised to write to the Chair.
6. (a) On receipt of a written complaint, the Clerk to the Council (except where the complainant is about his or her own actions) or Chair of Council (if the complaint relates to the Clerk), will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him or her an opportunity to comment. Efforts should be made to resolve the complaint at this stage.

(b) Where the Clerk to the Council or a Councillor receives a written complaint about the Clerk's actions, he or she shall refer the complaint to the Chair of Council. The Clerk to the Council will be formally advised of the matter and given an opportunity to comment.
7. The Clerk to the Council (or Chair) will report any complaint disposed of by direct action with the complainant to the next meeting of the Council.
8. The Clerk to the Council (or Chair) will report any complaint that has not been resolved to the next meeting of the Council. The Clerk will notify the complainant of the date on which the complaint will be considered and the complainant will be offered an opportunity to explain the complaint to the Council orally.
9. Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the Council's grievance and disciplinary procedures.
10. The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the Council meeting in public.

FOULDEN PARISH COUNCIL

COMPLAINTS PROCEDURE

11. The Council may consider in the circumstances of any particular complaint whether to make any without liability payment or provide other reasonable benefit to any person who has suffered loss as a result of the Council's maladministration. Any payment may only be authorised by the Council after obtaining legal advice and advice from the Council's auditor on the propriety of such a payment.
12. As soon as possible after the decision has been made (and in any event not later than 10 days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.
13. The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered and the complaint dealt with at the next meeting after the advice

FOULDEN PARISH COUNCIL

DATA PROTECTION POLICY

1. POLICY STATEMENT

- 1.1 Everyone has rights with regard to the way in which their personal data is handled. During the course of our activities we will collect, store and process personal data about our customers, suppliers and other third parties, and we recognise that the correct and lawful treatment of this data will maintain confidence in the organisation and will provide for successful business operations.
- 1.2 Data users are obliged to comply with this policy when processing personal data on our behalf. Any breach of this policy may result in disciplinary action.

2. ABOUT THIS POLICY

- 2.1 The types of personal data that the Parish Council may be required to handle include information about current, past and prospective suppliers, customers, and others that we communicate with. The personal data, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Data Protection Act 2018 (the Act) and other regulations.
- 2.2 This policy and any other documents referred to in it sets out the basis on which we will process any personal data we collect from data subjects, or that is provided to us by data subjects or other sources.
- 2.3 This policy does not form part of any employee's contract of employment and may be amended at any time.
- 2.4 This policy sets out rules on data protection and the legal conditions that must be satisfied when we obtain, handle, process, transfer and store personal data.
- 2.5 The Data Protection Compliance Manager is responsible for ensuring compliance with the Act and with this policy. That post is held by the Parish Clerk who can be contacted via email at clerk@fouldenparishcouncil.gov.uk. Any questions about the operation of this policy or any concerns that the policy has not been followed should be referred in the first instance to the Data Protection Compliance Manager.

3. DEFINITION OF DATA PROTECTION TERMS

- 3.1 **Data** is information which is stored electronically, on a computer, or in certain paper-based filing systems.
- 3.2 **Data subjects** for the purpose of this policy include all living individuals about whom we holds personal data. A data subject need not be a UK national or resident. All data subjects have legal rights in relation to their personal information.
- 3.3 **Personal data** means data relating to a living individual who can be identified from that data (or from that data and other information in our possession). Personal data can be factual (for example, a name, address or date of birth) or it can be an opinion about that person, their actions and behaviour.
- 3.4 **Data controllers** are the people who or organisations which determine the purposes for which, and the manner in which, any personal data is processed. They are responsible for establishing practices and policies in line with the Act. We are the data controller of all personal data used in our business for our own commercial purposes.
- 3.5 **Data users** are those of our employees whose work involves processing personal data. Data users must protect the data they handle in accordance with this data protection policy and any applicable data security procedures at all times.
- 3.6 **Data processors** include any person or organisation that is not a data user that processes personal data on our behalf and on our instructions. Employees of data controllers are excluded from this definition but it could include suppliers which handle personal data on the Parish Council's behalf.
- 3.7 **Processing** is any activity that involves use of the data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transferring personal data to third parties.
- 3.8 **Sensitive personal data** includes information about a person's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health or condition or sexual life, or about the commission of, or proceedings for, any offence committed or alleged to have been committed by that person, the disposal of such proceedings or the sentence of any court in such proceedings. Sensitive personal data can only be processed under strict conditions, including a condition requiring the express permission of the person concerned.

4. DATA PROTECTION PRINCIPLES

Anyone processing personal data must comply with the eight enforceable principles of good practice. These provide that personal data must be:

- (a) Processed fairly and lawfully.
- (b) Processed for limited purposes and in an appropriate way.
- (c) Adequate, relevant and not excessive for the purpose.
- (d) Accurate.
- (e) Not kept longer than necessary for the purpose.
- (f) Processed in line with data subjects' rights.
- (g) Secure.
- (h) Not transferred to people or organisations situated in countries without adequate protection.

5. FAIR AND LAWFUL PROCESSING

5.1 The Act is not intended to prevent the processing of personal data, but to ensure that it is done fairly and without adversely affecting the rights of the data subject.

5.2 For personal data to be processed lawfully, they must be processed on the basis of one of the legal grounds set out in the Act. These include, among other things, the data subject's consent to the processing, or that the processing is necessary for the performance of a contract with the data subject, for the compliance with a legal obligation to which the data controller is subject, or for the legitimate interest of the data controller or the party to whom the data is disclosed. When sensitive personal data is being processed, additional conditions must be met. When processing personal data as data controllers in the course of our business, we will ensure that those requirements are met.

6. PROCESSING FOR LIMITED PURPOSES

6.1 In the course of our business, we may collect and process the personal data. This may include data we receive directly from a data subject (for example, by completing forms or by corresponding with us by mail, phone, email or otherwise) and data we receive from other sources (including, for example, business partners, sub-contractors in technical, payment and delivery services, credit reference agencies and others).

6.2 We will only process personal data for the specific purposes set out in the schedule or for any other purposes specifically permitted by the Act. We will notify those

purposes to the data subject when we first collect the data or as soon as possible thereafter.

7. NOTIFYING DATA SUBJECTS

7.1 If we collect personal data directly from data subjects, we will inform them about:

- (a) The purpose or purposes for which we intend to process that personal data.
- (b) The types of third parties, if any, with which we will share or to which we will disclose that personal data.
- (c) The means, if any, with which data subjects can limit our use and disclosure of their personal data.

7.2 If we receive personal data about a data subject from other sources, we will provide the data subject with this information as soon as possible thereafter.

7.3 We will also inform data subjects whose personal data we process that we are the data controller with regard to that data.

8. ADEQUATE, RELEVANT AND NON-EXCESSIVE PROCESSING

We will only collect personal data to the extent that it is required for the specific purpose notified to the data subject.

9. ACCURATE DATA

We will ensure that personal data we hold is accurate and kept up to date. We will check the accuracy of any personal data at the point of collection and at regular intervals afterwards. We will take all reasonable steps to destroy or amend inaccurate or out-of-date data.

10. TIMELY PROCESSING

We will not keep personal data longer than is necessary for the purpose or purposes for which they were collected. We will take all reasonable steps to destroy, or erase from our systems, all data which is no longer required.

11. PROCESSING IN LINE WITH DATA SUBJECT'S RIGHTS

We will process all personal data in line with data subjects' rights, in particular their right to:

- (a) Request access to any data held about them by a data controller (see also clause 15).
- (b) Prevent the processing of their data for direct-marketing purposes.
- (c) Ask to have inaccurate data amended (see also clause 9).
- (d) Prevent processing that is likely to cause damage or distress to themselves or anyone else.

12. DATA SECURITY

12.1 We will [process all personal data we hold in accordance with our Data Security Policy **OR** take appropriate security measures against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data].

12.2 We will put in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. Personal data will only be transferred to a data processor if he agrees to comply with those procedures and policies, or if he puts in place adequate measures himself.

12.3 We will maintain data security by protecting the confidentiality, integrity and availability of the personal data, defined as follows:

- (a) **Confidentiality** means that only people who are authorised to use the data can access it.
- (b) **Integrity** means that personal data should be accurate and suitable for the purpose for which it is processed.
- (c) **Availability** means that authorised users should be able to access the data if they need it for authorised purposes. Personal data should therefore be stored on the Parish Council's central computer system instead of individual PCs.

12.4 Security procedures include:

- (a) **Entry controls.** Any stranger seen in entry-controlled areas should be reported.
- (b) **Secure lockable desks and cupboards.** Desks and cupboards should be kept locked if they hold confidential information of any kind. (Personal information is always considered confidential.)
- (c) **Methods of disposal.** Paper documents should be shredded. Digital storage devices should be physically destroyed when they are no longer required.

- (d) **Equipment.** Data users must ensure that individual monitors do not show confidential information to passers-by and that they log off from their PC when it is left unattended.

13. TRANSFERRING PERSONAL DATA TO A COUNTRY OUTSIDE THE EEA

13.1 We may transfer any personal data we hold to a country outside the European Economic Area ("EEA"), provided that one of the following conditions applies:

- (a) The country to which the personal data are transferred ensures an adequate level of protection for the data subjects' rights and freedoms.
- (b) The data subject has given his consent.
- (c) The transfer is necessary for one of the reasons set out in the Act, including the performance of a contract between us and the data subject, or to protect the vital interests of the data subject.
- (d) The transfer is legally required on important public interest grounds or for the establishment, exercise or defence of legal claims.
- (e) The transfer is authorised by the relevant data protection authority where we have adduced adequate safeguards with respect to the protection of the data subjects' privacy, their fundamental rights and freedoms, and the exercise of their rights.

13.2 Subject to the requirements in clause 12.1 above, personal data we hold may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. That staff maybe engaged in, among other things, the fulfilment of contracts with the data subject, the processing of payment details and the provision of support services.

14. DISCLOSURE AND SHARING OF PERSONAL INFORMATION

14.1 We may share personal data we hold with any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006.

14.2 We may also disclose personal data we hold to third parties:

- (a) In the event that we sell or buy any business or assets, in which case we may disclose personal data we hold to the prospective seller or buyer of such business or assets.
- (b) If we or substantially all of our assets are acquired by a third party, in which case personal data we hold will be one of the transferred assets.

14.3 If we are under a duty to disclose or share a data subject's personal data in order to comply with any legal obligation, or in order to enforce or apply any contract with the data subject or other agreements; or to protect our rights, property, or safety of our employees, customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

14.4 We may also share personal data we hold with selected third parties for purposes as set out in the schedule.

15. DEALING WITH SUBJECT ACCESS REQUESTS

15.1 Data subjects must make a formal request for information we hold about them. This must be made in writing. Employees who receive a written request should forward it to the Data Protection Compliance Manager immediately.

15.2 When receiving telephone enquiries, we will only disclose personal data we hold on our systems if the following conditions are met:

- (a) We will check the caller's identity to make sure that information is only given to a person who is entitled to it.
- (b) We will suggest that the caller put their request in writing if we are not sure about the caller's identity and where their identity cannot be checked.

15.3 Our employees will refer a request to their line manager [or the Data Protection Compliance Manager] for assistance in difficult situations. Employees should not be bullied into disclosing personal information.

16. CHANGES TO THIS POLICY

We reserve the right to change this policy at any time. Where appropriate, we will notify data subjects of those changes by mail or email.

FOULDEN PARISH COUNCIL

PRESS AND MEDIA POLICY

1 . INTRODUCTION

1.1 The purpose of this policy is to define the roles and responsibilities within the Council for working with the media and dealing with the day-to-day relationship between the Council and the media.

1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media.

2 . KEY AIMS

2.1 The Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. All mediums for communication are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.

2.2 It is important that the press have access to the Clerk/Members and to background information to assist them in giving accurate information to the public. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

3 . THE LEGAL FRAMEWORK

3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the government's Code of Recommended Practice on Local Authority Publicity.

3.2 The Parish Council's adopted Standing Orders should be adhered to.

4 . CONTACT WITH THE MEDIA

4.1 The Clerk and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

4.2 Confidential documents, except Minutes, reports, papers and circulated correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and appropriate action taken.

4.3 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.

4.4 There are a number of personal privacy issues for the Clerk and Members that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although Member contact details may be in the public domain); disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media.

4.5 All formal requests for comment regarding Foulden Parish Council's policy on any matter should be directed to the Clerk in the first instance. If unavailable, the Chairperson should be contacted.

4.6 When responding to approaches from the media, the Clerk or Chairman are authorised to make contact with the media. All responses to the press should be drafted by the Clerk with the assistance of the Chairman for accuracy regarding Rollesby Parish Council's current policy on the matter being responded to and its lawfulness.

4.7 Responses drafted on any matter may however be directed to another councillor with the assistance of the Clerk and others under SO 22 Relations with the Press/Media for accuracy and lawfulness. In this instance the Chairperson should be made fully aware of the response and agree to its contents.

4.8 Statements made by the Chairman and the Clerk should reflect the Council's opinion. If Foulden Parish Council does not have an official position on the matter raised, this should be stated as the Council's current position.

4.9 Other Councillors can communicate with the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council. Councillors are at liberty to communicate with the press in their own right as representatives of their area. However, they must always maintain that they speak as individuals and not on behalf of Foulden Parish Council.

4.10 There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Clerk.

5 . ATTENDANCE OF MEDIA AT COUNCIL MEETINGS

5.1 The Local Government Act 1972 requires that agendas, reports and minutes are sent to the media on request.

5.2 The media are encouraged to attend Council meetings and seating and workspace will be made available.

5.3 On 6 August 2014, the 1960 Act was amended by the Openness of Local Government Bodies Regulations 2014 ("the 2014 Regulations"). The amended 1960 Act provides that a person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

- a) film, photograph or make an audio recording of a meeting;
- b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

6 . PRESS RELEASES

6.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Clerk and Members to look for opportunities where the issuing of a press release may be beneficial.

6.2 The Clerk or any member may draft a press release, however they must all be issued by the Clerk to ensure that the principles outlined in section three (legal framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored. This Press and Media policy was adopted by Foulden Parish Council at their meeting on 23.5.24

Foulden Parish Council

File Retention

Record Type	Record Subject	Retention Period
Paper based Electronic	<ul style="list-style-type: none"> • Parish council minute books • Parish meeting minute books • Minute books of committees, such as: <ul style="list-style-type: none"> ○ Charities ○ Playing field, etc • Books of declarations on acceptance of office • Title deeds and leases • Agreements and contracts • Investment documents • Receipt and payment account books • Annual financial statements • Footpaths (survey of footpaths in parish, closure orders) • War memorial (subscription lists, plans) • Correspondence with rural district councils, county council, etc • Photographs and programmes of events organised by the parish council • Newsletters and other publications (such as parish guides, parish histories) issued by the parish council • Surveys of parish facilities 	Permanently
Paper based Electronic	<ul style="list-style-type: none"> • Quotations and tenders 	Indefinitely for legal reasons
Paper based Electronic	<ul style="list-style-type: none"> • Wages books 	12 years
Paper based Electronic	<ul style="list-style-type: none"> • Bank statements, including deposit and savings accounts • Receipt books of all kinds • Paid invoices • Paid cheques • VAT records • Petty cash, postage and telephone books • Members' allowances registers • Halls, centres, recreation grounds: <ul style="list-style-type: none"> ○ Applications to hire ○ Lettings diaries ○ Copies of bills to hirers ○ Record of tickets issued 	6 years
Paper based Electronic	<ul style="list-style-type: none"> • Scales of fees and charges 	5 years
Paper based	<ul style="list-style-type: none"> • Bank paying-in books • Cheque book stubs • Timesheets 	last completed audit year

Foulden Parish Council

Risk assessment and management (financial) for period 1 April 2024 to 31 March 2025

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Precept	Not submitted	L	Full minute – RFO follow up	Diary
	Not paid by DC	L	Confirm receipt	Minute
	Adequacy of precept	H	Quarterly review of budget to actual. Precept set by Full Council	Meetings. Cllr overview.
Other Income	Cash handling	L	Cash handling is avoided, but where necessary – appropriate controls are in place	Annual review of controls
	Cash banking	L	Cheque to bank statements. Regular bank reconciliations	Member to verify reconciliations
Grants	Claims procedure	M	Member check as required	Diary
	Receipt of grant when due	M	Clerk/RFO check as required	Diary
Salaries	Wrong salary/hours/rate paid	M	Check salary to minute, check hours and rate to contract	Internal Audit reviews. Payments declared at Meetings.
	Wrong deductions – NI and Income tax	M	Check to PAYE Calculations	Clerk/RFO to check via Government Gateway.
Direct Costs and overhead expenses	Goods not supplied to Council	M	Follow up on all orders	Approval check
	Invoice incorrectly calculated or recorded	L	Check arithmetic on invoices and perform bank reconciliations on monthly basis.	Clerk/RFO
	Cheque payable is excessive or to wrong party	M	Amount on Schedule – Minuted – invoices circulated electronically. Payments loaded to internet, approved by 2 signatories. Bank retains authorisation history.	Clerk/RFO and Signatories.
Grants & support	No power to pay or no evidence of agreement of Council to pay	M	Minute council agreement with the power used to authorize payment	Clerk
	Conditions agreed	L	Agree and document any reasonable conditions	RFO/ member check
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	RFO verify
VAT	VAT analysis	M	All items in cash book lists. VAT Claim processed annually.	RFO
Reserves - General	Adequacy	L	Consider at Budget setting	RFO opinion

Reviewed at the Parish Council Meeting on 23rd May 2024.

Foulden Parish Council

Risk assessment and management (financial) for period 1 April 2024 to 31 March 2025

Reserves – Earmarked	Adequacy	L	Consider at Budget and review of final accounts	RFO – jpag guidance
	Unidentified Earmarked or Contingent liability	L	Review minutes	RFO/member view
Assets	Loss, Damage etc	M	Annual inspection, update insurance and asset registers	
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance – schedule taken to meeting.	Councillors
Staff	Loss of key personnel (Clerk/ Village Hall Manager/ RFO)	L	Hours, health, stress, training, long term sick, early departure – risk monitored and managed as appropriate.	RFO/clerk/member view
	Fraud by staff	L	Fidelity Guarantee value appropriately set	Council to review annually
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of Insurance cover	Diary
Maintenance	Reduced value of assets or amenities loss of income or performance	M	Annual maintenance inspection	Diary
Legal Powers	Illegal activity or payment	H	Educate Council as to their legal powers	Diary
Financial Records	Inadequate records	L	RFO/clerk check regularly + internal audit review	Diary
Minutes	Accurate and legal	L	Review at following meeting	Diary
Members interests	Conflict of interest	M	Declarations of interest to be documented/ minuted and any conflict addressed as appropriate	Diary

Reviewed and adopted on: 23rd May 2024

Note: Risk assessment must be reviewed and adopted by council/meeting/board/body annually during the financial year and before 31 March.

Accessibility statement for

Fouldenparishcouncil.gov.uk

This accessibility statement applies to fouldenparishcouncil.gov.uk

How accessible this website is

We know some parts of this website are not fully accessible:

- most older PDF documents are not fully accessible to screen reader software

Feedback and contact information

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:

- email clerk@fouldenparishcouncil.gov.uk
- call 07587275910

We'll consider your request and get back to you within 28 days.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact: Parish Council Clerk via e-mail at clerk@fouldenparishcouncil.gov.uk or call 07587275910

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

Technical information about this website's accessibility

Foulden Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Compliance status

This website is not compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard. The exemptions are listed below.

Non-accessible content

The content listed below is non-accessible for the following reasons.

Non-compliance with the accessibility regulations

Please see what we are doing to improve accessibility.

Our accessibility roadmap shows how and when we plan to improve accessibility on this website.

Disproportionate burden

Navigation and accessing information

Please see what we are doing to improve accessibility

Our accessibility roadmap shows how and when we plan to improve accessibility on this website.

Interactive tools and transactions

Please see what we are doing to improve accessibility

Our accessibility roadmap shows how and when we plan to improve accessibility on this website.

Content that's not within the scope of the accessibility regulations

PDFs and other documents

Some of our PDFs and Word documents are essential to providing our services. For example, we have PDFs with information on how users can access our services, and forms published as Word documents. We plan to either fix these or replace them with accessible HTML pages.

The accessibility regulations [do not require us to fix PDFs or other documents published before 23 September 2018](#) if they're not essential to providing our services.

Any new PDFs or Word documents we publish will meet accessibility standards.

Live video

We do not plan to add captions to live video streams because live video is [exempt from meeting the accessibility regulations](#).

What we're doing to improve accessibility

Our accessibility roadmap shows how and when we plan to improve accessibility on this website.

Preparation of this accessibility statement

This statement was prepared on 14th September 2020 It was last reviewed on 23rd May 2024

This website was last tested on 19th May 2024. The test was carried out by Foulden Parish Council Clerk

We used this approach to deciding on a sample of pages to test as advised on the government site under doing a basic accessibility check.

FOULDEN PARISH COUNCIL

BIODIVERSITY POLICY

In accordance with the Duty imposed on parish councils by Section 40 of the Natural Environment and Rural Communities Act (NERC) 2006, Foulden Parish Council will in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity.

Biodiversity means the variety of life around us and includes every species of plant and animal, the genetic material that makes them what they are, and the communities that they form. Biodiversity is essential to sustaining the living networks, or 'ecosystems', that provide us all with health, wealth, food, fuel and the vital services our lives depend on. It is a core component of sustainable development, underpinning economic development and prosperity.

The Parish Council, when commenting on planning applications, will support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats. It will support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.

The Parish Council will, as far as is possible, conserve the biodiversity of the land it manages. It will adopt beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work. Special care will be taken in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.

Foulden Parish Council undertakes to work in partnership with other organisations to protect, promote and enhance biodiversity within areas of the parish.

The Parish Council will, wherever possible, raise public awareness of biodiversity issues.

It will, where feasible, involve the community in biodiversity projects on its land including for example tree planting, wild flower meadows, birdbox making. The Parish Council will communicate information and raise awareness of biodiversity through its website and social media.

13.3

Hello, my name is Simon and I'm really pleased to be able to introduce myself to you having recently joined Community Action Norfolk as a Rural Housing Enabler.

If you're not already aware of the role, Rural Housing Enablers are being funded by the government over the next 12 months, as part of their Unleashing Rural Opportunity strategy, with the aim of the role being to support communities to develop new affordable homes for local people when a need has been clearly identified.

So, how exactly can a Rural Housing Enabler help you?

- Well, they can help build community support, independently encouraging constructive engagement throughout the process of considering new homes
- they can help communities understand what their housing need is, by carrying out surveys of local people on your behalf
- they can help identify suitable sites for development if there is a need *and* desire to do so, *and*
- they can help bring key partners together to turn plans into new affordable homes for local people.

What next?

If you think that your community could benefit from new affordable homes for local people then I'd be more than happy to attend one of your meetings to explain more about the process involved and help you understand what your next steps could be if you wanted to move forward with any thoughts you have.

Thanks for your time, I look forward to hearing further from you.