

PARISH OF FEOCK

Notice of the Annual Meeting of the Parish Council

I hereby give notice that the Annual Meeting of Feock Parish Council will be held on **Monday 13th May 2024 at the Parish Council Offices, The Old Market Hall, Market Street, Devoran, TR3 6QA at 6.15pm** (*to run on straight after the Annual Meeting of Electors has finished*)



D. Jones

Clerk to the Council
Dated 8th May 2024

Members of the public may attend this meeting under the Public Bodies (Admission to Meetings) Act 1960 as amended by S100 of the Local Government Act 1972. With the Chairman's permission, Local Government Electors for the Parish may make representations to the Council on any item on the Agenda.

The Parish Council recommend that any questions for Members should be submitted in writing to the Parish Clerk 24 hours before the Meeting. Questions may not be able to be answered on the night but an answer will be provided in writing after the meeting. Information is available from the Parish Office on any item on the agenda unless it is declared as exempt under the Freedom of Information Act or S100(A) of the Local Government Act 1972.

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

AGENDA

1. Election of Chairman and signing of Acceptance of Office form
2. Introduction by the Chairman
3. Election of Vice Chairman
4. To receive apologies for absence
5. Declarations of interest
6. To receive the minutes of the Meeting of the Council held on 8th April 2024.
7. Public Participation & Questions from the public submitted beforehand
8. Co-option to vacancies in Carnon Downs Ward and Feock Ward
9. Appointment of members to existing committees and to confirm the lead on any Council Projects
Existing committees: Planning, Access & Amenities, Finance & General Purposes
Existing projects: Wellbeing
10. Appointment of any new committees or working parties
New committees: Staffing
11. Review of terms of reference for Committees

12. **Review and adoption of appropriate standing orders and financial regulations, Investment Strategy and Financial Risk Assessment**
13. **Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities**
14. **Review of representation on or work with external bodies and arrangements for reporting back**
15. **Review of inventory of land and assets including buildings and office equipment**
16. **Confirmation of arrangements for insurance cover in respect of all insured and agree insurance policy provider for 2024/25**
17. **Review of Council's and/or staff subscriptions to other bodies**
18. **Review of the Council's complaints procedure**
19. **Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998**
20. **Review of the Council's policy for dealing with the press/media**
21. **Determining the time and place of ordinary meetings of the full council up to and including the next Annual Meeting of the Parish Council in 2025**
22. **Clerks update on matters arising from previous minutes**
Clerk to report
23. **Matters for report**
Members reports from attendance on outside bodies and other meetings
24. **Current reports**
Cornwall Council
Devon and Cornwall Police
25. **Financial Summary and Accounts for Payment**
Clerk to report
Council to consider and authorise payments for April 2024
26. **BDO LLP Audit Conflict of Interest**
Clerk to report
27. **Approval of Annual Governance Statement 2023/24**
Clerk to report
28. **Approval of Accounting Statement 2023/24**
Clerk to report
29. **Local Ward Reports**
Feock Ward
Devoran Ward
Carnon Downs Ward
30. **Planning Committee Report**
Cllr Bowers to report on Cornwall Council's determination of PA22/10184

31. Access & Amenities Committee Report

32. Highways Issues

Councillors to raise any urgent highways issues

33. Request from Penpol & Point WI to use the Point Orchard for their annual garden party on Monday 12th August 2024

MEETING No.1340
Minutes of the meeting of Feock Parish Council held on
Monday 8th April 2024 at 7pm
at the Parish Council Office, Market Street, Devoran TR3 6QA

Members present: Cllr Richard Brickell, **Chair**, Feock Ward
Cllr Mike Steel, Devoran Ward
Cllr Keith Hambly-Staite, Feock Ward
Cllr Anne Allen, Devoran Ward
Cllr Phil Allen, Carnon Downs Ward
Cllr Jan Allen, Carnon Downs Ward

In attendance: Cornwall Cllr Martyn Alvey
Debbie Searle, Assistant Parish Clerk

Public present: Brian Yates

1. INTRODUCTION BY THE CHAIR

The Chair welcomed those present.

2. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Kemp, Cllr Johnson, Cllr Bowers and Cllr Griffiths.

3. TO CONSIDER THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 11TH MARCH 2024 AS A CORRECT RECORD OF THE MATERIAL DECISIONS MADE FOR SIGNATURE BY THE CHAIRMAN

RESOLUTION: Cllr A Allen proposed that the minutes of the parish council meeting held on the Monday 11th March 2024 as previously circulated be signed by the chairman as a true and accurate record of the meeting, seconded by Cllr Hambly-Staite and carried unanimously.

4. DECLARATIONS OF INTEREST FROM COUNCILLORS ON ITEMS ON THE AGENDA

No declarations of interest were made.

5. PUBLIC PARTICIPATION & ANY QUESTIONS FROM THE PUBLIC SUBMITTED BEFOREHAND

No members of the public spoke.

6. CLERKS UPDATE ON ACTIONS FROM PREVIOUS MINUTES

No update reported.

7. MATTERS FOR REPORT

No matters reported.

8. CURRENT REPORTS

Cornwall Cllr Martyn Alvey (MA) reported that he was aware of a barge on the Mylor Parish side of Restronguet Creek which fell within the remit of Cornwall Cllr Peter Williams. He informed members that Cormac are holding a series of spring road shows, the next being on Friday 26th April 2024, 6-9pm in County Hall. The focus will be on the environmental side of their work and discussion on footpaths, including plans to re-grade the footpaths (currently gold, silver and bronze) moving to a four-tier grading system more focused on location and use of footpaths and ranging from 'urban to wilderness'. Cllr Hambly-Staite (KHS) questioned if there would be a consultation on the proposals for re-grading the footpaths. MA confirmed that there would be. Cllr P Allen (PA) stated that the Parish Council would wish to comment in connection with the Active Feock project. MA further advised that Cornwall Council were facing challenges with works on potholes due to the exceptionally wet winter however were currently averaging fixing 110 potholes per day. He stated that the Carnon Downs to Playing Place stretch of road had been temporarily repaired and further works would be carried out. Cllr A Allen (AA) stated

that there were large potholes on the Bissoe Road. MA advised that Cornwall Council were waiting for them to dry out to be able to fix them.

9. FINANCIAL SUMMARY AND ACCOUNTS FOR PAYMENT

The Assistant Clerk had circulated the accounts for payments list to all Councillors.

RESOLUTION: Cllr P Allen proposed the chairman sign the invoices for payment list authorising the payments, seconded by Cllr Hambly-Staite and carried unanimously.

10. LOCAL WARD REPORTS

Feock Ward

KHS gave details of a Devon scheme for dealing with potholes however Cormac had advised that this wasn't possible in the Parish due to Health & Safety issues. He asked for this response to be challenged. He advised that Trevilla Road will be closed next week for repairs and expressed concern over flooding on roads which Cornwall Council need to look at and address.

Devoran Ward

AA advised that rubble had been thrown down onto PROW 305/46/4 and questioned if this was considered fly tipping. The Chair (RB) also stated that roots had been left in the Tram field. MA advised that Cornwall Council investigate occasions of fly tipping. PA suggested that Cllr Bowers should be made aware, and AA confirmed that she had informed him.

Carnon Downs Ward

PA reported that the scooter outside the Spar shop was still there but had been moved to the road. It was taxed and insured so nothing further could be done for the moment.

11. PLANNING

RESOLUTION: Cllr P Allen proposed the consultee comments for the application listed below as stated. This was seconded by Cllr A Allen and carried by the meeting with one abstention (Cllr Jan Allen).

PA24/01925 (111) The Smithy Sandoes Gate King Harry Road Feock TR3 6QN

The Parish Council has no objection to the proposal for the dwelling but wish the comments of the HEP Officer to be considered. We share the concerns of the Countryside Officer and the Ramblers Association over the protection of the footpath and the need for it to be adequately waymarked. We are concerned over the potential overdevelopment of the site and the potential inadequate parking and would also like to see a highways report. We would wish to see a sympathetic surface for the carpark considering the historic conservation status of the building. We question if the stone troughs are included with the Grade II listing. We do not consider that there are adequate details provided for the garden pod and ask that there is a condition placed on any approval that further details of this are received.

12. ACCESS & AMENITIES COMMITTEE REPORT

RESOLUTION: Cllr Hambly-Staite proposed that Council in support of its Climate, Biodiversity and Well Being policies, commissions wherever practical, ecological surveys and management plans for areas such as footpath environments and public spaces which are being developed through Active Feock and other projects to help make these areas attractive, safe, and inviting to encourage public use. This was seconded by Cllr P Allen and carried by the meeting.

KHS updated members on the Active Feock project and gave details of the recent focus groups. AA thanked both KHS and PA for all their work with the focus groups and Active Feock project.

13. PARISH NOTICEBOARDS

RESOLUTION: Cllr P Allen proposed that as the Point Green noticeboard had fallen from its position and was no longer fit for purpose and needed replacing, that the Carnon Downs noticeboard on Old Carnon Hill should be moved to this location when the shed next to it was developed. Also, that the Parish Council's contractor be

asked to look at the noticeboard at Penelewey to see if he could stop the water ingress into it. This was seconded by Cllr Hambly-Staite and carried unanimously.

14. DEVORAN RECREATION GROUND

RESOLUTION: Cllr A Allen proposed that Devoran Pre-school be permitted to use the park for their end of term Sports Day on Friday 19th July 2024 (approx 09.00 - 13.00). This was seconded by Cllr Steel and unanimously carried.

The meeting moved into closed session and members of the public left.

There being no further business the meeting closed at 9pm.

DRAFT

Feock Parish Council

Procedure for Co-option of Councillors to casual vacancies

1. We aim to be an equal opportunities organisation and we are determined to ensure that no applicant to join the Council or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.
2. The vacancy is advertised via Cornwall Council via the standard Government notice on the Parish Council website, social media and Noticeboards.
3. If sufficient numbers of electors do not come forward to call an election then the Parish Council will advertise the vacancy for a period of time up to 8 weeks.
4. The vacancy advert will be displayed on the Parish Council website, social media and noticeboards.
5. Residents interested should ideally attend a Parish Council meeting during the time the vacancy is advertised (if they have not attended one before) to ensure they understand the commitment and type of items discussed by the Council before standing.
6. There is no requirement for residents to live in the ward they are applying to represent but they should meet the set out Government criteria for standing as a Parish Councillor (this can be obtained from the Parish Clerk or found online)
7. Those residents interested in standing should contact the Parish Clerk before the closing date and provide a short written brief on why they wish to join the Council, what they can bring to the Council and their background.
8. The Clerk will circulate the applications to all Councillors prior to the meeting where the co-option will take place.
9. An item 'Co-option to Vacancy in X ward' will be included on the Full Parish Council agenda following the closing date of the vacancy.
10. Candidates will be required to attend the meeting in person where the Co-option will take place and may be asked questions by the Councillors if they have any arising from their application.
11. If there is only one candidate for a vacancy then a vote will be held and the candidate will require a nominator and seconder from the existing Council members and then a vote will be held with the majority vote being the decision as to if the resident is elected or not.
12. If there is more than one candidate for a vacancy then a proposer and seconder will not be required and a paper vote will be held from the Councillors with the candidate receiving the most being elected.
13. The successful candidate will take their seat immediately at the meeting and sign the Acceptance of Office form at the meeting and agree to complete the Declaration of Interests form within 2 weeks of taking office.

Agreed Terms of Reference for the Feock Parish Council
Access & Amenities Committee

1. The Committee will consist of 8 members (at least 2 from each ward) who will be nominated and if necessary elected at a Council Meeting.
2. The Committee will elect a Chair & Vice Chair to serve for a minimum period of 12 months. The Chair and Vice Chair may stand for re-election on an unrestricted basis.
3. The Committee quorum shall be 4 members
4. The Committee will also act as the steering group for the Feock Community Transport Scheme and health and wellbeing projects, and other appropriate projects agreed by the Council.
5. The Committee will meet publicly at least once a quarter, and on additional occasions if required, on dates, times and venues determined by the Chair of the committee or in his absence the Vice Chair (for example to enable projects to be progressed).
6. The Chair or Vice Chair may co-opt other council members or parish residents to serve on the committee from time to time. Where a co-opted member is not an elected councillor, he/she must publicly undertake to abide by the rules of the council (Standing Orders), committee and the code of conduct applicable to councillors, while serving as a member of the committee.
7. The Parish Clerk and/or Inclusion Project Officer (for the period of her employment contract) will attend Amenities Committee meetings and take minutes which will be published on the Council's website.
8. The Committee will undertake the following roles and functions
 - To be responsible for the management and maintenance of:-
 - Point Quay, Green and Orchard
 - Retallack Playing Field
 - Devoran Recreation Ground
 - Carnon Downs park
 - Land at Restronguet Point
 - Carnon Mine
 - Penpol car park
 - Penpol pond
 - Chycoose Beach
 - Carnon Yard
 - Land at Market Street
 - Footpaths
 - Any other assets acquired by the parish

9. Ensuring risk assessments are completed in relation to Council owned properties
10. To consider and agree those properties/land within the Parish to be submitted to be listed as Assets of Community Value to Cornwall Council.
11. Work towards provision of enhanced cycleways and footpaths links in the parish.
12. Work towards provision of enhanced local transport, where appropriate in the parish.
13. To incur and authorise expenditure for the following budget headings under 'Parish Maintenance costs' up to the budget agreed and allocated by the Full Parish Council, not otherwise delegated to another committee or employee.
 - Bus Shelters
 - Parks/Quays
 - Footpaths, Verges & Common Land
 - Street Lighting
 - Carnon Downs & Carnon Gate roundabout maintenance
 - Miscellaneous Expenses (Parish Maintenance)
 - Weed Control
 - Council Insurance (not included in delegated authority)

Agreed at the Parish Council meeting held on Wednesday 9th May 2018

FEOCK PARISH COUNCIL - STAFFING COMMITTEE

TERMS OF REFERENCE

Purpose

The purpose of the Staffing Committee is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification.

Membership

The Committee shall comprise of five (5) Councillors. The Committee quorum is three (3) and the Committee shall meet in each Committee cycle and/or as required.

Functions

The Committee will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:-

- developing HR strategy
- developing and reviewing of HR policies and procedures
- staffing levels and structure
- job descriptions/person specifications
- overseeing staff recruitment, selection and appointment
- staff vetting
- staff retention
- determining or reviewing staff conditions of service and general terms of employment
- salary grading and pay including annual staff review and other remuneration matters
- leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- special conditions relating to a specific post or individual
- allowances, expenses and subsistence
- working hours
- pension arrangements
- sickness absence management
- trade union membership recognition
- staff performance review/appraisals
- operation of the Council disciplinary, grievance, capability, grading and appeal procedures and equal opportunities policy
- health, safety and welfare of staff
- any other matters delegated to the Committee or deemed relevant to these terms of reference.

Specific Sub-committees or Panels

Smaller and specifically focussed Sub-committees may be set up to deal with confidential personnel matters such as capability, discipline or grievances as provided for in the relevant Council procedures.

A Recruitment and Selection Panel may also be set up for example to appoint a Clerk comprising of the interview panel (of perhaps three Councillors and a professional adviser if required) who are involved throughout the recruitment and then the selection process.

Confidentiality

Parts of the meetings of this Committee/Sub-Committee will be confidential to the members of the Committee with the press and the public excluded where appropriate.

Terms of Reference for the Feock Parish Council
Finance & General Purposes Committee

1. The Committee will consist of a minimum of 5 members (at least 1 from each ward) who will be nominated and elected at a Council Meeting.
2. The Committee will elect a Chair & Vice Chair to serve for a minimum period of 12 months. The Chair and Vice Chair may stand for re-election on an unrestricted basis.
3. The Committee quorum shall be 3 members
4. The Committee will meet publicly at least three times a year, and on additional occasions if required, on dates, times and venues determined by the Chair of the committee in conjunction with the Parish Clerk.
5. The Chair may co-opt other council members to serve on the committee from time to time or to act as substitutes if elected members of the committee are unable to attend.
6. The Parish Clerk will attend the Finance & General Purposes Committee meetings and take minutes which will be published on the Council's website.
7. The Committee will undertake the following roles and functions
 - Consider and recommend the precept level to the full Parish Council
 - Consider and recommend the annual budget to the full Parish Council
 - Consider and recommend the Parish Council business plan and 3 year financial strategy to the full Parish Council
 - Consider and recommend policies and procedures to full Parish Council
 - Consider and recommend details of annual staff pay increases to full Parish Council
 - Consider and make recommendations regarding Council funds to the full Parish Council to ensure sound financial governance.

Agreed at Parish Council meeting held on Monday 4th October 2017

Terms of Reference for the Feock Parish Council Planning Committee

The Committee will consist of all Parish Councillors.

The Committee's Chair and Vice will be the Chair and Vice Chair of the Parish Council.

The Committee quorum shall be 5 members.

The Assistant Parish Clerk will attend the committee meetings and take minutes which will be published on the Council's website.

The Parish Clerk has the delegated authority to comment on planning applications in the absence of a Planning Committee.

The Committee will undertake the following roles and functions:

- To consider all individual planning applications submitted within the parish and provide a consultee comment under delegated authority to Cornwall Council. Procedure for dealing with planning applications shown on the attached flowchart.
- To reply to 5 day Local Council Protocol procedure communications from Cornwall Council. A response will be decided via email by a minimum of 2 committee members, usually the Proposer and Secunder of the original consultee comment.
- To send a representative of the committee to speak in reference to an application that the Parish Council has asked for determination at a Cornwall Council Planning Committee meeting.
- To comply with GDPR the Committee and Assistant Clerk will delete all electronic records and destroy all paper copies of correspondence relating to planning applications as soon as Cornwall Council has decided the application and the Parish Council's consultee comment has been formally ratified in the minutes of a planning committee meeting.

Decision Making Legal Advice (for noting)

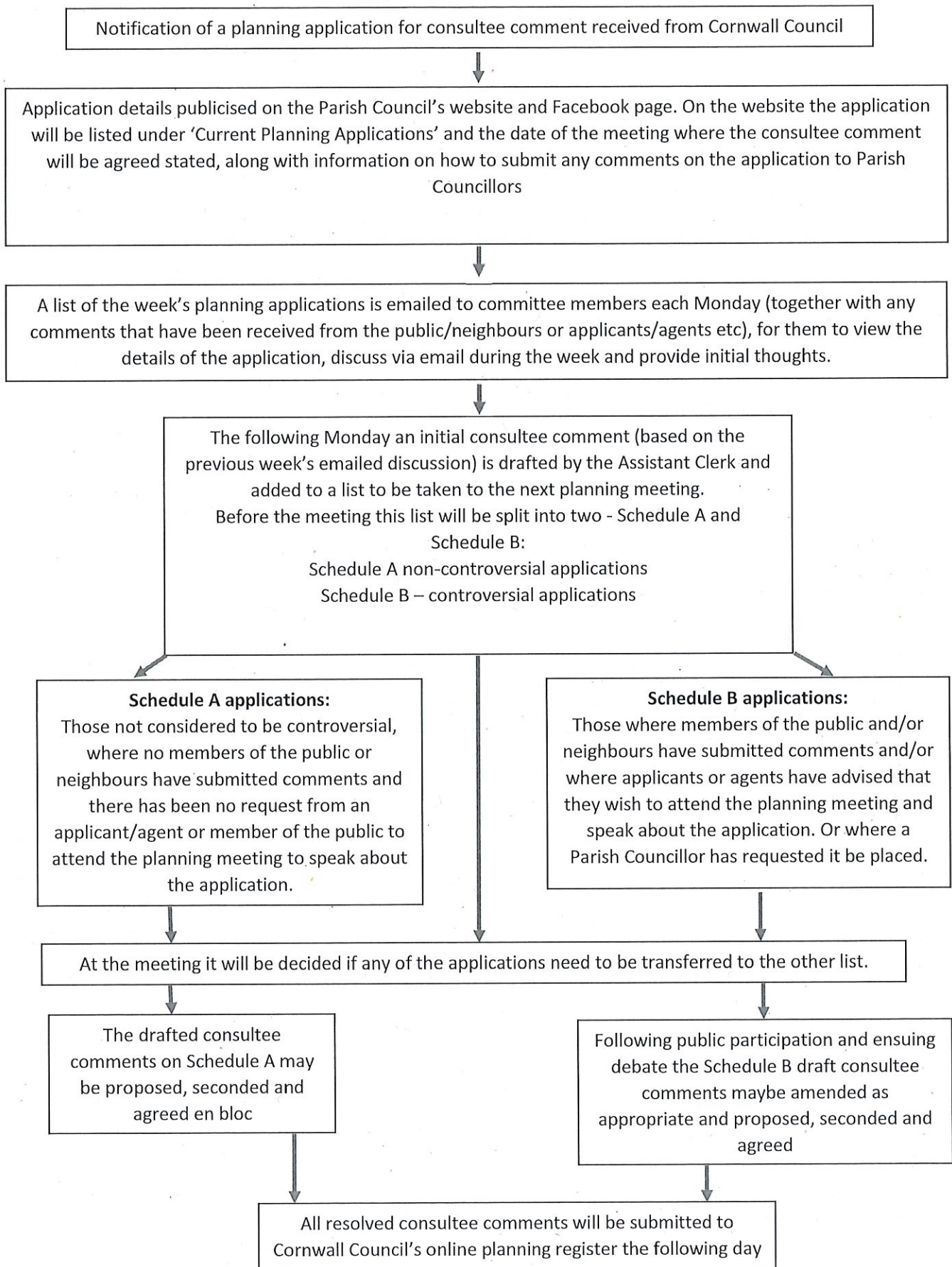
Members have received training on the Code of Conduct, predetermination, and bias and therefore, will be aware of their responsibility to determine planning applications based on the information before them at the meeting.

Members are reminded that the decision-making role must be approached with an open mind as to the merits of the arguments for and against the application, which they must consider before making a final decision at the meeting.

Members are further advised that they must not predetermine, or be seen to have predetermined, the outcome of an application and that the information they receive at the meeting is therefore the basis on which they should make their decision.

Therefore, whilst Members will have reviewed details of the application prior to the meeting and provided initial thoughts to enable a draft consultee comment to be taken to the meeting, this draft maybe be amended as appropriate following debate at the meeting.

Process for consideration of planning applications by the full Parish Council





Code of Practice for Handling Complaints

Feock Parish Council recognises that from time to time there will be concerns expressed by members of the public over the activities of the Council or one of its members, employees or contractors. To address these issues the Council has adopted a procedure for the handling of complaints. This procedure allows people to have a form of address to the Council if they feel they have a complaint, or have been unfairly treated in their dealings with the Council staff, Councillors, the Council or its Committees.

Complaints against an Officer of the Council or Contractor

1. Any complaint against an Officer, employee or contractor must be submitted in writing to the Chairman.
2. If the complaint is made against the actions of the Clerk or Assistant Clerk, it will be considered as an employment issue and the Chairman will present the complaint to the Finance & General Purposes Committee of the Council for consideration at a meeting held in the absence of the press or public or if more timely to the next Full Parish Council meeting.
3. The Complainant may be invited to attend part of the meeting to explain the nature of their complaint, in the absence of the public and press.
4. Persons mentioned in the complaint will have the opportunity to will explain the nature of their actions to the meeting, in the absence of the public and press.
5. The result of any council consideration of a complaint will be announced at a Council meeting in public.

Complaints against a member of the Council

Parish and Town Councillors sign up to a Code of Conduct on taking office. The Parish Council is unable to investigate complaints against any of its members. If you wish to submit a complaint for breach of this code should do so to the Monitoring Officer at Cornwall Council.

Mr S Mansell
Principal Legal Officer Corporate Governance
Cornwall Council
Treyew Road
TRURO
Cornwall
TR1 3AY

Further information can be found on www.cornwall.gov.uk



Freedom of Information Act - Policy for Handling Requests for Information

Freedom of Information

The Parish Council adopted the Model Publication Scheme with effect from 1st January 2009. This scheme will enable members of the public to view and access information held by the Parish Council.

Obtaining Information and Information held

There are three ways to obtain the information:

Parish Council web site

The web site holds the type of information which the Council routinely publishes e.g. minutes and agendas. The information you want may already be included in the publication scheme – so please check the documents on the web site first.

Inspect Documents held by the Clerk

If you wish to view certain documents, you should contact the Clerk, either via the facility on the web site or by telephone, or in writing. Some documents require some time to locate, so it may be necessary to make an appointment. Please note hours of work are

Individual Written Request

If the information is not included in the publication scheme or on the web site, you may send a written request to

The Parish Clerk, Feock Parish Council, The Old Market Hall, Market Street, Devoran, TR3 6QA.

Your request must include your name, address for correspondence, and a description of the information you require.

Council's Response to a Written Request

Within 20 working days of receipt of your written request the Council will:

- confirm to you whether or not it holds the information
- advise you if a fee will be charged
- provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

Fees

The Act only allows the Council to charge for answering Freedom of Information requests in the following circumstances:

- Disbursement costs such as printing, photocopying and postage; and
- When estimated staff costs involved in locating and or compiling the information exceed £450. Under these circumstances, the Council can refuse the request on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work.

For the majority of requests, or a series of requests from the same applicant within a 12 month period, it is expected that the charge for locating and compiling information will be less than £450 and therefore, except for disbursement costs, no reimbursement can be sought. However, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Council can decide to:

- refuse the request; or
- comply with the request and charge for allowable costs as prescribed in the regulations; or
- comply with the request free of charge.

If the estimated cost of a request is more than £450, and it is decided to release the information and make a charge for the information then:

- A fee notice will be sent to the applicant requesting the appropriate fee.
- The request will not be answered until the fee has been received.
- If the actual cost of completing the request is more than the estimate then the Council will incur the additional cost.
- Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

For disbursements costs, it is proposed that the Council will charge 10p per sheet for photocopying and printing documents, and recover the actual cost of postage or any other transmission costs from the applicant.

Exemptions

Some information may not be provided by the Council as there are 23 exemptions in the Freedom of Information Act, for example, personal data about individuals which is protected by the Data Protection Act 1998, or commercially confidential information.

Further Help

If you need help in accessing information from the Council under the Freedom of Information Act, please contact the Parish Clerk (address as before).

You will also find more detailed guidance on the website of the Information Commissioner.

Complaints

If you are dissatisfied with the response from the Council then you should put your complaint in writing to the Clerk at the address above. If you are still dissatisfied, you may contact the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Tel: 01625 545700

Email: mail@ico.gov.uk

Feock Parish Council

GENERAL PRIVACY NOTICE

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a list a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by the Feock Parish Council which is the data controller for your data.

Other data controllers the council works with:

- Other data controllers, such as local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;

- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.

- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) *The right to access personal data we hold on you*

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) *The right to correct and update the personal data we hold on you*

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) *The right to have your personal data erased*

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4) *The right to object to processing of your personal data or to restrict it to certain purposes only***
- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5) *The right to data portability***
- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6) *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7) *The right to lodge a complaint with the Information Commissioner's Office.***
- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. [Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page <http://www.feockparishcouncil.co.uk/policy-documents> This Notice was last updated in September 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Parish Clerk, Feock Parish Council, The Old Market Hall, Market Street, Devoran, TR3 6QA. Email: info@feockparishcouncil.co.uk

Feock Parish Council, Annual Meeting of the Parish Council 13.05.24 - Agenda item no.21

Meeting dates for full Parish Council - June 2024 to May 2025

All meetings to be held in the Parish Council Office, The Old Market Hall, Market Street, Devoran, TR3 6QA

Monday 10th June 2024

Monday 8th July 2024 (TBC)

Monday 9th September 2024

Monday 14th October 2024

Monday 11th November 2024

Monday 9th December 2024

Monday 13th January 2025

Monday 10th February 2025

Monday 10th March 2025

Monday 14th April 2025

Monday 12th May 2025 – Electors Meeting & Annual Meeting