

Agenda Item 7

County Councillor's Report to Twyford Parish Council

No report received.

Agenda Item 8

District Councillors' Report to Twyford Parish Council

Report to follow.

Agenda Item 9



Twyford Parish Council

Clerk's Report

Councillors are reminded that the items within this report are provided for information only and not available for debate. If it is considered that an item listed within the report should be debated fully by members, then it will be placed on the next appropriate committee or council agenda. Any member wanting clarification or further information on any aspect of items within the report please contact me in advance of the meeting.

General reading and information.

The following publications have been received and available for members to read:

- Rural Service Network – Rural Bulletin 16th July
- Hampshire County Council – Your Hampshire
- HALC Newsletter – July 2024
- South Downs News – July
- WCC – Your Council News – 12th July 2024
- Councils and Clerks Direct – July
- The Clerk - July

Other information

- 1) All members need to be aware of the disclosable pecuniary interest forms and consider whether there have been any changes since it was last written. If there was a need for any change to be made, please contact me and I will supply fresh document for completion.
- 2) The Community Speedwatch cameras, which were approved at June's Full Council meeting, have been installed and are currently being optimised.
- 3) I have requested an update from HCC in relation to the White Lane public footpath claim. The application should have been determined by 9th June 2023, as set out in the Direction issued by the Secretary of State on 9th December 2022, but no decision has yet been made. HCC have advised that it is expected a determination will be able to be made in the next 2 to 3 months.

Jamie Matthews
Parish Clerk
18th July 2024

Agenda Item 10

[Draft Minutes Planning Committee](#)

Agenda Item 12

Schedule of Payments – July 2024

Recommendation:

Council to **approve** the schedule of payments for July 2024

Tx No.	Gross	Vat	Net	Details
122	161.50	0.00	161.50	Wyatt Electrical - June caretaking
132	255.00	42.50	212.50	Externiture Ltd - Quarterley Bus Shelter cleaning
45	66.00	0.00	66.00	Winchester City Council - Business Rates - July
123	1,728.40	0.00	1,728.40	Twyford Cricket Club - Cricket square maintenance June 2024
121	480.98	0.00	480.98	OJS Plumb & Heat Ltd - Supply and replace taps in Pavilion, Supply and replace tap in out building.
124	568.42	0.00	568.42	Wyatt Electrical - Supply and installation of RCD 32amp electronical supply with safey isolation switch and tariff metering arrangements.
139	128.36	6.11	122.25	Octopus Energy - Pavilion Electricity
125	50.00	0.00	50.00	Twyford School - Deposit return from cricket pitch hire
129	2,563.95	0.00	2,563.95	Employee Salaries - July Salaries and expenses
130	695.41	0.00	695.41	HCC Pensions - Pension Contributions
131	592.96	0.00	592.96	HMRC - PAYE & NI
141	88.09	14.68	73.41	Hampshire County Council - Cleaning Supplies
137	30.04	5.01	25.03	1&1 IONOS - Monthly web host support
128	30.36	5.06	25.30	Amazon - Replacement cylinder for door lock
135	36.00	6.00	30.00	Vodafone - Mobile Telephones - July
136	27.10	4.52	22.58	Vodafone - Broadband & Phone Line
134	61.20	10.20	51.00	Winchester City Council - Attendance at HP Pest Control
138	792.00	132.00	660.00	Infinity Playgrounds - Cleaning of Hunter Park Play areas
140	198.96	0.00	198.96	Adobe Systems Software - Annual software subscription
143	40.00	0.00	40.00	ICO - Annual Data Protection fee
144	163.44	27.24	136.20	Edge IT - Annual antivirus subscription (2 devices)
133	138.60	23.10	115.50	Philspace Ltd - Toilet hire
	£8,896.77	£276.42	£8,620.35	

Agenda Item 13



Twyford Parish Council

Full Council Meeting – 25th July 2024

Bank Balances as of 30th June 2024

Recommendation:

Council to **note** the report.

Ordinary Accounts		Interest rate
Unity Trust C/A	£1,467.16	0.0%
Nationwide	£28.02	0.0%
Redwood (35 day notice)	£80,847.98	3.20%
Unity Trust (Instant Access)	£26,282.08	2.75%
 Short Term Investment Accounts		Interest rate
Cambridge & Counties Bank	£51,052.88	5.0%
 Total	 £159,678.12	

- 8 JUL 2024

Twyford Parish Council
Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137 (or under any other Statutory Power)

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of audited annual accounts showing the applicant organisation's income, expenditure and level of balances.

If the organisation does not prepare annual accounts, please state why; and provide copies of the organisation's bank statements.

1	Name of Organisation ("the Applicant")	ST MARY'S PAROCHIAL CHURCH COUNCIL
2	Name and postal and email address of the Applicant and/or its contact person (please explain the contact person's relationship with the Applicant)	MRS JULIET HAWKES 38 MARSTON GATE WINCHESTER SO23 7DS EX CHURCH WARDEN Email: julietahawkes@aol.com
3	If the Applicant is a registered charity please state its number	CHARITY WITH NO CHARITY NUMBER
4	Amount of grant requested	£1,000
5	What is the purpose or project for which the grant is requested?	REFURBISH CHURCH ROOMS AND REPLACE REDUNDANT GAS HEATING WITH GREEN ELECTRICITY. FURTHER DETAILS IN ATTACHED PAPER. <i>Please use an additional sheet if necessary</i>
6	When would the expenditure to be met by the grant be incurred?	AUTUMN 2024
7	If the total cost of the project is more than the grant, how will the balance be financed?	# PCC FUNDS

8	Have you applied for a grant for the same purpose/project to another organisation? If so, which organisation and for how much?	NO
9	Who will benefit from the project and how?	LOCAL RESIDENTS ATTENDING CHURCH OR WALKING THROUGH CHURCHYARD - WARM CHURCH ROOMS AND HOT WATER IN TOILETS
10	Approximately how many of those who will benefit are parishioners of Twyford?	MOST OF PEOPLE COMING.

St Mary the Virgin, Twyford, Hampshire

Statement of Needs

Section 1. General Information.

Overview of the parish and current use of the building.

The parish includes the village of Twyford and its rural hinterland, which is bisected by the B3555 which runs from Winchester to Botley through the adjacent parish of Colden Common. The population of the village is approximately 2,000, and the village includes a parish hall, surgery, general stores, some small shops and two schools, St Mary's Church Primary School and Twyford Preparatory and pre-prep Schools and a small scale industrial park.

The church building is used primarily for worship, but also for a variety events, e.g. talks, concerts, meetings, etc. The churchyard is widely used as a place of quiet reflection, and by those tending graves, and is regularly walked through by anyone wanting to visit the water meadows from the village. The church building is kept open including the toilets which are regularly used by passersby, as the only public toilets in the village.

Section 2 What do you need.

The proposal affects 'the church rooms' constructed in 1999 taking in a 4 metre strip across the back of the church to form 2 meeting rooms and including a small new flat-roofed extension housing 2 toilets, a lobby with a door to the south and a galley kitchen. See attached diagram.

Expert opinion stated that the gas boiler installed when the building was constructed, was now end-of-life, as it pre-dated condensing boilers and parts were no longer available.

The PCC is working towards Silver Eco Status, and this is seen as an opportunity to reduce our dependence directly on fossil fuels, thus enabling the PCC to contribute towards the Church of England's goal of carbon neutrality by 2030. The PCC has therefore agreed to replace the gas boiler in the Church Rooms with green electric heating. This was our public 'pledge' in Winchester Cathedral in 2021 with Churches Together in Winchester, and this has been our stated aim with surplus income from our 'Green Fairs' of 2021 and 2022 and 2023.

Section 3 The Proposals

It is proposed to strip out the existing gas based central heating system and install an infra-red/electric based system on as near as possible like-for-like basis, but incorporating various eco desirable features, e.g. motion-sensitive taps and lighting to avoid the waste of water and electricity when taps and lights are left on unattended. A detailed specification has been attached to this paper.

The PCC are currently reviewing quotes for the new system and expect to accept one for electrical heating and lighting for approximately £2,500 inc VAT; and also one for associated plumbing to connect a water heater to the existing sinks and replace taps for concussive taps, and remove all redundant radiators and pipework. (approximately £1,500).

Section 4 Why do you need it and why do you need it now

This proposal is urgent because it is expected that the existing central heating system will fail shortly and in any event the PCC would like to move towards reducing the church's carbon footprint as soon as possible.

Section 5 Justification

The PCC have investigated a number of options in the effort to find a suitable alternative to the current gas boiler. It is undoubtedly true that a like for like replacement condensing boiler would be the cheapest option (a quote given previously proposed this for £2,500).

However this does not address the desire to move towards reducing the church's carbon footprint as much and as soon as possible.

The PCC have had lengthy discussions on the desirability of installing an air-source heat-pump. This has finally been rejected on the grounds that the lack of insulation and relatively occasional use of the church rooms would mean that it may not be cost-effective. In addition it would require a hole being made through the brick and flint wall of the church, for which we would need a full Faculty, with the time and effort that takes. Finally the cost of installing a heat pump is several thousand pounds more than installing wall or ceiling hung infra-red electric radiators, which would still be required in the kitchen, toilets, and lobby as an air-source heat pump would not be able to cover these areas.

The PCC have therefore agreed to apply to replace the existing system with an infra-red electric system as a first step, and once the church rooms are used more intensively, there may be an opportunity to change the 4 infra-red radiators involved for a heat pump, but this can be done at leisure when funds become available.

JH 14.6.2024

Twyford Parish Council
Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137 (or under any other Statutory Power)

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of audited annual accounts showing the applicant organisation's income, expenditure and level of balances.

If the organisation does not prepare annual accounts, please state why; and provide copies of the organisation's bank statements.

1	Name of Organisation ("the Applicant")	Citizens Advice Winchester District
2	Name and postal and email address of the Applicant and/or its contact person (please explain the contact person's relationship with the Applicant)	Olivia Thomlinson City Offices Colebrook Street Winchester SO23 9LJ Email:comms@cawinchesterdistrict.org.uk
3	If the Applicant is a registered charity please state its number	1144965
4	Amount of grant requested	£400
5.	What is the purpose or project for which the grant is requested?	<p>The grant will be used to help us deliver high-quality benefits advice to people from Twyford (and other areas of the district) - particularly households on the lowest incomes and those with a disability or long-term health condition.</p> <p>While we help people with almost any issue, the most common advice area that we support people with in Winchester District is welfare benefits. This includes investigating benefit entitlement, providing guidance on benefit applications and challenging unfair decisions.</p> <p>Winchester District has a diverse population, with areas in the most deprived neighbourhoods in the country adjacent to areas that are among the least deprived. Those on a low income in a prosperous area face specific barriers to good quality of life such as a lack of affordable housing and fewer support services.</p> <p>In addition, 60% of Winchester District's population is classed as rural which can also bring additional challenges for example, higher transport costs, higher food costs (i.e. local convenience stores versus larger supermarkets) and limited local employment.</p>

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	<p>All of this combined with the cost-of-living crisis means our local service has seen a significant rise in the number of people we help who are living on empty and unable to afford everyday essentials.</p> <p>Helping low-income household access the right benefits It's estimated that about £35m of income-related benefits and support is unclaimed annually by Winchester District residents including nearly £3m of Pension Credit available to retirement-age people.</p> <p>When someone comes to us for support because they can't afford essentials such as food and fuel, as well as providing them with the emergency support they need, we'll also run a detailed benefit check to make sure they're claiming the welfare support they're entitled to and look at ways to reduce their outgoings.</p> <p>Helping local people access Personal Independence Payments A Personal Independence Payment is a disability benefit that is there to support people who have a physical disability or long-term health condition. However, the way PIP is accessed means huge numbers of people are denied this benefit who genuinely need it.</p> <p>Completing a PIP form can be extremely challenging and time-consuming (an initial application can take our advisers an average of 7-11 hours of advice and admin time) and our advisers help people to navigate the form and advise on how best to answer the questions.</p> <p>The impact of our benefits advice Last financial year, our advice meant we improved the finances of thousands of local people by helping them access £1.9million in unclaimed income. For some people this additional income may only have been a relatively small uplift each month, but enough to allow them to pay their rent or prevent them slipping into food / fuel poverty.</p> <p>How we'll use your funding The benefits system is complex and making sure our trained volunteers deliver accurate, high-quality advice to an individual means giving them access to the right resources and support. This includes:</p> <ul style="list-style-type: none"> • Specialist training courses • Subscription to a high-quality Benefit Calculation Software • Access to up-to-date reference materials (published annually) • Support from a specialist external agency (Surrey Welfare Rights) • Daily supervision and support from our paid staff team
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		<p>The total cost of each of these services is approximately £16,500 and we're asking our local Parish Councils to help us cover these costs in 2024/25.</p> <p><i>Please use an additional sheet if necessary</i></p>
6	When would the expenditure to be met by the grant be incurred?	Over the next 12 months.
7	If the total cost of the project is more than the grant, how will the balance be financed?	The balance will be financed largely through other Parish Council funding and any shortfall will be met through a grant from Winchester City Council.
8	Have you applied for a grant for the same purpose/project to another organisation? If so, which organisation and for how much?	Yes – other Parish Councils in Winchester District
9	Who will benefit from the project and how?	<p>Our service is of benefit to anyone living or working in our local community who is facing difficulties in their lives; however, it is often those in the most vulnerable situations that we support most.</p> <p>People who need advice about welfare benefits are often those living on the lowest incomes and people with a long-term health issue or disability. (Over half of the people we supported last year had a long-term health condition or disability).</p> <p>By helping people access the welfare support they desperately need, we improve lives. The increased income can alleviate food and fuel poverty, reduce debt, secure housing and enable people with a disability or health condition to access the right support. In turn, getting help to overcome their problems reduces stress and improves wellbeing.</p> <p>Last financial year we generated a record £1.9 million of income gain as result of our benefits advice.</p>
10	Approximately how many of those who will benefit are parishioners of Twyford?	Over the twelve months to April 2024 Citizens Advice supported 34 people from Twyford with 131 different advice issues. Half of these people needed our help with a benefit related issue.



General Data Protection Regulation (GDPR) Policy

1. Twyford Parish Council requires its members and employees to comply with the UK Data Protection Act 2018 (the UK DPA). Under no circumstances should a councillor, or the clerk, pass on personal information, obtained in connection with their official duties, without the express consent of the individual concerned.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes. A Privacy Notice is available on request from the Clerk, and the Parish Council website.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed. It should be accurate and kept up to date.
4. Personal data shall not be kept for longer than is necessary and should be processed in accordance with the rights of data subjects, under the GDPR.
5. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
6. Personal data shall not be transferred to a country or territory outside the UK or European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.
7. A monitoring officer will be responsible for ensuring the implementation of the policy, and be the facilitator for any Subject Access Requests and report a data breach should it occur. The monitoring officer will schedule an annual review of the data audit to ensure compliance with the policy, including retention and deletion.
8. Any personal data breaches must be reported to the monitoring officer, which must be reported to the ICO within 72 hours of the breach.

9. Any Contractor appointed by the Council must be checked for compliance with GDPR
10. Any new project undertaken by the Council must account for GDPR compliance.
11. All channels will be reviewed for compliance, including the website, emails, voice mails and written letters.

Supporting information

Item 1. Consent must be affirmative, and explicitly opt in to allowing their data to be shared, with a clear purpose outlined for it's use.

Members of public will not be named in Minutes or published documents, instead a reference point will be made, but without anyone being able to identify the individual involved.

Item 4. The GDPR includes the following rights for individuals;

a) the right to be informed

Fair processing information to be given, usually through the Privacy Notice. Individuals have a right to know the data retention period (how long we keep it for).

b) the right to access (includes subject access requests, SAR)

If a SAR is received by the Council, the Council must respond within one calendar month of receipt of the request. There is no fee in making the request. The monitoring officer has the right to be able to refuse a SAR or charge a reasonable fee, that are manifestly unfounded, excessive or repetitive.

c) the right to rectification (correction)

Individuals have the right to have their personal data corrected if it is inaccurate or incomplete.

d) the right to erasure (also known as the right to be forgotten)

Data subjects have the right to request removal of their personal data if it is no longer necessary to process their data. If the purpose for collecting the data still exists then a person will not be able to request the deletion of that data, unless it was given by consent and they are withdrawing their consent. If data is deleted, ensure it is not retrievable.

e) the right to restrict processing (if the subject believe the data is inaccurate or they object to the processing)

If this is the case, The Council can store the data but cannot otherwise use the data.

f) the right to data portability

Data subjects can request that their personal data be provided to them in a machine readable portable format. So long as other personal details of the other data subjects is not compromised.

g) the right to object

If the Council has obtained data without consent

h) the right not to be subject to automated decision making including profiling

Provides protection against the risk that a potentially damaging decision is taken without human intervention.

Item 5

Electronic files including personal data will be securely stored

Paper files including personal data to be accessed via a lock

Data will not be willingly given to any other person outside of the Parish Council without prior approval by the monitoring officer, or Chairman.

Computers will be installed with up to date anti-virus software.

Item 7

Prior to the deletion of files, approval must be obtained from the monitoring officer or Chairman.

Item 8

It is the Council's duty, in event of a data breach to detect, report and investigate. A data breach includes the forwarding of an email to a wrong recipient, loss of memory stick, or loss of lap top or mobile phone. The monitoring officer will decide if an incident should be reported to the ICO or not.

Item 9

Recognise when others are processing data for the Council and make sure they do it securely.

Contracts are to be updated to include GDPR clauses and put in place an audit programme to supervise them. A written contract must impose the obligations on processors.

NB. The Council does not have any direct dealings with children. Should that change, consent must be given by a Guardian for any child under 16



Twyford Parish Council

GENERAL PRIVACY NOTICE Staff*, Councillors and Role Holders**

*“Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis

**Includes, volunteers, contractors, agents, and other role holders within the council including former staff*and former councillors. This also includes applicants or candidates for any of these roles.

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, photograph, video, 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 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 Twyford Parish Council which is the data controller for your data.

The council works together with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

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.

What data do we process?

- Names, titles, and aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

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

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer councillors' interests
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

How we use sensitive personal data

- We may process sensitive personal data relating to staff, councillors and role holders 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, such as for equal opportunities monitoring or in relation to our pension scheme.
 - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- 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?

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- 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.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary 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.

- We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.] [Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions , or to maintain our database software;
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

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 responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with 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, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on www.twyfordhants.org.uk. This Notice was last updated in October 2019.

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:

info@twyfordhants.org.uk

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.



GENERAL PRIVACY NOTICE **Residents and members of the general public**

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, photograph, 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 (eg. A list of staff may contain personnel ID numbers rather than names but if you use 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 we are?

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

Other data controllers the council works with include:

- Other local authorities and parish councils
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

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 for you and 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 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:

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Agenda Item 16



Twyford Parish Council

Public Right of Way Maintenance

At the June 2024 meeting of Council, further information was to be sought regarding footpaths in the parish which could be candidates for maintenance to be undertaken by volunteer groups, Cllr. Corcoran to provide this information.

Further information on the HCC Community Parish Delivery Partnership Fund (CAPDP) would be also be sought.

Hampshire Countryside Service's Community Engagement Ranger has advised:

"Aside from some of the long distance promoted routes, cutting of vegetation is now falling solely to volunteers throughout the county. If you have local people who would be willing to help do this then that will make a huge difference in keeping Twyford's paths open and accessible throughout the summer months.

In terms of vegetation management, [a grant from the CAPDP] can be used to buy communal sets of handtools that should be held centrally and volunteers can use for working parties or to "snip as they walk". If individuals are willing then this can also be used to purchase power tools and the associated PPE. Any work involving power tools will need to be covered by the parish councils insurance, which is likely to be the same as what the lengthsman etc are covered by. On occasion, insurance cover doesn't require the operator to have had formal training, but this is not the norm and if training is required then the CAPDP grant can also be used to cover the costs of this. Training will need to take place at a recognised LANTRA centre. HCC also recommend that users have an up to date First Aid qualification so the cost of this can also be included.

Any application to the CAPDP funding needs to show exactly what money is to be spent on so you would need to have quotes for the tools, PPE and training and show these all separately on the application. If the parish can match/ partially fund any of the items then this will be looked upon very favourably when the decisions are made.

If you do have locals that would like to get involved then I would strongly recommend that we organise a path warden training session for the group to ensure that everyone is singing from the same hymn sheet. There are many intricacies to rights of way law and it is important that all volunteers have at least a basic knowledge of this legislation to avoid unwanted situations."

Supporting Information

1. The Parish Council carry out routine maintenance of surface vegetation on four footpaths in the village:
 - Public Footpath 10: Lower Church Path - Church Fields to Rectory Lane
 - Public Footpath 12 : Upper Church Path - Rectory Lane to B3335 at Searles Hill
 - Public Footpath 13: Nurses Path - Park Lane to Hazeley Road by Old Fire Station.
 - Permissive Path: Hewlett Close to boundary of No 7 Coles Close
2. Other ad hoc works maybe requested through the scheduled quarterly visits of the lengthsman.
3. As of 19th July 2024 , HCC's Rights of Way Reporting system currently has 4 footpaths reported with vegetation issues:
 - Public Footpath 24/3 – Hunter Park to Gabriel's Copse.
 - Public Footpath 20/2 – Bridleway south of Hazeley Farm & Hazeley Copse
 - Restricted Byway 16/1 - White Lane adj. Golf course
 - Bridleway 17/1 – Hazeley Down, Pilgrims Way long distance path.

Agenda Item 17

Dear All

The Save Bushfield Group had a meeting recently to discuss how we manage the campaign since the National Highways Agency (NHA) have asked for another extension to make their comments to 4th July.

We now have a website up and running <https://savebushfieldcamp.com/>

	<h3>Save Bushfield Camp</h3>
<p>Bushfield Camp is a 49 acre haven on the outskirts of Winchester that has emerged as a vital sanctuary for wildlife.</p>	
<p>savebushfieldcamp.com</p>	

which is already creating interest as have the Facebook adverts.

Once we have the comments from NHA, we hope to be able to create and distribute a leaflet outlining our position regarding NHA's comments and actions going forward to the residents of our respective wards which include Badger farm, Oliver's Battery, Compton and Shawford, Otterbourne, Hursley, Twyford as well as Coldham Common.

As you can see we are very active but need support in many areas. To date Badger Farm Parish Council have employed their own Planning Consultant and Badger Farm and Oliver's Battery Residents' Association have engaged a highly respected/specialist Planning Solicitor. The website, adverts, flyers, publishing and the solicitors all cost a considerable amount of money currently being paid for by the BFOBRCA which is only a small charity with limited funds.

We would welcome a grant to help fund the website, leaflets as well as the Facebook ads. It has been suggested that a grant of around £200 could help enormously to ensure the Campaign can continue over a much longer time than was originally anticipated.

Should you have any questions or would like further information please do not hesitate to contact us.

Kind regards
Brian Laming
Chair
Badger Farm and Oliver's Battery Residents Association