

**FINDON PARISH COUNCIL  
34 NORMANDY LANE  
EAST PRESTON VILLAGE  
WEST SUSSEX BN16 1LY**

**TO: ALL MEMBERS OF THE COUNCIL**

You are hereby summoned to attend the Meeting of Findon Parish Council (FPC) to be held in the **Findon Village Hall on Monday 17 September 2018** at 7.30pm for the purpose of transacting the following business.

THIS IS AN OPEN MEETING AND MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

**Miss Fiona MacLeod  
Clerk to the Parish Council  
11/9/2018**

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**AGENDA**

**18.97 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE**

**18.98 CHAIRMAN'S ANNOUNCEMENTS**

**18.99 DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**

Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests they may have in relation to items on this Agenda.

The interest should be declared by stating:

- a) the item you have the interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial/pecuniary interest
- d) if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak under Public Question Time

Members and Officers will then need to re-declare any prejudicial/pecuniary interest at the commencement of the item or when the interest becomes apparent.

**18.100 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD  
6/8/2018**

**18.101 MATTERS ARISING AND ACTIONS FROM THE MINUTES NOT COVERED  
ELSEWHERE ON THE AGENDA**

**18.102 TO RECEIVE VERBAL REPORTS FROM WEST SUSSEX COUNTY COUNCIL  
(WSSC) AND ARUN DISTRICT COUNCIL (ADC) COUNCILLORS**

**18.103 PUBLIC QUESTION TIME OF UP TO FIFTEEN MINUTES**

The Question Time is the only opportunity for the public to address the meeting, make representations, answer questions and give evidence in respect of any item within the remit of the Council, and not limited to matters of the agenda for that meeting. (Standing Order 1d). Where it is not possible to give immediate answers, the answers will be given at the next Meeting or, if preferred, sent direct to the questioner.

**18.104 UPDATED FINDON NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP (UFNDPWG)**

To receive an update on progress and consider any items for ratification.

**18.105 PARISH INITIATIVES**

To note the reports on progress and consider any recommendations for full Council:

- a) Transport, Environment, and People (TEP).
- b) Xmas lighting 2018

**18.106 CLERKS REPORT**

To note the report, 2019 meeting dates and consider any items for ratification.

**18.107 REPORTS FROM FPC COMMITTEES FOR NOTING/RATIFYING**

- a) Planning
- b) Finance & Governance (incl appointment of new member, date next meeting)
- c) Open Spaces
- d) Sheep Fair

**18.108 REPORTS FROM OUTSIDE BODIES AND WORKING GROUPS FOR NOTING/RATIFYING**

- a) General Data Protection Regulations (GDPR)
- b) 3-5 year Strategic Plan
- c) Assets of Community Value
- d) Village Hall Trust
- e) Findon Village Pre-School
- f) Joint Eastern Arun Area Committee (JEAAC)
- g) Allotment Gardens
- h) Replacement Greens Mower
- i) Nephote Green Charitable Trust (NGCT)

**18.109 FINANCE**

- a) To note Receipts and Bank Reconciliation as circulated
- b) To approve Payments as circulated
- c) To note external audit report (if received)

**18.110 ITEMS TO BE REFERRED TO NEXT AGENDA**

**Agenda Item  
18.106**

Report to	<b>Findon Parish Council</b>
Meeting Date	<b>17 September 2018</b>
From	<b>Fiona MacLeod, Clerk</b>
Title of Report	<b>Clerk's report on items not covered elsewhere on the Agenda</b>
Purpose of Report	<b>To note/ratify</b>

**1. Updates for noting/action**

- 1.1 The 2019 meeting dates for the full Council and the Planning Committee are as shown on Appendix 1 to this report. A paper copy will be placed in both Notice Boards at the end of the year and incorporated into the Findon Parish Council (FPC) web site. All meetings have been booked into the new Village Hall extension.
- 1.2 The updated Winter Management Plan will be brought to the October 2018 Council meeting.
- 1.3 The umbrella organisation for Arun Co-ordinated Community Transport (ACCT) has recently folded at short notice. Various parish councils, ADC, West Sussex County Council (WSSCC), Trustees of SAMMY and representatives from Voluntary Action Arun and Chichester have met to gain a greater understanding of the situation. Councils are working together, exploring options for bridging the gap left by the service short-term and in the longer term. If you are aware of friends and neighbours who used to use Arun Co-ordinated Community Transport's services, please have a chat with them to ensure their basic needs are being met. Any concerns about at risk or vulnerable residents should be referred to myself to liaise with West Sussex County Council (WSSCC).
- 1.4 The West Sussex Assoc of Local Councils (WSALC) will be holding its Autumn Conference immediately after its AGM on 4 October 2018 from 9.45am at the Lodge Hill Centre, Watersfield, Pulborough, RH20 1LZ. WSALC is always keen for as many of its members to attend (first come first served basis) so please let me know if you would like to attend and I will arrange the booking. The Agenda can be viewed on the SSALC web site [www.ssalc.co.uk](http://www.ssalc.co.uk).
- 1.5 SALC board members will be holding their bi annual meeting with the Chief Constable of Sussex Police on 16 November 2018 and have asked that if there are any strategic or unresolved topics that councils would like to be raised at this meeting. If yes, then a response is required by 2 November 2018.

## **2. Issues for discussion/ratification by full Council**

- 2.1 Mark Caveney, the Tree Warden for Findon, has now stepped down from the role after several years, during which time he undertook surveys of the trees in Findon, their condition and proposed management where necessary. I have thanked Mark on behalf of FPC for his work, and would ask if FPC now wish to consider appointing a new Tree Warden. This is a volunteer role.

Report to: **Findon Parish Council**

Meeting Date: **17 September 2018**

From: **David Hutchison**

Title of Report: **UNPWG Update**

Purpose of Report: **To note and ratify**

**1. Update for noting**

- 1.1 The Working Group held a meeting on 28th August to consider the SDNPA comments on the Reg 14 Pre Submission Updated Neighbourhood Plan. Chris Paterson, Communities Lead at the SDNPA gave a precis of the comments and responded to matters and issues raised by the Working Group and five members of FPC who also attended the meeting.
- 1.2 The notes of the meeting are included with this update.
- 1.3 The meeting agreed that it was very important to put forward a strong case to the Local Plan Inspector that the housing site allocations for Findon in the Local Plan at Land at Elm Rise and Soldiers Field House were not sound and that the Inspector's Programme Officer should be informed that FPC and the UNP Working Group wish to make a joint oral submission at one of the Local Plan hearings in public to be held in early December. This has been done by the Working Group before the deadline for notification on 11 September 2018.
- 1.4 The Working Group recommends however that;
- that the UNP should still be progressed towards completion of the Reg 15 Submission, by early December, but that a decision on whether and when it should be formally submitted to the SDNPA will not be taken until the outcome of the Local Plan Inspection on the Findon allocations is clear, and that in the event that the Inspector concludes that the SD71 and SD72 allocations are sound, that the need for a barrister's opinion is discussed before any further action is taken on the UNP.
- 1.5 The next UNP meeting, in mid September, will start the review of the other twenty one Reg 14 consultation responses that were received.

**2. To ratify**

- 2.1 If agreed, item 1.4.
- .

Agenda item 18.109 a August 2018

Receipts

Receipt ID	From	Details	Precept	Interest	Allotment Gardens	Misc/SF	VAT reclaim	Open Spaces	Op W/Shed	TEP	Total Receipts
			21500.00	7.12	228.00	2278.79	0.00	0.00	25165.00	0.00	49178.91
cr	Sheep Fair	reimb inv				1160.00					1160.00
cr	Sheep Fair	reimb inv				300.00					300.00
	Sheep Fair	reimb inv				800.00					800.00
cr	Sheep Fair	reimb inv				139.00					139.00
	Sheep Fair	reimb inv				360.00					360.00
	Sheep Fair	reimb inv				1440.00					1440.00
	Sheep Fair	reimb inv				556.00					556.00
cr	HSBC	interest		1.81							1.81
			21500.00	8.93	228.00	7033.79	0.00	0.00	25165.00	0.00	53935.72

Payments

Pmnt ID	Paid to	Details	Salary & Tax	Admin	BT & SSE	Grants	Subs	Open Spaces	Op W/Shed	TEP	Xmas lights	Updated FNDP	Sheep Fair	GDPR & web site	Total Payments
			3346.00	1016.31	1046.74	900.00	648.22	5306.45	0.00	0.00	0.00	0.00	334.55	6799.36	19397.63
100901	HMRC	Clerk July tax	168.00												168.00
100902	F MacLeod	Clerk July salary	672.70												672.70
100903	F MacLeod	Clerk July expenses		37.88											37.88
100904	Findon Garden Machinery	mower repairs						84.75							84.75
100905	JNR Computer Services	new FPC laptop												744.00	744.00
100906	Devised	artwork and printing										264.00			264.00
100907	D Henty	OS exps						20.39							20.39
100908	Findon Village Collective Ltd	goods		45.30											45.30
100909	AC Gardens	NG PG grass cuts						300.00							300.00
100910	McVeigh Parker	SF hurdles											1392.00		1392.00
100911	Travis Perkins	SF fencing											360.00		360.00
100912	Stuart Barnes	SF various											2994.00		2994.00
DD	SSE	electrical supply			14.46										14.46
			4186.70	1099.49	1061.20	900.00	648.22	5711.59	0.00	0.00	0.00	264.00	5080.55	7543.36	26495.11

as at 31/08/2018

CA 58223.65  
 DA 30490.89  
88714.54

Balance B/forward  
 Receipts  
 Payments

87649.21  
 4756.81  
 7097.48  
85308.54

761, 844,  
 911, 912 **3406.00**  
85308.54

## Findon Parish Council Meetings 2019

### Planning Committee (Thursday unless otherwise stated)

### Full Council (Monday unless otherwise stated)

21 January 2019

04 March 2019

13 May 2019 Annual Parish Council Meeting

20 May 2019 Annual Parish Meeting (7pm)

24 June 2019

05 August 2019

16 September 2019

28 October 2019

11 December 2019

31 January 2019

14 March 2019

11 April 2019

23 May 2019

27 June 2019

25 July 2019

22 August 2019

26 September 2019

31 October 2107

05 December 2019

All meetings will start at 7.30pm unless otherwise stated

**Agenda Item  
18.107c**

Report to **Findon Parish Council**  
Meeting Date **17 September 2018**  
From **Cllr Carr**  
Title of Report **Update on Open Spaces**  
Purpose of Report **To note/discuss**

**1. Updates for noting**

- 1.1 Fly Tipping. Former Parish Councillor Del Henty and I discovered a fly tip in the A24 layby near the junction with Cross Lane. We called in ADC who took details of the delivery and other information left behind and the Enforcement Officer is pursuing this incident with a view to a Fixed Penalty Notice (maximum fine £300) being issued . Needless to say the fly tip was cleared by ADC within 24 hours in its usual efficient way.
- 1.2 Findon Village Volunteers Working Party. This has been a busy time for the Working Party. In addition to the usual A24 footpath clearance, cutting back was carried out along parts of Nephote Lane and Nephote in readiness for the Sheep Fair and the footpath extending north from the top of Soldiers Field Lane has been cut back to make it passable. Other work carried out includes the removal of the redundant brown signs around the Village giving directions to the former Steak House and the repair of the damaged post in the fence adjoining the A24 south of the Black Horse which West Sussex County Council (WSCC) declined to deal with. The grass leading to the Preschool and the grassed area next to the Basketball Court has been cut and the new salt bin has been secured in a position near the old Fire Station.
- 1.3 Operation Watershed. The Community Section 278 Agreement has now been countersigned by WSCC and Landbuild are progressing with the schedule of works/activities which are understood to commence at the end of October or beginning of November 2018.

**2. Issues for ratification by full Council**

- 2.1 None.



# Updated Findon Neighbourhood Development Plan Working Group

## Notes of Meeting 8 held on 28 August 2018 at Nightingales Lounge    RevA

Present: Helen Doyle (*Horsham Road*), David Hutchison (*Acting Lead*), Chris Osborne Shaw (*Nightingales*), George Smith (*Elm Rise*). Sean Smith (*FPC Chairman*), Geoffrey Snowden (*The Quadrangle*), Jacqui Greaney (*Admin Support*), Heather Weaver (*Quadrangle*)

Guests: Robin Carr (*FPC Deputy Chairman*), Cathrine Gear (*FPC*), Peter Goldsworthy (*FPC former Chairman*), John Wilson (*FPC*)  
Chris Paterson (*SDNPA Communities Lead*)

Apologies: Gerald Hibbs (*Convent Gardens*), Clive Ball (*FPC WG member*)

### Introductions

### Action

1. David H welcomed the parish councillors and Chris Paterson, Communities Lead at the SDNPA who had kindly offered to attend the meeting to explain the background to the SDNPA comments on the Reg 14 Pre Submission UNDP.
2. The meeting would be in three parts, the first part being given over to Chris P and an open discussion on the SDNPA comments, which had been circulated to all members of the Working Group and Parish Councillors in advance of the meeting.
3. The second part of the meeting would focus on submissions which could be made to the Local Plan inspector on the 'soundness' of the SDNPA housing site allocations for Findon included in the 2017 Submission Local Plan, while the third part would seek to agree the way forward for the UNDP.

### Part One

4. Chris P gave a very clear precis of the officers report to the SDNPA planning committee which included the detailed comments on the Reg 14 UNDP and the later Update Sheet that was given to the committee following a review of the barristers opinion which had been sought by the officers.  
The key points were:
  - (a) the SDNPA highlighted the risk of over provision of housing in Findon if the LP Inspector found the two LP allocations at Elm Rise and Soldiers Field House to be sound and an UNP Examiner recommended a referendum on the UNP which included different housing site allocations.

- (b) the SDNPA still felt the LP housing site allocations were the preferred locations for housing development in Findon and had as yet unresolved issues with all the proposed allocations in the Reg 14 Pre Submission UNP.
5. There followed an open discussion with Chris P which ranged from the 2016 SDNPA and the Examiner's comments about the missed opportunity to allocate housing sites in the FNP to the current risks if the UNDP progresses to Reg 16 Submission ahead of the Inspectors report on the 2017 Submission Local Plan.
6. In response to specific questions Chris P offered the following guidance:
- (a) It is unlikely the Inspectors Report will be issued before early spring 2019, which was disappointing to the SDNPA, but was related to the large workload of the Inspector who was involved with another local plan inspection at the same time.
- (b) Inspectors tend however, by way of requests for further information and discussions at the hearings to give an early indication of the direction of travel and any matters and issues that may require the LPA to request 'major modifications' or submit 'minor modifications'.
- (c) The Inspector's role is to assess the 'soundness' of the Local Plan and its policies, not to recommend different housing site allocations or review different housing site allocations in emerging NPs or UNPs. The SDNPA were of course firmly of the view that the Local Plan was 'sound' including the two housing site allocations for Findon.
- (d) If the UNPWG and FPC wished to make an oral submission at one of the Inspectors hearings their focus should therefore be on making a case that the two allocations are 'not sound' but reminded everyone again that the SDNPA were confident that the allocations were sound.
- (e) The SDNPA view on the sufficiency of consultation prior to proposing the two allocations, was, that at the time of the first Local Plan consultation on the 2015 Preferred Options, the FNP was assumed to be going to include housing site allocations and therefore no housing site allocations for Findon were included in the 2015 Preferred Options consultation. The next and final stage of Local Plan consultation was not until the 2017 Pre Submission Local Plan which did include the Findon allocations and the Inspector would review representations made at that time by FPC/UNPWG, but only in terms of 'soundness'.
- (f) Agreed that another challenge would be a developer planning application on one or both of the allocation sites before the Inspectors report was issued.  
Any applications would be determined in light of all the draft NDP and LP policies as well as the extant LP policies. It is not realistic to raise the issue of prematurity with the LP being at such an advanced stage of preparation. The SDNPA will liaise with the parish council if a speculative planning application is received ahead of the adoption of the LP or NDP  
However timing comes into play as planning applications typically take

several months to determine and appeals up to a year to be heard, long before which the Local Plan should have been adopted.  
(note: Chris P felt that the Director of Planning is really the proper person to comment further on the likely SDNPA approach to 'prematurity')

- (g) Agreed that it was important to keep the local community updated on all aspects of the UNP consultation, including the SDNPA comments and the Local Plan Inspection. The SDNPA are willing to help with this.

JG

- 7. The Working Group and councillors thanked Chris P for a very open and helpful discussion and wished him a safe journey home.

## Part Two

- 8. The meeting moved on to discuss possible further representations and clarifications that could be made to the Local Plan Inspector either as written reps or by an oral submission at one of the early December hearings. David H reminded everyone that the focus should be on making the case to the Inspector that the two allocations, SD71 and SD72 in the 2017 Submission Local Plan were 'unsound' and the working group should not be distracted by issues arising with the different proposed allocations in the Reg 14 UFNP which would be considered at the next meeting and would be a matter for the UNP Examiner, if it reached that stage, not a matter for the LP Inspector.

- 9. The four key areas where the allocations may be argued to be unsound are:

- (a) the allocations undermine Local Plan policies on Landscape, Design, Walking, Cycling and Riding and made FNP policies on Getting Around,
- (b) the SDNPA assessments of SD71 and SD72 and different, alternative sites are not robust in methodology, landscape character assessment and other details,
- (c) local consultation by the SDNPA on the allocations was insufficient, did not adhere to the SDNPA Statement of Community Involvement or respond to the FNP Examiner's comments on the need for local consultation on proposed housing site allocations,
- (d) there is no financial viability assessment in the Local Plan evidence base to demonstrate that allocation SD72 can deliver a policy compliant affordable homes scheme in either amount, or tenure, with an open market value of the site of £1.45m.

- 10. As all these areas involve detailed planning arguments it was agreed that David H should prepare a draft submission for each matter and circulate to members of the Working Group and councillors over the next month.

DH

- 11. David H highlighted the importance of providing evidence to back up the arguments and in the case of (c) this would involve copies of communication between FPC and the SDNPA from the date of the 2016 FNP Examination to the date of the 2017 SDNPA officers report on the two SDNPA allocations.

FMac

### Part 3

12. Pulling together all the discussions and reports considered at the meeting it was agreed to recommend to FPC, as the NP Qualifying Body, that the way forward should be:

- (a) that the LP Inspector's Programme Officer should be informed, by the 11 September deadline, that the FPC/UNPWG wish to take up the opportunity to make a joint oral submission at one of the early December hearings on the matter and issue of the Findon housing site allocations,
- (b) that the UNP should be progressed towards completion of the Reg 15 Submission, by early December, but that a decision on whether and when it should be formally submitted to the SDNPA will not be taken until the outcome of the Local Plan Inspection on the Findon allocations is clear, and that in the event that the Inspector concludes that the SD71 and SD72 allocations are sound, that the need for a barrister's opinion is discussed before any further action is taken on the UNP.

DH

and to report that:

- (c) the next UNP meeting, in September, will start the review of all the other Reg 14 consultation responses. DH to collate and issue to the Group before the meeting.

DH

### Any other business

- 13. Jacqui G introduced Becky Fagan, a resident from Downs Edge which is located just inside the settlement boundary but directly opposite the paddock immediately to the north of Soldiers Field Stables, which is currently part of a submission for pre application advice on a revised proposal for Soldiers Field Stables. The proposal involves an additional large new house (from the current regeneration of the stables site consent) and development of the paddock as a substantial stable complex including a large barn and grooms accommodation.
- 14. Becky F asked if the UNPWG had made representations on this pre app and shared helpful information on the applicant's planning consultants strategy to try and secure a consent by 'precedence' referring to the Elm Rise allocation (SD71) and the proposed extension of the settlement boundary at Findon.
- 15. David H welcomed all exchanges of information on planning consultants strategies for Findon and confirmed that the Reg 14 Pre Submission UNFP had rejected the paddock for development on 'landscape first' assessment.
- 16. The UNPWG had also submitted objection comments to the pre app proposal as this involved an additional very large detached house outside the settlement boundary which did not meet the local housing need and was refused, with the appeal dismissed by an Inspector as recently as 2006. The proposal is in conflict with both the 2016 made NP and the Reg 14 Pre Submission UNP.

17. David H further advised that the planning consultants had made a Reg 14 UNP consultation response objecting to the 'omission' the paddock as a housing allocation site, as had four other agents/site owners on other 'omission' sites. This was 'par for the course' for 'omission' or rejected sites. The UNPWG would review all Reg 14 consultation responses at their meeting in September.
18. Thank you once again to Chris and Rosemary for the hospitality at Nightingales.

Issued to:

Working Group members

FPC: Councillors at the meeting

FPC: Clerk, Fiona Mac

Becky Fagan

SDNPA: Chris Paterson

note: JG to publish on Save Findon Heritage WhatsApp, Fiona Mac to publish on FPC web site, DH/JG to submit a summary for publication in Findon News.

## **Electronic Communication Devices - Acceptable Usage Policy – Findon Parish Council**

**Electronic communication devices include personal computers, laptop computers, iPads, tablets, smart phones, mobile phones, faxes, scanners and the telephone system. The primary purpose of such communication tools is to facilitate the day to day business activities of Findon Parish Council.**

### **Part A - Parish Clerk/Responsible Finance Officer (RFO)**

**It is currently the policy of Findon Parish Council to issue the Parish Clerk/RFO with a laptop on which to undertake council business - this does not constitute a personal benefit to the Clerk/RFO. It is possible in the future that other electronic devices may be issued should it deemed appropriate and necessary for council business.**

### **Key Principals**

All electronic communication devices should be used in a manner appropriate to a reputable professional public body. The terms of this Policy apply to anyone issued with one or more of such devices and the key principals are:

- You must comply with any relevant legislation appertaining to the usage of such devices.
- You must ensure the security of the data contained on your device. Laptops and/or PCs must be 'locked' when you are not at your desk, i.e. press control, alt and delete together then select lock. Mobile phones/tablets must be password protected. PCs must be switched off at the end of your working day.
- You must use the devices in a manner acceptable to Findon Parish Council
- You must ensure your online conduct is of the same professional standard as that expected of you when 'off line'.
- You must ensure you do not bring Findon Parish Council into disrepute or create any risk to its reputation resultant from the manner in which you use the device(s) issued to you.
- You must ensure that all electronic data transmissions generated on behalf of Findon Parish Council are only ever stored, transmitted or retrieved on a Council owned device.
- You must immediately return at the request of Findon Parish Council any electronic communication device issued to you.
- In the event that you are absent from work, for whatever reason other than agreed annual leave, Findon Parish Council reserves the right to access your emails and voicemail messages in order to ensure Council matters are progressed in accordance with the interests of the Council throughout the duration of the absence.

### **Personal Use of Electronic Communication Devices**

- Personal use of devices issued to you is not permitted.

### **Monitoring Statement, as Required by Legislation**

- In order to legitimately safeguard the Council's interests and ensure acceptable usage and behaviour Findon Parish Council maintains the right to instruct the Systems Administrators to monitor and report on the usage of electronic communication devices at any time and without prior warning if they have any reason for concern.
- The Council reserves the right to require you to handover devices for scrutiny at any time.

## **Electronic Communication Devices - Unacceptable Usage and/or Behaviour**

The following are examples of what Findon Parish Council deem unacceptable usage and/or behaviour:

- Accessing internet sites that enable gambling of any description or that contain obscene, sexually suggestive, indecent, pornographic, racist, hateful, offensive, bullying or harassing material or; material depicting or inciting violence of any nature or; any otherwise illegal material.
- Distributing, disseminating or storing images, text or materials that are illegal or might be considered obscene, sexually suggestive, indecent, pornographic, racist, hateful, offensive, bullying or harassing material or; that depict or incite violence of any nature.
- Perpetrating any form of fraud or piracy of software, film or music.
- Downloading commercial software or any copyrighted materials belonging to third parties, unless covered or permitted under a commercial agreement or other such licence and you have prior approval from the System Administrator.
- Introducing any form of computer virus into the device.
- Publishing defamatory and/or knowingly false material about Findon Parish Council and/or our parishioners on social networking sites, 'blogs' (online journals), 'wikis' and any other online publishing format.
- Sending chain letters.
- Unauthorised forwarding of confidential Council messages to external locations.
- Representing personal opinions as those of the Council.
- Accessing copyrighted information in a way that violates the copyright.
- Broadcasting unsolicited personal views in respect of social, political, religious or other non-council related matters.
- Transmitting unsolicited commercial or advertising material, whether for own personal gain or that of third parties.
- Wasting working time on non-Council or non-value adding activities.

This list is not intended to be exhaustive. If you are unsure as to the acceptability of a specific task not noted above should contact the Chair of Findon Parish Council for clarification before proceeding.

### **Non-Compliance**

Any instances of non-compliance with this Policy may be dealt with in accordance with the Council's Disciplinary Procedure and may be deemed Gross Misconduct, the penalty for which is Summary Dismissal.

### **Part B – Parish Councillors and/or Parish Clerk/RFO**

**Parish Councillors and the Parish Clerk/RFO use their own electronic devices for council business. In order to ensure compliance with the principals of the General Data Protection Regulations and Data Protection Act each councillor is provided with a Findon Parish Council email address, e.g. fred.bloggs@findonparishcouncil.gov.uk, which is to be used for all council correspondence. It is not permissible to use personal email addresses for council correspondence.**

**The following key principals apply to all Parish Councillors and Parish Clerk/RFO:**

- You must ensure the security of the data contained on your device(s) and utilise strong password protection on each device to deny access to council correspondence by any other person.
- You must ensure your online conduct is of the same professional standard as that expected of you when 'off line'.
- You must ensure you do not bring Findon Parish Council into disrepute or create any risk to its reputation resultant from the manner in which send or respond to emails.

- You must ensure that all electronic data transmissions generated on behalf of Findon Parish Council are only ever stored, transmitted via your allocated Findon Parish Council email address.
- In the event that you are absent from office for a prolonged period for whatever reason, Findon Parish Council reserves the right to access your emails in order to ensure Council matters are progressed in accordance with the interests of the Council throughout the duration of the absence.
- Should you cease to be a councillor all council correspondence must be deleted immediately from your device. It will remain accessible to the Parish Clerk via the Cloud.

### **Part C - Email as a Communication Medium**

Email is a standard means of communicating with customers and internal colleagues and as such the Council expects email messages to be written in a professional business-like manner the same way as all other business communications, e.g. letters, memos, faxes, scanned documents have always been.

On the occasions when it is deemed appropriate to send an email please consider the following before composing and sending the message:

- Make sure you set the language on your device to English (UK).
- Be clear as to the objective of the message you want to send.
- Summarise the objective in the subject box so it is clear to the receiver prior to opening the message.
- Ensure you are sending it to the right people, i.e. only those required to react/take action in response to it.
- Compose the message clearly and succinctly as a business communication should be.
- Get the tone right. Be polite at all times, terseness can be misinterpreted. Use humour and irony sparingly, it can be all too easily misinterpreted.
- Don't type in capitals as this is considered to be shouting and is one of the rudest things you can do.
- Don't use 'cc'. The only people who need to receive your email are those required to react/take action in response to it. It is perfectly acceptable for anyone 'cc' on an email to put it at the bottom of their task list or to delete it without reading it.
- Don't set Outlook to automatically request a read receipt. This facility should only be used for the rare occasions when there is a valid business reason for tracking the receipt.
- Don't 'reply to all' if not absolutely necessary.
- Don't reply to an email message when angry, as you may regret it later. Once the message has been sent, you will not be able to recover it.
- Don't mark things as urgent if they aren't, because when you really do have to do an urgent message it may not be treated in the way it deserves.

Some email housekeeping tips:

- Create folders in your inbox and file your emails accordingly – this will make it much easier to manage them.
- Don't retain emails in your inbox or sent folder any longer than absolutely necessary, especially those with large attachments. Move them to your deleted folder.
- Empty your deleted and junk folders on a weekly basis.
- Don't post your email address on web sites and other public parts of the Internet as you will be deluged with spam.

*This is a non-contractual document that is subject to revision and re-issue in accordance with changing legislation and needs of Findon Parish Council. This edition is dated September 2018.*

**For consideration by Findon Parish Council following agreement in principle the Finance & Governance Committee on 6 September 2018.**



Agenda item 18.109 b

Payments total £3820.97

Date	Sep-18															
	Pmnt ID	Paid to	Details	Salary & Tax	Admin	BT & SSE	Grants	Subs	Open Spaces	Op W/Shed	TEP	Xmas lights	Updated FNDP	Sheep Fair	GDPR & web site	Total Payments
				4186.70	1099.49	1061.20	900.00	648.22	5711.59	0.00	0.00	0.00	264.00	5080.55	7543.36	26495.11
06/09/18	100913	Glasdon UK Ltd	new salt bin						243.39							243.39
	100914	AC Gardens	grass, hedges cuts						1200.00							1200.00
	100915	Findon Garden Machinery	mower repair						44.00							44.00
	100916	R Carr	exps		256.70											256.70
	100917	J Wilson	exps						17.85							17.85
	100918	Arun Business Supplies	printer cartridges		42.84											42.84
	100919	HMRC	Clerk Aug tax	168.20												168.20
	100920	F MacLeod	Clerk Aug salary	672.50												672.50
	100921	F MacLeod	Clerk Aug exps		30.49											30.49
	100922	F MacLeod	Clerk storage		65.00											65.00
08/09/18	100923	iPro Security	SF security											1080.00		1080.00
				5027.40	1494.52	1061.20	900.00	648.22	7216.83	0.00	0.00	0.00	264.00	6160.55	7543.36	30316.08

Report to	<b>Findon Parish Council</b>
Meeting Date	<b>17 September 2018</b>
From	<b>Fiona MacLeod, Clerk, and Cllr Gear</b>
Title of Report	<b>General Data Protection Regulations (GDPR)</b>
Purpose of Report	<b>To note progress/ratification</b>

### **1. Updates for noting/action**

- 1.1 The draft policies for Parish Clerk/Responsible Financial Officer (RFO) and Parish Councillor's Privacy Notice, and Electronic Communication Devices – Acceptable Usage Policy – Findon Parish Council were reviewed and agreed in principle at the Finance & Governance Committee meeting held on 6 September 2018.
- 1.2 The two policy documents are attached as Appendices a) and b) to this report.
- 1.3 At the time of writing this report, not all parish councillors have changed from using their personal email addresses to their allocated findonparishcouncil.gov.uk email address. Once the policy described in Appendix b to this report has been adopted, those councillors will in effect be in breach of the policy. Therefore it is critical that those councillors set up their allocated email address for Findon Parish Council (FPC) business following the instructions provided on several occasions or contact JNR Computer Services for assistance.
- 1.4 FPC agreed to pay a subscription of £72.00pa for each allocated FPC councillor email address with effect from June 2018.

### **2. Issues for ratification by full Council**

- 2.1 The Council is asked to ratify the policies attached as Appendices a) and b) to this report with immediate effect.
- 2.2 Those councillors still using their personal email address for FPC business to set up their allocated FPC email address with immediate effect to comply with the adopted policy. Councillors will no longer receive emails from the Clerk to their personal email addresses and must not use their personal email addresses for FPC business.

## **Parish Clerk/Responsible Finance Officer (RFO) and Parish Councillor's Privacy Notice**

**Data Controller:** Findon Parish Council

**Data Protection Officer:** Maureen Chaffe – [Processmatters2@gmail.com](mailto:Processmatters2@gmail.com) /07593 662123

The organisation collects and processes personal data relating its employees to manage the employment relationship. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **What information does the organisation collect?**

The Parish Council collects and processes a range of information about you.

In respect of the Parish Clerk/RFO this may include:

- Name, address and contact details, including email address and telephone number, date of birth and gender;
- the terms and conditions of your employment;
- details of qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- information about remuneration, including entitlement to benefits such as pensions or insurance cover;
- details of bank account and national insurance number;
- information about marital status, next of kin, dependants and emergency contacts;
- information about nationality and entitlement to work in the UK;
- details of schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued and related correspondence;
- assessments of performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence; and
- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments

In respect of Parish Councillors this may include:

- name, address and contact details, including email address and telephone number, date of birth and gender; and
- information required for the Register of Interests

Findon Parish Council collects this information in a variety of ways. For example, data might be collected through expression of interest forms, application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment/tenure as a councillor (such as benefit nomination, Register of Interest forms, or bank signatory forms); from correspondence with you; or through interviews, meetings or other assessments.

In some cases, the organisation may collect personal data about you from third parties, such as references supplied by former employers.

Data will be stored in a range of different places, including in your personnel file, register of councillors and in other IT systems for example the organisation's email system.

### **Why does Findon Parish Council process personal data?**

The Council needs to process data to enter into an employment contract with the Parish Clerk/RFO and to meet its obligations under his/her employment contract. For example, it needs to process data to provide the Parish Clerk/RFO with an employment contract, to pay him/her in accordance with the employment contract and to administer benefit, pension and/or insurance entitlements.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check the Parish Clerk/RFO's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable him/her to take periods of leave to which they are entitled.

In other cases, the organisation has a legitimate interest in processing personal data before, during and after the end of the employment relationship. Processing employee data allows the organisation to:

- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- provide references on request for current or former employees;
- respond to and defend against legal claims; and
- maintain and promote equality in the workplace.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities).

### **Who has access to data?**

Your information may be shared internally with fellow Parish Councillors and the Parish Clerk/RFO.

The Council shares data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers. In such circumstances the data will be subject to confidentiality arrangements.

The organisation also shares your data with third parties that process data on its behalf: JNR Computer Services, Processmatters2 (Web site, emails); HMRC (salary, tax); West Sussex County Council (pensions, democratic services); Arun District Council (democratic services); National Assoc of Local Councils (member name, address and contact details) Sussex Assoc of Local Councils (member name, address and contact details).

The organisation will not transfer your data to countries outside the European Economic Area.

### **How does the organisation protect data?**

The Council takes the security of your data seriously and has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by those authorised to do so in the performance of their duties.

Where the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

### **For how long does the organisation keep data?**

The organisation will hold your personal data for the duration of your employment or tenure as a Parish Councillor. The periods for which your data is held after the end of employment or tenure as a Parish Councillor will comply with current legislation/best practice.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please email [GDPR@findonparishcouncil.gov.uk](mailto:GDPR@findonparishcouncil.gov.uk) .

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You have some obligations under your employment contract or Parish Council Code of Conduct and Standing Orders to provide the organisation with data. In particular, the Parish Clerk/RFO is required to report absences from work and may be required to provide information about disciplinary or other matters under the implied duty of good faith. You may also have to provide the organisation with data

in order to exercise your statutory rights, such as in relation to statutory leave entitlements. Failing to provide the data may mean that you are unable to exercise your statutory rights.

Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable the organisation to enter a contract of employment with you or for you to act as a Parish Councillor. If you do not provide other information, this will hinder the organisation's ability to administer the rights and obligations arising as a result of the employment relationship or parish council efficiently.

**Automated decision-making**

Automated decision making plays no part in decisions relating to the Parish Clerk or Parish Councillors.

**For consideration by Findon Parish Council following agreement in principle by the Finance & Governance Committee on 6 September 2018.**

## Agenda Item 18.xx

Report to **Findon Parish Council**  
Meeting Date **17/9/2017**  
From **Cllr Ball**  
Title of Report **Sheep Fair Report**  
Purpose of Report **To note or discuss/ratify**

### **1. Updates for noting**

#### **1.1 Report.**

In terms of attendees we estimate this year's show to be the second best ever - approximately 7000 and parked approx. 1600 vehicles.

This year we had the largest turn out of volunteers, without whom the Show would not happen. This year we had more help than ever which made our lives a lot less stressed. The weather which chose not to deluge us in water, unlike the last 2 years.

The Rare Breed Show at the top of the green, is a recognised event on the UK's Rare Breed calendar and you will find it known in Cumbria, County Durham amongst other regions. This year forty farms entered sheep and there were 23 different breeds were on show. The judging events went very smoothly and the Supreme Champion of the show was a sheep from the Cotswold Breed owned by Fiona Laidlaw from Guildford in Surrey.

This year we had two new competitions:

The first, in memory of Janice Oakes who had been the sheep fair treasurer for many years, we presented a trophy to "The Best Farm at the Show" for winning the most points in all competitions. This was won by Viv Miles who comes from Kent.

Secondly the Community Shop sponsored the "Best dressed Young Handler in each age group" and, in addition to a small prize for each of the three winners, a packet of sweets were given to each child who entered.

We had many stalls around the sides of the arena but for the first time we had a cow and calf brought to the show by Robert and Emma Gale of Gallops farm. It is very good to be able to show off the best in the countryside to the many people visiting the show from the towns and villages in the area.

Further down the field there were 141 stalls, both in the marquee and on the main field. Amongst them were the Friends of St John the Baptist Church who operated the refreshment stall at the end of the Marquee, with proceeds going to the support of the Church. Another stall, Vintage Switch, raised money in aid of the Findon Village Christmas lights.

Among the staple offerings of Stuart Barnes Sheep Show and Duck herding, the Falcon Display ,we also had Steyning Morris performing, both within the main arena and impromptu in the food area. A Childrens Circus were giving youngsters acrobatics instruction. Along with the sheep at the top of

the green Harris's traditional funfair maintained the link with the history and tradition of the Sheep Fair.

The Sheep Fair always tries to support local concerns and worthy causes with surplus income we make. In addition to the Findon Valley 1st Scout troop, who do a marvellous job of managing the car parking (and who share the proceeds of the car park takings), we aim to contribute to PAWS, the local animal sanctuary. Other worthy causes and projects will be announced once the final account for this year's show has been drawn up.

Our thanks go to the many people who support the show – our volunteers, the land owners who generously loan their fields as car parks, to the local residents, to the many stall holders who make the show what it is and finally, to all of those who attended.

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