

MINSTEAD PARISH COUNCIL

Email: minsteadclerk@gmail.com

Date 01 August 2023

To: All members of Minstead Parish Council

AGENDA

You are hereby summoned to attend an Ordinary Meeting of Minstead Parish Council to be held in The Danby Room, Minstead Hall, on Monday 07 August 2023 commencing at 19:30 for the purpose of transacting the specified business set out below.

Any members of the public wishing to attend and/or speak please notify the Clerk by email.

Richard Cole

Richard Cole

Clerk and RFO to Minstead Parish Council

- 0073 To receive and approve apologies for absence
- 0074 Public Participation Period
- 0075 To approve any Declarations of Interest and dispensation requests
- 0076 To approve the Minutes of the Ordinary Meeting held on 03 July 2023
- 0077 Matters arising - if any
- 0078 Items ongoing – Updates
 - 0078.1 Minstead Green Group – Cllr. Smith. **No further reports until October 2023.**
 - 0078.2 Village appearance – Cllr. Hough
 - 0078.3 Cricket Pavilion – Cllrs. Smith and Hough
- 0079 Reports from County/District Councillors
- 0080 Reports from Parish Representatives
- 0081 Exclusion of the Press and Public

That under Section 1(2) of the Public Bodies Admissions to Meetings Act 1960, the press and public be excluded from the meeting for the following item of business on the grounds that involves the likely disclosure of exempt information which would be prejudicial to the public interest by reason of its confidential nature.

- 0082 Employment Sub- Committee
 Recommendation to approve S Short's (Lengthsman) revised Contract of Employment previously circulated with the agenda.
- 0083 Arrangements for Christmas in Minstead – Chairman
- 0084 Use of own I T Equipment. Update – Clerk. See Appendix A
- 0085 Regulatory Documents
 085.1 Review part one. See Appendix B
 085.2 Draft Gift & Hospitality Policy, previously circulated with the agenda
- 0086 Lengthsman report – Clerk. See Appendix C
- 0087 Planning See Appendix D
- 0088 Correspondence
- 0089 Finance See Appendix E
- 0090 Next meeting is 04 September 2023 at 19:30 in the Danby Room

APPENDIX A

0084 Use of own I T Equipment or Bring Your Own Device.

To Minstead Parish Council

By the Clerk

The Council considered this matter some time ago and concluded that any risk was out-weighted by the potential cost of purchasing 7 devices.

It is however worth pointing out that under the provisions of the UKGDPR introduced in May 2018, responsibilities are placed on Data Controllers (the Council) to control the security of personal data and at the very least this matter should be kept under review.

According to the Information Commissioner there are two scenarios to consider:

A. Use your own device, but access company software

This is a more cost-effective option, but comes with some security risks.

Things that should be considered:

- *Consider using multi-factor authentication for remote access.*
- *The device owner's data and the organisation's data should be separate. Staff should not be able to inadvertently or deliberately move the organisation's data into their personal storage on the device or onto separate personally-owned devices.*

- *Organisations need to be aware that the device's security posture may be compromised and plan accordingly, eg out of date and unpatched operating system or security software.*

B. Use your own device

This approach has the most security risks and should be avoided for all but the smallest organisations with an immediate need to work remotely with no other remote working capability.

Things that should be considered:

- *Out of date software (including the operating system) may be vulnerable to exploitation including loss or compromise of personal data.*
- *Devices are likely to be shared between family members. Other family members may see personal data that they should not have access to.*
- *Data is unlikely to be encrypted on the device and may be vulnerable in the event of loss or theft of the device.*
- *Inadequate access control, eg weak laptop passwords, may result in personal data being easy for unauthorised individuals to access.*
- *Data can easily be moved to other insecure storage (personally-owned USB sticks and external hard drives), increasing the potential for loss.*
- *Staff usage of insecure methods to communicate, such as personal email accounts, may result in compromise of personal data.*

Organisations should consider these security risks and put mitigation methods in place to avoid data breaches. For example, provide employers and staff who use their own devices with guidance on how to secure their device by keeping software up to date, give advice on strong passwords and minimise the storage of personal data on their device and insecure storage such as USB sticks. Ensure they understand when and how they can internally report potential personal data breaches.

It is for the Council to decide as Data Controller whether use of Bring Your Own Device or BYOD enables the Council to fully comply with UKGDPR. The critical part of any decision (apart from cost) is whether or not personal data belonging to employees, Councillors or parishioners is held securely and cannot be viewed by anybody else apart from the Councillor.

By example two critical items that are classified as highly confidential and covered by UKGDPR are Employment Contracts and Payslips. At times draft and final employment contracts (drafts also but if identifying data is removed drafts would be outside this scope) are provided to Councillors and in the interests of transparency payslips could be provided to authorised Councillors to make authorised monthly salary payments. Both would require the data subject's permission to be passed on and a presumption of secure storage would be included in that presumption. In both cases documents would available via Drop Box and option A would be applicable.

If personal data is stored on a Councillor's own equipment (as opposed to Drop Box) it is at risk of being seen or obtained by an unauthorised person.

Owners of BYOD I T equipment must understand that (for example) should an elector raise a legal issue relating to say a Planning Application or an employee regarding confidential information becoming public then in these cases it is likely that the authorities will seize the Councillor's I T equipment and anything of a personal nature about the owner held on that device that impinges on the complaint could be made public.

BYOD raises a number of data protection concerns due to the fact that the device is owned by the user rather than the data controller. However, it is crucial that as data controller the Council ensure that all processing of personal data which is under its control remains in compliance with UKGDPR. Particularly in the event of a security breach, you must be able to demonstrate that you have secured, controlled or deleted all personal data on a particular device.

APPENDIX B

0085.1 Regulatory Documents Review – Items 1.1 to 1.12.

The following documents have been reviewed by the person indicated. No comment indicates the document can stand. Once approved the document will be stored and shown as reviewed and approved August 2023.

Comment 1.9 requires approval.

TITLE	REVIEWER	COMMENT if any
1.1 Record Management Policy (draft)	Clerk	
1.2 Grievance Policy (draft)	HB	
1.3 Volunteer Risk Assessment	HB	
1.4 F O I Request form	MC&GH	
1.5 Risk Assessment Litter Picking	MC	
1.6 Recording & Social Media at meetings	DP	
1.7 Equality & Diversity	DP	
1.8 Financial & Management Risk Assessment	GH	
1.9 Health & Safety	MC	Requires revision appointing delegated responsibility to a Councillor or The Clerk
1.10 Publication Scheme	Clerk	
1.11 Recruitment Policy (Revised)	HB	
1.12 Standing Orders	BA	

To be considered at the September 2023 meeting:

1.13 Behaviour in Public Meetings	BA
1.14 Risk assessment snow plough	HB
1.15 Complaint & Vexatious Complaint Policy	GH
1.16 Financial Regulations	?

To be considered at a meeting in 2024:

1.16 Disciplinary Policy – NALC Template	Review not due until 2024
1.17 Volunteer Policy	Review not due until 2024
1.18 Employment Sub Committee Terms of Reference	Review not due until 2024

APPENDIX C

0086 Lengthsman July report

Church footpath: Strim grass and cut back whips	3 hours
Red House footpath: Strim grass and cut back hedge.	4 hours
Red telephone box Lyndhurst Rd. Clean windows and inside.	3 hours
Salt bin 6068 Junc. Lyndhurst Rd. Seaman's Lane knocked over.	
Wooden finger posts survey*1.	2 hours.

*1 Attached to email with the August agenda

APPENDIX D

0087 Planning

Decisions Awaited – Validity of 00954 & 00752 being checked

18/00954 Petrol Station, Ringwood Road.

Single storey rear extension to sales building to provide sandwich bar.

22/00752 The Orchard, The Grove, The Grove Lyndhurst, SO43 7GG

Outbuilding with solar panels.

Deferred Decisions

23/00436 Malwood Walk Farm Full Newtown Road, Minstead, SO43 7GD

Replacement of agricultural building

- At the 03 July meeting the council Resolved to Defer
- The council awaits Applicant reaction to Conservation Officer's report

23/00663FULL Minstead Lodge, Minstead Lodge Track, London Minstead, Lyndhurst, SO43 7FT

23/00664 LBC At the same address also refers

Refurbishment of existing hay store to provide craft workshop

- At the 03 July meeting the council Resolved to Defer
- Pending Parish Briefing and Conservation Officer report.

23/00686VAR Park Farm House, Lyndhurst Road, Minstead, Lyndhurst, SO43 7FY

Application to vary condition 2 of planning permission 22/00970VAR for variation of condition 2 of planning permission 21/01081 for replacement dwelling with attached outbuilding; 1no. detached outbuilding; demolition existing dwelling and 1no. outbuilding; associated landscaping and ancillary works to allow minor material amendment.

- At the 03 July meeting the council Resolved to Defer
- Pending Parish Briefing
- Comment deadline extended to 09 August 2023

23/00316FULL Brickkiln Farm, Robins Bush Road, SO43 7GB

Demolition of existing barns and stable buildings and construction of a replacement barn and two stable blocks

- At the 03 July meeting the council Resolved to Defer
- Pending Parish Briefing

New Planning Applications

23/00559LBC Minstead Lodge, MINSTEAD LODGE TRACK, LONDON MINSTEAD, LYNDHURST, SO43 7FT

Installation of ventilation system to the rear of Apple Tree Cafe (Application for Listed Building Consent)

23/00558FULL Minstead Lodge, MINSTEAD LODGE TRACK, LONDON MINSTEAD, LYNDHURST, SO43 7FT

Installation of ventilation system to the rear of Apple Tree Café

23/00852FULL Land Adjacent, Rose Cottage, Lyndhurst Road, Minstead, SO43 7HA

Field shelter/store

Comment deadline extended to 09 August

23/00776FULL Park Farm House, LYNDHURST ROAD, MINSTEAD, LYNDHURST, SO43 7FY

Dwelling; 2 storey outbuilding (garage & office); outbuilding (garage); landscaping (demolition of existing dwelling and 2no. outbuildings)

Trees

23/00952CONS THRIFTY GATE, THE GROVE, STONEY CROSS, SO43 7GP

Fell 1 x Cypress tree

APPENDIX E

0089 Finance

089.1 Snow Plough contract – Clerk, update on requested hourly rate for 2023/24

089.2 Appointment of Internal Auditor - Clerk

089.3 2024 25 draft budget schedule - Clerk

089.4 Payments for approval:

Clerk mileage:

03 July 2023 attend council meeting (36 miles @45p) £16.20

20 July 2023 HALC training Eastleigh (6 miles @ 45p) £ 2.70

Receipts & Payments 27 JUNE to 31 JULY 2023					
JULY	£	£	£		
	Net	VAT (Recoverable)		Paid by	Auth'd by
Balance as of 26 June 2023 (Inc Reserves)			41080.63		
Receipts:					
Cadnam Cricket Club			820.00		
Standing Order/Direct Debit payments					
So's: Salaries and expenses June	672.11		672.11	BA*	HB
So's: Salaries and expenses July	672.11		672.11	BA*	HB
* 1 Temporary FPO & BP					
Debit Card payments					
1&1 Ionos monthly fee	12.03	2.41	14.44	RC	
HMRC Q 1 23 24	113.87			RC	
Cheques & BACS payments					
R Cole (printer)	59.99			BA	HB
R Cole (mileage)	16.20			BA	HB
B Mollett (mileage)	32.40			BA	HB
Forestry England	820.00			BA	HB
Total Payments to 31 July 2023	2398.71	2.41	2401.12		
Balance at Bank 31 July 2023			39499.51		
Less Reserves Held:					
General			6000.00		
Cricket Pavilion			15000.00		
Audio/Visual Equipment			5000.00		
Balance (excluding reserves)			13499.51		

Note: Expenditure budget 23 24 £ 19,148.00

Balance is 70.5% of expenditure budget at 31 July 2023