

# St Erme Parish Council

## REPORT

for the

Meeting held on Tuesday 6<sup>th</sup> July 2021  
at the St Erme Community Centre  
at 7.30pm

Please register to attend the meeting by  
12.00noon on 6<sup>th</sup> July 2021  
to  
[clerk@stermeparishcouncil.org.uk](mailto:clerk@stermeparishcouncil.org.uk)

# APPENDIX 1

## Agenda Item

4) To approve the minutes of the annual meeting held on Wednesday 19<sup>th</sup> May 2021.

The DRAFT minutes of the meeting held on Tuesday 1<sup>st</sup> June 2021 at the St Erme Community Centre

### Those present:

Cllr Hodgkinson (Vice-Chairman), Cllr Barnes, Cllr P Jones, Cllr S Jones, Cllr Riggs and Cllr Light

### In attendance:

Mrs Sally Trethewey (Clerk) and Cllr Glasson (Cornwall Councillor)

Cllr Hodgkinson (Vice-Chairman) chaired the meeting

### 53/21 To accept apologies.

Apologies were received and accepted from Cllr Trethewey (Chairman) due to work commitments.

### 54/21 Declarations of Interest in items on the Agenda

a) Councillors to disclose any declarations of interests on any agenda items.

There were no declarations of interest disclosed.

### 55/21 Dispensations

- Member/s to request a dispensation for an item on the agenda that has just become apparent at this meeting.

There were no dispensations requested.

### 56/21 To approve the minutes of the annual meeting held on Wednesday 19<sup>th</sup> May 2021

The minutes previously circulated were agreed and it was proposed and seconded with all in favour and therefore,

**RESOLVED that the minutes of the annual meeting held on Wednesday 19<sup>th</sup> May 2021 be approved as a true record and duly signed.**

### Public Participation (15 minutes)

The public are given 15 minutes to discuss any items on the agenda, after this period the members of the public may stay in the meeting but will not be able to comment or participate.

There were no members of the public present.

### 57/21 Councillors to discuss any matters with Cornwall Councillor if present

Cllr Glasson had forwarded the following report.

*'This week I attended the first full council meeting and AGM of this current administration. Not much to report on inside County Hall just yet. Committees are due to start next week and I have not had much correspondence from residents of St Erme Parish. I will also be attending the Truro and Roseland Network Meetings. I had an introductory meeting with Mark O'Brien last week to get up to speed with matters in my division and found this extremely useful. I thank Sally for sharing the correspondence re Highways Budget and Options for priority. You have my full support in ensuring this work gets done and if there is anything you need me to do to push this forward, please do let me know. I have made initial enquiries about the footpath that was suggested needed lighting.'*

Cllr Light asked a question regarding the G7 summit stating that although not effecting our parish he had been told that some residents at St Mawgan had not been notified and made aware of the road closures in their area. Will businesses and residents receive any compensation if they are affected by the summit? Cllr Glasson stated that she was sad to hear of the lack of communication and that it will be inevitable that people and businesses will be disrupted during the summit. There should be a clean up operation after the event and was aware that newsletters and social media posts had been published on the schedules and road closures etc; but did not have any further information on this.

## **58/21 Clerks update and report.**

The clerk reported on the following:

### **Cornwall Council: 'Register of Members Interest' forms.**

Members were reminded that the deadline for submission of their 'Register of Members Interest' forms was the 7th June 2021

### **British Heart Foundation – Defibrillator Supplies**

We need to purchase new defibrillator pads – an account will be set up through the British Heart Foundation to purchase supplies/equipment. The current pad will need to be replaced by October or before if used. The new pads usually have a 5 year life span until used.

### **Training events, invitations & meetings**

**The Truro & Roseland Community Network Area meeting:** Tuesday 8<sup>th</sup> June 2021 at 7.00pm

**Police Liaison meeting:** Tuesday 22<sup>nd</sup> June 2021

### **CALC Code of Conduct Training via Zoom**

28<sup>th</sup> July 2021: Cllr Trethewey, Cllr Barnes, Cllr Riggs and Cllr Light are booked in.

### **Cornwall Council – Planning Induction Training via Microsoft Teams**

**Tuesday 22 June:** (12 noon – 13.00) National, Local and Neighbourhood Planning Policy

**Wednesday 23 June:** (10.00 – 11.15) Development Management - Getting Involved

**Thursday 24 June** (10.00 – 11.15) Enforcement and Compliance Appeals

Members were informed of all correspondences received.

### **59/21 Planning: -**

#### **a) To consider any planning applications received up to the date of the meeting: -**

- **PA21/03528: St Erme Medical Centre, St Erme, Truro**  
Listed building consent for installation of a ground source Heat Pump with borehole

This application was discussed, and it was agreed and therefore,

### **RESOLVED to support this application with no recommendations.**

#### **b) Update on planning issues:**

- **Update on Cornwall Council planning decisions:**

There were no updates.

### **60/21 Highways:**

#### **a) To update on the CNA Highways Scheme submission for St Erme**

The 'Statutory Consultation' was due out late May but has not yet been published. The Clerk had sent Mark O'Brien an email confirming the changes to the initial consultation that the council wished to be included.

#### **b) A30 Dualling update**

There were no updates.

#### **c) To update on the 'Interactive Speed 'signage for the Parish**

Cormac Ltd have agreed the locations for the mobile interactive speed monitor. It was agreed for the clerk to obtain three quotations for a battery-operated speed monitor, to include an additional spare battery and software that allows the information on the signs to be changed.

#### **d) To update and discuss options on reducing the number of vehicles driving on the emergency access road through Killigrew Gardens.**

Following consultation with residents at Killigrew Gardens only 8 responses were received out of 63 properties. The Fire Department would prefer that bollards were not installed but would be able to gain access by cutting through them in an emergency. The Police stated that it would not be a problem for them, and the Southwest Ambulance Service would prefer that there were no bollards for easy access. The responses were as we thought they would be from the authorities.

It was agreed that we need to consider an alternative solution and Cllr Glasson (Cornwall Councillor), asked the Clerk to forward information on the history of this area and arrange to meet the clerk and Cllr Hodgkinson on site to look at the issues.

It was suggested by Cllr Barnes that it may be worth investigating if we could change the adopted footpaths status to an adopted road, so the Police and Cornwall Council would have more powers for enforcement.

**e) To discuss the current speed limit on the A39 and junctions from the village following several accidents over the last couple of years.**

This item was discussed, and it was agreed for the Clerk to email Cormac to chase up a response on this issue; requesting firm evidence on their decision not to look further at extending the 50mph speed limit from the south to cover both junctions of Trispen onto the A39, and to consider additional signage to remind users of the speed limit in the area.

If the council are not satisfied with the response, then a letter will be sent to Cllr Desmonde (Cornwall Council - Portfolio Holder) for their support on the matter.

**f) To discuss concerns regarding deer on the A39**

It has been noted that there has been an increase this year on the number of deer that have been runover on the A39. Members discussed the possibility of warning signs along the road of 'Deer' Crossing. It was agreed for the clerk to seek advice from the Cornwall Wildlife Trust, the RSPCA and Cornwall Council on this matter.

**61/21 To update on the St Erme Emergency Plan response to COVID 19 and support of the community.**

The clerk reported that 40 families in the parish were receiving support from the Community Larder. They are currently looking at opening on a Tuesday morning and promoting itself as helping to reduce food waste, which may open the larder up further to those that may be reluctant to attend.

**62/21 Finance:**

**a) To receive the financial 'Statement of Accounts' for the year to date and to approve payments.**

Name	Details of payment	Cost	VAT	Total
Zurich Insurance PLC	Annual Insurance	£ 816.40		<b>£ 816.40</b>
Mrs S Trethewey	Expenses	£ 18.00		<b>£ 18.00</b>
Mr M Pearson	Strimming Trispen Hill	£ 180.00		<b>£ 180.00</b>
SLCC	Annual Subscription	£ 166.00		<b>£ 166.00</b>
Sage UK	Payroll	£ 7.00	£ 1.40	<b>£ 8.40</b>
O2	Mobile Phone	£ 11.97	£ 2.39	<b>£ 14.36</b>
				<b>£ 1,203.16</b>

The accounts previously circulated were agreed and it was therefore,

**RESOLVED that the 'Statement of Accounts' be approved as a true record and duly signed.**

**b) To receive and discuss the council's receipts and payments against the budget.**

Members had received a copy and there were no questions.

**c) To receive and adopt the Council's Annual Report for 2020/2021 and arrange printing.**

The council's annual report previously circulated was agreed and it was proposed and seconded with all in favour and therefore,

**RESOLVED to adopt the Annual Report for 2020/2021 and arrange printing through Cornwall Council to be delivered to every household in the parish.**

**63/21 To consider the council's Internal Audit report and 'Review the Council's Effectiveness of Internal Controls and address any recommendations**

Members considered the internal audit report and reviewed its effectiveness of their internal controls. Some minor adjustments were addressed in relation to the on-going COVID 19 pandemic. Members proposed and seconded and therefore,

**RESOLVED to approve the 'Review of the Council's Effectiveness of Internal Controls'**

**64/21 'General Data Protection Regulations' (GDPR)  
To update and carry out the Annual Data Protection Report and review the 'Privacy' policy**

Members carried out their Annual Data Protection report and reviewed the 'Privacy' Policy. It was felt that the council's Documents and Retention Policy needed updating to include the retention and disposal of email's held by the clerk and members email accounts. The Clerk will also look at an 'Information Protection Policy' for the Council.

**65/21 To receive and agree on quotations for Road Sweeping for this financial year.**

Quotations had been received from Cornwall Council and Southwest Sweepers. After consideration it was proposed and seconded and therefore

**RESOLVED to use Southwest Sweepers for this financial year and for the clerk to arrange for the sweeping when required within the Council's budget.**

**66/21 To consider and discuss looking at forming a Climate Action Group for St Erme**

This item was discussed, and Cllr Barnes suggested that if we are looking at setting up a working group, we should consider calling it an adaption group, as Climate Change is also about adapting and preparing for the changes ahead. Members agreed with Cllr Barnes and the clerk will draft a post for the council's social media account etc. It was felt that the Council should adopt an Environmental Policy for the Parish; for the Council and working party to follow and work towards.

**67/21 To adopt the following revised scheme of delegation and Supplementary documents,**

- **Supplementary Standing Orders**
- **Supplementary Financial Regulations**

Members considered the revised supplementary documents and scheme of delegation, and it was proposed and seconded and therefore,

**RESOLVED that the Supplementary Standing Orders, Financial Regulations and 'Scheme of Delegation' be adopted by the Council.**

**68/21 Councillors to report on any meetings attended as representatives:**

There were no reports.

**69/21 To agree the date and time of the next meeting of the Council being held on Tuesday 6<sup>th</sup> July 2021**

The above date and time of the next meeting was agreed.

**PART 2**

Pursuant to section 1(2) of Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the following agenda items.

**70/21 To update and discuss the open space at the North of the Burrington development regarding the transfer of land.**

There were no updates.

**SIGNED**

**CHAIRMAN**

**DATED**

## **APPENDIX 2**

### **6) Clerks update and report (Appendix 2)**

#### **British Heart Foundation – Defibrillator Supplies:**

We have received new defibrillator pads – and an account has been set up through the British Heart Foundation to purchase supplies/equipment.

#### **Southwest Water:**

Foul water leak at School Lane – has now been addressed, but further investigation will be required.

#### **Cornwall Council:**

Response regarding warning signage for ‘Deer’ crossing on the A39

#### **Anti-Virus Software Renewal**

Renewal of McAfee Anti-Virus Software ‘Total Protection’ due 31.07.21

### **Training events, invitations & meetings**

#### **Green Truro Conference**

Friday 2<sup>nd</sup> July 2021 1.00a, to 3.30pm via Zoom

#### **CALC Code of Conduct Training via Zoom**

28<sup>th</sup> July 2021: Cllr Trethewey, Cllr Barnes, Cllr Riggs and Cllr Light are booked in.

#### **CALC Chairmanship Training via Zoom**

Wednesday 22<sup>nd</sup> September 2021: Cllr Trethewey and Cllr Hodgkinson are booked in.

### **Correspondences - previously e-mailed to members.**

**Updates from GOV.UK:** Coronavirus (COVID-19)

**Town and Parish Council COVID-19:** fortnightly updates

**NALC:** Newsletters

**The Rural Bulletin**

## APPENDIX 3

### 8) Highways:

#### **a) To receive and agree on quotations received for a 'Interactive Speed Signage' and associated costs.**

Quotations have been received from ElanCity, Pandora Technologies and Cornwall Council for the supply of a Mobile Interactive Sign; powered by battery.

A quotation has also been received from RBS for the installation of one post that will be required.

#### **ElanCity:**

The quotation includes one interactive sign, batteries plus one spare set for charging, external battery charger, plug cap, additional mounting bars for three posts, locking rod for padlocks, software and telephone assistance. Not included are the jubilee clips for the post (a total of 9 will be required at a cost between £3 to £5 each)

#### **Pandora Technologies:**

The quotation includes one interactive sign, batteries plus one spare set for charging, external battery charger, plug cap, additional mounting bars for three posts and software.

#### **Cornwall Council: User Agreement**

The quotation includes one interactive sign purchased by Cornwall Council on our behalf with a User Agreement or a Purchase with Management Service.

#### **RBS: Installation of additional post.**

Supply & install 1x 76mm diameter x 4000mm long galvanized steel post in grass verge.

Post is to be buried by approx. 800mm leaving 3200mm out of the ground.

Cart away & dispose of all surplus arisings to a licensed tip, leaving site clean and tidy.

There will be an additional fee for the Cornwall Council Licence to excavate

## **APPENDIX 4**

### **9) To update on the St Erme Emergency Plan response to COVID 19 and support of the community.**

#### **St Erme Community Larder**

There are 40 families registered who collect regularly, this is now being solely run by the St Erme Playing Field Trust, with contact details of myself as Clerk to the Council (as a volunteer) and the St Erme Playing Field Trust volunteers.

The St Erme Community Larder is now open for drop in collections on a Monday 1.00pm to 3.00pm and 4.00pm to 6.00pm and on a Tuesday 10.00am to noon.

There is a new focus to promote the Community Larder in terms of helping to reduce food waste, whilst helping the Community. This will hopefully open the larder to those that may not have felt comfortable in attending.

The new times of opening and drop-in sessions commenced on 21<sup>st</sup> June, and several new people attended.

This is advertised through the July issue of the Parish Post and through their new Facebook Group under the St Erme Community Larder. A leaflet drop will also be going out at the end of July.

We have received no other general COVID-19 related requests for help this month.

The St Erme Emergency Plan Committee will be meeting shortly to update on the COVID response and the Emergency Plan in general.



## APPENDIX 5

### 10) Finance:

- a) To receive the financial statement of accounts, including expenditure against budget and to approve payments.

To be approved at the meeting held on Tuesday 6th July 2021							
Name	Details of payment	Cost	VAT	Total	D*	Paid By	Paid On
M Pearson	Weed Maintenance	£ 495.00		£ 495.00		On-line Banking	10.06.21
Sage UK	Payroll	£ 7.00	£ 1.40	£ 8.40		Direct Debit	17.06.21
O2	Mobile Phone	£ 11.97	£ 2.39	£ 14.36		Direct Debit	24.06.21
Mrs S Trethewey	Salary Month 3					On-line Banking	30.06.21
Mr Brunsden	Salary Month 3					On-line Banking	30.06.21
M Pearson	Grass Verges	£ 185.00		£ 185.00		On-line Banking	30.06.21
Mrs S Trethewey	Expenses	£ 18.00		£ 18.00		On-line Banking	
HMRC	1st Qtr Payment	£ 86.94		£ 86.94		On-line Banking	
British Heart Foundation	Defibrillator Supplies	£ 96.67	£ 19.33	£ 116.00		On-line Banking	
St Erme PFL	Facility Hire	£ 19.50		£ 19.50		On-line Banking	
Fenland Leisure Products Ltd	Wetpour Repair Kit	£ 108.00	£ 21.60	£ 129.60		On-line Banking	
M Pearson	Play Equipment Repairs	£ 448.00		£ 448.00		On-line Banking	
				<b>£ 2,906.05</b>			



## b) To receive and discuss the council's receipts and payments against budget

BUDGET EXPENDITURE 2021/2022														
<u>RUNNING COSTS</u>	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Actual	Budget
Clerks Salary/Int Rev	£1,010.48	£867.59	£867.59	£86.94										
Hall Hire				£19.50									£19.50	£295.00
Administration	£162.97	£411.04	£36.97	£18.00									£628.98	£2,700.00
Subscriptions	£200.00	£501.67	£166.00										£867.67	£900.00
Insurances		£816.40											£816.40	£900.00
Audits		£175.00											£175.00	£500.00
Councillors Allow													£0.00	£100.00
Chairmans Funds													£0.00	£100.00
Loan Repayments													£0.00	£6,300.00
Defibrillator				£96.67									£96.67	£500.00
<u>REVENUE RESERVES</u>														
Gratuity Fund													£0.00	£6,676.00
Election Expenses													£0.00	£2,300.00
Office Equipment													£0.00	£700.00
Misc/Repairs													£0.00	£500.00
Play Equipment	£938.54			£556.00									£1,494.54	£3,000.00
Highways Schemes													£0.00	£6,366.00
<u>OPTIONAL COSTS</u>														
Neighbourhood Plan													£0.00	£500.00
Books/Training													£0.00	£500.00
S137													£0.00	£2,000.00
Grants													£0.00	£2,000.00
Transfer of Open Space costs													£0.00	£2,000.00
K6 Kiosk													£0.00	£100.00
Noticeboards													£0.00	£0.00
Replacement Dog/Litter Bin													£0.00	£450.00
LMP Signage/Mapping													£0.00	£400.00
Repairs to Historical F/Posts													£0.00	£500.00
Repairs to Wooden Benches													£0.00	£100.00
<u>ENVIRONMENTAL</u>														
Devolution Costs													£0.00	£2,000.00
Street Cleaning													£0.00	£100.00
Street Cleaning Salary	£376.48	£376.48	£376.48										£1,129.44	£4,867.00
FPN Salary	£97.74	£141.18	£141.18											
FPN Equipment														
Weed Maintenance			£495.00										£495.00	£1,200.00
Grass Verges	£185.00	£185.00	£365.00										£735.00	£3,300.00
Dog Bin Emptying													£0.00	£45.00
Weed Ripper/Sweeper													£0.00	£1,000.00
Footpath Maintenance		£575.00											£575.00	£1,100.00
VAT	£216.70	£154.24	£3.79	£40.93									£415.66	
<b>TOTAL</b>	<b>£3,187.91</b>	<b>£4,203.60</b>	<b>£2,452.01</b>	<b>£818.04</b>									<b>£10,661.56</b>	<b>£68,669.00</b>

BUDGET INCOME 2021/2022																
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Actual	Budget	Last Year	
Footpath Grant													£0.00	£578.00	£578.74	
Bank Interest	£0.23	£0.23											£0.46	£12.00	£6.99	
Street Cleaning Grant		£4,145.31											£4,145.31	£4,145.00	£4,145.31	
CC Weed/Grass Grant													£0.00	£101.00	£101.07	
Precept	£17,933.00												£17,933.00	£35,866.00	£34,786.00	
Council Tax support grant	£368.69												£368.69	£0.00	£813.00	
VAT	£1,047.23												£1,047.23	£0.00		
<b>TOTAL</b>	<b>£19,349.15</b>	<b>£4,145.54</b>											<b>£23,494.69</b>	<b>£40,702.00</b>	<b>£40,431.11</b>	

## **APPENDIX 6**

- 12) To receive and adopt the following Policies:
- **Environmental Policy**

# St Erme Parish Council Environmental Policy

## 1. INTRODUCTION

1.1 St Erme Parish Council recognises that a healthy environment is fundamental to the prosperity and wellbeing of our local community. The Council acknowledges that whilst our activities may have adverse effects on the environment, we can take steps to minimise those impacts.

1.2 The Council considers that the environment is important and will comply with and, where possible, exceed all environmental regulations, laws and codes of practice, as applicable.

1.3 The Council will make a positive contribution to environmental growth by protecting and enhancing the local and global environment.

## 2. AIMS OF POLICY

The aims of the St Erme Parish Council Environmental Policy are:

- To increase environmental growth across Parish responsibilities and assets for the benefit of the local community.
- To promote the importance and value of a quality environment, and to support local people in their enjoyment of it.
- To carry out our work in an efficient way that minimises or eliminates its adverse impact on our environment.
- To promote the development of a Circular Economy

## 3. LIST OF POLICIES

### i. CLIMATE CHANGE

*The Parish Council has declared a climate emergency and pledges to be fully carbon neutral by 2030. We will set out plans for immediate and long-term actions to reach this goal which include:*

*Or*

*The council understands the effects of climate change are potentially damaging to the local community and commits to minimising its own impact by undertaking measures which include*

- Supporting the delivery of car charging points.
- Encourage natural climate change solutions (such as tree planting and rewilding) within the Parish.
- Agree measures to track the Council's carbon footprint over time.

### ii. NATURE & WILDLIFE

St Erme Parish Council is committed to increasing opportunities for nature to thrive on the assets it owns or manages. Environmental growth will be achieved by:

- Protecting and enhancing the quality and extent of the natural environment in St Erme

- Supporting the conservation of trees, hedgerows, ponds and streams
- Managing Council assets (including public rights of way, play areas and verges) in a manner that protects and increases biodiversity
- Introducing environmental growth opportunities and activities, as appropriate, on Council assets and land we manage
- Banning the release of balloon/sky lanterns from Council land and events

### **iii. PESTICIDE USE**

St Erme Parish is committed to phasing out the use of pesticides on assets we own or manage (with the exception of use for the control of Schedule 9 plants under the Wildlife and Countryside Act 1981, such as Japanese Knotweed, or where it is used to reduce material risks to asset integrity).

### **iv. SUSTAINABLE TRAVEL**

The Parish Council will:

- Promote and support modern working practices, such as remote working, amongst staff and councillors
- Encourage members and officers to car-share, where possible, when a car journey must be made on Council business
- Promote and support the use of cycling, public footpaths and public transport

### **v. WATER MANAGEMENT**

The Parish Council is committed to responsible water management and conservation throughout its operations, which include:

- Promoting and supporting natural solutions to reduce/reuse surface water run-off in the Parish

### **vi. WASTE & RECYCLING**

The Parish Council will:

- Promote and encourage recycling across the Parish
- Use recyclable, compostable and/or recycled products on Council assets
- Cease use of single-use plastics at Council events.
- Recycle all recyclable waste generated at Council events.
- Reduce the production of non-recyclable resources such as laminated or plastic based publicity material
- Minimise the amount of printing and minimise the amount of wastepaper
- Observe our duty of care conscientiously within our waste contracts
- Utilise electronic communications, councillors to use an opt-in scheme for printing paper documents
- Minimise pollution and prevent it where possible (including light, noise, solids, liquids and chemicals)
- Use composting facilities at relevant operated amenities including allotments and Cemeteries

## **vii. DEVELOPMENT**

The Parish Council will:

- Support planning applications where the applicant can demonstrate biodiversity net gain.

## **viii. RESPONSIBLE & SUSTAINABLE PROCUREMENT**

The Parish Council will:

- Source materials and services locally so long as the requirements for value for money and quality are met
- Ensure that timber, or similar products, used by the Council will be from Forest Stewardship Council (FSC) certified sources
- Ensure that consumables used on Council equipment (such as cleaning products and inks) are eco-friendly
- Ensure that procurement of goods and services are weighted appropriately to encourage local suppliers thereby promoting the Circular Economy
- Ensure that catering produce, including tea/coffee at Council events, is plant-based and sourced from local, organic, fair trade (or other recognised certification schemes)

## **ix. AWARENESS, LOBBYING & PARTNERSHIPS**

The Parish Council will:

- Promote awareness of, and information about, environmental issues within the community
- Support, and act as a voice for, local environmental concerns within the community
- Ensure that all individuals involved in the organisation (including contractors) are aware of their responsibilities in implementing this environmental policy
- Work with partners, where appropriate, to increase environmental growth within the Parish

## **x. ENERGY USE**

The Parish Council will:

- Promote use of renewable energy in the Parish

## **xi. CIRCULAR ECONOMY**

The Parish Council will:

- Undertake an audit of the materials and services used by the Council
- Develop policies that encourage the development of a Circular Economy in the Parish
- Promote and encourage the use of local suppliers in procurement policies

## **4. REVIEW**

This policy and its application will be subject to annual review to ensure that it continues to reflect the aims and objectives of St Erme Parish Council and promotes continuous environmental improvement throughout the Council's operations.



- **Information Security Policy**

## **1. Purpose**

- 1.1 Information is a major asset that St Erme Parish Council has a duty and responsibility to protect.
- 1.2 The purpose and objective of this Information Protection Policy is to specify the means of information handling and transfer within the Council.

## **2. Scope**

- 2.1 The Information Protection Policy applies to all Councillors, Committees, Employees of the Council, contractual third parties and agents of the Council who have access to Information Systems or information used for St Erme Parish Council purposes.
- 2.2 Information takes many forms and includes:
  - hard copy data printed or written on paper
  - data stored electronically
  - communications sent by post / courier or using electronic means
  - stored tape or video
  - speech

## **3. Information Storage**

- 3.1 All electronic information will be stored on centralised facilities to allow regular backups to take place.
- 3.2 Information will not be held that breaches the Data Protection Act (1998) or formal notification and guidance issued by St Erme Parish Council.
- 3.3 Records management and retention policy will be followed.
- 3.4 Staff should not be allowed to access information until line Clerk is satisfied that they understand and agree the legislated responsibilities for the information that they will be handling.
- 3.5 Databases holding personal information will have a defined security system for the records and documentation.
- 3.6 This documentation will include a clear statement as to the use, or planned use of the personal information, which is cross-referenced to the Data Protection Notification.
- 3.7 Files which are listed by St Erme Parish Council as a potential security risk should not be stored on the network, except for in designated application storage areas. To facilitate this St Erme Parish Council will implement an electronic File security solution.

## **4. Disclosure of Information - Computer and Paper Based**

- 4.1 The disclosure of personal information to other than authorised personnel are forbidden. If there is suspicion of a Member or employee treating confidential Council information in a way that could be harmful to the Council or to the data subject, then it is to be reported to the Data Control Officer (Clerk) who will take appropriate action.
- 4.2 Do not remove printed information from premises without the express consent of the information owner. Consent will only be given in exceptional circumstances.
- 4.3 Protectively marked, personal or sensitive documents are not to be left unattended and, when not in use, are to be locked away and accessed only by authorised persons.
- 4.4 Disposal methods for waste computer printed output and other media must be in accordance with St Erme Parish Councils disposal policy.
- 4.5 Distribution of information should be via the most secure method available.

## **5 Disclosure of Information – Telephone, Fax and E-mail**

- 5.1 Where this involves the exchange of sensitive information then the following procedures will be applied.

### **6. Telephone calls:**

- 6.1 Verify the identification of members before disclosing information. If in doubt, return their call using a known telephone number.
- 6.2 For external callers, verify their identity and their need to know the requested information. Telephone them back before releasing information and ask the caller to provide evidence of their identity (this could be passport, driving license, household bill).
- 6.3 Ensure that you are authorised to disclose the information requested.
- 6.4 Ensure that the person is entitled to be given this information.
- 6.5 Ensure that the information you give is accurate and factual.

### **7. Fax transmissions:**

- 7.1 Fax should not be used to transmit personal or sensitive information.

### **8. Disclosure of information by email:**

- 8.1 Personal or sensitive information is at risk if sent outside of the Council's network.
- 8.2 If an e-mail is sent to an address that is not a Council domain address the email will be delivered through the public network and the message may be left at several locations on its journey and could be deliberately intercepted.
- 8.3 Email should not be used for sending personal or sensitive information unless technical measures are in place to keep the message secure.
- 8.5 The sender should be satisfied of the identity of the recipient, if in doubt the email should not be sent and alternative methods should be used.
- 8.6 No identifiable personal information should be included when sending on emails.
- 8.7 The recipient of St Erme Parish Council emails are prohibited from being forwarded, copied or blind copied to any third party within or outside of the Council.
- 8.8 Any Councillor email contact with a member of the public shall be directed to the Councils Office for the attention of the Clerk to the Council

### **9. Sharing of Personal Information**

- 9.1 Information relating to individuals shall not be shared with other authorities without the agreement of the Data Control Officer.
- 9.2 Staff should be aware of their responsibilities to be able to justify the sharing of information and to be able to maintain security when transferring information in person, by email, phone or post.

- **Reviewed Document Retention Policy**

**St Erme Parish Council**  
**Policy on the Retention of Documents and Records**

**Retention of documents**

Attached is an Appendix indicating the appropriate minimum retention periods documents. Documents should be retained for audit, staff management, tax liabilities, and the eventuality of legal disputes and legal proceedings.

**Retention of documents for legal purposes**

The table below lists the limitation periods of time where legal claims may be brought under the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period.

<b>Category</b>	<b>Limitation Period</b>
Negligence (and other 'Torts'	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal Injury	3 years
To Recover Land	12 years
Rent	6 years
Breach of Trust	None

Where the limitation periods above are longer than other periods specified in the attached appendix, the documentation should be kept for the longer period specified.

**Data Protection and Freedom of Information Considerations**

The Lord Chancellor's Code of Practice on the Management of Records issued under section 46 of the Freedom of Information Act 2000 applies to public authorities and also bodies which are subject to the Public Records Act 1958 (the 1958 Act). Although local councils are not subject to the 1958 Act, they should familiarise themselves with the contents of the Code of Practice so they can formulate their own system of records management.

The General Data Protection Regulations (GDPR) will be applied from 25th May 2018. Under the GDPR, the data protection principles set out the main responsibilities for organisations.

Article 5 of the GDPR requires that personal data shall be:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation

of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and

f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

## Appendix 1: List of Documents for Retention or Disposal

This policy details the minimum retention time required for council documents before disposal in order for the council to comply with the Freedom of Information Act 2000 Publication Scheme. Where viable times are indicated the Council will review storage after the minimum period has elapsed.

Document	Minimum Period	Reason
<b>MINUTES AND CORRESPONDENCE</b>		
Approved minutes	Indefinite	Archive
Draft/rough/notes of minutes taken at meeting	Until minutes are approved	Management
General emails & correspondence	Retained for as long as needed and to a maximum of 3 years	Management
Information from other bodies and circulars	Retained for as long as useful	Management
<b>FINANCE</b>		
Receipts and Payment Accounts	Indefinite	Archive
Paid Invoices	6 years	VAT
VAT Records	6 years	VAT
Bank Statements	Last completed audit year	Audit
Paying in books	Last completed audit year	Audit
Cheque stubs	Last completed audit year	Audit
Scales of fees and charges	6 years	Management
Member Allowances register	6 years	Tax, statute of limitations
Loan Sanctions	6 years	VAT purposes
<b>PLANNING</b>		
Permissions	Once approved	Held by the Planning Authority
Refusals	6 years	Held by the Planning Authority
<b>INSURANCE</b>		
Insurance Policies	While valid	Management
Certificate of Employers Liability Insurance	40 years	Limitation period
<b>EMPLOYMENT RECORDS</b>		
Timesheets	Last completed audited year	Audit
Wages Books	12 years	Superannuation
Staff Files	6 years after left employment	Management
<b>OTHER</b>		
Quotations and tenders (successful)	6 years	Limitation Act 1980 (as amended)
Quotations and tenders (unsuccessful)	2 years	Management
Title deeds, leases, agreements, contracts	Indefinite	Audit / Management
Councillors' Declaration of office	Indefinite	Archive

**APPENDIX 2 –****Retention of Documents Required Relating to Information Technology**

In all cases identify the documents that need to be retained in accordance with the Retention of Records Schedule (attached Appendix 1)

<b>DOCUMENT</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>REASON</b>
Email	2 years	To satisfy customer complaints
Electronic Back Ups	12 months	To protect records from loss, destruction or falsification
Electronic Files	3 years from date last used	To protect records from loss, destruction or falsification
Portable and removable storage	At the end of work cycle / project	Data shall be copied or stored on removable media only by authorised users in the performance of official duties

- **Reviewed Complaints Procedure Policy**

## **ST ERME PARISH COUNCIL**

### **CODE OF PRACTICE FOR HANDLING COMPLAINTS**

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

#### **VERBAL COMPLAINTS**

1. On receipt of a complaint by telephone, letter, fax or email the Clerk will try to satisfy the complainant immediately or as soon as is practicable.
2. If the Clerk is unable to answer the complaint immediately, then full details of the complaint together with the complainant's telephone number etc will be recorded so that a further verbal response can be made as soon as possible.
3. If a verbal response is unable to satisfy, then the Clerk will ask that the complaint be put in writing in order that it can be investigated more fully.

#### **WRITTEN COMPLAINTS**

1. On receiving a written complaint, the Clerk shall try to settle the complaint directly.
2. If the complaint is about the behaviour of an employee or contractor of the council, the Clerk will also notify the person and offer the opportunity for comment on the manner in which it is intended to try and settle the complaint.
3. If necessary, the Clerk will send a holding letter to the complainant to allow further time to address the issues raised.
4. The Clerk or Chairman shall bring any written complaint which has not been settled to the next meeting of the Council and the Clerk shall notify the complainant of the date of the meeting. The Complainant will be offered the opportunity to explain the nature of the complaint to the meeting.
5. The Clerk shall consult with the Chairman/Vice Chairman to consider whether the written complaint warrants discussion at a Council meeting in the absence of the press and public, with the decision on the complaint shall be announced at the Council meeting in public.
6. The Clerk will communicate in writing the decision that has been made by the Council and the nature of any action taken by the Council.

## **COMPLAINTS AGAINST AN OFFICER OF THE COUNCIL**

1. Any complaint against an officer must be submitted in writing.
2. If the complaint is against the actions of the Clerk, it should be submitted in writing to the Chairman (Vice-Chairman if the Chairman is related to the Clerk).
3. If the complaint is made against the actions of an employee, it will be considered as an employment issue and the Clerk will present the complaint to the Council for consideration at a meeting held in the absence of the press or public.
4. If the complaint is made against the actions of the Clerk, it will be considered as an employment issue and the Chairman (Vice-Chairman if the Chairman is related to the Clerk) will present the complaint to the Council for consideration at a meeting held in the absence of the press or public.
5. The Complainant may be invited to attend part of the meeting to explain the nature of their complaint, in the absence of the public and press.
6. Persons mentioned in the complaint will have the opportunity to explain the nature of their actions to the meeting, in the absence of the public and press.
7. The result of any council consideration of a complaint will be announced at a Council meeting in public.

## **COMPLAINTS AGAINST A MEMBER OF THE COUNCIL**

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

Mr S Mansell  
Cornwall Council  
Treyew Road  
TRURO  
Cornwall

Further information can be accessed from [www.cornwall.gov.uk](http://www.cornwall.gov.uk)

## APPENDIX 7

### **16) To receive and consider an email from the group '20's Plenty for Cornwall' calling the council to support their aim for a default 20mph limits initiative**

We have received the following correspondence:

We aim to reduce excessive speed in areas where the roads are too narrow and traffic moves too quickly, and especially those areas where there are no footpaths or pavements.

The Conservative manifesto included a promise to reduce 30mph to 20mph for all those areas in Cornwall that want it.

Attached are the presentation slides which show the impact that reducing the default speed in built-up areas to 20mph can have on our communities in Cornwall.

A recent 20's Plenty campaign meeting attended and supported by many County Councillors shows there is tremendous support for the initiative. The campaign is requesting that funding be applied for from central Government and from Director of Public Health.

Devon and Cornwall Police and the Police & Crime Commissioner, Alison Hernandez have already agreed their full support for this measure.

Please would you share the attached presentations with your parish councils.

We are asking your parishes to table a motion to support 20's Plenty for Cornwall's aim for default 20mph limits where people live, work, shop, play, learn and spend leisure time with signage and public engagement.

This is a cross party issue that can unify Cornwall at a time when nationwide, bridges need to be built in what had become a divided country- we can show the rest of the UK that Cornwall can lead the way in cross party agreement and achieving something with our new Council.

The Covid 19 pandemic has been devastating, but there have been a few silver linings including the enforced slowing down of all our lives. A chance for people to hear and appreciate the birds singing and the reduced traffic on our roads. As a county, our Tourist Board would leap at the chance to show that Cornwall is fully embracing this slower pace of life. By adopting 20 mph as a default in built-up areas and villages we will be encouraging people to slow down, listen to the birdsong and enjoy our unique communities.

[20's Plenty for Us Campaign Manager](#)