

Beaworthy Parish Council

Clerk to the Council Mrs A M Braidwood, Willowdene, Bratton Clovelly, Okehampton, EX20 4LB. Tel 01837 871308

I hereby give notice of a **meeting of the Beaworthy Parish Council** and summon Members to attend on **Thursday 15th February 2024 at Beaworthy Parish Hall at 1930 hours.**



Members of the public are most welcome to attend and to make representations, ask or answer questions and give evidence on any item on the agenda, during the Public Forum, for a maximum time of 10 minutes.

Agenda

1. **Chairman's welcome.**
2. **Apologies**
3. **Public Forum**
4. **Declarations of interest.** Councillors are reminded to declare any personal interest in an item on the agenda and its nature and to declare any pecuniary interest in an item on the agenda. Councillors with pecuniary interests should remove themselves from the meeting for the relevant items.
5. **Minutes of the meeting on 18th Jan 2024.** To approve as a true record and be signed by the Chairman.
6. **Clerks report** – including correspondence and any other item which has been brought up to the attention of the clerk, which is not on the agenda.
7. **Planning** – To review and respond to applications received on WDBC planning portal.
 - 7.1 **0049/24/FUL** – Change of land use for the siting of a mobile home, holiday let and lodge as holiday let. The Old Railway Cottage, Patchacott, EX21 5AS.
8. **Councillor Reports** –reports on meetings attended and matters brought to the attention of councillors.
 - 8.1 Highways
 - 8.2 Parish Hall Report
 - 8.3 Crime commissioners Report
9. **West Devon borough Council report.** To be received from representative present.
10. **Policy review**
 - 10.1 **Privacy Policy** – To review and accept amendments.
11. **Finances**
 - 11.1 **Finance Report, bank reconciliation and budget update to 30 Jan 2024**
 - 11.2 **To resolve to approve the payments as follows:**

CPRE Planning training course for members (£10 per attendee) maximum of 3 on 8 Mar 24
12. **West Devon Enforcements** – Updates
13. **Items for the agenda for next meeting**
14. **Date of next meeting – 21st March 2024**
15. **Close of meeting.**

Receipts

Total	Precept	Grant	Bank Interest	VAT Refund	Misc		
4,305.80	4,261.00	-	-	44.80	-		

Payments

Total	Clerk's Salary	Grants and Donations	Admin and training	Office Costs	Insurance	Asset Maint	Election Costs	VAT
3,850.50	2,225.60	600.00	-	425.28	125.55	425.16	-	48.91

Bank Summary

Cashbook

		Current Acc
Balance at	01/04/23	4,746.57
Receipts	to date	4,305.80
Payments	to date	3,850.50
Balance at	30/01/24	5,201.87

Bank Reconciliation

Balance per statement **30 Jan 24** **5,201.87**

Outstanding cheques **Chq No** **Amount**

-

5,201.87

Difference

-

of which £2848.13 is reserves

Privacy Policy

This Policy was adopted at a meeting on 4 Dec 2019, MIN0072019. And will be reviewed in 2 years.
Last review 6 Jan 2022

1. Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other local legislation relating to personal data and rights such as the Human Rights Act.

2. Council information

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

3. Who is the data controller?

Beaworthy Parish Council, Proper Officer, 01837 871308, website: www.beaworthyparish.com

4. What personal data is collected?

- Names, titles, and aliases,
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process demographic information such as gender, age, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- [The data we process may include sensitive personal data or other special categories of data such as racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sex life or sexual orientation].
 - Website data - Information from synching with other software or services
 - Interaction with social media (functional and/or marketing)
 - Information about payments
 - Access to social media profiles
 - Demographic information
- Information collected automatically from use of the service.
 - Device information (nature of device and/ or identifiers)
 - Log information (including IP address)
 - Location information (how is location collected/inferred)
 - Device sensor information
 - Site visited before arriving.
 - Browser type and or OS
 - Interaction with email messages
- Information from other sources (identify the sources) e.g.
 - Referral or recommendation programmes
 - Publicly accessible sources
- Information from cookies or similar technologies (incl. in-app codes) (including whether session or persistent)
For example:
 - Essential login/authentication or navigation
 - Functionality – remember settings.
 - Performance & Analytics – user behaviour
 - Advertising/retargeting
 - Any third-party software served on users.

- Other
- Nature of any outbound communications with website users
 - Email
 - Telephone (voice)
 - Telephone (text)

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

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

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

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

7. What is the legal basis for processing your personal data?

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

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

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

8. Sharing your personal data

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

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

9. How long do we keep your personal data?

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

10. Your rights and your personal data

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

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

(i) The right to access personal data we hold on you

(ii) The right to correct and update the personal data we hold on you

(iii) The right to have your personal data erased

(iv) The right to object to processing of your personal data or to restrict it to certain purposes only

(v) The right to data portability

(vi) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

(vii) The right to lodge a complaint with the Information Commissioner's Office.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

11. Transfer of Data Abroad

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

12. Further processing

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

13. Changes to this policy

We keep this Privacy Policy under regular review, and we will place any updates on the council's website www.beaworthyparish.com

Contact details:

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

Beaworthy Parish Council, Email: beaworthyparishclerk@gmail.com

BUDGET		FY Apr 23 to Apr 24			
Category	Sub category	Budget	Totals	To date	Under or overspend
Clerk salary			2,462.74	2,225.60	207.98
Donations			300.00	300.00	-
	Madworthy	150.00		150	
	St Albans	150.00		150	
Administration and training			250.00		250.00
	Admin expenses/mileage	50			
	Training	200			
Input Vat to be recovered				48.91	
Office costs			598.00	425.28	172.72
	Printer toner/stationery	50		52.44	(2.44)
	Go daddy domain renewal	25		17.97	7.03
	Go Daddy website renewal	100		119.88	(19.88)
	Village Hall Hire	218		60	98
	Subscriptions DALC	100		74.99	25.01
	Subscriptions ICO	40		35.00	5.00
	Audit	65		65.00	-
Insurance			170.00	125.55	44.45
Grants			300.00	300.00	-
Election Costs contingency		400			
Reserve/contingency		400			
Asset Maintenance contingency			200.00	425.16	(225.16)
	2 noticeboards	50		53.00	
	grit bin			372.16	
	laptop and printer	150			
			4,080.74	3,850.50	595.18
					230.30
					364.88

Current projected underspend is £364.88. This can be put into general reserves to build up our 12 month resilience.

2023/24

Asset Replacement

Balance brought Forward	284.83
Addition this year	200.00
localities grant received	250.00
refurbishment of noticeboard	53
purchase of grit bin	372.16
Balance to be carried forward	<u>309.67</u>

Contingency/general reserves

Balance brought Forward	1,701.68
Addition/Reduction this year	-
Balance to be carried forward	<u>1,701.68</u>

Election contingency

Balance brought Forward	836.78
Addition/Reduction this year	-
Balance to be carried forward	<u>836.78</u>

Summary

Balance brought Forward	2,823.29
Addition this year	450.00
reductions this year	425.16
Balance to be carried forward	<u>2,848.13</u>

Please reply to: Business Support Team (DM)
South Hams - Follaton House, Plymouth Road, Totnes, TQ9 5NE
West Devon - Kilworthy Park, Tavistock, PL19 0BZ

Email: dm@swdevon.gov.uk

Working together



South Hams
District Council



West Devon
Borough
Council

Our ref: 0049/24/FUL
Date: 8 February 2024

Reference:	0049/24/FUL
Proposal:	Change of use of land to use for the siting of a mobile home, holiday let & lodge as holiday lets
Site Address:	The Old Railway Cottage Patchacott EX21 5AS

We have received the above application, which we would like your comments on. Please submit any comments you wish to make by 13 March 2024.

Please use the following link to view the application and submit your comments.

<https://westdevon.planning-register.co.uk/Planning/Display/0049/24/FUL?cuuid=DCEAF6B1-F7E5-44FC-874C-89D27B67645C>

Yours faithfully

West Devon Borough Council

*If you have any queries regarding this application, you can email us at planning@swdevon.gov.uk; please make sure that you quote <0049/24/FUL> in the subject line to make sure it gets to the right person.

[South Hams and West Devon Planning Guide](#)

www.southhams.gov.uk

@Southhams_DC

southhamsdistrictcouncil

www.westdevon.gov.uk

@Westdevon_BC

westdevonboroughcouncil

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Please be aware that telephone calls to and from may be recorded for training and monitoring purposes