

# ETTON PARISH COUNCIL

<p><b>Chair:</b> John Holmes, Whitehouse Barn, Main Street, Etton East Riding of Yorkshire HU17 7PG Telephone: 01430 810797 Email: <a href="mailto:holmesja@btinternet.com">holmesja@btinternet.com</a></p>	<p><b>Clerk:</b> Alan Bravey, 3 Ruskin Way, Brough, East Riding of Yorkshire HU15 1GW Telephone: 01482 662292 Email: <a href="mailto:ettonpc@outlook.com">ettonpc@outlook.com</a></p>
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8<sup>th</sup> May 2018

To: All Members of the Parish Council

Dear Councillor,

I hereby give you notice that the **ANNUAL MEETING OF THE PARISH COUNCIL** will take place on **MONDAY, 14TH MAY 2018 at 7:30pm** in the Village Hall, Main Street, Etton, HU17 7PG. The Agenda for the Parish Council meeting is as set out below.

Members of the public and press are welcome to attend and may make representation to the Council in the Public Participation period, which will be at the start of the meeting.

Yours sincerely



Clerk to the Parish Council

## A G E N D A

Public Participation - To receive any questions / issues from the public

1. To receive any apologies for absence.
2. To elect a Chairman until the Annual Meeting of the Council in May 2019 and to receive the Chairman's Declaration of Acceptance of Office
3. To record declarations of pecuniary and non-pecuniary interests by any member of the Council in respect of the agenda items below.
5. To elect a Vice-Chairman until the Annual Meeting of the Council in May 2019 and to receive the Vice-Chairman's Declaration of Acceptance of Office
7. To receive and sign the Minutes of the Parish Council Meeting, held on 12 March 2018, as a true and correct record.
8. To discuss any issues relating to East Riding of Yorkshire Council
9. To appoint Charity Representatives for 2018/19 (at present Councillor Gibbs and Mr Bugg).
10. To appoint members to the Personnel Committee (at present Councillors Holmes and Bell)
11. To agree Dates of Parish Council meetings for 2018/19: It is suggested that meetings be held on the following Mondays at 7.30 pm: 9th July, 10th September, 12th November, 14th January 2019, 11th March

2019 (Annual Parish Assembly commencing at 7.30pm followed by the Parish Council Meeting) and 13th May, 2019 (Annual Meeting of the Parish Council).

12. To receive an update from the Clerk
13. To receive the following correspondence:
  - ERYC, Code of Conduct Amendment,
  - ERYC, Invite to Planning T&PC Liaison Meeting
  - ERYC, Launch of Humberside Police "Community Alert" system
  - PK Littlejohn, External Auditor Instructions
  - Anonymous, Donation towards community defibrillator
  - ERYC, Update on Ward Councillor Attendance
  - ERYC, Enforcement officer update
  - Yorkshire Wolds Community Challenge, Sunday 15th July 2018
  - ERYC, Anti Social Behaviour Statistics
  - ERYC, GDPR Update
14. Planning Matters  
To consider applications for planning permission upon which the Parish Council has been consulted:
  - Planning Application: 18/00802/PLF Warren Lodge Kiplingcotes Road Etton East Riding Of Yorkshire YO43 3LY, Alterations and extensions to existing garage to form a holiday let
  - Land North West Of Wold Farm Kiplingcotes Road Etton East Riding Of Yorkshire HU17 7QA, Erection of a free range egg laying unit and associated egg packing and storage building, feed bins, access and hardstanding areas
15. To discuss recent road flooding in the village
16. To receive an update on the Village Task Force
17. To receive an update on the plans for Village Picnic
18. To receive an overview on the General Data Protection Regulations, to receive the information audit and adopt two privacy notices.
19. To receive the 2017/18 Budget Outturn Report
20. To approve the Financial Risk Assessment for 2018/19
21. To approve the Annual Governance Statement 2017/2018
22. To approve the accounting statements, Asset Register and Dates for Period of Exercise of Public Rights
23. To declare and exemption from external audit
24. To approve the schedule of accounts for payment
25. To receive agenda items for the next Parish Council Meeting.

## ETTON PARISH COUNCIL

12 March 2018

**PRESENT:** Councillors Holmes (Chair), Armstrong, Gibbs, Sleight, Yeo and Widd.

Apologies were received from Councillors Bell, Dicconson and Eggleston and from Ward Councillor Pollard.

Clerk: Alan Bravey.

There were two members of the public present.

The meeting was held at the Village Hall, Etton.

**12/18 DECLARATIONS OF INTEREST** – There were no declarations made.

**13/18 MINUTES OF PREVIOUS MEETING – Resolved** – (i) that typographical errors on the minutes of the 8 January should be amended and then accepted as a correct record and signed by the Chairman.

**14/18 ISSUES RELATING TO EAST RIDING OF YORKSHIRE COUNCIL** – It was noted that a concrete base had been installed to the rear of 94 Man Street. No planning permission had been submitted and so it was likely to be a permitted development. It was agreed that the Clerk would investigate.

**15/18 CLERK UPDATE** – East Riding of Yorkshire Council had reported that signage on the B1248 should be installed in the next couple of weeks. The road markings had been delayed because of the weather, but would be in place by the end of April. The replacement bench for Dalton Hill had been delivered and would be installed soon. The litter bin for Water Road had been ordered. Councillors agreed that there was merit in installing a bin towards the West of the Village and agreed to review finances later in the year. The Clerk advised that two quotes had been received for repointing the base of the war memorial, DOFF cleaning and re-cutting some of the lettering. The Council had resolved to apply for a grant to cover the works, but it was noted that only a 75% contribution could be obtained in this way. Following a discussion it was agreed a resident's generous offer to repoint the base with lime mortar would be accepted and that no further work would be carried out at this time. The meeting discussed three cases of fly tipping of tyres in the Parish, some of which had been cleared by Councillor Widd and some by East Riding of Yorkshire Council.

**16/18 CORRESPONDENCE– Resolved** – (i) that the following correspondence should be received by the Council:

- ERYC , Hedge on Gardham Road added to regular cutting schedule.
- ERYC, Looking for interesting facts about Etton for Tour de Yorkshire.
- Humberside Police, Update on dog control request
- ERYC, Confirmation of Litter Bin order for Warter Road.
- ERYC, Suggesting decorating the village / land art for Tour de Yorkshire.
- Dalton Estate Confirmation that the leak at the Hunt Field was to be fixed
- ERYC, Street name bank update

ii) that Parish Council would promote the Tour de Yorkshire and suggest decorating the village in the next newsletter and ii) the Clerk would feedback to ERYC that it considered that any future village street names should be based on local place names.

**17/18 VILLAGE TASK FORCE** – Councillor Dicconson had received offers of support from four residents willing to form a village task force. It was intended that the group would volunteer their time for one Sunday morning a month, excluding July and August, and would initially focus on tidying verges.

**18/18 VILLAGE POND** – Yorkshire Wildlife Trust had suggested a number of options for increasing wildlife in the pond and improving the outlook. Cleaning the mud from the pond would lead to a significant improvement in water depth, but would be costly and difficult to dispose of the contaminated waste. Cutting back or removing the weeping willow would also help, as the trees drew water from the pond each year and added to the sludge. Minor improvements could be made by planting specially chosen pond plants and fauna and by installing bat boxes and information signs. Councillor Holmes was arranging a meeting with a contractor and Yorkshire Wildlife Trust to price up the cost of clearing out the pond.

**Resolved** – a further update would be provided when detailed costings and clarity on the protection status of the trees had been obtained.

**19/18 VILLAGE PICNIC** – The 2017 Village Picnic had been a very successful event and it had been agreed to restage in 2018. Councillor Sleight offered to host the picnic on Saturday 16<sup>th</sup> June 2018. Councillors Armstrong and Gibbs agreed to arrange the invites and it was agreed that other Councillors should help where they could.

**Resolved** – (i) That the Village Picnic would be held on the 16<sup>th</sup> June 2018 at Laburnum Farm, (ii) Councillors Armstrong and Gibbs would arrange the invitations (iii) Parish Councillors and other community leaders and groups would be introduced to residents at the picnic and ongoing village activities would be promoted and that (iii) Councillors Armstrong and Gibbs would consider whether a budget was required for the event, for example, for children's entertainment packs.

**20/18 JOINT MEETING WITH THE CHURCH AND VILLAGE HALL**– A positive meeting had been held between representatives from the Parish Council, Church and Village Hall, discussing the feedback from the community survey and how the organisations could support one another in their activities. It had been agreed to have closer communications and promote activities and interests through the Parish Newsletter.

**21/18 CONDITION OF CHURCH WALK** – Further to discussions at previous meetings, a quote for £2500 had been obtained to lay a membrane at Church Walk and re-gravel. A legal view had been sought and the Parish Council had been advised it had a power to maintain the footpath but not a duty to do so. The Parish Council considered that the footpath was not used enough to justify the expenditure and other paths in the village were considered to be in a worse condition. It was noted that the condition of the gravel would improve if the hedges to either side of the path were cut back. Councillor Holmes agreed to raise with the owners. It was also noted that hedges from two properties on Chantry Lane needed to be cut back.

**Resolved** – (i) That the Parish Council would investigate using a rotivator to turn the existing gravel and then treat with weed killer (ii) that the Clerk should write to the properties on Chantry Lane regarding their hedges.

**22/18 WASTE RECYLING GRANT** – **Resolved** – that the Council would consider how to use the latest waste recycling grant payment at a future meeting.

**23/18 2018/19 INSURANCE COVER** – **Resolved** – (i) that the war memorial should be covered under the Council's insurance due to the historical importance and high replacement costs.

**24/18 ACCOUNTS FOR PAYMENT** - **Resolved** – that the following accounts should be approved for payment:

	(£)
Clerk, Salary March	49.70
Clerk, PAYE March	32.80
Neil Wenn, Bench Installation	180.00
Paris Council 2018/19 Insurance Premium	354.54
Clerk Salary April	49.30
Clerk, PAYE April	33.20

**25/18 FUTURE AGENDA ITEMS – Resolved** – that the Parish Annual General Meeting would be held on the 14 May at 7:30pm.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Newsletter – take your bins in

### **Etton Parish Council Correspondence Record**

#### **4 March – 8 May 2018**

The Clerk will circulate correspondence when considered appropriate. If Councillors would like to see a copy of correspondence that has not been circulated, please notify the Clerk on [laxtonpc@btinternet.com](mailto:laxtonpc@btinternet.com) on 07932 016856.

<b>Date Received</b>	<b>Attached?</b>	<b>From</b>	<b>Purpose of Correspondence</b>
13 March	N	Zurich	Revised insurance quotation
16 March	Y	ERYC	Code of Conduct has been updated and amended,
26 March	N	ERYC	Invite to Planning T&PC Liaison Meetings – Wednesday 23 May, Beverley – 2:30pm- 4:30pm and 6pm to 8pm
28 March	Y	ERYC	Launch of Humberside Police “Community Alert” system
28 March	N	PK Littlejohn	External Auditor Instructions
29 March	N	Anonymous	Donation of £100 towards community defibrillator
12 April	N	ERYC Conservative Group Office	Update on Ward Councillor Attendance
13 April	N	ERYC Planning	Confirmation that structure recently constructed had been built under permitted development and did not require planning permission.
20 April	N	Yorkshire Wolds Community Challenge	We thought your residents might like to know that our eighth annual sponsored non-competitive cycle of the Yorkshire Wolds cycle route will be passing through your village on Sunday 15th July 2018. We anticipate there will be approximately 300 cyclists, but pretty well spread out across a 3 or 4 hour window. Approximate timings are between 8.00am and 11.00am
23 April	N	ERYC	Anti Social Behaviour Statistics
24 April	N	ERYC	GDPR Update

Figured dimensions to be taken in preference to scaled dimensions.  
All dimensions to be checked on site by the main contractor and any  
discrepancies found to be reported to M.J. Design Services.  
This drawing is the copyright of M.J. Design Services

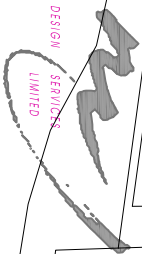
39.8m

Warren Lodge



PROJECT TITLE  
PROPOSED DEVELOPMENT AT WARREN LODGE  
KPLINGCOLES  
YO43 3LY

CLIENT	MRS. N. WHITEFIELD
DRAWING TITLE	CONVERSION OF GARAGE TO HOLIDAY LET
EXISTING SITE PLAN	
DATE	1 MARCH 2018
SCALE	1 TO 200 @ A1 1 TO 400 @ A3
DRAWING NO	347212
DRAWING STATUS	Preliminary



THE FARM , NORTH DALTON  
DRIFFIELD, YO25 9UX  
TELEPHONE: 01377 217009  
e-mail - mj@mj-design.co.uk

Pumping Station

Goodmanham Dale

39.8m

37.9m

Warren Lodge



40.5m

122m RH

43.7m

43.5m

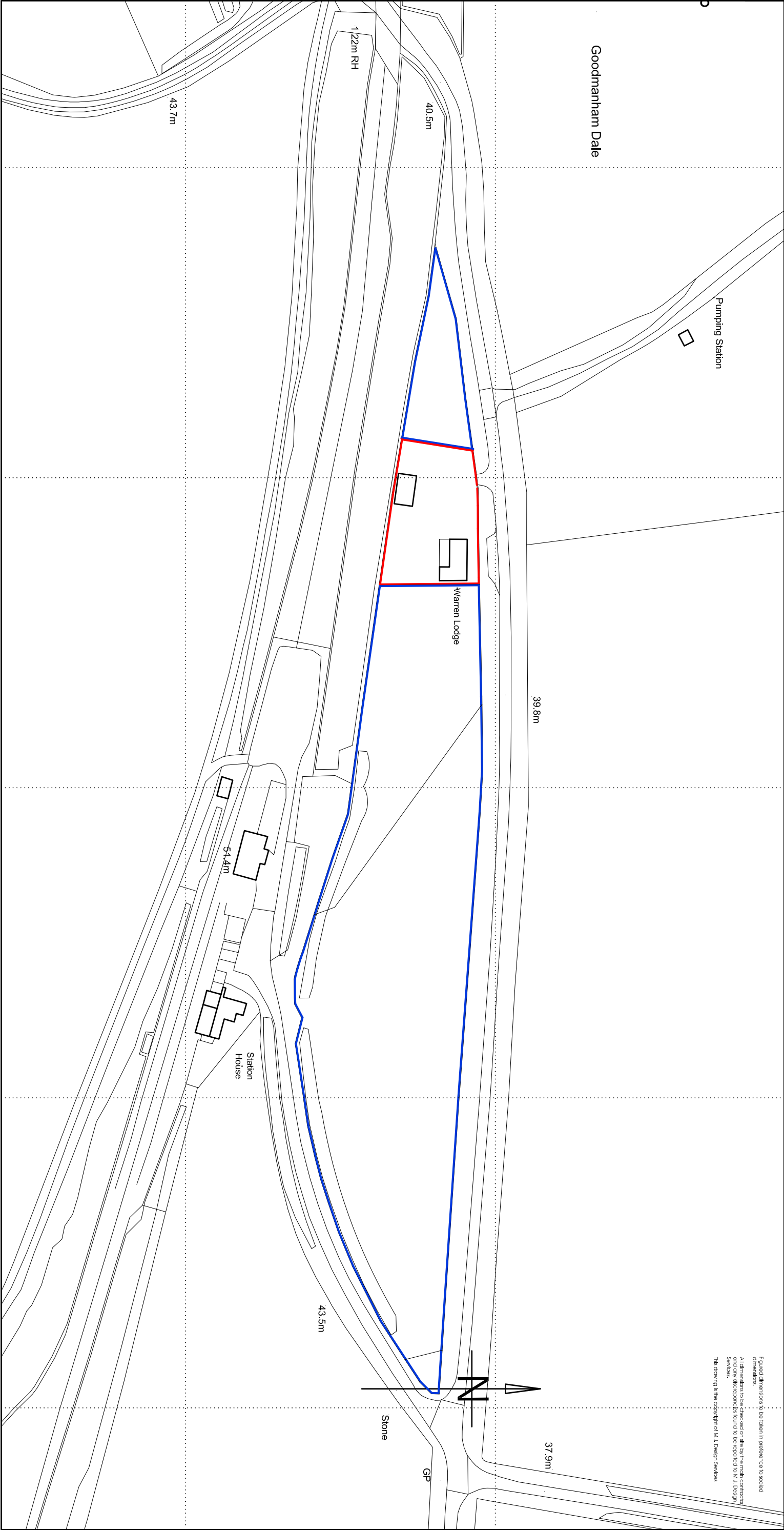
51.4m

Station House

Stone

GP

Figured dimensions to be taken in preference to scaled dimensions.  
All dimensions to be checked on site by the main contractor and any discrepancies found to be reported to M.J. Design Services.  
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THE FARM , NORTH DALTON  
DRIFIELD, YO25 9UX  
TELEPHONE: 01 377 21 7009  
e-mail - mike@mj-design.co.uk  
www.mj-design.co.uk

A. Amended for validation purposes 9 October 2017  
REVISION

PROJECT TITLE  
PROPOSED DEVELOPMENT AT  
WARREN LODGE  
KPLINGCOES  
YO43 3LY

CLIENT  
MRS. N. WHITEFIELD

DRAWING TITLE

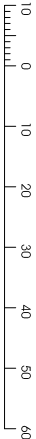
SITE LOCATION PLAN

DATE 4 FEBRUARY 2018

SCALE 1 TO 1250 @ A3

DRAWING NO 3472/1 A

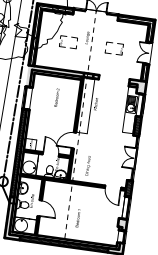
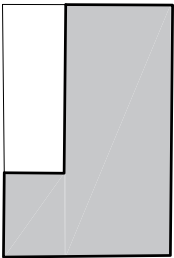
DRAWING STATUS





39.8m

Warren Lodge



Waste water  
treatment plant

5.1m to 10.0m  
10.0m to 15.0m  
15.0m to 20.0m  
20.0m to 25.0m  
25.0m to 30.0m  
30.0m to 35.0m  
35.0m to 40.0m  
40.0m to 45.0m  
45.0m to 50.0m  
50.0m to 55.0m  
55.0m to 60.0m  
60.0m to 65.0m  
65.0m to 70.0m  
70.0m to 75.0m  
75.0m to 80.0m  
80.0m to 85.0m  
85.0m to 90.0m  
90.0m to 95.0m  
95.0m to 100.0m

PROJECT TITLE

PROPOSED DEVELOPMENT AT WARREN LODGE  
KIPINGCOLES  
YO43 3LY

CLIENT

MRS. N. WHITEFIELD

DRAWING TITLE

CONVERSION OF GARAGE TO HOLIDAY LET

PROPOSED SITE PLAN

DATE

1 MARCH 2018

SCALE

1 TO 200 @ A1

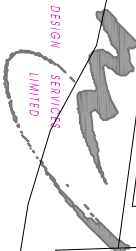
DRAWING NO

347214 B

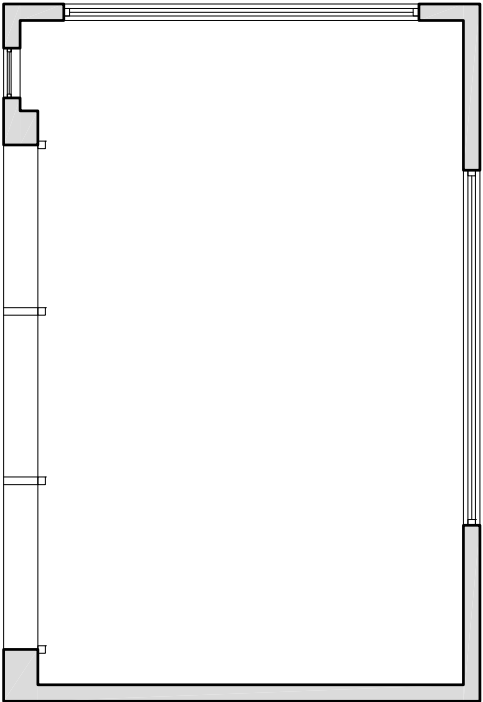
DRAWING STATUS

Preliminary

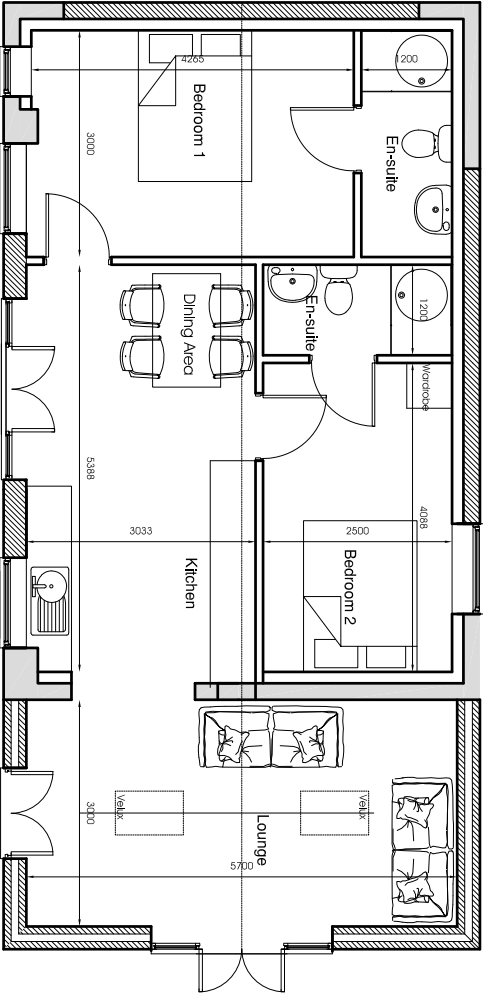
DESIGN SERVICES  
LIMITED



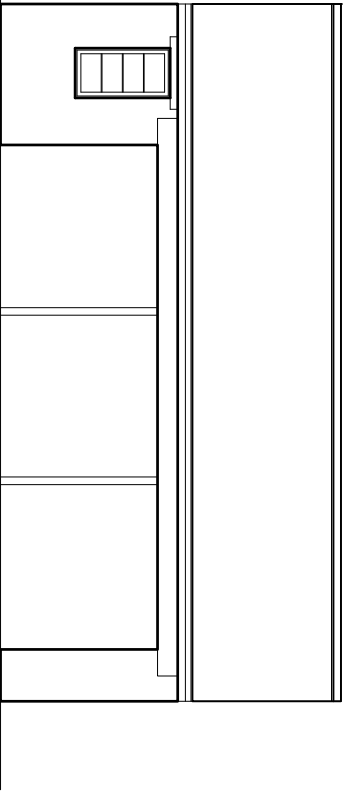
THE FARM , NORTH DALTON  
DRIFFIELD, YO25 9UX  
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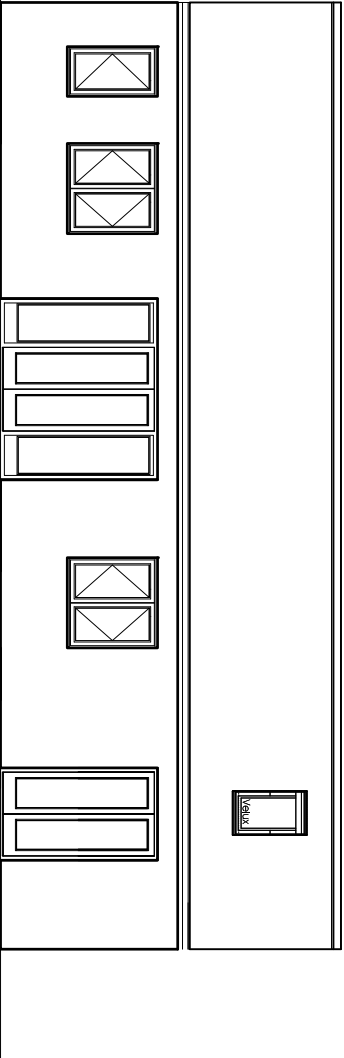
Existing Floor Plan



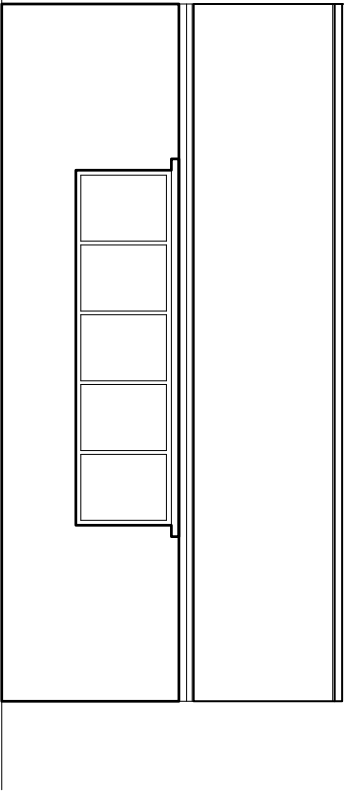
Proposed Floor Plan



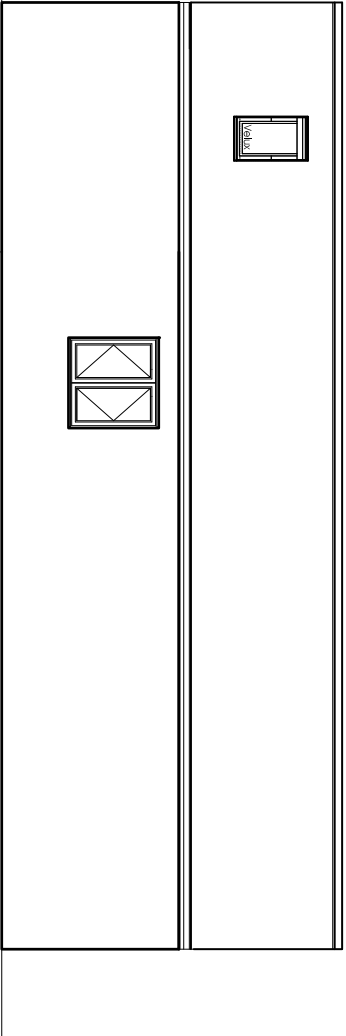
Existing Front Elevation



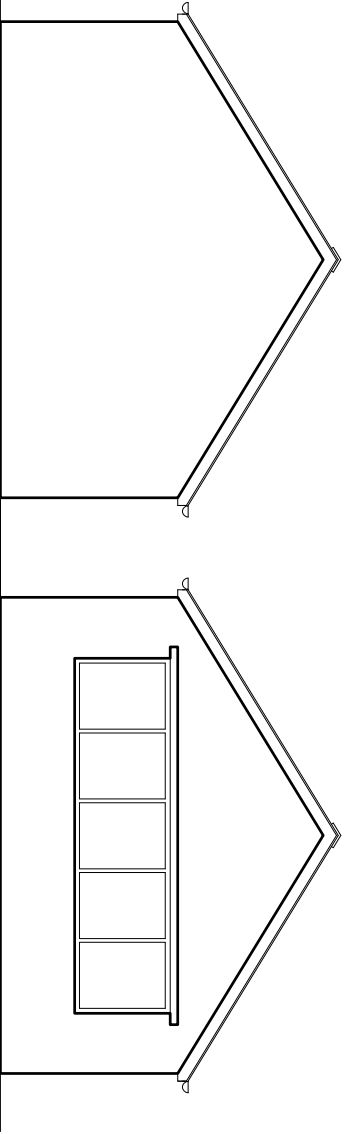
Proposed Front Elevation



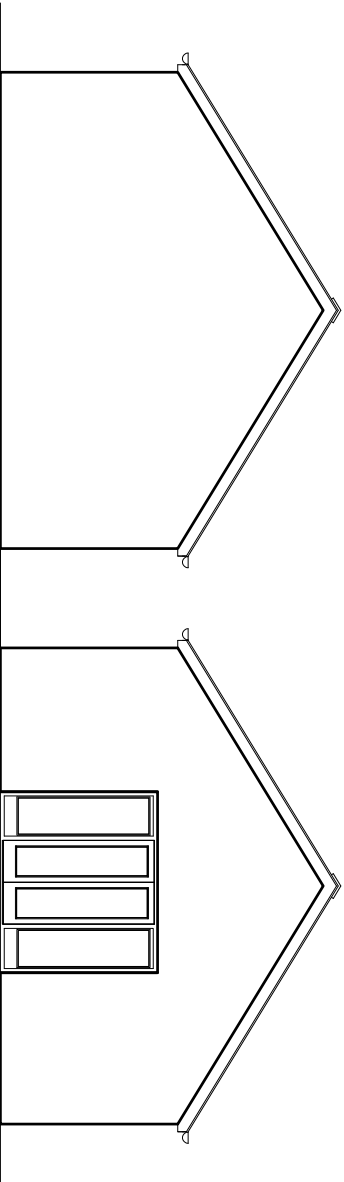
Existing Rear Elevation



Proposed Rear Elevation



Existing Gable Elevation



Proposed Gable Elevation

Figured dimensions to be taken in preference to scaled dimensions.  
All alterations to be checked for compliance with the Building Regulations and any discrepancies found to be reported to N.L. Design Services.  
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REVISION
PROJECT TITLE
PROPOSED DEVELOPMENT AT WARREN LODGE KPLINGCOTES YO43 3AY

CLIENT
MRS. N. WHITFIELD
DRAWING TITLE
CONVERSION OF GARAGE TO HOLIDAY LET PLANS AND ELEVATIONS
DATE
4 FEBRUARY 2018
SCALE
1 to 50 @ A1 1 to 100 @ A3
DRAWING No
3472/3
DRAWING STATUS
Preliminary Planning Construction

# DESIGN AND ACCESS STATEMENT

ERECTION OF A FREE RANGE EGG UNIT WITH ASSOCIATED EGG  
PACKING AND STORAGE BUILDING, FEED BINS, HARDSTANDINGS  
AND ACCESS TRACK AT WOLD FARM, KIPLINGCOTES ROAD, ETTON

## Client

William Hotham  
Hotham Family Trust  
The Estate Office  
South Dalton  
Beverley  
HU17 7PN

Ian Pick Associates Ltd  
Station Farm Offices  
Wansford Road  
Nafferton  
East Yorkshire  
YO25 8NJ  
Tel: 01377 253363  
Email: [mail@ianpick.co.uk](mailto:mail@ianpick.co.uk)  
Web: [www.ianpickassociates.co.uk](http://www.ianpickassociates.co.uk)

## **Introduction**

This report has been commissioned by Mr William Hotham, The Estate Office, South Dalton, Beverley, HU17 7PN.

Section 42 of the Planning and Compulsory Purchase Act 2004 requires a Design and Access Statement to be submitted with the majority of planning applications. The purpose of this report is to satisfy the requirements of Section 42 of the aforementioned Act.

This report has been prepared to illustrate the process that has led to the development proposal and to explain and justify the proposal in a structured way.

This report has been prepared by Ian Pick. Ian Pick is a specialist agricultural and rural planning consultant. He holds a Bachelor of Science with Honours Degree in Rural Enterprise and Land Management and is a Professional Member of Royal Institution of Chartered Surveyors, being qualified in the Rural Practice Division of the Institution.

Ian Pick has 20 years experience in rural planning whilst employed by MAFF, ADAS, Acorus and most recently Ian Pick Associates Limited.

## **Background Information**

This planning application seek full planning consent for the erection of a Free Range Egg Laying Unit and associated infrastructure at Wold Farm, Kiplingcotes Road, Etton.

The application has been made by the Hotham Family Trust (Dalton Estate) and one of the main drivers for the project is the value that the manure will bring to the arable farming activities providing benefits in soil management. Modern efficient arable farms

have grown out of proportion in size to the level of livestock that traditionally supported arable land and this scheme is a way of rebalancing this on Dalton Estate.

The application has been submitted with the following supporting plans.

- Location Plan
- Site Plan
- Site Layout Plan
- Elevations and Floor Plans

The following technical information has been to support the application.

- Phase 1 Ecological Habitat Assessment.
- Flood Risk Assessment and Surface Water Management Design
- Landscape and Visual Impact Assessment
- Ammonia Impact Assessment
- Farm Waste Management Plan

### **Amount**

The proposed development includes the erection of 1 No. free range egg laying unit of dimensions 110m x 24m, with an eaves height of 3.3m and a ridge height of 6.52m, together with an egg packing and storage building extending to 24m x 12m with eaves height of 4m and a ridge height of 5.655m, 2 No. feed bins, a hard-standing area for parking and turning, and an access track to link the development to the existing Wold Farm access road.

The proposed building will house 32,000 free range laying hens.

The proposed building is of steel portal frame construction, with the external cladding being polyester coated profile sheeting. The walls and roof will be coloured olive green.

The building is subdivided into two bird housing sections, together with a separate building for egg packing and storage to the north. The packing area will include an automated egg packer and an egg storage area. Egg conveyors will lead from the bird areas into the egg packing area through the link corridor.

The bird housing areas include a multi-tier system, which includes rows of tiered perches, which are situated over manure belts. The bird areas include automated chain feeders and non drip nipple drinkers.

Nest boxes are accessible from the tiered perches. The nest boxes have sloping bases and are situated adjacent to an egg collection conveyor. Following laying, the eggs roll from the nest box onto the conveyor which delivers them to the packing area.

The bird areas include ventilation in the form of high velocity ridge mounted ventilation fans. The ventilation fans are controlled by a computer system which maintains the optimum temperature within the building.

Pop holes are situated in the east and west elevations of the building. These pop holes are automatically operated and open at 8am and close at dusk. The pop holes provide the birds with free access to the external ranging area during daylight hours. The external ranging area must extend to a minimum of 1 hectare for every 2000 birds to comply with the RSPCA Freedom Foods requirements. The ranging area for this unit is required to be a minimum of 16 hectares (40 acres).

As part of the RSPCA Freedom Foods requirements, enhancement of the ranging area is required through tree planting.

## Use

The use of the development will be for the accommodation of free range laying hens.

The birds are purchased at point of lay (16 weeks) and delivered to the site. The birds are accommodated within the free range egg unit for 60 weeks, following which they are sold and replacements purchased.

The operational activities required includes the packing of eggs which is undertaken every morning, 7 days per week.

The buildings include automated systems for feeding, drinking, lighting and ventilation.

The perch areas within the building are perforated with manure belts located underneath each perch. The manure produced by the hens drops through the perforated perches onto the manure belts. The manure belts are emptied on a twice weekly basis from the building into an agricultural trailer and the manure removed from the immediate site of the poultry unit for disposal as a sustainable agricultural fertiliser.

## *Odour Management*

The site is remote from neighbouring residential properties. The closest residential dwelling to the site which is outside the ownership of the applicants is 750m distant to the west.

Odour control on a poultry unit is based on operating to best available techniques. The proposed ventilation system is deemed by the Environment Agency as 'Best Available Techniques' and uses high velocity ridge mounted ventilation fans for the dispersal of odour.

The development also proposes manure belts with twice weekly removal of manure from

the building. The use of manure belts ensures that there is never any volume of manure within the building to create an odour nuisance.

### *Noise Management*

Noise from poultry units is generally limited to the operation of ventilation fans. The design of the building is such that the ventilation fans are located inside the building, suspended approximately 300mm below the ridge line within an insulated chimney. Due to the enclosed nature of the design, the ventilation fans are not audible on the site. The distance of this development to the closest dwelling outside the ownership of the Estate is 750m and this distance will ensure that there are no unacceptable noise impacts from the development.

### *Dust*

The assessment of dust from poultry farms formed part of a DEFRA research project. DEFRA project AC0104. The summary of the DEFRA research project is shown in the text below.

“This work represents one of the most comprehensive studies to quantify PM emissions from poultry housing to date, comparing a total of eight farms. Large variations between farm management practises, lighting regimes, litter conditions, and meteorology contributed to variability in emissions, even for the same type of farm. However, the measurements undertaken as part of this study were also able to identify differences in concentrations and emissions of particles between different farm types. The broiler installations were associated with the largest indoor air PM<sub>2.5</sub> and PM<sub>10</sub> concentrations (655  $\mu\text{g m}^{-3}$  and 2990  $\mu\text{g m}^{-3}$ , respectively) and the highest bacterial fungal counts. Concentrations for particulate matter and bioaerosols were the lowest at battery farms. In general, indoor particle concentrations increased during winter time and light periods, reflecting ventilation rate and bird activity as the dominant influences. On the other hand, emission



factors increased slightly during light-time in the summer months, due to the increase in ventilation rate.

Chemical speciation measurements indicated that (i)  $\text{NH}_4\text{NO}_3$  was not forming within the shed, (ii) the dominant inorganic species sourced from poultry material are  $\text{Ca}^{2+}$ ,  $\text{K}^+$  and  $\text{Mg}^{2+}$ , and (iii) the key metals in the poultry sheds include Al, As, Ba, Cu (light only), Cr, Mn, Rb, Sr and Ti. We here derived, to our knowledge for the first time, poultry emission factors for aerosol chemical components (metals and major inorganic ions) and when compared against the NAEI suggest that between 0.1 – 4% (depending on compound) of the UK metal and inorganic ion emissions are derived from poultry house emissions.

Bioaerosol concentrations in the building represent a risk to poultry workers in terms of respiratory allergy or disease, but the levels emitted are sufficiently diluted over a short distance from the building so as not to pose a risk to those living in the vicinity of poultry operations. PM10 particulate levels were reduced to background levels by 100m downwind of even the highest emitting poultry houses, therefore are unlikely to pose a risk to those living in the vicinity of poultry operations.”

The results of the DEFRA research project demonstrated that emissions from poultry units in terms of particulate matter reduced to background levels by 100m downwind of the even the highest emitting poultry houses. The research shows that levels of particulate matter are sufficiently diluted over a short distance so as not to pose a risk to those living in the vicinity of poultry operations. The proposed site is located 750m from the closest unconnected neighbour and therefore dust issues are not anticipated.

### *Cleaning Process*

The cleaning process of the building is undertaken at the end of each 60 week flock cycle.

The birds are removed through manual catching and the cleaning process is commenced.

The floor of the building is scraped to remove any residual manure, following which the inside of the building is washed with high pressure hoses. The inside of the building is sealed and drained to a dirty water containment system within the building which is required to be compliant with the SSAFO regulations.

#### *Manure Disposal*

The proposed development operates with a manure belt system for twice weekly removal of manure. The manure will be recycled on the farm as a sustainable fertilizer for use on arable cropping. This process is controlled through the Nitrate Pollution Prevention Regulations 2015.

DEFRA figures state that 2.32 hectares of spreading area is required per 1000 laying hens. This proposal therefore requires 74 hectares of agricultural land to dispose of the manure. The Estate Manure Management plan is attached to this application showing land available for manure spreading which extends to approximately 3000 acres.

#### *Carcass Disposal*

Any dead birds are collected from the within the buildings on a daily basis. Dead birds are stored within a sealed carcass bin and collected weekly by a licensed fallen stock operator.

#### *Pest Control*

The unit is required to operate a pest control protocol, with regular baiting for rodents. Flies breed within poultry litter, and the use of manure belts and frequent removal of manure ensures that the unit does not become a breeding ground for flies.

## **Layout**

The proposed building has been located on the north side of the existing farm buildings at Wold Farm. The layout of the development includes the proposed free range egg unit and egg packing and storage building, together with 2 No. feed bins, a hard-standing area for parking and turning, and an access track to link the development to the existing Wold Farm access road. The proposals will use the existing farm entrance to Kiplingcotes Road for vehicular access. The layout can be seen in detail on Drawing No. IP/DE/03.

## **Scale**

The proposed development includes the erection of 1 No. free range egg laying unit of dimensions 110m x 24m, with an eaves height of 3.3m and a ridge height of 6.52m, together with an egg packing and storage building extending to 24m x 12m with eaves height of 4m and a ridge height of 5.655m, 2 No. feed bins, a hard-standing area for parking and turning, and an access track to link the development to the existing Wold Farm access road.

## **Landscaping**

The proposed building has a large footprint, but is relatively low. The development has been located to the north of the existing farmstead at Wold Farm and the location of the development allows for access of hens to agricultural land for ranging from pop holes which are located along the east and west elevations of the proposed building.

The proposed development has been subject to a Landscape and Visual Impact Assessment which is attached in support of the application.

The LVIA report concludes as follows:

“ACD were instructed to undertake a Landscape and Visual Impact Assessment for a

proposed free range egg unit located at Wold Farm, Etton, East Yorkshire by Ian Pick Associates Ltd in March 2018. The site and its surrounding landscape were assessed and a total of eight viewpoints were selected to represent a variety of receptors in the surrounding area.

The aim of this report is to provide a full assessment of the potential landscape and visual effects of a proposed development upon the receiving landscape, in line with current legislation and guidance. It comprises two main assessments, the first for landscape and the second for visual effects.

The assessment has been conducted in line with published best practice guidelines and includes a desk study; (review of local plan policies, published landscape character assessment and production of a computer generated Zone of Theoretical Visibility (ZTV)) and onsite observations.

The site is currently a field in agricultural use located 0.09km to the north west of the existing agricultural buildings associated with Wold Farm.

Due to the existing local area, the proposed scheme would not be out of character with its surroundings when considered as part of the wider agricultural landscape.

Mitigation measures have been suggested to aid the schemes visual blending with the existing environs.

Eight viewpoints were assessed and of these, one was considered to be significant from a viewpoint close to the site boundary.

With the implementation of a successful mitigation strategy, the overall impact on the landscape is considered to have a minor/negligible overall effect on the surrounding landscape character and a minor effect on the visual impact. It should be considered that this type of development is not out of character within the receiving landscape”.

### **Appearance**

The proposed building is constructed from an internal steel frame. The proposed building will be clad with a polyester coated composite panel sheeting for the walls and roof in olive green. The feed bins will be coloured olive green.

### Access

The proposed development will be accessed via the existing farm entrance to Kiplingcotes Road.

Free range egg production is a low traffic generating use. The proposed additional traffic generated resulting from the development is shown below.

- Bird Delivery – 4 No. 16.5m Articulated lorries at the beginning of each flock
- Feed Delivery – 1 No. 16.5m articulated lorry per week
- Egg Collection – 2 No. 16.5m articulated lorries per week
- Carcass Collection - 1 No. box van per week
- Bird Removal – 4 Lorries at the end of each flock
- Manure Removal - 2 tractors and trailer per week (within the farm)

The additional operational traffic required by the proposed development extends to 1 feed delivery, 2 egg collections and 1 carcass collection per week (8 movements), during the normal operation of the site. The site will generate peaks of traffic when the birds are delivered and removed and this extends to 4 lorries (8 movements), however, this is very infrequent as the flock cycle is 60 weeks in length.

The manure will be retained by the farm as a fertiliser.

The proposal will require 2 full time workers, therefore creating 2 No. car visits (4 movements) per day.

## **Planning Policy**

### **National Planning Policy Framework**

The National Planning Policy Framework confirms that the purpose of the planning system is to contribute towards the achievement of sustainable development. Paragraph 7 of the NPPF states that there are three dimensions to sustainable development, being economic, social and environmental.

### **Economic Role**

The development proposal has strong economic benefits both within the construction and operational phases.

The proposed development involves a substantial investment in buildings and infrastructure by the applicants. This includes groundworks and concrete, buildings, and internal equipment fitting. The proposed development will offer a substantial initial cash injection into the rural economy through the construction phase.

Once operational, the development will require two additional full time workers on the site, together with supporting the existing employment on the farm.

The proposed development will also provide a significant contribution to the associated services industries within the poultry sector. These industries include haulage contractors, pullet suppliers, poultry feed suppliers, veterinary and medicine, fuel suppliers, bedding suppliers, catching contractors, cleaning contractors, electricians, plumbers, pest control contractors etc. The added value to the local economy through direct and indirect employment for the development is substantial.

Paragraph 18 and 19 of the NPPF set the Government's position on economic growth, and provide evidence of the Governments commitment securing economic growth in order to create jobs and prosperity. The proposed development will create employment on the site of 2 full time jobs.

Paragraph 28 provides support for economic growth in rural areas, providing clear support for the proposed development as farm diversification and sustainable growth and expansion of businesses in rural areas. The proposal is clearly supported by paragraph 28.

### *Social Role*

The proposed development is a modern and efficient, egg production unit that is designed to fulfill a modern demand for cheap and environmentally efficiently produced food. It therefore contributes to food production and national food security in a sustainable way. It represents an effective increase in UK food production in a way that makes optimum use of increasingly scarce resources and without causing harm to the environment.

Another social benefit of the appeal scheme is that it provides employment security local people who live in the countryside and in doing so helping to retain the vibrancy of the community.

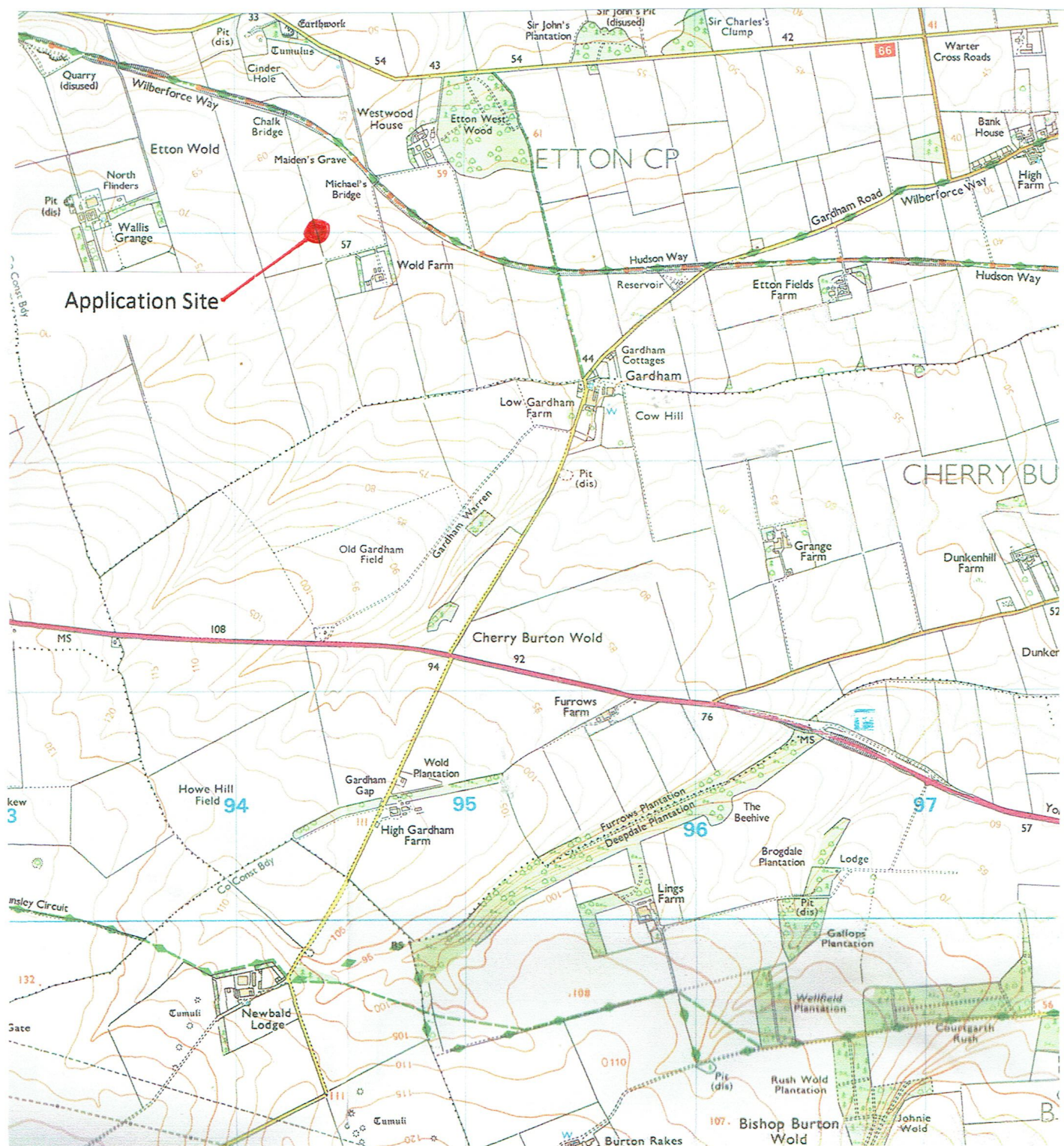
The success of rural farming businesses provides increased employment opportunities within the countryside.

### *Environmental Role*

This planning application is accompanied by ecological and ammonia deposition assessments. These confirm that the proposal does not present unacceptable impacts on the environment.

**Ian Pick,**  
**April 2018.**





**IAN PICK ASSOCIATES LTD**  
Specialist Agricultural & Rural Planning Consultants

**CLIENT**

Dalton Estate  
The Estate Office  
South Dalton  
Beverley  
HU17 7PN

**JOB TITLE**

Free Range Egg Unit  
at Wold Farm

**SCALE**

1=25000

**REV**

-

**DWG. TITLE**

Large Scale Location Plan

**DWG. NUMBER**

IP/DE/01A

**DATE**

April 18

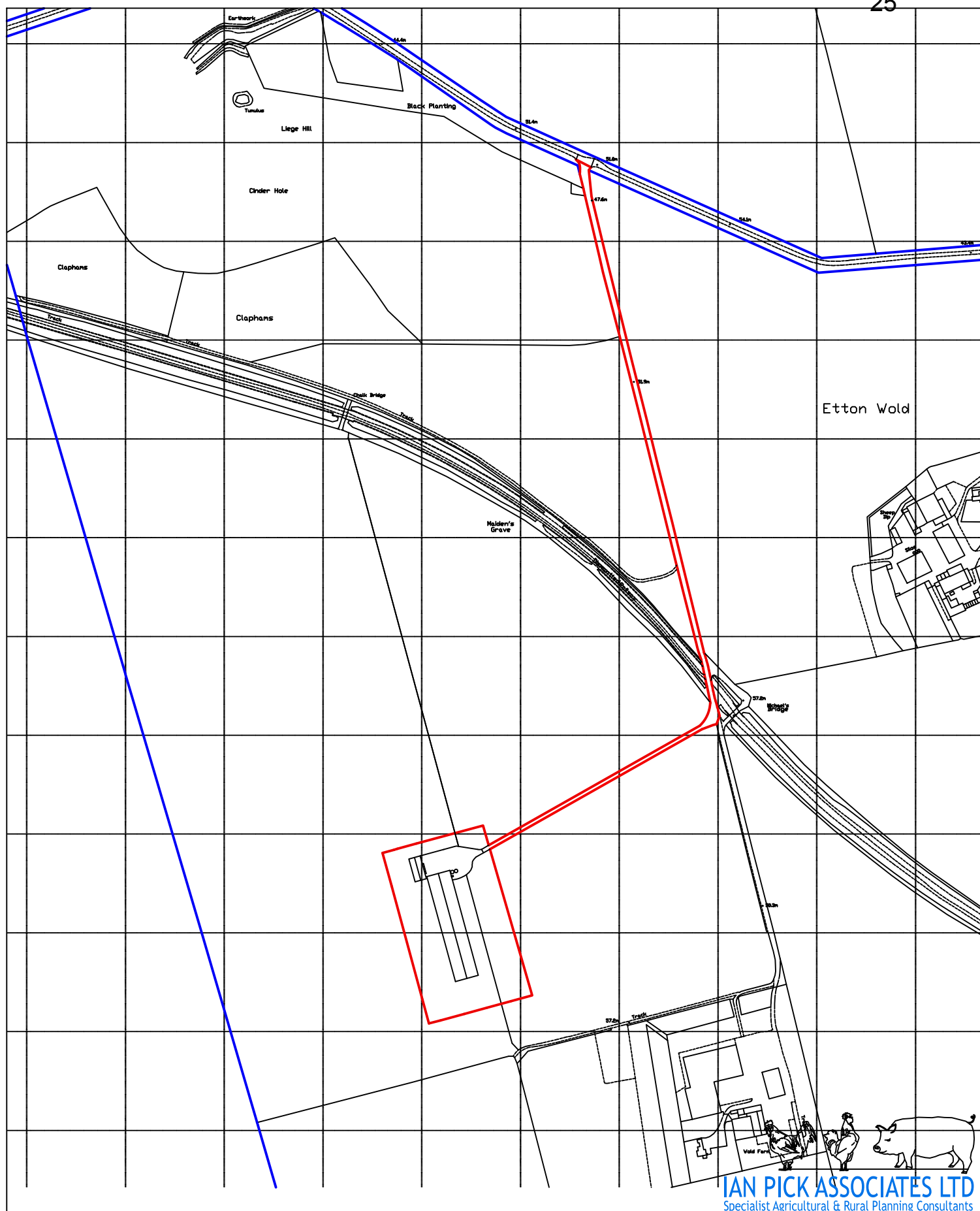
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**CLIENT**

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The Estate Office  
South Dalton  
Beverley  
HU17 7PN

**JOB TITLE**

Free Range Egg Unit  
at Wold Farm

**SCALE**

1=5000

**REV**

-

**DWG. TITLE**

Location Plan

**DWG. NUMBER**

IP/DE/01

**DATE**

Mar 18

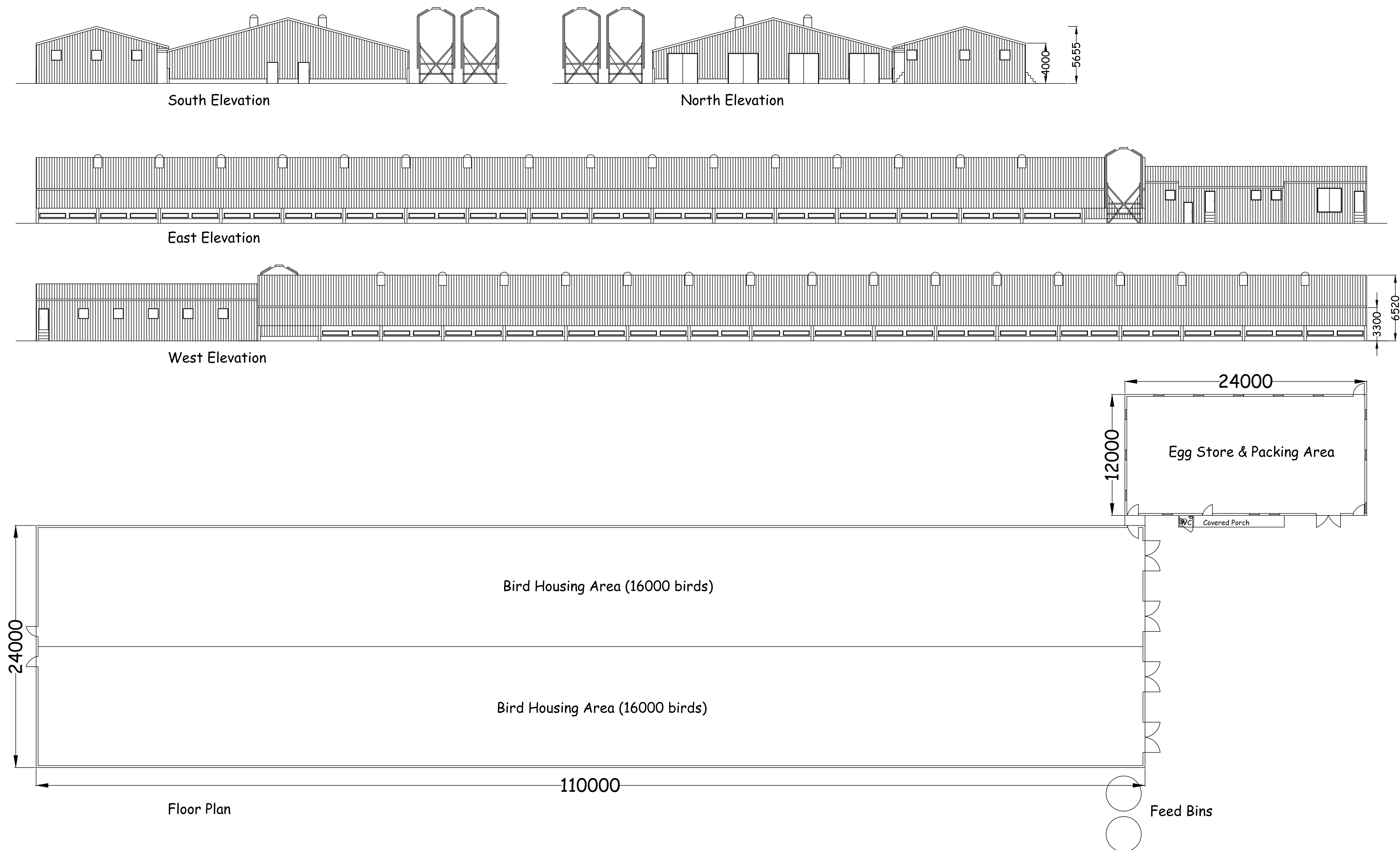
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CLIENT

Dalton Estate  
The Estate Office  
South Dalton  
Beverley  
HU17 7PN

JOB TITLE

Free Range Egg Unit at Wold  
Farm, Eton

DWG. TITLE

Elevations & Floor Plan A0

SCALE

1=200

DRN

IP

DWG. NUMBER

IP/DE/04

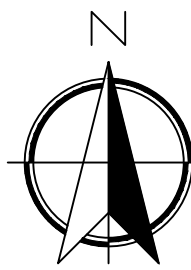
DATE

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CLIENT

Dalton Estate  
The Estate Office  
South Dalton  
Beverley  
HU17 7PN

JOB TITLE

Free Range Egg Unit

DWG. TITLE

Site Plan

SCALE

1=500

DRN

IP

DWG. NUMBER

IP/DE/02

DATE

April 18

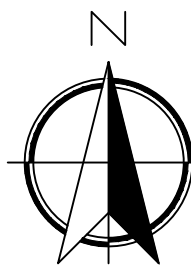
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CLIENT

Dalton Estate  
The Estate Office  
South Dalton  
Beverley  
HU17 7PN

JOB TITLE

Free Range Egg Unit

DWG. TITLE

Site Layout Plan

SCALE

1=1000

DRN

IP

DWG. NUMBER

IP/DE/03

DATE

April 18

REV

-



## **General Data Protection Regulation - summary of main provisions**

### **Introduction**

The EU regulation known as General Data Protection Regulation (“GDPR”) will come into force on 25 May 2018. The Government has also confirmed that it will introduce new legislation to repeal the Data Protection Act 1998 (“the 1998 Act”) and to ensure that new UK legislation does not create inconsistencies with the GDPR. It therefore seems likely that new UK legislation would be introduced before or on 25 May 2018.

### **Purpose of GDPR**

GDPR contains terminology that councils will already be familiar with because they are included in the 1998 Act (see Legal Topic Note 38) e.g. personal data, data controller, data processor, data subject, subject access request, processing, and data protection principles.

GDPR builds on the legal framework established by the 1998 Act to balance the needs of organisations (businesses, not for profit and public bodies e.g. local authorities) in their capacities as data controllers and data processors to collect and use personal data against the rights of an individual to have his information (personal data) kept secure and private. GDPR has been introduced to address the privacy issues arising from a digital age in which personal data may be collected, transmitted, stored, manipulated and shared with relative ease e.g. using emails, websites, the internet and the cloud.

The purpose of the GDPR is to increase (i) the obligations on organisations when acting as data controllers and (ii) the rights of individuals to ensure that their personal data is respected and used only for legitimate purposes. It also imposes new obligations on data processors.

Put simply, personal data is data that relates to a living individual who can be recognised from that data. The categories of personal data processed by a council may include:

- communications with individual local residents including letters, complaints and council surveys;
- the council's employment and recruitment records (e.g. employment contracts, and job applications);
- contracts with individuals and contracts which require processing of personal data;
- arrangements with volunteers;
- communications with third parties e.g. principal authorities, CALCs, local charities, sports clubs, Disclosure and Barring Service ("DBS"), HMRC and staff pensions provider;
- the electoral roll and
- legal proceedings or transactions with individuals.

### **Summary of changes being introduced by GDPR**

The annex to the Briefing provides a summary of the main provisions in the 1998 Act and the changes to be introduced by GDPR which are relevant to councils.

# ANNEX

Subject	1998 Act requirements	GDPR requirements
<b>Data protection principles</b>	8 principles set out in Schedule 1.	<p>Same principles in 1998 Act but condensed to 6 principles listed below.</p> <p>Personal data must be:</p> <ul style="list-style-type: none"> <li>• Processed fairly, lawfully and in a transparent manner in relation to the data subject.</li> <li>• Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.</li> <li>• Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.</li> <li>• Accurate and, where necessary, kept up to date.</li> <li>• Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.</li> <li>• 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 (Article 5).</li> </ul>

Subject	1998 Act requirements	GDPR requirements
<b>Consent</b>	Data Controllers are required to have valid purpose(s) for processing personal data and where the data controller is relying on an individual's consent, this is referenced in para 1 of schedule 2 (in respect of personal data) and in para 1 of schedule 3 (in respect of sensitive personal data- consent must be explicit).	Data controllers are required to have legitimate reason(s) for processing personal data and where the data controller is relying on an individual's consent, the data controller must be able to demonstrate that consent, by a statement or by a clear affirmative action, was freely given, specific, informed and unambiguous for each purpose that it being processed. Prior to giving consent, the individual shall be informed of his right to withdraw his consent at any time. In other words, it should be as easy to withdraw consent as to give it (Articles 4 and 7).
<b>Consent for children</b>	The 1998 Act does not specify an age at which a child will be considered able to give consent, and it is left to a data controller to decide, on a case by case basis, whether a child has the ability to understand the concept of their personal data and whether the consent given by the child is informed consent (i.e. is understood).	Limits the ability of a child under 16 to consent to their personal data being processed in respect of "information society services" e.g. online businesses or social networking sites. This means where personal data is being processed for a child under 16, consent must be obtained from the child's parent or custodian. An EU member state may lower the age that a child can give consent to processing of their data from 16 to 13. (Article 8). On 7 August 2017, the Government announced that it would use the Data Protection Bill to legislate that children aged 13 years or older can consent to their personal data being processed for information society services (see <a href="#">Legal Briefing L04-17</a> for more information about the Bill).



Subject	1998 Act requirements	GDPR requirements
<b>Privacy notices (also known as fair processing notices)</b>	Specifies basic information to be given by a data controller in a privacy notice (paras 1 – 5 of Part II of Schedule 1).	<p>More information to be given by data controllers in privacy notices. This includes the following.</p> <ul style="list-style-type: none"><li>• the identity and the contact details of the data controller and, if any, of the controller's representative and of the data protection officer;</li><li>• the purpose(s) of the processing;</li><li>• the categories of personal data concerned;</li><li>• the recipients or categories of recipient to whom the personal data has been or will be disclosed, in particular recipients in third countries or international organisations;</li><li>• where possible, the envisaged period for which the personal data will be stored or, if not possible, the criteria used to determine that period;</li><li>• the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;</li><li>• the right to lodge a complaint with the ICO and</li><li>• where the personal data is not collected from the data subject, any available information as to its source (Articles 13 and 14).</li></ul>

Subject	1998 Act requirements	GDPR requirements
<b>Communications by data controllers</b>		<p>There are new requirements on the data controller regarding the communications in a privacy notice and to the data subject relating to the rights of the data subject. Information provided must be a concise and intelligible form using clear and plain language, in particular for any information addressed specifically to a child. The information shall be provided in writing, or by other means, including, where appropriate, by electronic means. When requested by the data subject, the information may be provided orally, provided that the identity of the data subject is proven by other means (Article 12).</p>

Subject	1998 Act requirements	GDPR requirements
<b>Data controllers working with Data processors</b>	<p>Where personal data is processed by a data processor on behalf of a data controller, the data controller must (a) choose a data processor providing sufficient guarantees in respect of the technical and organisational security measures governing the processing to be carried out, and (b) take reasonable steps to ensure compliance with those measures.</p> <p>Where processing of personal data is carried out by a data processor on behalf of a data controller, the processing shall be carried out under a written contract under which (a) the data processor is to act only on instructions from the data controller, and (b) the data processor must comply with obligations equivalent to those imposed on a data controller by the seventh principle.</p> <p>(Paras 11 and 12 of Part II of Schedule 1)</p>	<p>The data controller is required to enter into a contract with the data processor which imposes the following obligations on the processor:</p> <ul style="list-style-type: none"> <li>• Process the personal data only on the documented instructions of the controller. This is likely to mean that data processors cannot use cloud computing technology or services without the data controller's approval.</li> <li>• Comply with security obligations equivalent to those imposed on the controller under Article 32 of the GDPR.</li> <li>• Only employ staff who have committed themselves to confidentiality or are under a statutory obligation of confidentiality.</li> <li>• Enlist a sub-processor only with the prior permission of the controller.</li> <li>• Assist the controller in carrying out its obligations with regard to requests by data subjects to exercise their rights under Chapter III of the GDPR (including the right to transparency and information, the data subject access right, the right to rectification and erasure, the right to the restriction of processing, the right to data portability and the right to object to processing).</li> <li>• Assist the data controller in carrying out its data security obligations under Articles 32 to 36 of the GDPR (Article 28).</li> </ul>

Subject	1998 Act requirements	GDPR requirements
<b>Privacy Impacts assessment (PIA)</b>	A PIA is a process which helps an organisation to identify and reduce the privacy risks of new projects (e.g. use of CCTV or an IT system/ database for storing and accessing personal data) or policies. Conducting a PIA is not a requirement of the 1998 Act but it is regarded as good practice by the ICO. The ICO has issued a code of practice in respect of PIAs (s .51).	Where a type of processing in particular uses new technologies and the purpose(s) that the data controller wishes to process personal data poses high risks, it will have to carry out a data protection privacy impact assessment before such processing (Article 35). The ICO is expected to provide guidance about the type of processing that would demand a data protection privacy impact assessment.
<b>Notification by data controllers</b>	Notification to ICO to be included in register of data controllers (s.18).	The requirement to provide notification to ICO is replaced by a new requirement for data controllers to maintain a written record of processing activities under their responsibility. The written record shall include a description of the categories of data subjects and the categories of personal data, purpose(s) of processing, categories of recipients of personal data, time limits for erasure and description of technical and organisational measures to protect data. Data processors also have a new duty to maintain a written record of similar information. However, the obligation to maintain a written record does not apply to an organisation employing less than 250 persons unless the processing it carries out is likely to result in risks to the rights of data subjects, the processing is not occasional, or the processing includes special categories of data e.g. revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade-union membership, or processing criminal convictions and offences. (Article 30).

Subject	1998 Act requirements	GDPR requirements
<b>Appointment of Data Protection Officer (DPO)</b>	No requirement.	Data controllers and data processors must designate a DPO in 3 situations which include where the processing is carried out by a public authority or body (e.g. local authorities including a parish council or, in Wales, a community council) (Article 37). More information about the DPO is in Legal Briefing <a href="#">L04-17</a> .
<b>Notification to report personal data breaches</b>	No requirement.	Data controllers are required to report to the ICO personal data breaches without delay and within 72 hours. A data processor must also notify a data controller without undue delay after becoming aware of a personal data breach (Article 33).
<b>Fines</b>	ICO may fine a data controller up to £500,000 for serious breaches (s.55A).	<p>There are heavy fines for data controllers and data processors for a wide range of breaches.</p> <p>Some breaches (e.g. failing to comply with data subjects' rights or the principles for processing including conditions for consent) attract fines of up to 4% of annual turnover for the preceding year or 20 million Euros whichever is higher. For other breaches (e.g. failing to keep records of processing activities, to appoint a DPO or to comply with security obligations) the fine can be up to 2% of annual turnover or 10 million Euros, whichever is higher (Article 83).</p>

Subject	1998 Act requirements	GDPR requirements
<b>Individuals' rights</b>	Individuals have certain rights against data controllers	Existing rights are strengthened and new rights are given. Individuals also have (limited) new rights against data processors.
	<ul style="list-style-type: none"> <li>The right of access to personal data held by a data controller within 40 days of request upon payment of £10 fee (s.7).</li> </ul>	The right of access to personal data held by a data controller must be dealt with within one month of request and free of charge. Where requests are manifestly unfounded or excessive, in particular because they are repetitive, the data controller may charge a fee for providing the information or refuse to respond (Articles 12 & 15).
	<ul style="list-style-type: none"> <li>The right to prevent processing likely to cause damage or distress (s.10).</li> </ul>	The right to restriction of processing (Article 18).
	<ul style="list-style-type: none"> <li>The right to prevent processing for purpose of direct marketing (s.11).</li> </ul>	The right to object to the processing of personal data for direct marketing purposes (including profiling to the extent that it is related to direct marketing) (Article 21).
	<ul style="list-style-type: none"> <li>The right to object to decisions being taken by automated means (i.e. by a computer, by online profiling) (s.12).</li> </ul>	The right not to be subject to automated decision-making (Article 22).
	<ul style="list-style-type: none"> <li>The right to claim compensation for damages caused by a breach of the 1998 Act (s.13).</li> </ul>	The right to receive compensation from the data controller is retained and there is a new right to receive compensation from the data processor for the damage suffered as a result of an infringement of GDPR (Article 82).

Subject	1998 Act requirements	GDPR requirements
<b>Individuals' rights</b>	<ul style="list-style-type: none"> <li>The right in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed (s.14).</li> </ul>	<p>The right to obtain from a data controller without undue delay the rectification of inaccurate personal data (Article 16).</p> <p>There is a new right to erase personal data (also known as the “right to be forgotten”) which means that data subjects will be able to request that their personal data be erased by the data controller and no longer processed. This will be where the data is no longer necessary in relation to the purposes for which it is processed, where data subjects have withdrawn their consent, where they object to the processing of their data or where the processing does not comply with GDPR. However, the further retention of such data will be lawful in some cases e.g. amongst others, where it is necessary for compliance with a legal obligation or for reasons of public interest in the area of public health or for the exercise or defence of legal claims. Where the data controller has made the personal data public and is obliged to erase the personal data it shall take reasonable steps to inform data controllers which are processing the personal data that the data subject has requested them to erase any links to, or copy or replication of that personal data (Article 17).</p>
	<ul style="list-style-type: none"> <li>None</li> </ul>	<p>A new right to be notified by a data controller when a personal data breach is likely to result in a high risk to a data subject's rights (Article 34).</p>
	<ul style="list-style-type: none"> <li>None</li> </ul>	<p>A new right to data portability - to receive a copy of personal data or to transfer personal data to another data controller (Article 20).</p>

**Further reading**

The ICO's website has detailed guidance about:

- the new obligations for data controllers and data processors which can be accessed via <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/accountability-and-governance/>
- and
- the new rights for individuals which can be accessed via <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/>



## ETTON PARISH COUNCIL

### GENERAL PRIVACY NOTICE

#### 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 directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

#### Who are we?

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

#### Other data controllers the council works with:

- East Riding of Yorkshire Council
- The Emergency Services
- Community groups
- Charities
- Other not for profit entities
- Contractors

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

#### The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as hire of allotments, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

### How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
  - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
  - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
  - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
  - In limited circumstances, with your explicit written consent.
  - Where we need to carry out our legal obligations.
  - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

### Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

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

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

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

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council

- To be able to contact you in the event of an emergency;
- To manage our allotment gardens;
- To allow the statistical analysis of data so we can plan the provision of services.

### **What is the legal basis for processing your personal data?**

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

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

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

### **Sharing your personal data**

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

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

### **How long do we keep your personal data?**

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

### **Your rights and your personal data**

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

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

#### **1) *The right to access personal data we hold on you***

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

#### **2) *The right to correct and update the personal data we hold on you***

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 3) ***The right to have your personal data erased***
  - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
  - When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4) ***The right to object to processing of your personal data or to restrict it to certain purposes only***
  - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5) ***The right to data portability***
  - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6) ***The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
  - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7) ***The right to lodge a complaint with the Information Commissioner's Office.***
  - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

### Transfer of Data Abroad

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

### Further processing

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

### Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on [www.Ettonpc@org.uk](mailto:www.Ettonpc@org.uk). This Notice was last updated in May 2018.

### Contact Details

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

The Data Controller, Etton Parish Council

c/o 3 Ruskin Way, Brough

East Yorkshire

HU151GW

Email: [Ettonpc@btinternet.com](mailto:Ettonpc@btinternet.com)

Phone: 01482 662292

## ETTON PARISH COUNCIL

### PRIVACY NOTICE

#### For staff\*, councillors and Role Holders\*\*

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

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

#### Your personal data – what is it?

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act.

#### Who are we?

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

#### The council works together with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers

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

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

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

#### What data do we process?

- Names, titles, and aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.

- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

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

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

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

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

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

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

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

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

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

#### **How we use sensitive personal data**

- We may process sensitive personal data relating to staff, councillors and role holders including, as appropriate:
  - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
  - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
  - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
  - In limited circumstances, with your explicit written consent.
  - Where we need to carry out our legal obligations.
  - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
  - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

#### **Do we need your consent to process your sensitive personal data?**

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

### Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

### What is the legal basis for processing your personal data?

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

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

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

### Sharing your personal data

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

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

### How long do we keep your personal data?

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

### Your responsibilities

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

### Your rights in connection with personal data

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

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



1. ***The right to access personal data we hold on you***
  - At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
  - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
2. ***The right to correct and update the personal data we hold on you***
  - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
3. ***The right to have your personal data erased***
  - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
  - When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
4. ***The right to object to processing of your personal data or to restrict it to certain purposes only***
  - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
5. ***The right to data portability***
  - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
6. ***The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
  - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
7. ***The right to lodge a complaint with the Information Commissioner's Office.***
  - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

### **Transfer of Data Abroad**

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

### **Further processing**

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

### **Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on [this web page](#) [www.Ettonpc.org.uk](http://www.Ettonpc.org.uk). This Notice was last updated in May 2018.

**Contact Details**

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

The Data Controller, Etton Parish Council

c/o 3 Ruskin Way, Brough

East Yorkshire

HU151GW

Email: [Ettonpc@btinternet.com](mailto:Ettonpc@btinternet.com)

Phone: 01482 662292

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.

# Etton Parish Council - Information Asset Register

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Ref.	Asset title	Data classification	Lawfulness of processing	Access/ Users	Shared (list recipients of the information)	Retention Period	Impact if error were to occur	Likelihood of error occurring	Risk Score
PC1	Meetings Minutes	Personal	Legal obligation (P)	Signed copy with Clerk. Electronic copy on Parish PC and website.	Councillors and published on website	Permanent	1	1	
PC2	Meeting Agendas	Personal	Legal obligation (P)	Electronic copy on Parish PC and website.	Councillors and published on website	4 years	1	1	
PC3	Repots / Documents circulated with agenda	Personal	Legal obligation (P)	Electronic copy on Parish PC and website.	Councillors and published on website	4 years	1	1	
PC4	Councillor Acceptance of Office	Personal	Legal obligation (P)	Held by Clerk	Shared on request	2 years from end of office	1	1	
PC5	Councillor Register of Interests	Personal	Legal obligation (P)	Originals held by Clerk and copies on website	Shared on request and published on website	18 months from end of appointment	1	1	
PC6	Councillor Contact Information	Personal	Public interest (P)	Electronic copy on Parish PC and website, hard copy in noticeboard(s).	Published in noticeboards	End of appointment	1	1	
PC7	Councillor co-option records	Personal	Legal obligation (P)	Originals held by Clerk.	Shared on request	4 years	1	1	
PC8	Community Emergency Plan	Personal	Public interest (P)	Held securely by Clerk and Councillors.	Distributed to Councillors and Clerk, East Riding of Yorkshire Council and Emergency Services	Update with superceded copy	2	2	
PC9	Routine correspondence and papers	Personal	Legal obligation (P)	Held by Clerk	Shared on request	End of administrative use	1	1	
PC10	Correspondence and papers on key local issues or activities	Personal	Legal obligation (P)	Held by Clerk / Parish Email Account	Shared on request	Preserve	1	1	
PC11	Planning papers	Personal	Legal obligation (P)	Held by Clerk / Parish Email Account	Shared on request	End of administrative use	1	1	
PC12	Register of Electors	Personal	Public interest (P)	Held by Clerk	Not shared	End of administrative use	2	2	
PC13	Insurance Policies	Other	Legal obligation (P)	Filed on Parish PC	Shared on request	40 years	1	1	
PC14	Tenders and Quotations (succesful)	Personal	Legal obligation (P)	Filed on Parish PC	Shared on request	6 years after contract expired	1	1	
PC15	Tenders and Quotations (unsuccessful)	Personal	Legal obligation (P)	Filed on Parish PC	Shared on request	1 year after start of contract	1	1	
PC16	Ledger	Personal	Legal obligation (P)	Filed on Parish PC	Shared on request	6 years from end of current year and offer to archivist	1	1	
PC17	Invoices, Bank Statements, Petty Cash, Expenses and Grant Forms	Personal	Legal obligation (P)	Filed on Parish PC / Hard copies held by Clerk	Shared on request	6 years from end of current financial year	1	1	
PC18	VAT Papers	Personal	Legal obligation (P)	Filed on Parish PC	Shared on request	6 years from end of current financial year	1	1	
PC19	Asset Register	Personal	Legal obligation (P)	Filed on Parish PC	Shared on request	Update with superceded copy	1	1	
PC20	Council Policies	Other	Legal obligation (P)	Filed on Parish PC	Councillors and published on website	3 years after policy superceded	1	1	
PC21	Financial Returns to Auditors	Personal	Legal obligation (P)	Filed on Parish PC, electronic copies on website	Councillors and website and external auditors	6 years from end of current financial year	1	1	
PC22	Community Newletters	Personal	Explicit consent (SC)	Filed on Parish PC	Distributed to community	Permanent	1	1	
PC23	Community Surveys	Personal	Explicit consent (SC)	Held by Clerk	Information converted to report and shared with Councillors.	End of administrative use	1	1	
PC25	Staff personnel files	Personal	Legal obligation (P)	Filed on Parish PC	Personnel committee	7 years after end of employment	2	1	
PC26	Volunteer Contact Information	Personal	Explicit consent (SC)	Held by Coordinating Councillors	Shared only with Councillors involved in managing taskforce	End of administrative use	2	1	

## Etton Parish Council 2017/18 Outturn Report

	Budget	Actual	Difference	Notes
<u>Expenditure</u>	£	£	£	
Clerk's Salary	990.00	957.20	32.80	
Admin/Expenses/Postage	200.00	127.47	72.53	Grant Funded ICT Purchases
Audit Fees	210.00	160.00	50.00	2x Audit Fees Paid, 1 off external audit fee
Hire of Village Hall	160.00	104.00	56.00	
Subscriptions	56.00	33.50	22.50	£38.50 contribution from Laxton PC received
Insurance	250.00	354.96	-104.96	Additional sum for higher cover
Grants	274.50	95.50	179.00	Distributing grant received 2015/16
Footway Lighting	1200.00	1,798.80	-598.80	
Salt Bins	300.00	0.00	300.00	
Pond / War Memorial / Open Spaces	1250.00	2,102.23	-852.23	Gate £1297, Benches, Pond Fence, Memorial Fence, Legal Fees £508, Bin - £377. Mr Ford still to pay.
Reserves	316.50	0.00	316.50	
Community Led Plan	0.00	0.00	0.00	
<b>Total Expenditure</b>	<b>5207</b>	<b>5734</b>	<b>527</b>	
	Budget	Actual	Difference	
<u>Income</u>				
Precept	4954	5175.11	-221.11	
Waste Recycling	250	409.21	-242.25	Grant Withdrawn
Interest	3	1	-2	
Grants / Re-imbursements	0	1497.92	1865.41	£1217 Grant Fund, £608 from Church for Gate Posts, £508 Legal Fees still to be reclaimed
<b>Total Income</b>	<b>5207</b>	<b>7083.24</b>	<b>1400.05</b>	
<b>Expenditure Less Income</b>		<b>-1349.58</b>	<b>over budget</b>	

## ETTON PARISH COUNCIL

## FINANCIAL AND MANAGEMENT RISK ASSESSMENT - 2018\_2019

Hazard	Likelihood	Impact	Existing Controls of Hazard	Net Likelihood	Net Impact	Additional Action Identified
<b>Financial Management</b>						
Failure to keep proper financial records	Medium	Medium	All expenditure approved by Council. All income reported to Council Annual internal <del>and external</del> audit Financial Regulations in Place	Low	Medium	Increase financial reserves
Poor financial management	Medium	Medium	Financial regulations in place Budget report submitted to Council at year-end Budget monitoring reports submitted quarterly Regular reports on future liabilities	Low	Medium	
Loss of cash through theft/dishonesty/fraud	Medium	High	Two signatures required to withdraw the funds. All cheques to be signed by two Councilors Bank reconciliations undertaken quarterly Bank reconciliation report submitted regularly	Low	High	
Failure to comply with Inland Revenue regulations	Medium	Medium	PAYE arrangements checked by internal Auditor. HMRC fines for late payment	Low	Medium	
Failure to comply with VAT regulations	Medium	Medium	Annual VAT return prepared by Clerk Advice from HMRC Claims made at least annually depending on VAT payments made	Low	Medium	

Hazard	Likelihood	Impact	Existing Controls of Hazard	Net Likelihood	Net Impact	Additional Action Identified
Failure to use funds properly under section 137	Medium	Medium	Monitor grant allocations	Low	Medium	Report Section 137 amount to the Parish Council.
Employment of Staff						
Inability to recruit/retain staff	Medium	Medium	Annual review of salaries and regular review of contracts of employment	Medium	Medium	
Attacks on personnel	Low	Medium	Employer’s liability insurance	Low	Medium	
Failure to comply with employment law	Medium	Medium	Awareness of legislation Arrangement of training, if appropriate Personnel sub-committee focusing on personnel issues.	Medium	Medium	
Etton Parish Council						
Failure to recruit new Parish Councillors	Medium	Medium	Co-option / election arrangements in place Ability to promote vacancies through newsletter, social media and website.	Medium	Medium	
Failure to declare a pecuniary / non pecuniary interest	Medium	High	Councillors aware of duties Prompt to declare interests on each agenda	Low	High	Occasional refresher training for Councillors
Failure to update Register of Interests	Low	Medium	Councillors aware of duties	Low	Medium	Councillors to be asked to update registers annually
Failure to meet statutory duty	Medium	Medium	Clerk provided with training on statutory duties Chair / Deputy Chair received training on statutory duties	Low	Medium	
Failure to comply with	Medium	High	Clerk trained on data protection legislation	Low	Medium	Consider whether the Council

Hazard	Likelihood	Impact	Existing Controls of Hazard	Net Likelihood	Net Impact	Additional Action Identified
data protection legislation			Limited personnel data held.			should register as an information holder.
<b>Management of Assets</b>						
Damage to assets	Medium	Medium	Property damage insurance. Occasional inspections.	Medium	Medium	
Theft of assets	Medium	Medium	All assets recorded on the Asset Register, which is regularly monitored. Insurance covers theft of assets.	Low	Medium	
Failure to ensure fences/boundary treatments are maintained	Low	Medium	Regular inspections/ public liability insurance	Low	Medium	
Failure to provide/maintain street lighting	Low	Medium	Maintenance agreement with East Riding Council.	Low	Medium	

# Local Councils, Internal Drainage Boards and other Smaller Authorities in England

## Annual Governance and Accountability Return 2017/18 Part 2

**To be completed only by smaller authorities\* where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review**

### Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England where the higher of gross income **or** gross expenditure was £25,000 or less **must** following the end of each financial year, complete Part 2 of the Annual Governance and Accountability Return in accordance with *Proper Practices*, unless the authority:
  - a) does not meet the qualifying criteria;
  - b) does not wish to certify itself as exempt
2. Smaller authorities where the higher of gross annual income **or** gross annual expenditure **does not exceed** £25,000 and meet the qualifying criteria as set out in the Certificate of Exemption **are exempt** from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review **provided** the authority **completes both** the
  - a) **Certificate of Exemption**, page 3 and returns it to the external auditor
  - b) **Annual Governance and Accountability Return (Part 2)** which is made up of:
    - **Annual Internal Audit Report (page 4)** to be completed by the authority's internal auditor.
    - **Section 1 – Annual Governance Statement (page 5)** to be completed by the authority.
    - **Section 2 – Accounting Statements (page 6)** to be completed by the authority.
3. The authority **must** approve Section 1 Annual Governance Statement before approving Section 2 Accounting Statements and both **must** be approved **before 2 July 2018**.

### Publication Requirements

Smaller authorities must publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. These include:

- **Certificate of Exemption**, page 3
- **Annual Internal Audit Report 2017/18**, page 4
- **Section 1 – Annual Governance Statement 2017/18**, page 5
- **Section 2 – Accounting Statements 2017/18**, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

### Limited Assurance Review

Providing the authority certifies itself as exempt, and completes and publishes the Annual Governance and Accountability Return, there is **no** requirement for the authority to have a limited assurance review.

Any smaller authority may, however, request a limited assurance review. In these circumstances the authority should **not certify itself as exempt, ie not complete** Certificate of Exemption, but complete Part 3 of the Annual Governance and Accountability Return 2017/18 and return it to the external auditor for review.

The cost to the smaller authority for the review will be £200 +VAT.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.



## Guidance notes on completing Part 2 of the Annual Governance and Accountability Return 2017/18, Sections 1 and 2

- Where an authority is exempt from the requirement for a limited assurance review, it need not submit its Annual Governance and Accountability Return to the external auditor. However, as part of a more proportionate regime, the authority **must** comply with the requirements of the Transparency Code for Smaller Authorities.
- The authority **must** comply with Proper Practices in completing this Annual Governance and Accountability Return and the Certificate of Exemption. Proper Practices are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed annual return. Any amendments must be approved by the authority and properly initialled.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness at the meeting at which it is signed off.
- You **should** inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.
- It is recommended that the authority has numerical and narrative explanations for significant variances in the accounting statements on **page 4**, should a question be raised by a local elector. There is guidance provided in the *Practitioners' Guide\** that may assist.
- Make sure that the accounting statements add up and the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Have the dates set for the period for the exercise of public rights been published?		
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation available should a question be raised by a local elector and/or an interested party?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Is an explanation of significant variations from last year to this year available, should a question be raised by a local elector and/or an interested party?		
	Is an explanation of any difference between Box 7 and Box 8 available, should a question be raised by a local elector and/or an interested party?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee?		

\*More guidance on completing this annual return is available in **Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, which can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



## Certificate of Exemption

To be completed only by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2018, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2018 and a completed Certificate of Exemption is submitted notifying the external auditor.

### Etton Parish Council

certifies that during the financial year 2017/18, the higher of the authority's gross income for the year **or** gross annual expenditure, for the year did not exceed **£25,000**

Annual gross income for the authority 2017/18: £8,489

Annual gross expenditure for the authority 2017/18: £9,405

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of £200 +VAT will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority has been in existence since before 1st April 2014
- In relation to the preceding financial year (2016/17), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and submitted to the external auditor.

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website\* before 2 July 2018. **By signing this certificate you are also confirming that this will be done.**

Signed by the Responsible Financial Officer

Date

Signed by Chairman

Date

Email

Telephone number

\*Published web address (not applicable to Parish Meetings)

**This Certificate of Exemption should be returned as soon as possible after certification to your external auditor.**



## Annual Internal Audit Report 2017/18

### Etton Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

K. (For local councils only)	Agreed? Please choose one of the following		
	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

Signature of person who carried out the internal audit

T M RACKHAM  
T. M. Rackham

Date

26 04 18

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Etton Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

This Annual Governance Statement is approved by this authority and recorded as minute reference:

dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk



## Section 2 – Accounting Statements 2017/18 for

### Etton Parish Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	6,364	5,436	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	4,954	5,175	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,192	3,313	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1,090	957	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	6,984	8,448	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	5,436	4,520	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	5,436	4,520	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	24,530	24,793	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

**Etton Parish Council Bank Reconcilliation 31 March 2018**

Prepared by Alan Bravey, Clerk to Etton Parish Council

**Closing Statements 31 March 2018**

	£	£	£	£
Business Reserve Account		4982.28		
			4982.28	
Less				
Unpresented Cheques 31 March 2018:				
966- Alan Bravey		100.00		
1005 -Laxton Parish Council		33.5		
1011 - HMRC		33.2		
1014 - Alan Bravey		49.7		
1015 - HMRC		32.8		
1017 - HMRC		32.80		
1020 - Neil Wenn		180		
			462.00	
<b>NET BALANCES</b>				<b>4520.28</b>
<b>Ledger</b>				
Opening Balance		5436.32		
Add Reciepts in the Year		8488.98		
Less Payments in the Year		9405.02		
<b>CLOSING CASH BOOK BALANCE 31 March 2018</b>				<b>4520.28</b>

0.00

# ETTON PARISH COUNCIL

## ASSET REGISTER MARCH 2018

	Valuation (£)
<b><u>Land Holdings</u></b>	
Etton Pond, fence and surrounding land (Community asset)	1.00
Land at 104 Main Street	1.00
<b><u>Property</u></b>	
15 street lamps (including 2 spare lampposts stored in Councillor Sleight's garage)	15,000.00
6 public seats (includes Jubilee Memorial seat)	2,450.00
Brick bus shelter, Main Street (Light Dragoon Inn)	3,500.00
Wooden glazed notice board on Village Hall wall (2015)	590.00
2 circular open top litter bins	100.00
1 Wybone litter bin (2014)	365.00
2 Litter Bin – Dalton Road (2016) and Warter Road (2018)	755.00
3 salt bins	450.00
War Memorial, Main Street (Community Asset)	1.00
1 Filing Cabinet (2 drawer) (kept at Clerk's house)	50.00
1 Defibrillator and storage cabinet (2015)	1,270.00
1 Toshiba Laptop and Microsoft Office	474.97
Christmas Tree Lights	163
<b>Total</b>	<b>25,170.97</b>



Smaller authority name: **Etton Parish Council**

## NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p><b>1. Date of announcement</b> _____ <b>23 May 2018</b> _____ (a)</p> <p><b>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</b>  <b>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2018, these documents will be available on reasonable notice by application to:</b></p> <p style="padding-left: 40px;">(b) Alan Bravey, Clerk and Responsible Financial Officer, 3 Ruskin Way, Brough, HU151GW, 01482 662292, ettonpc@outlook.com</p> <p>commencing on (c) <b>Monday 2 July 2018</b> _____</p> <p>and ending on (d) <b>Friday 10 August 2018</b> _____</p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"> <li>• The opportunity to question the appointed auditor about the accounting records; and</li> <li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li> </ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</b></p> <p style="padding-left: 40px;"><b>PKF Littlejohn LLP (Ref: SBA Team)</b>  <b>1 Westferry Circus</b>  <b>Canary Wharf</b>  <b>London E14 4HD</b>  <b>(sba@pkf-littlejohn.com)</b></p> <p><b>5. This announcement is made by (e) _____ Alan Bravey, Clerk and Responsible Financial Officer</b></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>



**May and June 2018****Schedule of Accounts for Payment**

<b>Item</b>	<b>Description</b>	<b>Total (£)</b>	<b>VAT (£)</b>
1) Alan Bravey	Salary May	49.30	-
2) HMRC	PAYE May	33.20	-
3) Alan Bravey	Postage Costs 17/18 and working from home allowance	182.58 (82.58 + 100)	
4) P Ford Invoice	Gardening 2016/17	723	
5) Rackham's Accountants Ltd	2017/18 Internal Audit	204.00	34.00
6) ERYC	Litter Bin, Warter Road	452.59	75.43
7) ERYC	Office Paper	8.38	1.68
8) Alan Bravey	Salary June	49.70	0
9) HMRC	PAYE June	32.80	0
<b>TOTAL</b>		1735.55	111.11