

5th August 2025

Dear Councillor,

You are summoned to attend an extraordinary meeting of Beetham Parish Council to be held on 11th August 2025 at Storth Church at 7pm for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Your sincerely



(Chairman)

AGENDA

1. **Apologies**
To accept and record, with reasons, any apologies for absence
2. **Declarations of Interest**
To receive declarations, by elected and co-opted members, of interests in respect of items on this agenda.
3. **Public Participation/Open Session**
The Chairman will invite residents to make representations on any item on this agenda or to bring matters to the attention of the Council for consideration for inclusion in a future agenda.
4. **Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)**
To decide whether there are any items of business which require exclusion of the press and public
5. **Progress reports**
To receive information and/or determine action, as appropriate, on the items in the following report:
 - 5.1 Cllr Phelan - Parish Land Working Group (circulated)
6. **Applications for Development (Appendix A)**
 - 6.1 To examine any applications for development and submit observations to the Planning Authority
 - 6.2 To ratify any observations submitted by the clerk under devolved powers since the last meeting
 - 6.3 To note any decisions of the statutory planning authority about recent applications
7. **Personnel matters**
To receive updates on the matters in hand
8. **Financial matters**
 - 8.1 To approve the backdated pay award from NJC for clerks
 - 8.2 To receive an update on the standing order for Scribe
 - 8.3 To discuss changes to the banking mandate
 - 8.4 To approve payments detailed in Appendix B
 - 8.5 To receive and note bank receipts and bank balances as of 31st July 2025 detailed in Appendix B
 - 8.6 To note the cash book reconciled to the bank statements

9. New matters for consideration

9.1 To consider the following policies for approval: Code of Conduct, Non-compliance with the Code of Conduct, Co-option Procedure, Data Protection Policy, Social Media Policy, Training Policy, Appraisal Policy, Appraisal Protocol, Grant Policy (Circulated)

9.2 To discuss the need for a Policy Committee.

9.3 To discuss the report on the use of .gov.uk email addresses (Circulated)

9.4 To receive an update on the councillor vacancies in the East Ward

9.5 To consider the letter received from Parishioners concerning traffic issues at Slackhead

Appendix A

**Planning decisions
July 2025**

WFC Ref	Address	Development	WFC Decision	Date made
2025/0456/HOU	FELLSIDE HALE MILNTHORPE LA7 7BL	Alterations to garage/shed including raising of the roof height by 500mm with box profile metal roof sheets, window alterations and new cladding.	Approved With Conditions	01-Jul-25

**Planning applications
July 2025**

WFC Ref	Address	Development	Type	Decision
2025/1289/HOU	PRIMROSE BANK SHAW LANE STORTH LA7 7JD	Two storey rear extension	Full	No Decision

Appendix B

REF	DESCRIPTION	INVOICE DATE	NET	VAT	TOTAL
20	SCRIBE ACCOUNTS MONTHLY	01/07/25	31.00	6.20	37.20
21	MOORE EAST MIDLANDS – AUDITOR	21/07/25	210.00	42.00	252.00
22	RGARDEN (PARISH STEWARD)	21/07/25	580.00	0.00	580.00
23	CALC - NEW CHAIR TRAINING	24/07/25	30.00	0.00	30.00
24	J.HARVEY – SALARY	31/07/25	808.12	0.00	808.12
25	SCRIBE ACCOUNTS MONTHLY	01/08/25	31.00	6.20	37.20

Barclays Bank Community Account	£29,152.33
Barclays Bank Business Savings Account	£19,972.48
Total in Banks	£49,124.81

BANK RECEIPTS TO 28TH JULY

GROUND RENT	£208.34
VAT REBATE	£1,605.11

Due to space restrictions in the notice boards, circulated reports are only available with the agenda on the website

Parish Land Working Group – Summary August 2025

Sandside Cutting Tree Survey

The survey was carried out on 21st July. The Arboriculturist was asked to specifically look at 2 areas of concern.

Area 1

A Beetham Parish Council (BPC) resident was concerned about 2 tall trees overlooking his property which if they were to fall could cause serious damage. These 2 trees are rooted in the cutting.

The Arboriculturist and Cllr Phelan visited the resident and listened to his concerns.

The resident was given an explanation by the Arboriculturist on how tree surveys are undertaken based on his Training, knowledge and experience. This is a risk-based survey.

The trees in question were not deemed an issue.

However – the Arboriculturist explained that if in the future (even before the next scheduled survey) the trees showed any changes then he would willingly return to reinspect them as this is part of the service he provides to BPC

Area 2

Dry Stone wall damage to an area overlooking the cutting

Again, the Arboriculturist and Cllr Phelan visited the sight to determine whether the damage was from tree roots from the cutting.

The conclusion was that the damage was not caused by Tree roots.

This is only informal information gathered on the day of the survey.

The Arboriculturist will provide a full and comprehensive report to the BPC on these issues as well as the Sandside Cutting overall.

Concern 3/2025

Issue: Damaged wall – stone missing from the wall. (Location Storth Road)

Decision 1

It is proposed by the Parish Land Working Group that councillors be allowed to replace the missing stone and cement it in.

Assets

The 2025 Asset review has started and already we have found some areas of concern. This year we have ranked the assets as Red (Needs immediate attention), Amber (May need some cleaning/Remedial work) and Green (Asset does not need any attention)

The 1st "Red" asset is the bench located on the triangle at the end of Storth Road overlooking the estuary. When flooding occurs in the area the bench has been known to be underwater. The slats on the bench are in a poor state. So much so that a temporary remedial support has been inserted to prevent any accidents for which BPC could be liable.

Decision 2

It is proposed that BPC purchase a new bench ASAP as a replacement. Decision required by the full council.

The 2nd "Red" asset is the bench at the bottom of Green Lane in Storth adjacent to the Bus Stop.

However – in this instance the severity is less than the above.

The slats in this bench needs replacing in order to make it safer.

Decision 3

There are 2 scenarios which need to be decided on by the council.

- a. Pay the cost of a contractor to replace the slats on this bench.**
- b. Agree to permit Parish Councillors to source suitable material (at BPC Cost) and install the replacement slats**

Following the Asset survey in Beetham there are quite a few assets which have been designated as "Amber".

Decision 4

It is proposed by the Parish Land Working Group that councilors who are willing to undertake remedial work to bring them up to standard are given the authority to do so

A decision is required by the full council to permit this to take place with BPC paying for materials.

(Examples of remedial work – The top wooden board on some Noticeboards needs replacing. Some of the beading holding the glass in place on Noticeboards needs replacing. Some wooden surfaces need sanding and varnishing.)

Brambles growing from BPC property causing nuisance to residents

The contractor who undertakes the Tree work defined by the Arboriculturist was contacted. He has visited the site and has agreed to quote for cutting back the Brambles and also using weed killer during the growing season.

Immediately after the site visit 16th July 2025 the contractor went on holiday. As of 2nd August 2025, I have not yet received a quote as I believe he may still on holiday but is expected back soon. I am hoping for a quote before our next meeting.

Decision 5

A decision is required from the full council

To agree that one Quote is acceptable. (this is a time sensitive issue as the work is best undertaken during the growing season)



BEETHAM PARISH COUNCIL

Report on dedicated Council e-mail addresses

August 2025

BACKGROUND

The Practitioners' Guide 2025 has received updates to Section 1 of 'Digital and Data compliance' and Section 5, which details the actions councils should take to follow best practice when it comes to websites and email. Parish and town councils are expected to have a legitimate and trusted online presence so citizens can find and communicate with them easily. Having a gov.uk domain supports your community's expectations.

BEST PRACTICES

To ensure professionalism, transparency, and compliance in council communications, parish and town councils should follow these best practices:

1. Parish councils must have a role-based email account hosted on an authority owned domain for example, clerk@abcparishcouncil.gov.uk. You must migrate any personal email accounts for example, abcparishclerk@gmail.com. This ensures information is handled with appropriate security measures, aligning with GDPR principles.
2. Council-owned email accounts provide a clear record of communications, which is essential for transparency and communication. All councillors should also use one for council business.
3. Parish Council's need to have a council-owned website that complies with the accessibility guidelines.
4. In the SAPP Practitioners' Guide for 2025, it is best practice to use a gov.uk domain, email, and website to maintain a consistent and professional image, and ensure all communications are identifiable as coming from the parish or town council.
5. Anyone visiting a gov.uk website or receiving emails from a gov.uk address will know the communication is safe, legitimate and can be trusted. This is increasingly important as cyber scams are on the rise.
6. Using a gov.uk domain and email supports data protection compliance and makes managing data subject access requests and freedom of information requests easier.

IMPLEMENTATION

In February 2025 Beetham Parish Council website was moved to a gov.uk domain, gov.uk emails have been available for all councillors since May 2025. This changeover was necessary for Beetham Parish Council to meet its obligations. GDPR, along with other legislation governing data protection and freedom of information, emphasises the need to separate personal correspondence from official council matters. Adopting a dedicated gov.uk email address helps to mitigate some of the risks associated with emails and maintains a legitimate and trusted online presence.

1. **GDPR Compliance:** The use of personal email accounts for council business raises concerns about data security, access control, and potential breaches of



sensitive information. It's critical to ensure compliance with GDPR requirements for data protection.

2. **Accountability and Transparency:** With the implementation of a dedicated council email address, the transparency of official correspondence is heightened, aiding accountability and facilitating responses to Freedom of Information (FOI) requests.

3. **Mitigating Risks:** Using personal emails increases the risk of accidental disclosure or misuse of sensitive council-related information. A dedicated email address specifically for council affairs can significantly reduce these risks.

4. **Protecting Councillors:** If a councillor uses an email account that cannot be easily searched, the ICO could request that they hand over their laptops/computers for an investigation and it could be some time before they had them returned.

5. **Continuity:** A dedicated email address remains consistent even if a councillor leaves the council as their email address will be closed.

6. **Security:** The advantage of a gov.uk address is that only local authorities and government organisations can have a gov.uk email address which gives a further layer of protection against misuse. A standalone email system (gmail, hotmail, aol, outlook, etc.) cannot comply with the legal requirements of the council.

EXTRACT FROM: SMALLER AUTHORITIES PROPER PRACTICES PANEL PRACTITIONERS' GUIDE 2025

5.124. Data Protection - To ensure compliance with data protection regulations, smaller authorities should:

- *Conduct regular data audits to identify what personal data is held, how it is used and make sure it is processed lawfully.*
- *Implement a Data Protection policy on data handling, storage and sharing.*
- *Provide regular training to ensure all staff and members are trained on data protection principles and practices.*
- *Secure data using appropriate technical and organisational measures to protect personal data from breaches.*

This last point is now mandatory for all Parish Councils from 2026 and will be included on the annual return. The return will fail if this cannot be evidenced throughout the Council. Additionally, Councillor responsibilities defined in Beetham Parish Council's Code of Conduct state:

In accordance with the public trust placed in me, on all occasions:

- *I act with integrity and honesty*
- *I act lawfully*