

**NEWBURGH PARISH COUNCIL**  
**Sandra Jones, Clerk to the Council**  
**10 Priory Close, Burscough, Ormskirk, Lancashire, L40 7UY**  
**e-mail: [clerk@newburghparishcouncil.gov.uk](mailto:clerk@newburghparishcouncil.gov.uk)**  
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18 September 2025

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting which will be held in the School, Back Lane, Newburgh on Wednesday 24 September 2025 at 7pm.

Yours sincerely



Sandra Jones  
Clerk of the Council

## AGENDA

1. To receive Apologies.
2. Councillors to declare an interest in subjects for discussion.
3. Approve minutes of the Council Meeting held on 23 July 2025.
4. Adjourn meeting for Issues raised by members of the public (15 minutes total time).
5. Planning.
- a) Applications to be considered:

2025/0724/FUL – Demolition of existing equestrian buildings and construction of two dwellings at the Saddlery, Ash Brow

- b) To receive a verbal update regarding planning application LCC/2022/0014 Round O Quarry and agree any actions.

6. To consider the following work plan items:
  - a) To consider the co-option of Robin Baker as a Parish Councillor and agree any actions.
  - b) To receive a verbal update regarding the village roads and agree any actions.
  - c) To receive a verbal update regarding our Best Kept Village entry and agree any actions.
  - d) To receive a verbal update regarding the flooding in the village and agree any actions.
  - e) To receive a verbal update regarding play area issues and agree any actions.
  - f) To receive a verbal update regarding Christmas arrangements and agree any actions.

7. To receive a verbal update regarding the latest position relating to the potential closure of Moorcroft House and agree any actions.
8. To receive a verbal update on Appleton Fields and agree any actions.
9. To consider and approve the proposed Data Protection Policy and agree any actions.
10. To consider attendance at the Lancashire Parish & Town Council Conference on Saturday 1 November at County Hall, Preston.
11. To receive a verbal update on Community events, such as Community Lunches and agree any actions.

12. Finance

- a) To approve Accounts for Payment August 2025 and September 2025, noting the National Pay Award in relation to the Clerks salary - Schedules attached
- b) To receive a verbal update on progress relating to the Unity Trust bank account application and agree any actions
- c) To note income received for April 2025 – August 2025.
- d) To note Budget/Expenditure Statement as at 31 August 2025.
- e) To note the Bank Reconciliation Statement for 31 August 2025.

13. To note Clerks report (information only).

14. Councillors to raise issues for discussion only (10 minutes total time).

15. To note date and time of next meeting.

Enclosures:

3 Minutes of 23 July 2025 meeting

12a Schedule of Accounts for Payment – August 2025 and September 2025

**Schedule of Accounts for Payment – August 2025 (retrospective).**

Nest Pension Scheme	£ 64.75	Direct Debit
HMRC – NI payment	£ 76.21	
Mrs S Jones – August salary and expenses	£ 898.73	
PKF Littlejohn LLP – external audit fee	£ 252.00	
Mr M Roughneen – maintenance materials	£ 60.29	
Mr J Horrobin – play area maintenance	£ 30.00	
TOTAL	£ 1,381.98	

**Schedule of Accounts for Payment – September 2025**

Nest Pension Scheme	£ 64.75	Direct Debit
Mrs S Jones – September salary and expenses	£ 907.18	
HMRC – NI payment	£ 76.21	
Altham Parish Council – August speed device hire	£ 231.20	
TOTAL	£ 1,279.34	

**Income Received April 2025 – August 2025**

3/4/25	Interest Public Sector Deposit Fund	£ 49.68
17/4/25	Parish Precept Payment 1 <sup>st</sup> payment	£11,781.00
2/5/25	Interest Public Sector Deposit Fund	£ 47.68
4/6//25	Interest Public Sector Deposit Fund	£ 47.83
30/6/25	Bank Interest	£ 0.39
4/7/25	Interest Public Sector Deposit Fund	£ 45.69
25/7/25	Concurrent Grant 1 <sup>st</sup> payment	£ 465.00
4/8/25	Interest Public Sector Deposit Fund	£ 46.67
TOTAL		£12,483.94



NEWBURGH PARISH COUNCIL				
Budget/Expenditure Statement				
2025/26				
Detail	Budget £	Aug Expenditure £	Underspend/ (Overspend) £	
Clerk's Salary	11527	4440	7087	
HMRC - Ni and Tax payments	1300	381	919	
Clerks Pension	855	389	467	
Clerk Cover	1823	0	1823	
Clerk's Expenses	200	66	134	
General Admin	250	92	158	
Postage	50	0	50	
Members travel costs	20	0	20	
School Hire	360	30	330	
Training inc Quality Registration	400	0	400	
Audit	370	360	10	
Website Management	350	20	330	
Chair Allowance	200	15	185	
	<b>17705</b>	<b>5793</b>	<b>11912</b>	
Village Maint & Repair	200	0	200	
Appleton Fields	0	0	0	
Play Area Maintenance	300	0	300	
Insurance	650	635	15	
Associations				
Local council Review	0	0	0	
LAPTAC Subscription	225	214	11	
Hon Sec Honorarium	17	10	7	
Society Local Council Clerks	200	0	200	
CPRE	40	0	40	
WL Heritage Association	0	0	0	
	482	224	258	
Activities				
Newsletter	250	0	250	
Maintenance of SPID	2820	919	1901	
Christmas Celebrations	800	0	800	
	3870	919	2951	
S137 Expenditure				
Best Kept Village Competition	30	0	30	
Civic Service/Community Events	50	312	-262	
Donations	200	0	200	
Maintenance of the Dell	75	0	75	
	355	312	-32	
<b>TOTAL</b>	<b>23562</b>	<b>7883</b>	<b>15679</b>	
<b>Concurrent Grant</b>				
Village Cleaning & Maintenance	930	443	487	
	<b>930</b>	<b>443</b>	<b>487</b>	

**Bank Reconciliation Statement**  
**Month ending 31 August 2025**

### Cash Book

**Unpresented Chqs**

Date:	18-Sep-25
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MINUTES of the Parish Council Meeting held on Wednesday 23 July 2025 at Newburgh School, Back Lane commencing at 7pm.

PRESENT: Cllrs Roughneen (Chair), Halliwell, Turner, Atty and Clerk Sandra Jones.  
County Cllr Owens and one member of the public were also present.

Prior to the start of the meeting, Cllr Roughneen paid tribute to Jean O'Keefe who had recently retired from the Parish Council. Jean O'Keefe served on the Parish Council for 18 years and was heavily involved, serving on the Employment Working Group, Planning Working Group, Finance Committee, Community Engagement Working Group as well as being the Parish Council representative attending local meetings of the Lancashire Association of Local Councils (LALC) and liaising with local Police. In addition, she also undertook weekly monitoring of the play area, regularly updated the Parish Council noticeboard and liaised with local groups and businesses for the village newsletter. Her contribution will be much missed.

081/25

TO RECEIVE APOLOGIES

Apologies were received and accepted from Cllr Lea and Cllr Pennington.

082/25

COUNCILLORS TO DECLARE AN INTEREST IN ISSUES FOR DISCUSSION

Cllr Roughneen and Cllr Halliwell declared an interest in the payments item. Cllr Atty declared an interest in the Appleton Fields item.

083/25

TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 25 JUNE 2025

It was resolved that the minutes of the Parish Council meeting held on 25 June 2025 should be approved and signed by the Chair.

084/25

ISSUES RAISED BY MEMBERS OF THE PUBLIC

The meeting was adjourned for public discussion.

A resident raised the ongoing issue of flooding on Course Lane/New Acres and thanked the Parish Council for circulating the latest response from Lancashire County Council regarding the work to be carried out.

County Cllr Owens provided updates and a number of issues:

Current problems with bin collections in West Lancashire have been publicised on the West Lancashire Borough Council website and Nextdoor Newburgh to inform residents of the expected delays in collections, due to issues including vehicles breaking down.

Weed spraying has started this week and an email confirming the details has been circulated to the Parish Councils in the area covered by County Cllr Owens.

A site visit was agreed at the last meeting of the Lancashire County Council Development Control Committee in July. As the site visit is not likely to take place before September, it is thought that the Round O Quarry application will not be considered before the October meeting.

County Cllr Owens also offered to assist with getting the hedge on Back Lane cut in a timely manner if we contact him early next year.

The meeting was reconvened.

085/25

PLANNING

**a) Applications to be considered:**

2025/0521/FUL – Alterations and side extension to the rear of High View, Back Lane, Newburgh – No comment.

2025/0537/PNH - Application for determination as to whether prior approval of details is required - extension of dwellinghouse. Extension extends beyond the rear wall of the original dwellinghouse by 4.5m. Maximum height of the extension is 3.9m. Height of eaves of the extension is 2.6m at Mayfield, 1 Tears Lane, Newburgh – No comment.

**b) To receive a verbal update regarding LCC/222/0014 Round O Quarry and agree any actions.**

The latest Lancashire County Council Development Control Committee meeting had taken place on 16 July and was attended by representatives from the Parish Council. The Parish Council, Borough Councillors and residents who had spoken before on this issue were denied the opportunity to speak at this meeting. All parties were unhappy about this decision as all the members of the committee were new and had no previous knowledge of the application, having been elected in May. During the meeting, it was agreed that the application would be deferred until a site visit had taken place to allow all members to see the area for themselves to get a better understanding of the concerns which had been raised,

**c) To consider a verbal resident enquiry regarding possible development on Cobbs Brow Lane and agree any actions.**

It was confirmed that the Parish Council had been contacted by a resident enquiring about some development which appeared to be taking place on Cobbs Brow Lane. The concerns raised related to whether planning permission had been sought for the work as the property is located within a conservation area. It was resolved that members of the Parish Council would seek to have an informal chat with the owner/developer to highlight the possible issue and recommend that advice is sought from the Borough Council Planning department, prior to going ahead with any further works.

086/25

WORKPLAN

**a) To receive a verbal update regarding village road issues and agree any actions.**

A speed device had been placed on Cobbs Brow Lane during July and the data download had recently been received by the Clerk, who said that she would update the spread sheet and circulate to all Councillors and the relevant officer at Lancashire County Council.

In addition, it was noted that another speed device had been noticed on Cobbs Brow Lane in recent weeks, which had not been arranged by the Parish Council. Enquiries made by the Clerk had revealed that the speed device had been put up by Lancashire County Council as part of a monitoring exercise. It was resolved that the Clerk would contact the officer to pass on the thanks of the Parish Council and to request a possible meeting to discuss the data which had been recovered to and compare to the data recorded by the speed device hired by the Parish Council.

**b) To receive a verbal update on flooding issues in the village and agree any necessary actions.**

The Clerk confirmed that she had been in contact with the relevant officer at Lancashire County Council to request an update on the works proposed by the department to try to alleviate the flooding issues on Course Lane and New Acres. A response had been received to state that the recent flooding incident had been noted and the work was included on a priority list, but was not likely to be completed for approximately 12 months.

A member of the public left the meeting at this point.

**c) To receive a verbal update regarding the Lancashire Best Kept Village entry and agree any actions.**

More tasks had been completed in recent weeks, including cutting back some overgrowth near the canal footpath on Culvert Lane. It was presumed that the judges had already visited the village by this point and it was hoped that an email would be received soon to confirm whether Newburgh had made it to the second round of judging, which would take place during August.

**d) To receive a verbal update regarding the play area and agree any actions.**

It was confirmed that a couple of issues relating to the play area equipment had been reported by a resident to the Clerk, who had contacted Yates Playground to arrange for the repairs to take place as soon as possible. In the meantime, a notice and tape had been put on the relevant areas of the play area to warn users to avoid that piece of equipment. Newburgh School was also notified each time and alerted both pupils and parents of the issue.

The annual inspection of the play area by RoSPA (Royal Society for the Prevention of Accidents) will take place in August.

Residents are incorrectly using the brown bins for general waste. It was resolved to put stickers on the bins to confirm that litter bins had to be used for general waste.

It was confirmed that the 10 year lease of the play area will need to be renewed in 2028 with the Church.

A reserve is currently being built up to pay for replacement play area equipment in future years. Weekly visual inspections are being carried out and recorded.

**e) To receive a verbal update regarding the condition of the village footpaths and rights of way and agree any actions.**

It was confirmed that overgrowth had recently been cut back on some of the canal footpath and steps near Culvert Lane. Councillors will continue to monitor the condition of the footpaths/rights of way. Due to the change in leadership at Lancashire County Council following the May elections, it is unknown at this stage whether the Public Rights of Way scheme, operated in previous years would be offered to Parish and Town Councils this year. In the past, a payment had been offered to Councils in return for monitoring the condition of the rights of way and cutting back overgrowth to ensure continued use during the year.

087/25

**TO CONSIDER REALLOCATION OF CLLR O'KEEFE'S RESPONSIBILITIES FOLLOWING HER RETIREMENT FROM THE PARISH COUNCIL AND AGREE ANY ACTIONS.**

As noted in the tribute paid by the Chair, Jean O'Keefe was heavily involved in many aspects of the running of the Parish Council. Following discussion, it was resolved that the revised membership of committees/working groups where Jean O'Keefe had served would consist of:

**Finance Committee** - Cllrs Roughneen, Halliwell, Atty and Lea.

**Planning Working Group** – Cllrs Turner, Roughneen and Lea.

**Communications Working Group** – Cllrs Roughneen, Halliwell, Turner, Pennington and Lea.

**Employment Working Group** - Cllrs Roughneen, Halliwell and Atty.

**Flooding Working Group** – Cllrs Roughneen, Atty and Halliwell.

**Footpath and Village Appearance Working Group** - Cllrs Turner, Atty, Pennington, Halliwell and Lea..

**Village Carols liaison** - Cllr Turner.

**Play Area Committee representative**– Cllrs Atty and Lea.

**West Lancashire Area Committee (LALC) representatives**- Cllrs Roughneen and Halliwell.



**Police Liaison representative- Cllr Lea.**

Cllr Halliwell will now be the second keyholder for the village noticeboard. Cllr Roughneen will take on the responsibility for welcome packs.

Jean O'Keefe's newsletter delivery round and liaison with village businesses and local groups will be considered at a later date, following an informal meeting to review the Parish Council Community Strategy. An update will be provided at a future Parish Council meeting.

088/25

TO RECEIVE A VERBAL UPDATE ON APPLETON FIELDS AND AGREE ANY ACTIONS.

Cllr Atty provided an update regarding Appleton Fields and confirmed that it was still the plan to go ahead with an accessible path around the wood, once funding has been arranged. A village BBQ is planned on 30 August to thank everyone who has helped with the project so far.

089/25

TO CONSIDER WHETHER TO RESPOND TO THE LANCASHIRE COUNTY COUNCIL LOCAL NATURE RECOVERY SURVEY

Following discussion, it was resolved that the survey would be publicised on the village Facebook page and Parish Council noticeboard to encourage residents to complete the survey.

TO CONSIDER WHETHER TO RESPOND TO THE WEST LANCASHIRE BOROUGH COUNCIL COMMUNITY INFRASTRUCTURE LEVY PROPOSED PROJECTS FOR 2025.

Following discussion, it was resolved that the Clerk would respond to the Community Infrastructure Levy consultation to confirm that Newburgh Parish Council support for the proposed project to upgrade the canal footpath linking Parbold to Burscough. This was the only project which is likely to have an impact on Newburgh and was welcomed by Councillors. The upgraded route would represent a safe and complete path to both places and encourage reduced car usage.

090/25

TO RECEIVE A VERBAL UPDATE ON REGARDING VILLAGE COMMUNITY EVENTS AND AGREE ANY ACTIONS.

It was confirmed that there was still money available from the grant received from the Duchy of Lancaster last year for community events. Suggestions were put forward regarding the options to make best use of the funds. It was resolved that contact would be made with the Red Lion to suggest a joint community event, which the Red Lion would host and provide the entertainment and the Parish Council would contribute towards food, possibly in the form of a buffet such as the one provided for VE Day. The Clerk was asked to confirm the amount of funds remaining and it was also resolved that if any funds remained after the proposed village event, other options would be considered at a future Parish Council meeting.

It was also confirmed that the Village Carols event at the Red Lion will take place on Sunday 21 December at 1pm and the Clerk had been in contact with Skelmersdale Prize Band with a view to booking the band for the occasion.

091/25

FINANCE

**a) To agree Accounts for Payment for July 2025, Schedule attached.**

The Clerk confirmed that there had been an additional invoice received relating to the hire of the speed device hire during July. Councillors approved the new total payment for Altham Parish Council - an increase from £228.40 to £459.60. Due to the number of Councillors in attendance, it was

necessary for Cllr Roughneen to leave the meeting on his own and the remaining Councillors resolved to approve all the Accounts for Payment for July 2025, except the payment for Cllr Halliwell. Cllr Roughneen then returned to the meeting and Cllr Halliwell left the room. It was then resolved to approve the payment for Cllr Halliwell, who returned to the meeting once the decision had been made. It was also confirmed that there were no outstanding bills from Mr Horrobin in relation to play area maintenance. Payments will be electronic wherever possible.

**b) To consider changes to the Parish Council banking arrangements following the retirement of Cllr O'Keefe and agree any actions.**

Councillors noted that there had been issues with the Parish Council current account ever since the banking switch had been made from Royal Bank of Scotland to Yorkshire and Clydesdale Bank (now Virgin Money), especially with regard to the signatories on the account. Due to ongoing issues with approval of payments and the difficulties experienced by the signatories with the process, the Clerk had circulated information regarding Unity Trust, an organisation used by many Councils who reported good levels of customer service and ease of use. Following discussion, it was resolved that the Clerk would contact Unity Trust and make the arrangements to move the current account and savings accounts from Virgin Money. There will be a charge of £6 per month and the signatories will be Cllrs Roughneen, Halliwell, Atty, Pennington and Lea, two of which will be required to approve any payments set up by the Clerk.

092/25

TO NOTE THE CLERK'S REPORT (INFORMATION ONLY)

The Clerk's report was noted.

093/25

COUNCILLORS TO RAISE ISSUES FOR DISCUSSION ONLY (10 MINUTES TOTAL TIME)

Councillors were keen to set up an informal meeting soon to discuss village communication and how best to reach all residents.

094/25

DATE AND TIME OF NEXT MEETING

The next Parish Council meeting will be held on 24 September 2025 at 7pm.

The meeting ended at 8.30pm.

**Schedule of Accounts for Payment – July 2025**

Ref No	Payee	Amount
n/a	Nest Pension Scheme	£ 64.75
Direct Debit		
240725	HMRC – NI July payment	£ 76.21
240725	Mrs S Jones – June salary and expenses	£ 901.88
300725	Mr P Halliwell – Red Lion VE Day buffet expenses	£ 200.00
(S137 exp)		
240725	Mrs L Lea – litter picking group expenses	£ 18.90
240725	Mr M Roughneen – Best Kept Village expenses	£ 10.00
240725	Altham Parish Council – June and July 2025 speed device hire	£ 459.60
see 091/25a		
	<b>TOTAL</b>	<b>£ 1,731.34</b>

**From:** Councillor Roughneen <[cllr.roughneen@newburghparishcouncil.gov.uk](mailto:cllr.roughneen@newburghparishcouncil.gov.uk)>

**Sent:** Sunday, September 14, 2025 8:27:45 PM

**To:** ParishClerk, Newburgh

<[clerk@newburghparishcouncil.gov.uk](mailto:clerk@newburghparishcouncil.gov.uk)>; [Cllr.Halliwell@newburghparishcouncil.gov.uk](mailto:Cllr.Halliwell@newburghparishcouncil.gov.uk) <[Cllr.Halliwell@newburghparishcouncil.gov.uk](mailto:Cllr.Halliwell@newburghparishcouncil.gov.uk)>; [cllr.lea@newburghparishcouncil.gov.uk](mailto:cllr.lea@newburghparishcouncil.gov.uk) <[cllr.lea@newburghparishcouncil.gov.uk](mailto:cllr.lea@newburghparishcouncil.gov.uk)>; [cllr.atty@newburghparishcouncil.gov.uk](mailto:cllr.atty@newburghparishcouncil.gov.uk) <[cllr.atty@newburghparishcouncil.gov.uk](mailto:cllr.atty@newburghparishcouncil.gov.uk)>; [cllr.pennington@newburghparishcouncil.gov.uk](mailto:cllr.pennington@newburghparishcouncil.gov.uk) <[cllr.pennington@newburghparishcouncil.gov.uk](mailto:cllr.pennington@newburghparishcouncil.gov.uk)>; [cllr.turner@newburghparishcouncil.gov.uk](mailto:cllr.turner@newburghparishcouncil.gov.uk) <[cllr.turner@newburghparishcouncil.gov.uk](mailto:cllr.turner@newburghparishcouncil.gov.uk)>;

Councillor David Whittington <[Cllr.Whittington@westlancs.gov.uk](mailto:Cllr.Whittington@westlancs.gov.uk)>

**Subject:** Planning

All

The planning group have considered the following Application

2025/0274/FUL

The Saddlery, Ash Brow, Newburgh

The Parish Council strongly object to the above planning application for the following reasons

- 1) Access to the site is narrow, between two houses, and would be a problem for wagons delivering materials to the site and could possibly cause traffic issues on the very busy A5209, Ash Brow
- 2) The access driveway is also a public footpath which is frequently used by local residents and could be a safety issue
- 3) There will almost certainly be disruption to very close neighbours
- 4) There is also the issue of wildlife habitat being destroyed as well as floral and fauna
- 5) The style and size of the buildings is not in keeping with the immediate area

We recommend that this is called in to the planning committee by Cllr David Whittington for in depth scrutiny

Mike

**Dear colleague,**

**We are pleased to confirm that the next annual Lancashire Parish and Town Council Conference will take place on Saturday 1 November 2025 in The Exchange at County Hall, Preston beginning at 9.30am.**

**We are again co-ordinating arrangements with Lancashire Association of Local Councils (LALC) who will hold their AGM in the afternoon, following the conference in the morning. Lunch will be provided for all delegates. Further details of the programme and a link to the registration form will be sent out shortly.**

**Kind regards**

**Parish and Town Council Team**

# NEWBURGH PARISH COUNCIL DATA PROTECTION POLICY - DRAFT

**Date of policy: September 2025**

**To be considered for approval at the Parish Council meeting on 24 September 2025**

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## **Purpose**

The council is committed to being transparent about how it collects and uses the personal data of staff, and to meeting our data protection obligations. This policy sets out the council's commitment to data protection, and your rights and obligations in relation to personal data in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

This policy applies to the personal data of current and former job applicants, employees, workers, contractors, and former employees, referred to as HR-related personal data. This policy does not apply to the personal data relating to members of the public or other personal data processed for council business.

The council has appointed Sandra Jones, Parish Clerk, as the person with responsibility for data protection compliance within the council. Questions about this policy, or requests for further information, should be directed to them.

## **Definitions**

"Personal data" is any information that relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information. It includes both automated personal data and manual filing systems where personal data are accessible according to specific criteria. It does not include anonymised data.

"Processing" is any use that is made of data, including collecting, recording, organising, consulting, storing, amending, disclosing or destroying it.

"Special categories of personal data" means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic or biometric data as well as criminal convictions and offences.

"Criminal records data" means information about an individual's criminal convictions and offences, and information relating to criminal allegations and proceedings.

## **Data protection principles**

The council processes HR-related personal data in accordance with the following data protection principles the council:

- processes personal data lawfully, fairly and in a transparent manner
- collects personal data only for specified, explicit and legitimate purposes
- processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing
- keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay
- keeps personal data only for the period necessary for processing
- adopts appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage

The council will tell you of the personal data it processes, the reasons for processing your personal data, how we use such data, how long we retain the data, and the legal basis for processing in our privacy notices.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it. The council will not process your personal data if it does not have a legal basis for processing.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

## **Processing**

### Personal data

The council will process your personal data (that is not classed as special categories of personal data) for one or more of the following reasons:

- it is necessary for the performance of a contract, e.g., your contract of employment (or services); and/or
- it is necessary to comply with any legal obligation; and/or
- it is necessary for the council's legitimate interests (or for the legitimate interests of a third party), unless there is a good reason to protect your personal data which overrides those legitimate interests; and/or
- it is necessary to protect the vital interests of a data subject or another person; and/or
- it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

If the council processes your personal data (excluding special categories of personal data) in line with one of the above bases, it does not require your consent. Otherwise, the council is required to gain your consent to process your personal data. If the council asks for your consent to process personal data, then we will explain the reason for the request. You do not need to consent or can withdraw consent later.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

Personal data gathered during the employment is held in your personnel file in hard copy and electronic format on HR and IT systems and servers. The periods for which the council holds your HR-related personal data are contained in our privacy notices to individuals.

Sometimes the council will share your personal data with contractors and agents to carry out our obligations under a contract with the individual or for our legitimate interests. We require those individuals or companies to keep your personal data confidential and secure and to protect it in accordance with Data Protection law and our policies. They are only permitted to process that data for the lawful purpose for which it has been shared and in accordance with our instructions.

The council will update HR-related personal data promptly if you advise that your information has changed or is inaccurate. You may be required to provide documentary evidence in some circumstances.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

### Special categories of data

The council will only process special categories of your personal data (see above) on the following basis in accordance with legislation:

- where it is necessary for carrying out rights and obligations under employment law or a collective agreement;
- where it is necessary to protect your vital interests or those of another person where you are physically or legally incapable of giving consent;
- where you have made the data public;
- where it is necessary for the establishment, exercise or defence of legal claims;
- where it is necessary for the purposes of occupational medicine or for the assessment of your working capacity;
- where it is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates to only members or former members provided there is no disclosure to a third party without consent;

- where it is necessary for reasons for substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards;
- where it is necessary for reasons of public interest in the area of public health; and
- where it is necessary for archiving purposes in the public interest or scientific and historical research purposes.

If the council processes special categories of your personal data in line with one of the above bases, it does not require your consent. In other cases, the council is required to gain your consent to process your special categories of personal data. If the council asks for your consent to process a special category of personal data, then we will explain the reason for the request. You do not have to consent or can withdraw consent later.

### **Individual rights**

As a data subject, you have a number of rights in relation to your personal data.

#### Subject access requests

You have the right to make a subject access request. If you make a subject access request, the council will tell you:

- whether or not your data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from yourself;
- to whom your data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers;
- for how long your personal data is stored (or how that period is decided);
- your rights to rectification or erasure of data, or to restrict or object to processing;
- your right to complain to the Information Commissioner if you think the council has failed to comply with your data protection rights; and
- whether or not the council carries out automated decision-making and the logic involved in any such decision-making.

The council will also provide you with a copy of your personal data undergoing processing. This will normally be in electronic form if you have made a request electronically, unless you agree otherwise.

If you want additional copies, the council may charge a fee, which will be based on the administrative cost to the council of providing the additional copies.

To make a subject access request, you should send the request to the Clerk or Chairman of the Council. In some cases, the council may need to ask for proof of identification before the request can be processed. The council will inform you if we need to verify your identity and the documents we require.

The council will normally respond to a request within a period of one month from the date it is received. Where the council processes large amounts of your data, this may not be possible within one month. The council will write to you within one month of receiving the original request to tell you if this is the case.

If a subject access request is manifestly unfounded or excessive, the council is not obliged to comply with it. Alternatively, the council can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the council has already responded. If you submit a request that is unfounded or excessive, the council will notify you that this is the case and whether or not we will respond to it.

#### Other rights

You have a number of other rights in relation to your personal data. You can require the council to:

- rectify inaccurate data;
- stop processing or erase data that is no longer necessary for the purposes of processing;
- stop processing or erase data if your interests override the council's legitimate grounds for processing data (where the council relies on our legitimate interests as a reason for processing data);
- stop processing or erase data if processing is unlawful; and
- stop processing data for a period if data is inaccurate or if there is a dispute about whether or not your interests override the council's legitimate grounds for processing data.

- complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website ([www.ico.org.uk](http://www.ico.org.uk)).

To ask the council to take any of these steps, you should send the request to the Clerk or Chairman of the Council.

### **Data security**

The council takes the security of HR-related personal data seriously. The council has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties.

Where the council engages third parties to process personal data on our behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

### **Data breaches**

The council have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur the council must take notes and keep evidence of that breach.

If you are aware of a data breach you must contact the Clerk or Chairman of the Council immediately and keep any evidence, you have in relation to the breach.

If the council discovers that there has been a breach of HR-related personal data that poses a risk to the rights and freedoms of yourself, we will report it to the Information Commissioner within 72 hours of discovery. The council will record all data breaches regardless of their effect.

If the breach is likely to result in a high risk to the rights and freedoms of individuals, we will tell you that there has been a breach and provide you with information about its likely consequences and the mitigation measures we have taken.

### **International data transfers**

The council will not transfer HR-related personal data to countries outside the EEA.

### **Individual responsibilities**

You are responsible for helping the council keep your personal data up to date. You should let the council know if data provided to the council changes, for example if you move to a new house or change your bank details.

Everyone who works for, or on behalf of, the council has some responsibility for ensuring data is collected, stored and handled appropriately, in line with the council's policies.

You may have access to the personal data of other individuals and of members of the public in the course of your work with the council. Where this is the case, the council relies on you to help meet our data protection obligations to staff and members of the public. Individuals who have access to personal data are required:

- to access only data that you have authority to access and only for authorised purposes;
- not to disclose data except to individuals (whether inside or outside the council) who have appropriate authorisation;
- to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, locking computer screens when away from desk, and secure file storage and destruction including locking drawers and cabinets, not leaving documents on desk whilst unattended);
- not to remove personal data, or devices containing or that can be used to access personal data, from the council's premises without prior authorisation and without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and
- not to store personal data on local drives or on personal devices that are used for work purposes.
- to never transfer personal data outside the European Economic Area except in compliance with the law and with express authorisation from the Clerk or Chair of the Council
- to ask for help from the council's data protection lead if unsure about data protection or if you notice a potential breach or any areas of data protection or security that can be improved upon.



Failing to observe these requirements may amount to a disciplinary offence, which will be dealt with under the council's disciplinary procedure. Significant or deliberate breaches of this policy, such as accessing personal data without authorisation or a legitimate reason to do so or concealing or destroying personal data as part of a subject access request, may constitute gross misconduct and could lead to dismissal without notice.

### **Training**

The council provides training to all individuals about their data protection responsibilities.

If your roles require you to have regular access to personal data, or you are responsible for implementing this policy or responding to subject access requests under this policy, you will receive additional training to help you understand your duties and how to comply with them.

This is a non-contractual policy and procedure which will be reviewed from time to time.

# **Newburgh Parish Council**

## **Clerks Report**

### **September 2025**

**1. Services, Amenities and Environmental issues.**

Environmental issues are now reported mainly via the Lancashire County Council Love Clean Streets app. Issues reported recently include flooding on Back Lane and Course Lane and poor condition of road surface under the cobbled canal underpass on Culvert Lane and Deans Lane.

**2. Planning Updates**

*There is one planning application to be considered this month, which contains the Saddlery in Ash Brow. Borough Cllr Whittington has called this into Planning Committee. There will also be confirmation that the Round O Quarry application being considered by Lancashire County Council has been withdrawn.*

**3. Finance**

*Both Parish Council bank accounts have been reconciled to the end of August 2025 and the bank balance at that time was £24,328.*

*The first payment of the West Lancashire Borough Council Concurrent Grant (£465) was finally received at the end of July.*

*Following the elections at Lancashire County Council, there continues to be uncertainty over whether previous schemes such as the Parish Champion funding pots, Rights of Way Delegation Scheme and the Biodiversity Grants will be available going forward.*

**4. Meetings Feedback**

*None attended since the last Parish Council meeting.*

**5. Training**

*None attended since the last meeting due to the summer break.*

Councillors have been circulated with the latest guidance from the National Association of Local Councils (NALC) and Countryside Charity on how to respond to planning applications. In addition, information has also been circulated from NALC called Local Councils Explained handbook.

**6. LCC Footpath Delegation Scheme/Biodiversity Scheme**

*It has been confirmed that there will be no Footpath Delegation (PROW) or Biodiversity Grants for Parish and Town Councils this year.*

**7. Christmas 2025**

*The cost of the band is still to be confirmed by Skelmersdale Prize Band. The delay is due to a new band secretary taking over the role.*

*With regards to the Christmas tree on the green, Giltrees who are kindly donating a tree again this year have confirmed that the tree will be delivered to the green week commencing 17 November. P&R Electrical have been informed and have confirmed that they will liaise with Giltrees at that time.*

**8. Flooding Update**

*Following an email to Andrew Davies asking for an update on flooding issues in Newburgh, a response has been received to say that the Highways department risk assess the drainage repairs in our programme due to the number we have. At present the manhole installation is 54<sup>th</sup> in a list of 140 planned repairs we are currently aware of in West Lancashire. Works are therefore likely to start in approximately 10-12 months.*

***Emails Received & Circulated to Councillors:***

- 20/8 *Best Kept village competition- invitation to the award ceremony and confirmation that Newburgh has made the final two*
- 9/9 *WLBC email regarding Local Government Re-organisation survey*
- 15/9 *LCC Trading Standards September Consumer Alert*
- 15/9 *County Cllr Owens regarding the status of the PROW and Biodiversity grants*

***Post Received:***

*Clerks & Councils Direct September 2025*  
*SLCC The Clerk Magazine September 2025*  
*Brochure from NBB Furniture.*

**Sandra Jones - Clerk to the Parish Council**  
**18 September 2025**