



You are hereby summoned to attend the meeting of Nettleham Parish Council which will be held on
Tuesday 21 July 2026 commencing at 7.15 pm at the Small Hall, Old School.

The business to be dealt with at the meeting is listed in the agenda.

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This must be done in the Public Questions item, and members of the Public cannot interrupt the business of the meeting at other times, unless Standing Orders are suspended by the Chair of the Council.

This council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of anyone present who does not wish to be filmed or recorded.

Carl Thomas
Clerk to the Council
15/07/2026

AGENDA

- 1 Public session (15 minutes)
- 2 To receive apologies and reasons for absence
- 3 To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non pecuniary interest in agenda items not previously recorded on Members Register of Interests.
- 4 To approve draft minutes of the Parish Council Meeting held on 16/06/26
- 5 To approve draft minutes of the Parish Council Meeting held on 19/05/26 (closed session)
- 6 To note the Clerk to the Council's report
- 7 Planning Matters & Applications
 - a) Planning: WL/2026/00549 - 10 Greenfields, Nettleham
Conversion of garage, rear extension and replacement porch.(25046)
 - b) Planning: WL/2026/ 00622 6 North Street, Nettleham, LN2 2PA
Planning application for removal of existing 'lean to' extension to dwelling, and partial removal of existing outbuilding, construction of extension, conversion of existing outbuilding, and reconfigure existing external works to provide new main entrance, parking space and rear terrace; soft landscaping amended as necessary.
 - c) Any other planning matters, including any applications received after the agenda was published
- 8 Financial Matters
 - a) To approve accounting statements for the period ending 30/06/26
 - b) To approve the schedule of payments
 - c) To discuss grant application from Nettleham Tennis Club
- 9 Committee Reports
- None available
- 10 Working Groups
- None available
- 11 Parish Matters



- a) Storage Container at Mulsanne Park(25059)
 - b) Tennis Club Grounds Maintenance
 - c) Waiting Restrictions - Deepdale Enterprise Park(25069)
 - d) To adopt Allotments Policy & Tenancy Agreement
- 12 Policy Reviews
- a) CCTV Policy (essential)
 - b) Data Breach Policy (essential)
 - c) Data Protection Policy (essential)
 - d) Debt Recovery Policy (desirable)
 - e) Subject Access Request Policy (recommend withdrawal)
- 13 Next meeting will be Tuesday 08/09/25 at 7.15 pm
Items for the agenda by 01/09/25



Minutes of the Nettleham Parish Council held at 7.15 pm at the Small Hall, Old School on 16 June 2026

Present: Cllr A. White (Chair), Cllr P. McNeill, Cllr D. Newsam, Cllr A. Simpson, Cllr T. Crook, Cllr C. Johnson,
In Attendance: C. Thomas (Clerk), Cllr J. Brockway (LCC), Cllr J. Barrett (WLDC), Cllr F. Brown (WLDC), C. Thomas (Clerk)
Members of public present: 0

1 Public session (15 minutes) - Ref: 297

Cllr J. Brockway gave an update on the Local Government Reorganisation with an expected decision mid July. Any decision is unlikely to affect Parish and Town Councils. Elections in 2027 may be impacted by any decision.

Cllr J. Barrett had provided a report and updated councillors on Step Fusion.

Cllr F. Hine spoke about waste on The Green and would seek to increase collections or capacity of bins.

2 To receive apologies and reasons for absence - Ref: 298

Cllr C. Payne

3 To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non pecuniary interest in agenda items not previously recorded on Members Register of Interests. - Ref: 299

Cllr D. Newsam in item 13d (non pecuniary)

4 To approve draft minutes of the Parish Council Meeting held on 19/05/26 - Ref: 300

It was resolved to approve the minutes as a true record

Proposed: Cllr A. White Seconder: Cllr P. McNeill All in favour

5 To note the Clerk to the Council's report - Ref: 301

The Clerks report was noted with the following updates:-

Allotments: The Parish Council had now taken occupation of the site and work was now needed to fit out the building, prepare plots and electrical work. It was anticipated that this would take 2-3 months. Costs to prepare the site was expected to be in the region of £8000. It was resolved to approve a budget of up to £10000 -

Proposer: Cllr D. Newsam Seconder: Cllr P. McNeill For: 5 Against: 0 Abstain: 1

6 To elect members to the Finance Committee - Ref: 302

This item was deferred until the next meeting.

7 To elect members to the Properties Committee - Ref: 303

The following councillors were elected to the Properties Committee:-

Cllrs D. Newsam, Cllr C. Payne, Cllr A. Crook, Cllr A. Simpson and Cllr C. Johnson

8 Planning Matters & Applications - Ref: 304

a) Planning: WL/2026/00452 - Land off The Hawthorns, Nettleham - Ref: 305

Application for approval of reserved matters to erect 63no. dwellings with garages, access roads, footpaths & open space considering appearance, landscaping, layout and scale - following outline planning permission 138494 granted 05 July 2019 being variation of condition 1 of 141225 granted 11 March 2021 re: changes to working hours being variation of condition 1 of 146183 granted 14 April 2023 re: amendments to house designs being variation of conditions 1 & 5 of planning permission WL/2025/01108 granted 20 January 2026 re: design changes to plots 12,19,30 & 38, phasing and completion plan.(24990)

No objections so long as the overall number of houses were not increase, flooding risk was addressed and the development was in accordance with the Neighbourhood Plan design code.

b) Planning: WL/2026/00491 - 21 Lodge Lane, Nettleham, LN2 2RS - Ref: 306

Planning application to erect rear conservatory(24989)

No objections

c) Any other planning matters, including any applications received after the agenda was published - Ref:

These are draft minutes and have not been formally approved and adopted



307

None

9 Financial Matters - Ref: 308

a) To approve accounting statements for the period ending 31/05/26 - Ref: 309

The Accounting Statements ending 31/05/26 had been circulated prior to the meeting.

It was resolved to approve these as a true record.

Proposed: Cllr D. Newsam Second: Cllr A. White All in favour

b) To approve the schedule of payments - Ref: 310

It was resolved to approve the Schedule of Payments totalling £37903.01

Proposed: Cllr P. McNeill Second: Cllr T. Crook All in favour

c) Ratification of insurance renewal - Ref: 311

It was resolved to renew the insurance with Zurich on a 3 year long term agreement at a cost of £4651.49 in year 1.

Proposed: Cllr P. McNeill Second: Cllr D. Newsam All in favour

d) To review general and earmarked reserves - Ref: 312

Upon a recommendation from the Finance Committee it was resolved to approve the revised general and earmarked reserves.

Proposed: Cllr A. Simpson Second: Cllr P. McNeill All in favour

e) To review investments and movement of funds - Ref: 313

Upon a recommendation from the Finance Committee it was resolved to move £25000 to Hinckley & Rugby BS and £10000 to Redwood Bank.

Proposed: Cllr P. McNeill Second: Cllr C. Johnson All in favour

10 Committee Reports - Ref: 314

No reports available

11 Working Groups - Ref: 315

No reports available

12 Policy Reviews: - Ref: 316

a) Access to Land Managed By The Parish Council (desirable) - Ref: 317

It was resolved to adopt this policy subject to amendments to The Quarry, Cemetery access via the school and Bill Baileys access road.

Proposed: Cllr A. White Second: Cllr D. Newsam All in favour

b) Internal Control Policy (essential) - Ref: 318

It was resolved to adopt this policy

Proposed: Cllr A. White Second: Cllr D. Newsam All in favour

c) Publication Scheme (essential) - Ref: 319

It was resolved to adopt this policy

Proposed: Cllr A. White Second: Cllr D. Newsam All in favour

d) Records retention Policy (essential) - Ref: 320

It was resolved to adopt this policy

Proposed: Cllr A. White Second: Cllr D. Newsam All in favour

e) Risk Management Policy (essential) - Ref: 321

It was resolved to adopt this policy

Proposed: Cllr A. White Second: Cllr D. Newsam All in favour

These are draft minutes and have not been formally approved and adopted



f) Training & Development Policy (essential) - Ref: 322

It was resolved to adopt this policy

Proposed: Cllr A. White Seconder: Cllr D. Newsam All in favour

13 Parish Matters - Ref: 323

a) To approve quotation for a village tree survey - Ref: 324

It was resolved to approve the tree survey in favour of Sara Bright Arboricultural Consultant at an agreed price of £3065.

Proposed: Cllr A. White Seconder: Cllr T. Crook All in favour

b) To discuss street food vendor - Ref: 325

Cllr P. McNeill left the meeting at 8.10 pm

It was resolved to offer Mulsanne Park on Tuesday evenings for a 3 month trial period at a hire fee of £30 per vendor subject to adequate assurances in respect of noise, litter and provision of power and consideration to existing hirers.

Proposed: Cllr T. Crook Seconder: Cllr D. Newsam For: 4 Against: 0 Abstain: 1

c) To discuss review of Nettleham Conservation Zone - Ref: 326

Following a discussion it was agreed to defer matters 3 months to await the outcome of the Local Government Reorganisation.

d) To discuss attendance at Nettleham Carnival - Ref: 327

It was agreed with a lack of available volunteers not to have a presence at the Carnival this year

14 Next meeting will be Tuesday 21/07/26 at 7.15 pm - Ref: 328

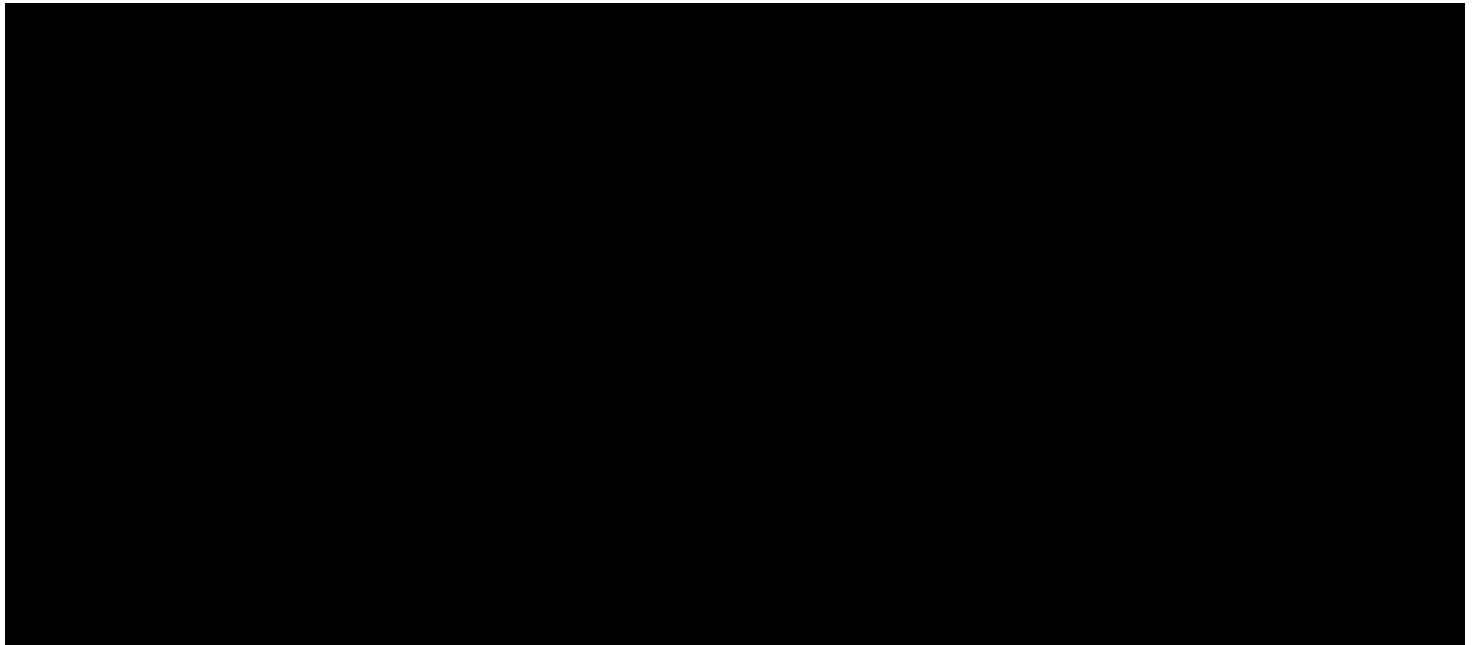
Items for the agenda by 14/07/26

Meeting closed at 8.35 pm



**Minutes of the Annual Council Meeting (Closed) held at 7.45 pm
at the Small Hall, Old School on 19 May 2026**

Present: Cllr A. White (Chair), Cllr P. McNeill, Cllr C. Payne, Cllr D. Newsam, Cllr T. Crook,
In Attendance: C. Thomas (Clerk),
Members of public present: 0



Meeting closed at 7.50.pm



Public Tracking Report

Allotment Software

Ref: 24279

Created: 07/08/2025

Approved at NPC meeting 24/09/24. To be considered when new allotments are available.

Dropped Kerbs Co-Op Vicarage Lane

Ref: 24473

Created: 20/10/2025

TRO likely to be implemented shortly and dropped kerbs will be installed as part of the program when signage and yellow lining is undertaken.
Work expected to be undertaken by LCC imminently

Allotments Agreement & Policy Review

Ref: 24554

Created: 27/11/2025

Preparing work continues with electrical work within the building.
Site preparation work will be undertaken mid September with handover end of September.

Reduction of Speed Limit on A158

Ref: 24714

Created: 21/02/2026

TRO request submitted for a review of A158 between Greetwell and Sudbrooke.
Sudbrooke, North Greetwell & Reapham PC and relevant district councillors invited to support the request.
Reapham PC, Cllr. J. Brockway agreed to support.

Bus Shelter - Waskdyke Lane

Ref: 24726

Created: 25/02/2026

Shelter approved by LCC. Work expected to be completed mid September.
Grant application submitted (does not affect installation)

Bishops Meadow Lease

Ref: 24727

Created: 25/02/2026



Yu Energy Query

Ref: 24840

Created: 24/03/2026

Yu Energy now accept invoicing error. Credits of £12k+ received.
Awaiting refund.

Litter on The Green

Ref: 24953

Created: 13/05/2026

Reported excessive litter..
Co-Op advise that bins are emptied by store staff daily and when full. Reduction in and style of bins as a result of change in legislation.



Nettleham Parish Council

Accounting Statements

Financial Year Ending 31st March 2027

Period Ending 30th June 2026

Month 3

Summary Income & Expenditure by Budget Heading 06/07/2026

Month No: 3

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	ADMINISTRATION							
	Income	891	224,377	233,750	9,373			96.0%
	Expenditure	13,103	52,351	181,721	129,370	222	129,148	28.9%
	Movement to/(from) Gen Reserve	(12,213)	172,026	52,029	(119,997)			
102	OLD SCHOOL							
	Income	3,807	10,005	29,250	19,245			34.2%
	Expenditure	818	6,120	13,614	7,494	444	7,050	48.2%
	Movement to/(from) Gen Reserve	2,989	3,884	15,636	11,752			
103	BURIAL GROUNDS							
	Income	1,155	4,225	13,000	8,775			32.5%
	Expenditure	602	602	4,497	3,895		3,895	13.4%
	Movement to/(from) Gen Reserve	553	3,623	8,503	4,880			
104	ALLOTMENTS							
	Income	0	0	1,450	1,450			0.0%
	Expenditure	94	94	4,092	3,998	9	3,988	2.5%
	Movement to/(from) Gen Reserve	(94)	(94)	(2,642)	(2,548)			
105	VILLAGE/PARISH FACILITES							
	Expenditure	9,557	36,867	32,146	(4,721)	907	(5,628)	117.5%
	plus Transfer from EMR	2,483	10,212	0	(10,212)			
	Movement to/(from) Gen Reserve	(7,075)	(26,654)	(32,146)	(5,492)			
106	MULSANNE PARK							
	Income	692	1,258	11,000	9,742			11.4%
	Expenditure	2,783	12,269	22,534	10,265	643	9,622	57.3%
	Net Income over Expenditure	(2,091)	(11,011)	(11,534)	(523)			
	plus Transfer from EMR	0	1,550	0	(1,550)			
	Movement to/(from) Gen Reserve	(2,091)	(9,461)	(11,534)	(2,073)			
107	BISHOPS PALACE SITE							
	Expenditure	96	96	2,280	2,184		2,184	4.2%
109	PARISH OFFICE							
	Expenditure	0	0	2,691	2,691		2,691	0.0%
112	THE SWATHE							
	Expenditure	159	159	2,300	2,141		2,141	6.9%
120	LCC - GRASS CUTTING							
	Income	0	0	2,646	2,646			0.0%
	Expenditure	2,236	2,236	10,882	8,646		8,646	20.5%
	Movement to/(from) Gen Reserve	(2,236)	(2,236)	(8,236)	(6,000)			
130	CAPITAL EXPENDITURE							
	Expenditure	0	0	219	219		219	0.0%
131	CAPITAL INCOME							
	Income	0	8,345	0	(8,345)			0.0%
201	FIELDPATHS							
	Expenditure	358	358	2,800	2,442		2,442	12.8%
Grand Totals:- Income		6,545	248,210	291,096	42,886			85.3%
Expenditure		29,806	111,151	279,776	168,625	2,225	166,400	40.5%
Net Income over Expenditure		(23,261)	137,059	11,320	(125,739)			
plus Transfer from EMR		2,482	11,762	0	(11,762)			
Movement to/(from) Gen Reserve		(20,778)	148,821	11,320	(137,501)			

Detailed Income & Expenditure by Budget Heading 06/07/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 ADMINISTRATION								
1176 PRECEPT RECEIVED	0	223,350	223,350	0			100.0%	
1177 ADM-WLDC CTAX CONTRIBUTION	0	0	100	100			0.0%	
1184 ADM - INCOME MISC	0	106	300	194			35.4%	
1196 ADM - INTEREST REC'D	891	921	10,000	9,079			9.2%	
ADMINISTRATION :- Income	891	224,377	233,750	9,373			96.0%	0
1101 ADM - STAFF SALARIES	11,742	35,541	140,000	104,459		104,459	25.4%	
1104 ADM - CONTRACTOR COSTS	453	1,186	7,872	6,686		6,686	15.1%	
1108 ADM - TRAINING	0	80	1,500	1,420		1,420	5.3%	
1109 ADM - STAFF TRAVEL	0	0	50	50		50	0.0%	
1116 ADM - CLEANING MATERIALS	0	6	328	322	28	294	10.4%	
1117 ADM - CHAIRMAN'S ALL	0	0	177	177		177	0.0%	
1119 ADM - IT MANAGEMENT	321	4,769	8,755	3,986		3,986	54.5%	
1120 ADM - MISC EST COSTS	0	94	461	367		367	20.4%	
1121 ADM - TELEPHONE/BROADBAND	284	1,305	3,074	1,769		1,769	42.4%	
1123 ADM - PRINT/STATIONERY	0	(53)	1,000	1,053	193	859	14.1%	
1124 ADM - SUBSCRIPTIONS	110	327	900	573		573	36.4%	
1125 ADM - INSURANCE	0	4,153	5,964	1,811		1,811	69.6%	
1127 ADM - P/COPIER CONTRCT	0	53	132	79		79	40.0%	
1129 ADM - ADVERTISING	102	102	500	398		398	20.4%	
1130 ADM - OFFICE EQUIPMENT	0	0	1,000	1,000		1,000	0.0%	
1137 ADM - ROUTINE REPAIRS/MAINTENC	0	0	300	300		300	0.0%	
1140 ADM - REFUSE COLLECTION	0	262	610	348		348	43.0%	
1154 ADM - VILLAGE HALL LOAN	0	0	3,782	3,782		3,782	0.0%	
1157 ADM - AUDIT FEES	0	(630)	1,500	2,130		2,130	(42.0%)	
1158 ADM - BANK FEES	29	91	316	225		225	28.9%	
1162 ADM - S137 GRANTS	0	5,000	0	(5,000)		(5,000)	0.0%	
1164 ADM - GRANTS GENERAL	0	0	1,000	1,000		1,000	0.0%	
1165 ADM - CLIMATE CHANGE INITIATIV	0	0	2,500	2,500		2,500	0.0%	
1912 PO-WATER	63	63	0	(63)		(63)	0.0%	
ADMINISTRATION :- Indirect Expenditure	13,103	52,351	181,721	129,370	222	129,148	28.9%	0
Net Income over Expenditure	(12,213)	172,026	52,029	(119,997)				
102 OLD SCHOOL								
1281 OS-SMALL ROOM	1,573	4,431	13,500	9,069			32.8%	
1282 OS-LARGE ROOM	1,961	4,972	15,000	10,028			33.1%	
1283 OS-KITCHEN	210	454	500	46			90.7%	
1284 OS-MISC INCOME	0	0	250	250			0.0%	
1285 OS-STORAGE INCOME	63	148	0	(148)			0.0%	
OLD SCHOOL :- Income	3,807	10,005	29,250	19,245			34.2%	0

Detailed Income & Expenditure by Budget Heading 06/07/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1204 OS-CONTRACTOR COSTS	689	1,029	4,500	3,471		3,471	22.9%	
1212 OS-WATER	181	181	491	310		310	36.8%	
1214 OS-ELECTRICITY	0	1,451	1,294	(157)		(157)	112.2%	
1215 OS-GAS	0	2,913	3,471	558		558	83.9%	
1216 OS-CLEANING MATERIAL	18	95	683	588	416	172	74.8%	
1219 OS-PERFORMING RIGHTS	0	0	75	75		75	0.0%	
1220 OS-MISCELLANEOUS	0	0	100	100	28	72	27.6%	
1237 OS-ROUTINE MAINT/REPAIRS	0	0	2,000	2,000		2,000	0.0%	
1240 OS-REFUSE COLLECTION	(70)	451	1,000	549		549	45.1%	
OLD SCHOOL :- Indirect Expenditure	818	6,120	13,614	7,494	444	7,050	48.2%	0
Net Income over Expenditure	2,989	3,884	15,636	11,752				
103 BURIAL GROUNDS								
1381 BG-INCOME	1,155	4,225	13,000	8,775			32.5%	
BURIAL GROUNDS :- Income	1,155	4,225	13,000	8,775			32.5%	0
1312 BG-WATER RATES	27	27	99	72		72	27.0%	
1336 BG-GRASS CUTTING	575	575	4,398	3,823		3,823	13.1%	
BURIAL GROUNDS :- Indirect Expenditure	602	602	4,497	3,895	0	3,895	13.4%	0
Net Income over Expenditure	553	3,623	8,503	4,880				
104 ALLOTMENTS								
1481 ALL-INCOME	0	0	1,450	1,450			0.0%	
ALLOTMENTS :- Income	0	0	1,450	1,450			0.0%	0
1412 ALL-WATER RATES	54	54	171	117		117	31.8%	
1413 ALL-RENT	40	40	71	31		31	56.3%	
1437 ALL-ROUTINE MAINTENANCE	0	0	3,500	3,500	9	3,491	0.3%	
1438 ALL-ELECTRICITY	0	0	350	350		350	0.0%	
ALLOTMENTS :- Indirect Expenditure	94	94	4,092	3,998	9	3,988	2.5%	0
Net Income over Expenditure	(94)	(94)	(2,642)	(2,548)				
105 VILLAGE/PARISH FACILITES								
1503 VF -TRAVEL ALLOW - F/STAFF	0	0	318	318		318	0.0%	
1504 VF-CONTRACTOR COSTS	0	9,250	1,000	(8,250)	710	(8,960)	996.0%	7,730
1505 VF - WORKS VEHICLE	330	990	5,000	4,010		4,010	19.8%	
1512 VF-WATER RATES	18	18	108	90		90	17.0%	
1519 VF-PERFORMANCE RIGHTS	0	0	165	165		165	0.0%	
1520 VF-MISCELLANEOUS	0	0	72	72		72	0.0%	

Detailed Income & Expenditure by Budget Heading 06/07/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1521 VF - SPEED REDUCTION	1,950	2,350	2,500	150		150	94.0%	
1532 VF - COMMUNITY EVENTS	0	0	2,000	2,000		2,000	0.0%	
1534 VF-FLORAL DISPLAYS	1,136	1,136	1,383	247		247	82.1%	
1535 VF-BECK AMENITY	0	1,600	0	(1,600)		(1,600)	0.0%	
1536 VF-GRASS CUTTING	920	920	5,800	4,880		4,880	15.9%	
1537 VF-ROUTINE MAINTENANCE	0	15	1,000	985	32	953	4.7%	
1539 VF-VILLAGE GREEN TEL KIOSK	0	0	250	250		250	0.0%	
1540 VF-REFUSE COLLECTION	0	70	100	30		30	70.0%	
1541 VF-WEED SPRAYING	0	0	2,000	2,000		2,000	0.0%	
1542 VF-TREE MAINTENANCE	2,400	2,650	5,000	2,350		2,350	53.0%	
1546 VF-PLAY EQUIP REPAIR & SERVICE	2,483	16,816	2,600	(14,216)		(14,216)	646.8%	2,483
1564 VF - DEFIBRILATOR	0	0	300	300		300	0.0%	
1565 VF - PPE EQUIPMENT	66	123	750	627	99	528	29.6%	
1566 VF - TOOLS /SUNDRIES	255	928	1,800	872	66	806	55.2%	
VILLAGE/PARISH FACILITES :- Indirect Expenditure	9,557	36,867	32,146	(4,721)	907	(5,628)	117.5%	10,212
Net Expenditure	(9,557)	(36,867)	(32,146)	4,721				
6000 plus Transfer from EMR	2,483	10,212	0	(10,212)				
Movement to/(from) Gen Reserve	(7,075)	(26,654)	(32,146)	(5,492)				
106 MULSANNE PARK								
1681 MP-GROUND LETTINGS	550	550	9,500	8,950			5.8%	
1682 MP-PAVILION LETTINGS	78	286	1,000	714			28.6%	
1684 MP-MISC INCOME	64	422	500	78			84.4%	
MULSANNE PARK :- Income	692	1,258	11,000	9,742			11.4%	0
1604 MP-CONTRACTOR COSTS	1,179	5,208	6,000	792		792	86.8%	1,550
1612 MP-WATER RATES	696	696	2,174	1,478		1,478	32.0%	
1614 MP-ELECTRICITY	231	766	1,900	1,134		1,134	40.3%	
1615 MP-GAS	0	2,565	2,260	(305)		(305)	113.5%	
1616 MP-CLEANING MATERIALS	18	250	500	250	628	(378)	175.6%	
1619 MP-PERFORMING RIGHTS	0	70	500	430		430	14.0%	
1621 MP-TELEPHONE	0	0	700	700		700	0.0%	
1636 MP-GRASS CUTTING	640	1,755	5,300	3,545		3,545	33.1%	
1637 MP-ROUTINE MAINT/REPAIRS	18	168	2,000	1,832	15	1,817	9.1%	
1640 MP-REFUSE COLLECTION	0	791	1,200	409		409	65.9%	
MULSANNE PARK :- Indirect Expenditure	2,783	12,269	22,534	10,265	643	9,622	57.3%	1,550
Net Income over Expenditure	(2,091)	(11,011)	(11,534)	(523)				
6000 plus Transfer from EMR	0	1,550	0	(1,550)				
Movement to/(from) Gen Reserve	(2,091)	(9,461)	(11,534)	(2,073)				

Detailed Income & Expenditure by Budget Heading 06/07/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
107 BISHOPS PALACE SITE								
1712 BP - WATER	18	18	0	(18)		(18)	0.0%	
1713 BP - RENT	0	0	280	280		280	0.0%	
1736 BP - GRASS CUTTING	78	78	2,000	1,922		1,922	3.9%	
BISHOPS PALACE SITE :- Indirect Expenditure	96	96	2,280	2,184	0	2,184	4.2%	0
Net Expenditure	(96)	(96)	(2,280)	(2,184)				
109 PARISH OFFICE								
1912 PO-WATER	0	0	191	191		191	0.0%	
1914 PO-ELECTRICITY	0	0	2,500	2,500		2,500	0.0%	
PARISH OFFICE :- Indirect Expenditure	0	0	2,691	2,691	0	2,691	0.0%	0
Net Expenditure	0	0	(2,691)	(2,691)				
112 THE SWATHE								
2036 TS - GRASS CUTTING	159	159	300	141		141	53.0%	
2037 TS - ROUTINE MAINT/REPAIRS	0	0	1,000	1,000		1,000	0.0%	
2042 TS - TREE MAINTENANCE (DONT	0	0	1,000	1,000		1,000	0.0%	
THE SWATHE :- Indirect Expenditure	159	159	2,300	2,141	0	2,141	6.9%	0
Net Expenditure	(159)	(159)	(2,300)	(2,141)				
120 LCC - GRASS CUTTING								
12086 HIGHWAY VERGES-INCOME	0	0	2,646	2,646			0.0%	
LCC - GRASS CUTTING :- Income	0	0	2,646	2,646			0.0%	0
12036 HIGHWAY VERGES-GRASS CUTTING	2,236	2,236	10,882	8,646		8,646	20.5%	
LCC - GRASS CUTTING :- Indirect Expenditure	2,236	2,236	10,882	8,646	0	8,646	20.5%	0
Net Income over Expenditure	(2,236)	(2,236)	(8,236)	(6,000)				
130 CAPITAL EXPENDITURE								
13004 SECTION 106 EXPENDITURE	0	0	219	219		219	0.0%	
CAPITAL EXPENDITURE :- Indirect Expenditure	0	0	219	219	0	219	0.0%	0
Net Expenditure	0	0	(219)	(219)				
131 CAPITAL INCOME								
13125 INCOME - CIL	0	8,345	0	(8,345)			0.0%	
CAPITAL INCOME :- Income	0	8,345	0	(8,345)				0
Net Income	0	8,345	0	(8,345)				

Detailed Income & Expenditure by Budget Heading 06/07/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201</u> <u>FIELDPATHS</u>								
2120 FP-MISCELLANEOUS	0	0	200	200		200	0.0%	
2136 FP-GRASS CUTTING	358	358	2,600	2,242		2,242	13.8%	
FIELDPATHS :- Indirect Expenditure	<u>358</u>	<u>358</u>	<u>2,800</u>	<u>2,442</u>	<u>0</u>	<u>2,442</u>	<u>12.8%</u>	<u>0</u>
Net Expenditure	<u>(358)</u>	<u>(358)</u>	<u>(2,800)</u>	<u>(2,442)</u>				
Grand Totals:- Income	6,545	248,210	291,096	42,886			85.3%	
Expenditure	29,806	111,151	279,776	168,625	2,225	166,400	40.5%	
Net Income over Expenditure	<u>(23,261)</u>	<u>137,059</u>	<u>11,320</u>	<u>(125,739)</u>				
plus Transfer from EMR	2,482	11,762	0	(11,762)				
Movement to/(from) Gen Reserve	<u>(20,778)</u>	<u>148,821</u>	<u>11,320</u>	<u>(137,501)</u>				



BANK RECONCILIATION AND CASH POSITION

30th June 2026

Account balance as at 30/06/26

Co Op Current Account	13341.27
Co Op 14 Day Account	31.07
Unity Current Account	15155.16
Unity Savings Account	141399.72
Charity Bank	100000.00
Redwood Bank	120000.00
Hinckley & Rugby BS	100010.00

Total Funds as at 30/06/26 489937.22

General Reserves

3 months running costs **55000**

Earmarked Reserves

322 Mulsanne Park	27562.00
323 Old School	21026.00
326 Bill Bailey's Capital Projects	32104.00
328 Play Equipment	68894.00
329 Tennis Courts	18094.00
333 Memorial Safety	5555.00
334 Village Beck	
335 Burial Ground Extension	17243.00
336 Permissive Paths	2207.00
337 Election Cost	4000.00
338 Legal Costs	2500.00
339 Tree Work Reserve	16420.00
340 Minster Fields	3000.00
341 EMR CIL -COMM INFRASTR LEV'	22248.00
342 Old School wall	45814.00
343 Reactive speed signs (maint)	1040.00

Total reserves 287707.00

REMAINING FUNDS 147230.22



Analysis of Investments and Cash Holdings

As at 30th June 2026

Bank	Account Type	Amount	Interest	Potential Interest PA
Co Op	Instant Access Savings	31.07	1.06%	0.33
Unity	Instant Access Savings	141399.72	1.95%	2757.29
Charity Bank	1 year fixed (to 21 Aug 26)	100000.00	3.61%	3610.00
Redwood Bank	95 day notice	120000.00	3.50%	4200.00
Hinckley & Rugby	90 day notice	100010.00	2.80%	2800.28
		461440.79		13367.90

Unity Bank	Current Account	15155.16
Co Op Bank	Current Account	13341.27
		28496.43

489937.22

All banks are protected up to £120,000 per bank

Analysis of Payments Made

June 2026

Date	Ref	Payee Name	Total	Detail
01/06/2026	CB705	AW WAVE	18.33	Wave - BP
01/06/2026	CB706	AW WAVE	18.33	Wave - Green
01/06/2026	CB707	AW WAVE	26.69	Wave - BG
01/06/2026	CB708	AW WAVE	180.53	Wave - OS
05/06/2026	BACS	Co-operative Bank	13.82	BACS Fees
08/06/2026	CB709	BT	210.72	BT
09/06/2026	CB710	OCTOPUS ENERGY LTD.	242.85	Octopus - MP Elec
09/06/2026	CB736	AMAZON	21.38	AMAZON - notice sign
10/06/2026	CB711	AMAZON	49.97	AMAZON - bulbs
11/06/2026	CB712	AMAZON	12.95	AMAZON - heavy duty sacks
11/06/2026	CB713	AMAZON	33.87	Amazon - gloves
16/06/2026	CB714	██████████	44.99	██████████ - safety boots
17/06/2026	CB715	AW WAVE	54.40	AW WAVE - Allot
17/06/2026	CB716	AW WAVE	63.27	AW WAVE - office
17/06/2026	CB717	AW WAVE	696.17	AW WAVE - MP
19/06/2026	CB720	VATIX	63.84	VATIX
19/06/2026	CB721	FLEETDRIVE MANAGEMENT	395.95	Electric Van hire
19/06/2026	CB735	B&Q DIRECT	43.20	B&Q
22/06/2026	CB722	AMAZON	31.46	Amazn - spray paint
22/06/2026	CB723	EE	130.00	EE
22/06/2026	CB724	DRAIN WISE	252.00	DRAIN WISE - septic MP
22/06/2026	CB734	AMAZON	15.93	AMAZON -white spray paint
23/06/2026	CB725	AMAZON	7.24	AMAZON - white metal paint
23/06/2026	CB726	AMAZON	8.04	AMAZON - brushes
23/06/2026	CB727	AMAZON	9.15	AMAZON - gold paint
23/06/2026	CB728	AMAZON	10.44	AMAZON - black paint
23/06/2026	CB733	II	719.26	Pension Contribution
23/06/2026	WAGES	DATAPLAN PAYROLL LTD	11022.67	Dataplan - June salaries
24/06/2026	CB729	AMAZON	8.25	AMAZON - cloths
24/06/2026	CB730	AMAZON	24.55	AMAZON - wood paint
30/06/2026	CB731	DATAPLAN PAYROLL LTD	81.78	Dataplan - payroll fees
30/06/2026	CB732	██████████	84.50	██████████ - sundries
18/06/2026	CT1	Active8 Managed Technologies	166.80	Active 8
18/06/2026	CT3	Krinkells Limited	3173.95	Krinkells
18/06/2026	CT5	Elan City Ltd	2340.00	Elan City
18/06/2026	CT6	ESPO	44.04	Espo
18/06/2026	CT7	Executive Cleaning Services LT	835.00	Executive Cleaning
18/06/2026	CT8	Flights of Fantasy	2979.00	Flights of Fantasy
18/06/2026	CT9	ICCM	110.00	ICCM
18/06/2026	CT10	J.S.F. Hood Limited	40.00	JSF Hood Limited
18/06/2026	CT11	Lincolnshire Web Design Ltd	141.00	Lincolnshire Web Design
18/06/2026	CT12	Maplebeck Tree Care	2880.00	Maplebeck Tree Care
18/06/2026	CT13	NETTLEHAM FC	640.00	Nettleham FC
18/06/2026	CT14	Rudies Roots	1363.20	Rudies Roots
30/06/2026	CB718	PENINSULA	217.55	Peninsula
30/06/2026	CB719	Unity Trust Bank	14.95	Bank fees
			29542.02	

Schedule of Payments

July 2026

Invoice Date	Ref	Supplier	Nett	VAT	Total
12/06/2026	678	ESPO	36.70	7.34	44.04
12/06/2026	679	ICCM	110.00	0.00	110.00
12/06/2026	680	RUDIE	1136.00	227.20	1363.20
12/06/2026	681	MAPLEBECK	2400.00	480.00	2880.00
23/06/2026	682	ACTIVE8	30.73	6.15	36.88
30/06/2026	683	EXECUTIVE CLEANING	919.25	0.00	919.25
01/07/2026	684	AKO	5791.67	1158.33	6950.00
30/06/2026	685	LINC WEB DESIGN	149.00	0.00	149.00
22/06/2026	686	TUCANN	102.00	20.40	122.40
02/07/2026	687	NETTLEHAMFC	882.00	0.00	882.00
30/06/2026	688	EXECUTIVE CLEANING	-52.50	0.00	-52.50
02/07/2026	689	ACTIVE8	54.13	10.83	64.96
01/06/2026	690	KRINKELLS	1680.17	336.03	2016.20
09/07/2026	691	DGOVIER	198.00	39.60	237.60
08/07/2026	692	TR WESTON	330.00	66.00	396.00
13/07/2026	693	SINGLETON	436.00	87.20	523.20
06/07/2026	694	GREENSTRIPE	71.79	14.36	86.15
06/07/2026	695	GREENSTRIPE	265.83	53.17	319.00
08/07/2026	696	KRINKELLS	2619.06	523.81	3142.87
TOTAL INVOICES			17159.83	3030.42	20190.25

01/06/2026	CB705	AW WAVE	18.33	0.00	18.33	Wave - BP
01/06/2026	CB706	AW WAVE	18.33	0.00	18.33	Wave - Green
01/06/2026	CB707	AW WAVE	26.69	0.00	26.69	Wave - BG
01/06/2026	CB708	AW WAVE	180.53	0.00	180.53	Wave - OS
08/06/2026	CB709	BT	175.60	35.12	210.72	BT
09/06/2026	CB710	OCTOPUS ENERGY LTD.	231.29	11.56	242.85	Octopus - MP Elec
10/06/2026	CB711	AMAZON	41.64	8.33	49.97	AMAZON - bulbs
11/06/2026	CB712	AMAZON	10.79	2.16	12.95	AMAZON - heavy duty sacks
11/06/2026	CB713	AMAZON	28.23	5.64	33.87	Amazon - gloves
16/06/2026	CB714		37.49	7.50	44.99	- safety boots
17/06/2026	CB715	AW WAVE	54.40	0.00	54.40	AW WAVE - Allot
17/06/2026	CB716	AW WAVE	63.27	0.00	63.27	AW WAVE - office
17/06/2026	CB717	AW WAVE	696.17	0.00	696.17	AW WAVE - MP
19/06/2026	CB720	VATIX	53.20	10.64	63.84	VATIX
19/06/2026	CB721	FLEETDRIVE MANAGEMENT	329.96	65.99	395.95	Electric Van hire
22/06/2026	CB722	AMAZON	26.22	5.24	31.46	Amazn - spray paint
22/06/2026	CB723	EE	108.33	21.67	130.00	EE
22/06/2026	CB724	DRAIN WISE	210.00	42.00	252.00	DRAIN WISE - septic MP
23/06/2026	CB725	AMAZON	6.03	1.21	7.24	AMAZON - white metal paint
23/06/2026	CB726	AMAZON	6.70	1.34	8.04	AMAZON - brushes
23/06/2026	CB727	AMAZON	7.63	1.52	9.15	AMAZON - gold paint
23/06/2026	CB728	AMAZON	8.70	1.74	10.44	AMAZON - black paint
24/06/2026	CB729	AMAZON	6.87	1.38	8.25	AMAZON - cloths
24/06/2026	CB730	AMAZON	20.46	4.09	24.55	AMAZON - wood paint
30/06/2026	CB731	DATAPLAN PAYROLL LTD	68.15	13.63	81.78	Dataplan - payroll fees
30/06/2026	CB732		70.42	14.08	84.50	- sundries
23/06/2026	CB733	Pension Contributions	719.26	0.00	719.26	Pension Contributions
22/06/2026	CB734	AMAZON	13.27	2.66	15.93	AMAZON - white spray paint
19/06/2026	CB735	B&Q DIRECT	36.00	7.20	43.20	B&Q
09/06/2026	CB736	AMAZON	17.82	3.56	21.38	AMAZON - notice sign
02/07/2026	CB737	Yu Energy	10.13	0.82	10.95	PO Electric
03/07/2026	CB739	B&Q DIRECT	179.14	35.83	214.97	B&Q DIRECT - plants
08/07/2026	CB740	BT	175.60	35.12	210.72	BT - broadband
05/06/2026	Fees	Co-operative Bank	13.82	0.00	13.82	BACS Fees
03/07/2026	Fees	Co-operative Bank	13.82	0.00	13.82	BACS Fees
23/06/2026	WAGES	DATAPLAN PAYROLL LTD	11022.67	0.00	11022.67	Dataplan - June salaries
			14706.96	340.03	15046.99	

Authorised Signatory	Authorised Signatory
Print Name	Print Name
Date	Date

NETTLEHAM PARISH COUNCIL

The Parish Office

Scothern Road

Nettleham

Lincoln LN2 2TU

Tel: 01522 750011

Email: parishcouncil@nettleham-pc.gov.uk

Website: www.nettleham-pc.gov.uk



GRANTS & DONATIONS

The Parish Council generally agrees, each year, to make a sum of money available in their budget to be used for grants and donations to:

- Established or newly formed voluntary or community groups;
- Groups of parishioners who deliver projects that make the local community a better place in which to live, work or visit.

1) WHO IS ELIGIBLE TO APPLY?

To be eligible for an award a group/organisation **must**:

- Be established for charitable, benevolent, social, cultural, recreational or philanthropic purposes;
- Have a constitution, or set of rules, which define its aims, objectives and operational procedures;
- Be able to provide a copy of its latest annual accounts and/or most recent Bank Statement. Accounts are to be checked and signed by a person independent of the Group;
- Have a Bank Account operated by a minimum of at least two joint signatories;
- Have outcomes that directly benefit the residents of the Parish.

2) WHAT CAN BE FUNDED?

- Something that makes the local community a better place in which to live, work or visit;
- The project should benefit people who live in the Parish;
- There must be clear evidence that local people support the project and are involved in carrying it out;
- Priority will be given to those who are doing something which adds value;
- Revenue expenditure is not eligible - with the exception for small community seeding or running costs;
- Each group may only make one application per financial year.

3) THE FOLLOWING ARE **NOT** ELIGIBLE:

- Support for individuals or private business projects;
- Projects that are the prime statutory responsibility of other government bodies;
- Projects that simply replace existing facilities with no significant improvement;
- Projects that improve or benefit privately owned land or property;
- Projects that have already been completed or will have been by the time the grant is issued.

4) HOW WILL DECISIONS BE MADE?

The Parish Council will assess each application on its own merits, in line with the Council's established criteria. Unfortunately, we may not be able to fund all projects, as financial resources are limited.

5) SUCCESSFUL APPLICANTS

- Will generally receive the grant by bank transfer;
- Must acknowledge receipt of the grant and confirm, in writing, acceptance of any additional conditions or requirements imposed;
- **Must ensure** that the grant is used for the purpose(s) for which it was awarded to the group/organisation and the Council reserves the right to request repayment of the grant if it does not fulfil this condition;
- **Ensures** that any unspent portion of the grant is returned to the Parish Council as soon as possible during the financial year that it was awarded.

NETTLEHAM PARISH COUNCIL

GRANT & DONATIONS APPLICATION FORM

Name of Organisation

Nettleham Tennis Club

The Group's address & contact details

Mulsanne Park
Nettleham

Amount of Grant Requested

£1400

Purpose of the Grant

To repair a floodlight on the tennis court. It is faulty due to water getting into the junction box. Without this repair, the lights are unusable.

How will the Parish residents benefit from the grant & how many?

The Club currently has around 90 members, including a growing number of juniors, and we are working to increase participation among Parish residents. Our floodlights are essential to the Club, enabling members to play throughout the year after work, school and college. Without them, opportunities for coaching, social tennis and league matches are significantly reduced during the evenings and autumn and winter months.

How much does it cost to run the group per year?

Please see attached accounts.

Have you received funding from any other body in the past year?

YES / NO - if yes please give details.

Is the group/organisation a registered charity?

YES / NO – If yes, state your charity registration number

Do you have paid officers?

YES / NO – if yes please provide details

Any further comments in support of this grant application?

We are a small club that needs floodlights to allow us to provide a safe, friendly environment where individuals, families and friends can improve their physical health, mental wellbeing and social connections through regular exercise.

(Please tick the following, as appropriate).

I enclose a copy of the organisations latest accounts along with any other relevant information.

I agree that the information provided can be shared with Parish Council staff and Councillors.

I agree the information provided can be held electronically and in paper format, by the Parish Council

☒

☒

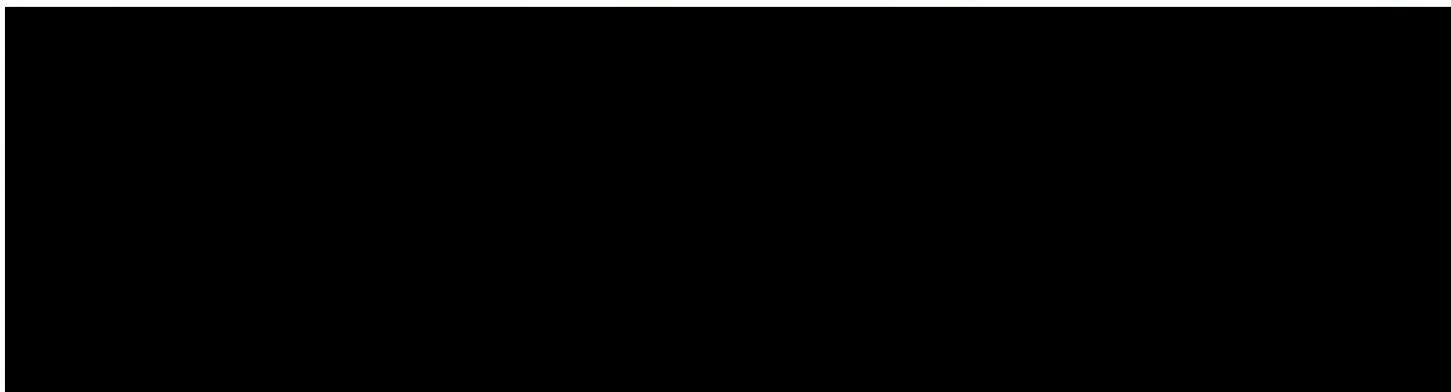
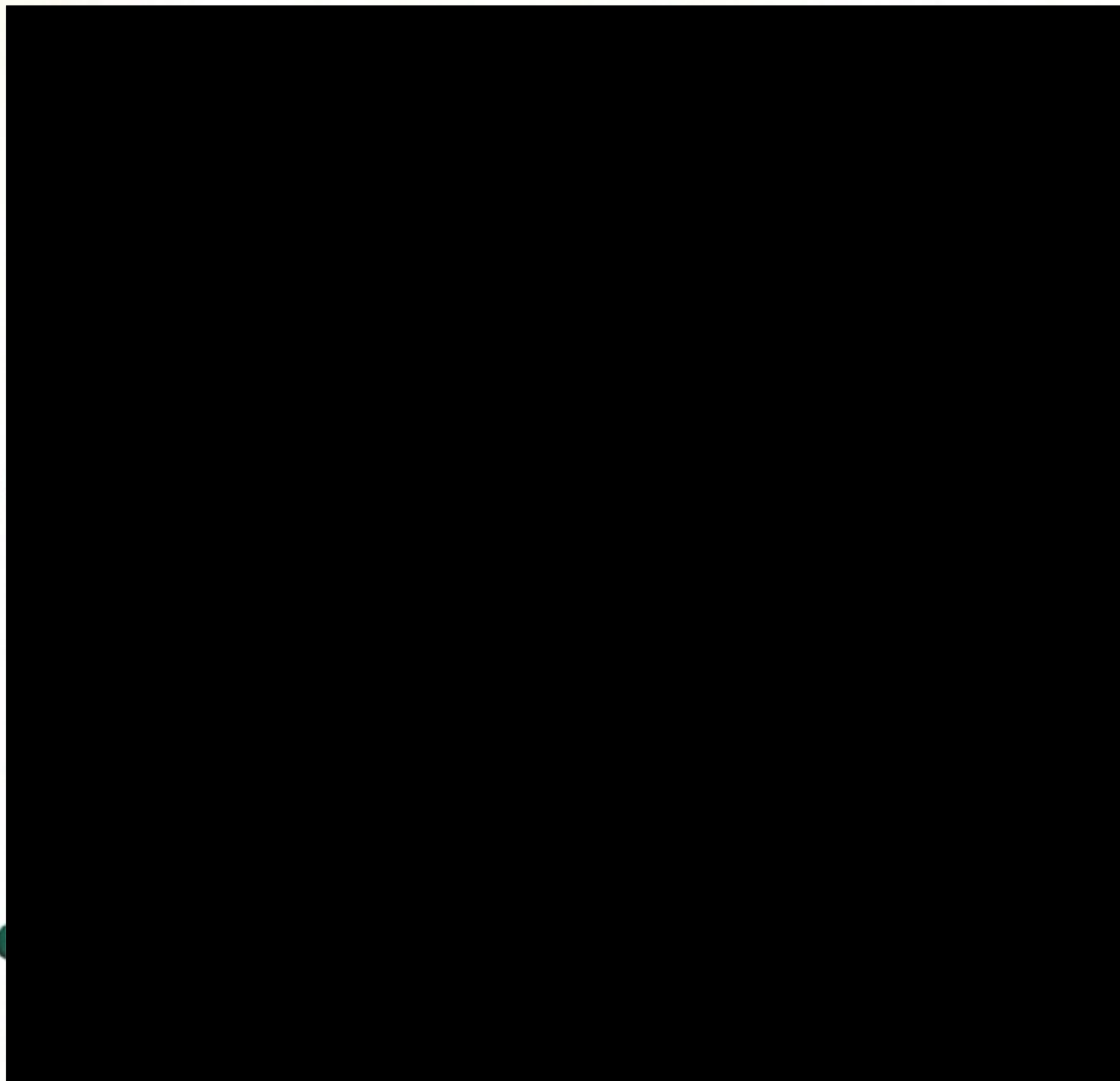
☒

Signature:  our Full Name: Richard Griffiths.....

Position you hold in the group/organisation...Chair..... Date:12.7.2026.....

FOR OFFICE USE

Date received..... Meeting Date..... Decision..... Minute Ref.....





Storage Facilities

It was agreed some time ago to purchase a storage container which was to be used by the Cricket Club. Upon delivery of the container it was unable to be placed into position due to the soft ground. To re-position this container for the cricket club will involve a cost.

However, the Parish Council ground facilities team is itself in need of storage / workshop space.

We would like to therefore purchase an additional container which will be positioned where it should be for the cricket club and the existing container is used by the Parish Councillor for storage and workshop facilities.

To purchase a new container including delivery will cost:-

Supplier A	£ 2290
Supplier B	£ 2385
Supplier C	£ 2385

Funding of this container will be from CIL funds.

Carl Thomas

4th July 2026



Tennis Club Grounds Maintenance

The Tennis Club has approached the Parish Council following complaints from residents of Mulsanne Way whose properties back onto the club.

A hedgerow, which was planted many years before the adjacent houses were built, has not been maintained for a considerable period. As a result, it has become overgrown and is now causing issues for neighbouring residents by overhanging property boundaries.

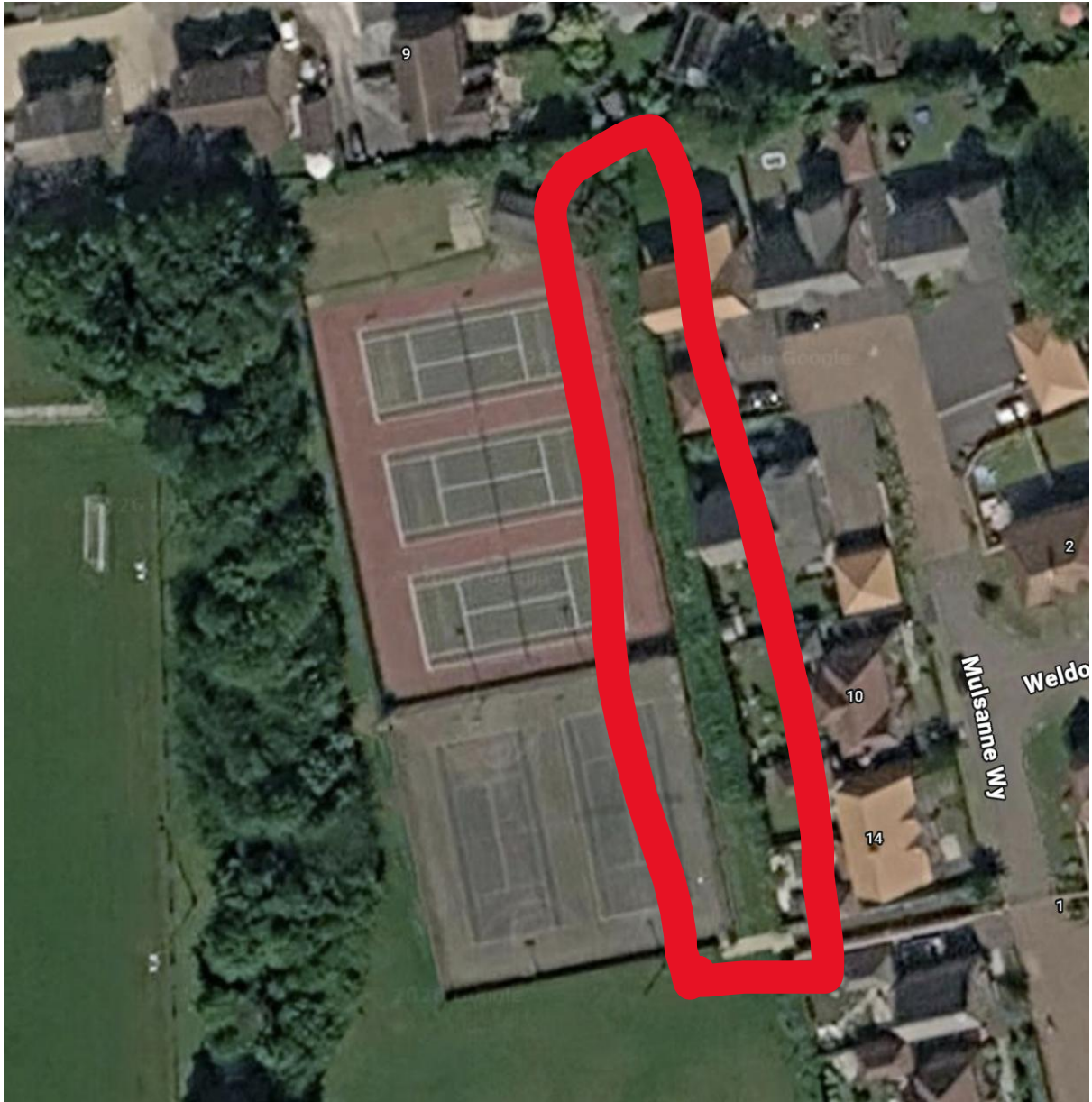
The Tennis Club has therefore requested that the Parish Council arrange for the hedgerow to be reduced in both height and width to bring it back under control and minimise any ongoing impact on nearby properties.

The estimated cost of the work is approximately £600, and it will be necessary to appoint an external contractor to undertake the maintenance.

Funding for the work could be met either from the Mulsanne Park Routine Maintenance Budget, which currently has £1,832 available, or from the Tennis Club Earmarked Reserve, which currently stands at £18,094.

Carl Thomas

8th July 2026



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Lincolnshire County Council
Place Directorate
Highways Services
Minor Works & Traffic Team
County Offices
Newland
Lincoln LN1 1YL

Our Ref: BG/331 FAO Mr B Gault
Date: 3rd July 2026

Tel: 01522 782070
Email: TRO@lincolnshire.gov.uk

Dear Sir/Madam

RE: NETTLEHAM, DEEPDALE ENTERPRISE PARK – PROPOSED WAITING RESTRICTIONS

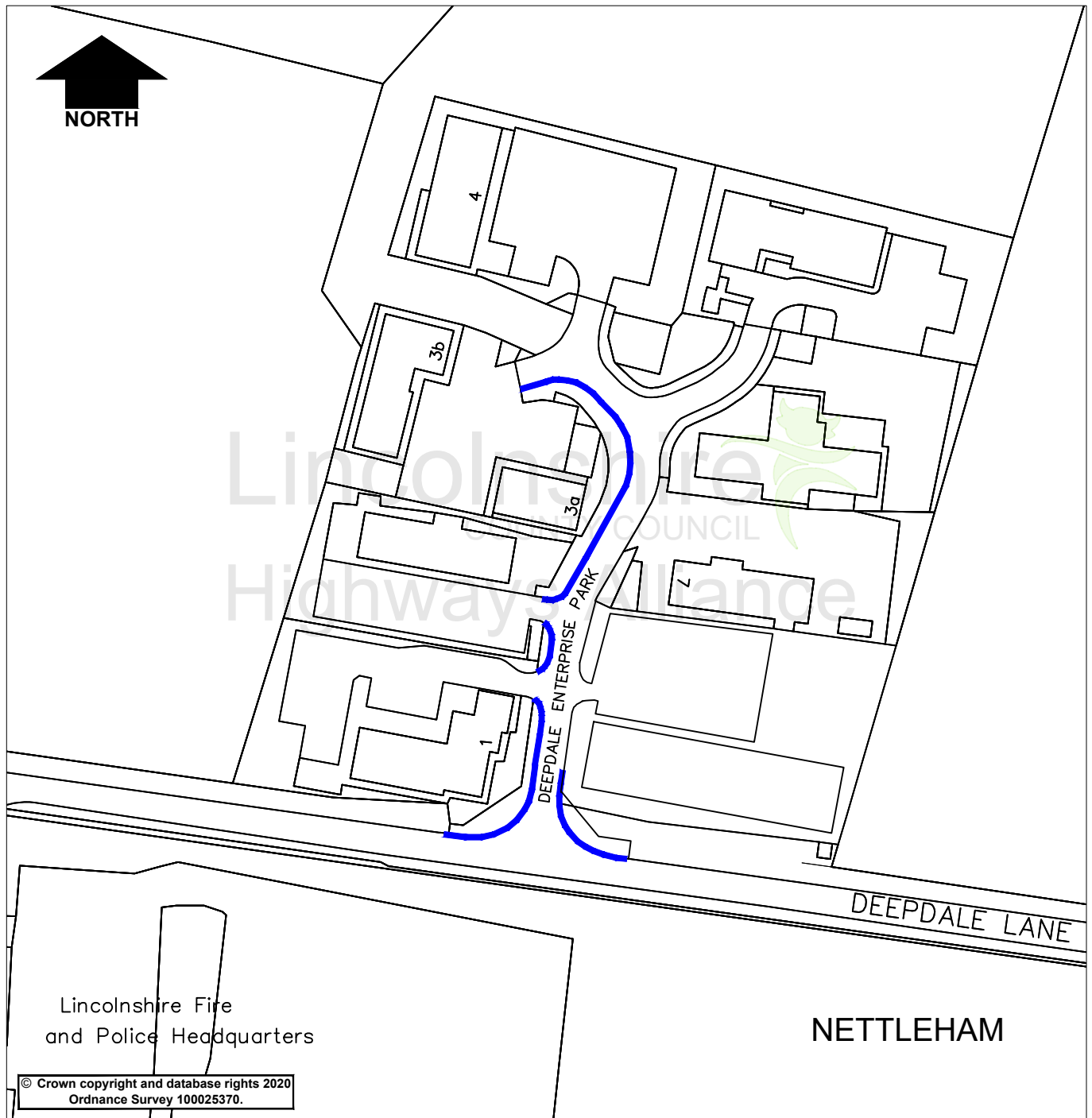
Lincolnshire County Council recently received a request to review the waiting restrictions at the above location.

Investigations have shown that inconsiderate and dangerous parking is occurring at the junctions, causing visibility and safety concerns for all road users.

The proposal is shown on the attached plan, and I look forward to receiving any comments you may wish to make. If I do not receive a response by 3rd August 2026, I will assume that you have no objections to the proposal.

Yours Faithfully

For Programme Leader – Traffic Regulation Team



Lincolnshire Fire
and Police Headquarters

NETTLEHAM

KEY

 Proposed No Waiting At Any Time

Lincolnshire
COUNTY COUNCIL
Highways Alliance

Lancaster House
36 Orchard Street
Lincoln
LN1 1XX

Rev.	Description	Drawn	Ch'kd	Auth	Date
Project		Drawn	Date		
Nettleham, Deepdale Enterprise Park		BG	05/26		
Status		Ch'kd	Date		
Project No.		Auth	Traced		
Drawing Title		Scale			
Proposed Waiting Restrictions		NTS			
Drawing No.		Rev.			
BG/331/001		0			

1. INTRODUCTION

Nettleham Parish Council recognises the social, environmental and health benefits that allotments provide. The Council is committed to managing the allotment site in a fair, transparent and sustainable manner for the benefit of current and future tenants.

2. BACKGROUND

Allotments are principally governed by the Small Holdings and Allotment Act 1908, Allotments Act 1922, 1925 and 1950. In addition the Council have regard to the Data Protection Act 2018 and Equality Act 2010 in the administration of the allotment site.

The definition of an Allotment Garden in the Allotment Act 1922 defines the term as 'an allotment not exceeding 40 poles (e.g. a quarter of an acre) which is wholly or mainly cultivated by the occupier for the production of vegetable or fruit crops for consumption by himself or his family.'

3. SITE MANAGEMENT

All allotment sites are managed by Nettleham Parish Council with day to day management handled by the Facilities Manager or the Clerk in his/her absence.

Policy decisions remain with the Parish Council.

4. SCOPE OF THE POLICY

This policy applies to the new allotment site, located off Scothern Road, Nettleham, which will be managed by the Parish Council. The Council reserves the right to update the policy, as required.

5. AIMS OF THE POLICY

This policy seeks to:

- Set out the Council's principles in the management of its allotments;
- Set standards for the administration of the waiting list and allocation of the Council's allotments;
- Define both the Council's and the allotment holder's responsibilities.

6. COMPLAINTS

Any complaint relating to the implementation of the policy will be dealt with through the Council's Complaints Procedure.

Any dispute between the tenant and any other allotment holder shall be referred to the Council, whose decision will be final.

7. MANAGEMENT OF THE ALLOTMENT WAITING LIST

All applicants for an allotment plot must be a minimum of 18 years of age;

Allotment holders are not permitted to hold more than one full plot. ~~or two half plots;~~

An application can only be made in the name of one person and when offered an allotment, they must be the main user. ~~Joint tenancies are not permitted~~ Joint tenancies are only permitted where both tenants are members of the same household (e.g. husband and wife, civil partners or partners);

The Council will maintain two allotment waiting lists – one for current residents of the parish, the other for non-residents. Applications will be added to the respective lists, in date order ~~upon receipt of a completed application form;~~

It is the responsibility of all applicants to keep the Council informed about any changes to their details;

The Council will contact those on the waiting lists, **annually**, to ensure their details are still correct. Failure to respond to such requests within **28 days** will result in the applicant being removed from the waiting list. Any subsequent application will be added at the date the application is received;

The Council reserves the right to refuse an application or to not make an offer where there is evidence of previous plot misuse or a history of enforcement action e.g. for non-payment of rent or for non-cultivation issues.

8. TENANCY OFFER & AGREEMENT TO LET

When an allotment vacancy occurs, current residents will be given preference and an offer made to the resident at the top of the list.

Applicants must accept or decline any offer within 28 days.

Applicants may request one postponement without losing priority.

Should no reply be received within 28 days the applicant will be removed.

If an applicant refuses two offers of an allotment, their application will be moved to the bottom of the list (e.g. to the date order when the second offer was refused).

If at the time of the offer it is found that the applicant has moved out of the parish, the offer will be withdrawn. In such circumstances their application details may be added to the non-resident list whilst retaining their application date.

New allotment holders will be issued with a legally binding tenancy agreement which should be signed and returned to the Parish Office, before taking over the allotment.

The tenant is required to give notice, in writing, of any change of address within 28 days of such change.

9. DEPOSITS

Tenants are required to pay an initial one off deposit of £50 at the start of the tenancy agreement. The deposit will be returned, in full within four weeks of the tenant leaving the site, by the Council, provided the plot is left in a good condition and in accordance with the tenancy.

For clarity deposits may be used for clearance of weeds, removal of rubbish and/or structures, unpaid rent, replacement keys or repairs caused by damage.

Any keys, where issued, must be returned otherwise the replacement cost will be recharged.

Where the Council intends to withhold repayment of the deposit, notice will be given to the tenant with explanation of the reasons for this. The tenant will be given four weeks' notice to remediate the reasons or the deposit will be held in full, or in part. The tenant may submit an appeal to the Council about the reasons for retaining the deposit.

10. RENT

The annual rent is due from 1st November each year which should be paid within 28 days. ~~should be paid to the Council no later than the first Saturday after the fifteenth day of November in each year;~~

If payment has not been received the tenancy may be terminated.

Once paid, allotment rent monies are non-refundable;

The Council shall review the rent charges from time to time and at least every two

years;

A new tenant's rent will be calculated pro-rata from the start of the tenancy until the end of the usual allotment year. The minimum pro-rata date is equivalent to 6 months' rent.

The Council, at their discretion, may consider offering a 'rent free' period of up to 6 months, where a tenant is offered and takes up the tenancy of a badly kept plot;

11. INSPECTION

Any member, or officer of the Council, shall be entitled to enter and inspect the allotment at any time, or the communal shed, when directed by the Council.

Routine inspections will take place quarterly as a minimum with additional inspections following complaints.

Should any issues be identified during an inspection, the tenant will be notified in writing of the actions required and the timescale for completion.

Inspect the allotment plot 6 to 8 weeks prior to the end of the tenancy for the purpose of repayment or withholding of the deposit.

12. ENFORCEMENT

In the event of enforcement needed to be taken initially informal advice will be given to the tenant.

Where the matter is not remedied following informal advice, a written warning may be issued.

Failure to comply with a written warning may result in a final written warning being issued, allowing a further 28 days for the breach to be remedied.

If after, 28 days, the requested actions have not been undertaken the tenancy will be terminated.

13. TERMINATING THE TENANCY

The Council may terminate the Tenancy by re-entry after one months' notice in writing:

- If the rent is in arrears for not less than two months, whether legally demanded or not;
- If it appears to the Council that there has been a breach of the conditions and agreements on the part of the tenant and

-
- provided the breach is of the conditions or rules affecting the cultivation of the allotment;
 - at least 3 months have elapsed since the commencement of the tenancy;
 - and one month elapsed since being notified of the fact.
 - If the tenant becomes bankrupt;

The tenancy can be determined (ended) by notice:

- By the Council by giving the tenant 12 months' notice, in writing, expiring on or before the thirtieth day of October in any year;
- By re-entry by the Council at any time, giving 3 months' previous notice in writing to the tenant on account of the allotment garden being required:
- For any purpose other than the use for agriculture for which it has been appropriated under any statutory provision;
- For building, mining or other industrial purpose, or for roads or sewers necessary in connection with any of those purposes;
- By the tenant giving the Council, 12 months' notice, in writing, expiring on or before the thirtieth day of October in any year;
- The tenant shall leave the allotment in a clean and tidy state, free from weeds and all personal belongings shall be removed and the plot left level, to the satisfaction of the Council;

The tenant shall reimburse the Council for any expenses incurred by the Council, because of any breach of the tenancy agreement.

14. NOTICES

Any notice required to be given by the Council to the tenant may be served:

- on the tenant either personally; or
- by leaving it at their last known place of abode; or
- by registered letter or letter sent by recorded delivery addressed to the tenant;
- or by fixing it in some conspicuous place on the allotment garden.
- Any notice required to be given by the tenant to the Council shall be written and signed by the Tenant and delivered to the person authorised to collect the rent.

15. PASSING ON OR SUBLETTING

An allotment plot cannot be passed on or sub-let.

The tenancy will be determined (ended) in the event of allotment holder's death. However, in such circumstances, consideration will be given for the allotment to be re-offered to their spouse/partner.

16. ALLOTMENT USE

The tenant shall use the plot as an allotment garden and for no other use.

- The allotment should be kept free from weeds, well maintained with at least 75% actively cultivated and in good condition.
- The tenant shall not store inflammable liquids or gas on the allotment site or in the store;
- Herbicides, pesticides and fertilisers must be used responsibly and in accordance with manufacturer's instructions.
- No sprinklers may be fitted for use from any tap on the site. A hosepipe may be fitted to any tap with use limited to no more 20 minutes when other plot holders are awaiting use of this facility;
- The tenant shall not use the allotment for profit or in connection with any trade or business nor erect, fix or display or permit to be erected, fixed or displayed an advertisement board.
- The Tenant shall not deposit, or allow other persons to deposit on the allotment any refuse, or place any matter in the hedges, ditches or dykes situated in the allotment field of which the allotment forms part or in adjoining land.

The tenant should not without written consent from the Council:

- Plant any trees (excluding fruit bushes);
- Take any or cut or prune timber or other trees, or take away soil;
- Fence any individual garden, or use barbed wire or similar to fence;
- The tenant shall not use the allotment garden for profit or in connection with any trade or business, shall not fix, erect or display advertising boards or advertising device;
- Water is for cultivation only and must not be used for vehicle washing, pressure washers and where hosepipe restrictions are in operation unless such restrictions specifically allow for allotment use.

17. FIRES

Fires are permitted in a controlled manner and only for dry vegetation. Under no circumstances should fires be used for plastics, treated timber, household waste, rubber.

Consideration must be given to neighbours before any fires are there should be no fires where the prevailing wind is towards residential areas nor where there has been a prolonged period of dry weather.

Fires must never be left unattended and must be fully extinguished before the tenant leaves the site.

18. BUILDINGS OR STRUCTURES

The tenant may:

- Provide a compost bin on their plot no greater than 1 square metre (1m x 1m x 1m)
- Erect cold frames not exceeding 1 metre in high;

~~NOT erect any other building, shed or structure on the allotment.~~ The erection of any other building, shed or structure is strictly not permitted.

The tenant shall be provided a storage bay within the communal building shed for the storage of tools and equipment. Nothing stored should exceed the boundary of the marked area within the store.

Entrance gates, where provided must be kept closed after entering or leaving the site;

The tenant shall not make any well or pond on the allotment and water butts be secured.

No flammable liquids should be stored in the communal building.

The building must be kept secure at all times ensuring all doors and gates are closed and locked as appropriate.

Any vandalism, suspicious activity should be reported to the Parish Office as soon as is practicable.

Any gate or door codes must not be given to non-tenants under any circumstances.

19. WILDLIFE, BIODIVERSITY AND ENVIRONMENTAL MANAGEMENT

The Parish Council encourages allotment holders to manage their plots in an environmentally responsible manner, recognising the important contribution allotments make to biodiversity, wildlife and the natural environment.

Tenants are encouraged, wherever reasonably practicable, to:

- compost suitable garden waste to improve soil health and reduce waste;
- grow a variety of flowering plants that provide food for bees, butterflies and other

pollinating insects;

- protect and encourage wildlife, including hedgehogs, birds and beneficial insects;
- use water responsibly and adopt water conservation measures, including the use of water butts where appropriate;
- minimise the use of pesticides, herbicides and other chemicals, using environmentally friendly alternatives wherever possible.
- The deliberate destruction or disturbance of protected wildlife, nesting birds or their habitats is prohibited and tenants must comply with all relevant wildlife and environmental legislation.
- The Council may from time to time introduce environmental initiatives or guidance designed to improve biodiversity across the allotment site, and tenants are encouraged to support these initiatives where practicable.
- Tenants are encouraged to leave small areas of their plots where appropriate to provide habitat for pollinating insects and other wildlife, provided this does not adversely affect neighbouring plots or result in the spread of weeds.

20. NUISANCE

The Tenant must not:

- cause or allow any other person to cause nuisance, annoyance, harassment to any other person;
- allow any smoke nuisance to be created;
- keep any livestock, including chickens, ducks, pigeons or bees, of any sort on the allotment;
- bring dogs onto the allotment unless it is accompanied by the owner or responsible person and is on a lead, but not tied to a fence, post or tap;
- obstruct, encroach upon any path, interfere with or damage surrounding fences, gates or shed;
- accumulate unsightly materials or stack materials within one metre of the perimeter fence;
- deposit or allow the deposit of refuse, or place matter in hedges ditches on the allotment or adjoining land;

21. HEALTH & SAFETY

Nettleham Parish Council is committed to providing and maintaining a safe allotment environment. Whilst the Council has responsibilities as the site manager, all tenants also have a responsibility to take reasonable care for their own health and safety and that of other allotment users and visitors. The principles of the Health and Safety at Work etc. Act 1974 should be observed at all times.

Tenants are responsible for carrying out activities safely and should avoid creating

hazards that may affect other allotment users.

Appropriate personal protective equipment (PPE) should be worn where necessary, particularly when using machinery, powered equipment, chemicals or sharp tools.

Children remain the responsibility of the tenant and must be supervised at all times whilst on the allotment site.

Hazardous materials, fuels and chemicals must not be stored on site and when used must be handled and disposed of safely and in accordance with the manufacturer's instructions.

Any accident, defect, unsafe condition or hazard affecting communal areas, buildings, gates, fencing, paths or water supplies should be reported to the Parish Council as soon as reasonably practicable.

Tenants must ensure that tools and equipment are used safely and are not left unattended where they could present a risk to others.

22. LIABILITY

The Parish Council accepts no liability for the loss, theft or damage of any personal property, equipment, tools, crops or other items belonging to allotment tenants or their visitors.

Nettleham Parish Council

Allotment Tenancy Agreement

This Agreement is made between:

Nettleham Parish Council (“the Council”)

Parish Office
Scothern Road
Nettleham
Lincoln
LN2 2TU

Tel: 01522 750011

Email: parishcouncil@nettleham-pc.gov.uk

The Tenant (“the tenant”)

Mr A. Bloggs
1 Any Street
Nettleham
Lincoln
LN1 1AA

Tel:

Email:

Allotment Site : Cricketers Walk

Plot Number : 001

Commencement Date : 1st September 2026

1. Grant of Tenancy

The Council agrees to let the above allotment plot to the Tenant for the purpose of cultivating fruit, vegetables, flowers and other permitted crops for personal use.

The tenancy is periodic and continues until terminated by either party in accordance with the Council’s Allotment Policy.

2. Rent

The Tenant agrees to pay the annual rent and any other approved charges by the date specified by the Council.

Failure to pay rent may result in termination of the tenancy.

3. Compliance with the Allotment Policy

The Tenant confirms that they have received a copy of the Council’s Allotment Policy.

The Tenant agrees to comply with all requirements contained within the Policy, including any amendments approved by the Council from time to time.

The Allotment Policy forms part of this Agreement.

4. Responsibilities

The Tenant agrees to:

- cultivate and maintain the plot in accordance with the Allotment Policy;
- keep the plot safe, tidy and free from excessive weeds;
- use the plot responsibly and consider neighbouring tenants;
- comply with all health and safety requirements;
- notify the Council of any change in contact details.

5. Inspections

The Council may inspect the allotment at reasonable times to ensure compliance with this Agreement and the Allotment Policy.

6. Termination

This tenancy may be terminated by either the Council or the Tenant in accordance with the procedures set out in the Allotment Policy.

7. Data Protection

The Council will process personal information in accordance with UK data protection legislation for the administration of allotments.

Declaration

I confirm that I have read and understood this Agreement and the Council's Allotment Policy and agree to comply with both throughout my tenancy.

Signed for the Council

Name:

Position:

Signature:

Date:

Signed by the Tenant

Name:

Signature:

Date:

Introduction

The purpose of this policy is to provide Nettleham Parish Council (the “Parish Council”) with guidance in order to comply with relevant legislation relating to the use of Closed-Circuit Television (“CCTV”) in Nettleham.

The definition of CCTV in this policy is “equipment used to capture and store images, potentially including those of persons”.

The purpose of the CCTV installed by the Parish Council is to provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law. The scheme will be used for the following purposes:

- to monitor the security of premises or equipment;
- to ensure public safety;
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the Police and Lincolnshire County Council in the identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime or public order.
- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and prominent signs on display; and
- to assist all emergency services to carry out their duties.

CCTV will only be installed at premises owned or administered by the Nettleham Parish Council. Each installation will need to be justified, normally as a result of incidents where CCTV can be judged to be appropriate in order to deter or prevent future incidents.

The Parish Council will have due regard to the Data Protection Act 2018, the General UK General Data Protection Regulation (GDPR) and any subsequent data protection legislation, and to the Freedom of Information Act 2000, the Protection of Freedoms Act 2012 and the Human Rights Act 2018. As a relevant authority the Parish Council will also have due regard to the Surveillance Camera Code of Practice, issued under the Protection of Freedoms Act 2012 and in particular the 12 guiding principles contained therein.

The Parish Council accepts the principles of that data must be:

- fairly and lawfully processed;
- processed for limited purposes and not in any manner incompatible with these
- purposes;

-
- adequate, relevant and not excessive;
 - accurate;
 - not kept for longer than is necessary;
 - processed in accordance with individuals' rights; and
 - held securely;

Responsibility for the management of the CCTV will lie with the Council.

Legislative Requirements

The Parish Council has the power to incur expenditure in respect of CCTV under powers granted by the Local Government and Rating Act 1997, section 31.

The Parish Council shall comply with all legislation, and resultant codes, apply to gathering and use of data.

Images may be disclosed in response to a valid Subject Access Request under Article 15 UK GDPR and the Data Protection Act 2018 or where disclosure is otherwise required by law.

Roles and Responsibilities

The Parish Council have overall control of the CCTV with the Clerk to the Council being the overall data protection lead. Maintenance is lead by the Facilities Manager with Authorised Personnel viewing footage.

Unless specifically authorised Councillors will have strategic oversight only.

The CCTV installation company may carry out checks of the CCTV and can access the system to carry out essential maintenance repairs when requested by the Parish Council.

The CCTV system is viewed by a secure Mobile Phone Application (App) this is to prevent unauthorised persons having access to view any recordings. Any Apps used must have a strongly secured password. Devices must be PIN protected and where devices are lost these must be reported to the Clerk immediately. No screenshots are permitted and downloading of data only once authorised.

Where the CCTV system is accessed this should be logged by the authorised user recording the date, time, person accessing, reason, camera(s) viewed and the outcome.

Any breach of this policy shall be investigated by the Clerk to the Council and reported to the Parish Council.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or digital evidence must be in an acceptable format for use at Court hearings.

Only those appointed by the Council may access the cameras, recordings and associated systems, the following points must be understood and strictly observed by those persons:

- they must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual;
- no public access will be allowed to recordings or the App except with the express approval of the Clerk.
- the Police will be permitted access to recording media if they have reason to believe that such access is necessary to investigate, detect or prevent crime. Any visit by the Police to view images should be logged;
- the accuracy of the date/time displayed will be checked on each occasion that the system is accessed;
- digital records and images shall be securely stored to comply with data protection Records and images will normally be erased after a certain period but may be retained for longer because of a known incident and required for the apprehension or prosecution of offenders.
- digital records or images shall not be supplied to the media, except on the advice of the Police. Such a decision will be taken by the Parish Council.
- as records may be required as evidence in a court of law, each person handling a digital record may be required to make a statement to a Police Officer and sign an exhibit label. Any extracted data that is handed to a Police Officer should be signed for by the Police Officer and information logged to identify the recording, and showing the Officer's name and police station. The log should also show when such information is returned and/or the outcome of its use;
- any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including crime numbers if appropriate;
- any damage to equipment or malfunction discovered should be reported immediately to the person responsible for maintenance, and the call logged showing the outcome. When a repair has been made this should also be logged showing the date and time of completion;
- The sharing of the CCTV by the Parish Council complicates access rights under the Freedom of Information Act. If such a request is made the council should take advice from LALC and/ or ICO.

Accountability

Copies of this policy are available in accordance with the Freedom of Information Act, as will be any reports that are submitted to the Parish Council, providing that does not breach security needs.

Any written concerns or complaints regarding the Parish Council's use of the system will be considered under the Parish Council's existing complaints policy.

The Parish Council maintains the appropriate registration with the Information Commissioner's Office where required.

The Parish Council is registered with the Information Commissioner as a data handler.

One or more signs shall be displayed in the vicinity of where the CCTV is deployed. One or more laminated notice shall be erected providing the following information:

- why CCTV is being used;
- who manages the CCTV;
- contact details for the organisation(s) responsible should anyone want to find out more about the scheme or request access to their CCTV images.

This policy, together with the continued need for CCTV usage, will be reviewed by the Parish Council. This will need to be reviewed annually.

Further Information on CCTV and its use is available from the following:

CCTV Code of Practice (published by the Information Commissioners Office)

Surveillance Camera Code of Practice (published by the Surveillance Camera Commissioner)

Data Protection Act 1998

General Data Protection Regulation

Protection of Freedom Act 2012

Human Rights Act 1998

Nettleham Parish Council– CCTV Privacy Impact Assessment

Location of surveillance camera system being assessed:

Mulsanne Field see appendices for exact locations and types of cameras being used.

Date of Assessment –May 2025 (reviewed July 2026)

Name of Persons Responsible – Carl Thomas (Clerk)

1. The problems that need to be addressed and why the surveillance camera system is needed?

The surveillance camera system is needed to protect the public by dissuading crime and anti-social behaviour. Nettleham and in particular Mulsanne playing field has seen a rise in anti-social behaviour and criminal activity. The surveillance camera system is required as most of this activity takes place in the evening or at night.

2. Can surveillance camera technology realistically mitigate the risks attached to those problems?

In part as the visible cameras and signage will act to deter crime.

3. Have other less privacy-intrusive solutions such as improved lighting been considered?

Physical security, in the form of locked gates at night and lighting are in place but have failed so far to deter vandalism and crime.

4. What is the lawful basis for using the surveillance camera system?

The base for using the surveillance camera system is that it is necessary to be able to process data in order to support the work of the Police in detecting crime and ensuring public safety.

It is in the public interest under article 6(1) of the GDPR Act and where relevant legitimate interests under Article 6(1)(f) of the GDPR Act that crimes and anti-social behaviour committed in the Village are detected and where necessary the images can be used to support a criminal investigation that could lead to a successful conviction or outcome.

The surveillance cameras provide reassurance to the public and therefore can be lawfully used to provide a degree of protection to the individual.

5. What are the benefits to be gained by using CCTV?

To deter criminal activity
To make the public feel safer.
To deter anti-social behaviour

6. What are the views of those under surveillance?

Most of the public support the need for surveillance and would like it expanded to cover other parts of the village that have seen a rise in Anti-social behaviour. Many members of the public have installed private CCTV style systems to protect their own property. The majority feel safer with the surveillance system in place.

7. What are the benefits to be gained by using CCTV?

To deter criminal activity
To make the public feel safer.
To deter anti-social behaviour

8. What are the privacy issues arising from this surveillance system?

There is the possibility of Privacy intrusion into private homes, and the area under surveillance is frequently used by minors.

9. What privacy design feature will be adopted to reduce privacy intrusion.

Consideration has been taken when purchasing the specific cameras that do not have the capability to intrude beyond that which is for its specific purpose.
That private dwellings are protected from cameras having the ability to look for example into bedroom windows or back gardens (noting the expectation of privacy is normally less to the frontage of a property which is continually exposed in any event.)
Signage will be prevalent to advise all users of the areas where CCTV is used.

10. Which organisations will be using the surveillance camera images, and where is the controller responsibility under the GDPR and Data Protection Act 2018?

Nettleham Parish Council will use the images and have responsibility in conjunction with Lincolnshire Police if requested.
Sharing of images by Sports Club via remote viewing of matches.

11. Do the images need to be able to recognise or identify individuals?

Yes, Individuals need to be recognised for Police purposes and to support any prosecutions.

12. How will you inform people that they are under surveillance and respond to Subject Access Requests, the exercise of any other rights of data subjects, complaints or requests for information?

Signage will be installed at key access points.
The CCTV policy, location of cameras and who to contact for Subject Access Requests will be placed on the Council website.

13. How will you know if the particular camera system/hardware/software/firmware being considered does deliver the desired benefits now and in the future?

The camera system will be reviewed on a regular basis at least every three years to assess that it is still delivering benefits for the residents of Nettleham.

14. What future demands may arise for wider use of images and how will these be addressed?

If there is a demand for CCTV to be more widely used in Nettleham, the demand will be measured by calls for service and crime and anti-social behaviour reports. These will be assessed.

15. Have you considered the extent to which your surveillance camera system may interfere with the rights and freedoms conferred under the European Convention of Human Rights?

Yes, the camera locations have been carefully thought about where they will give a good coverage of the area and are not zoomed in to a particular location where they could be deemed to be invading privacy.

16. Do any of these measures discriminate against any particular sections of the community?
No, the surveillance cameras are not targeted at one particular group.

Appendix 1

Camera Locations and Types – Nettleham Parish Council

September 2023

ID	Justification/Expected use	Description (Static or Moving)	IMAGE	RECORDER LOCATION	CAMERA TYPE	STORAGE (DAYS)
1	Deter Crime and anti-social behaviour	Static	Colour	Cricket pitch	HiK Vision IP System	30
2	Deter Crime and anti-social behaviour	Static	Colour	Football pitch	HiK Vision IP System	30
3	Deter Crime and anti-social behaviour	Static	Colour	Seating area	HiK Vision IP System	30
4	Deter Crime and anti-social behaviour	Static	Colour	Storage Container	HiK Vision IP System	30
5	Deter Crime and anti-social behaviour	Static	Colour	Rear of Pavilion	HiK Vision IP System	30
6	Deter Crime and anti-social behaviour	Static	Colour	Car Park	HiK Vision IP System	30

Appendix 2

Information flow

- How is information collected
CCTV Camera
- Does the system's technology enable recording?
Yes, only images recorded no audio capability. Recordings are only accessed by authorised Council representatives.

-
3. What type of transmission is used for the installation subject of this PIA?
Wirelessly communicated
 4. What security features are there to protect transmission data e.g. encryption?
Data is encrypted.
 5. Where will the information be collected from?
Public places – Mulsanne Field
 6. From whom/what is the information collected?
General public. The cameras are there to reduce the fear of crime and to support any criminal or civil investigations.
 7. What measures are in place to mitigate the risk of cyber attacks which interrupt service or lead to the unauthorised disclosure of images and information?
Password protected
 8. How is the information collected
Recorded data disclosure to authorised agencies to support post incident investigating by and including law enforcement agencies
Recorded data disclosed to authorised agencies to provide intelligence.
 9. How long is footage stored
30 days and automatically copied over. Except where it is needed by an authorised agency.
 10. Retention Procedure
See above
 11. With which external agencies/bodies is the information/footage shared?
Statutory prosecution agencies
Judicial system
Legal representatives
Data subjects on request
 12. How is the information disclosed to the authorised agencies
Images saved and passed on
 13. Is there a written policy that specifies which agencies are granted access, how information is disclosed and how information is handled.
Yes

14. Do operating staff receive appropriate training to include the following?

Legislation issues

Monitoring, handling, disclosing, storage, deletion of information

Disciplinary procedures

Incident procedures

Limits on system use

In house training.

15. Do CCTV operators receive ongoing training?

yes

16. Are there appropriate signs which inform the public when they are in the area covered by surveillance camera systems?

Signage in place.

GDPR defines a personal data breach as “a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”. Examples include:

- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor
- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal data

Nettleham Parish Council takes the security of personal data seriously, computers are password protected and hard copy files are kept in locked cabinets.

Consequences of a personal data breach

A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage. Therefore, a breach, depending on the circumstances of the breach, can have a range of effects on individuals.

Examples of a Data Breach

- Emails sent to the wrong resident
- Electoral register left on display
- Personnel files lost
- Allotment waiting list emailed incorrectly
- Laptop stolen
- Councillor loses USB stick
- Cemetery records emailed incorrectly.

Immediate Response Procedure

If any member of staff or councillor discover a suspected breach they must immediately

- Contain the breach where possible
- Inform the Clerk to the Council immediately
- Preserve any evidence
- Record what has happened
- Do not attempt to conceal the breach
- Do not delete any emails or files
- Establish what information has been lost, is it personal data, how many people have been affected and what harm could result ?

Containment Measures of a Breach or Suspected Breach

Once a breach has been or suspected to have occurred you may contain such a breach by:-

Recalling an email

Disable user account(s)

Change passwords

Recover documents

Contact recipients

Investigation

Following a breach there should be a thorough investigation to establish:-

- Why and how did it happen ?
- Was procedure followed
- Is there a training need ?
- Is any disciplinary action necessary ?
- Does policy need updating ?

Nettleham Parish Council's duty to report a breach

If the data breach is likely to result in a risk to the rights and freedoms of the individual, the breach must be reported to the individual and ICO without undue delay and, where feasible, not later than 72 hours after having become aware of the breach. The Data Protection Officer must be informed immediately so they are able to report the breach to the ICO in the 72-hour timeframe.

If the ICO is not informed within 72 hours, Nettleham Parish Council via the DPO must give reasons for the delay when they report the breach.

When notifying the ICO of a breach, Nettleham Parish Council must:

- i. Describe the nature of the breach including the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned;
- ii. Communicate the name and contact details of the DPO;
- iii. Describe the likely consequences of the breach;
- iv. Describe the measures taken or proposed to be taken to address the personal data breach including, measures to mitigate its possible adverse affects.

When notifying the individual affected by the breach, Nettleham Parish Council must provide the individual with (ii)-(iv) above.

Nettleham Parish Council would not need to communicate with an individual if the following applies:

- It has implemented appropriate technical and organisational measures (i.e. encryption) so those measures have rendered the personal data unintelligible to any person not authorised to access it;
- It has taken subsequent measures to ensure that the high risk to rights and freedoms of individuals is no longer likely to materialise, or
- It would involve a disproportionate effort

However, the ICO must still be informed even if the above measures are in place.

Data processors duty to inform Nettleham Parish Council

If a data processor (i.e. payroll provider) becomes aware of a personal data breach, it must notify Nettleham Parish Council without undue delay. It is then Nettleham Parish Council's responsibility to inform the ICO, it is not the data processors responsibility to notify the ICO.

Records of data breaches

All data breaches must be recorded whether or not they are reported to individuals. This record will help to identify system failures and should be used as a way to improve the security of personal data.

Record of Data Breaches

Date of breach	Type of breach	Number of individuals affected	Date reported to ICO/individual	Actions to prevent breach recurring

For help and advice please contact the Information Commissioner's Office.

To report a data breach, use the ICO online system:

<https://ico.org.uk/for-organisations/report-a-breach/>

The Data Protection Policy

Nettleham Parish Council is committed to protecting personal data and complying with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

UK General Data Protection Regulation (GDPR)

The UK GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The UK GDPR applies to anyone holding personal information about people, electronically or on paper. Nettleham Parish Council has also notified the Information Commissioner that it holds personal data about individuals.

When dealing with personal data, Nettleham Parish Council staff and members must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner**
This means that personal information should only be collected from individuals if staff have been open and honest about why they want the personal information.
- **Data is processed for specified purposes only**
This means that data is collected for specific, explicit and legitimate purposes only.
- **Data is relevant to what it is needed for**
Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- **Data is accurate and kept up to date and is not kept longer than it is needed**
Personal data should be accurate, if it is not it should be corrected. Data no longer needed will be shredded or securely disposed of.
- **Data is processed in accordance with the rights of individuals**
Individuals must be informed, upon request, of all the personal information held about them.
- **Data is kept securely**
There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.
- **Accountability**
The Council is responsible for demonstrating compliance with data protection legislation through appropriate policies, procedures, training and record keeping.

Lawful Bases for Processing

Personal data processed by the Parish Council is processed lawfully where necessary for legal obligations, public tasks, contractual purposes and consent where appropriate.

Storing and accessing data

Nettleham Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of personal information.

Nettleham Parish Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These will be securely kept at the Nettleham Parish Council Office and are not available for public access.

Personal information is protected through appropriate technical and organisational measures including password protection, multi-factor authentication where available, secure backups, access controls, antivirus protection and secure disposal procedures.

Personal data will only be retained for as long as necessary and in accordance with the Council's Document Retention Policy. Once it is no longer required it will be securely destroyed or permanently deleted.

Nettleham Parish Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SARs) must be submitted in writing (this can be done in hard copy, email or social media). If a person requests to see any data that is being held about them, the SAR response must detail:

- How and to what purpose personal data is processed;
- The period Nettleham Parish Council tend to process it for;
- Anyone who has access to the personal data.

An individual submitting a Subject Access Request (SAR) may be asked to provide proof of identity before the request is processed. The response must be sent within one calendar month or three calendar months whereby it is a complex request. Any requests should be free of charge.

If a SAR includes personal data of other individuals, Nettleham Parish Council must not disclose the personal information of the other individual. That individual's personal information may either be redacted, or the individual may be contacted to give permission for their information to be shared with the Subject.

Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests. Please see "Subject Access Request Procedure" for more details.

Individuals also have the right to complain to the Information Commissioner's Office if they believe their personal information has not been handled in accordance with data protection legislation.

Any suspected personal data breach must be reported immediately and managed in accordance with the Council's Data Breach Policy.

Confidentiality

Nettleham Parish Council members and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential. This will include confidential discussions, employment matters, complaints and commercially sensitive information. Staff and Councillors should also be mindful when working remotely from home of the confidentiality requirements.

1. Objectives

The Council aims to collect all debt owed to the Council promptly, effectively, efficiently and economically, while ensuring unbiased and fair treatment to all debtors.

2. Purpose

This policy sets out the Debt Recovery Policy for the Council. Its purpose is to set out working practices to ensure that all sundry debts and income of the Council are managed, administered and collected in a transparent, efficient and cost effective manner. In delivery of this policy, the Parish Council will also comply with ethical best practice and legislative requirements appropriate to each individual debt or debtor.

The Responsible Financial Officer (RFO) will provide regular updates to the Parish Council of any debt(s) deemed unrecoverable and for 'write-off', as appropriate.

3. Roles and Responsibilities

The Responsible Financial Officer shall ensure debt recovery is undertaken in accordance with current legislation and the Council's Financial Regulations.

4. Collection of Income

The collection of income in respect of invoices raised must follow a standard course, which fully documents the efforts made to settle the debt:-

1. The RFO will take steps to collect the debt in the first instance;
2. If no payment is received within the stated terms, the RFO will send a first stage reminder letter and a payment statement, requesting payment within the next 14 days;
3. If possible this will be followed with either a telephone call or email to negotiate settlement;
4. If no payment is received after a further 7 days, a final demand notice, will be sent;
5. The provision of further services or facilities hire will be ceased immediately.

All action taken will be fully documented by the RFO.

9. Disputed Invoices

The RFO will retain responsibility for monitoring outstanding invoices and for dealing with any debtor disputing an invoice. If the debtor wishes to dispute the invoice they should write to the RFO setting out setting out their reasons. Every effort should be made, by the RFO to:

- Resolve the dispute at the earliest opportunity and within two weeks;
- Explore any obstacles for partial or full payment within a reasonable timescale.

10. Recovery Action

If after exhausting all the reminder stages the debt remains outstanding, the RFO must decide if the debt requires further enforcement action consulting with the Full Council at the first available opportunity. Should the total value of the customer's debt(s) be less than £100 and it is considered by the RFO uneconomic to pursue further, the invoice will be reported to the Council with a recommendation for 'write off'.

For all other debts over £100, the following action may be considered, by Council:

1. Refer the debt to the Small Claims Court.
2. If the court is unable to collect the debt, all options are exhausted, the RFO will report to Council for consideration to write-off the debt.

11. Part Payments

Where part payment has been received for a series of invoices, then the payment is attributed to the oldest invoices first (unless the payment is for a specific invoice).

12. Writing Debts Off

If the debt remains unpaid, after exhausting all appropriate recovery methods, the debt should be considered for 'write off'. All requests to write off debts must be agreed by the Parish Council.

It would normally be expected that debts be considered for write off for: -

- Cumulative debts under £100 where no payment has been received within six months of sending the final demand;
- All debts where the court advises they are unable to collect and all options are exhausted; in these circumstances the RFO will deem it not cost-effective to pursue.
- All debts where the RFO advises the debt is irrecoverable or that legal action is unlikely to be cost effective.

The debtor remains liable to pay for up to six years. Therefore, if the debt has been written off and a further installment is received, the income will be credited as appropriate.

SUBJECT ACCESS REQUEST PROCEDURE

This procedure is to be followed when an individual contacts Nettleham Parish Council to request access to their personal information held by the Council. Requests must be completed within 1 month, so it should be actioned as soon as it is received. SAR's should be provided free of charge, however, you can charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive.

The steps below should be followed to action the request:

1. Is it a valid subject access request?
 - a) The request must be in writing (letter, email, social media).
 - b) Has the person requesting the information provided you with sufficient information to allow you to search for the information? (You are allowed to request for more information from the person if the request is too broad.)
2. Verify the identity of the requestor.
 - a) You must be confident that the person requesting the information is indeed the person the information relates to. You should ask for the person to attend the office with their passport/photo driving licence and confirmation of their address (utility bill/bank statement).
3. Determine where the personal information will be found
 - a) Consider the type of information requested and use the data processing map to determine where the records are stored. (Personal data is data which relates to a living individual who can be identified from the data (name, address, email address, database information) and can include expressions of opinion about the individual.)
 - b) If you do not hold any personal data, inform the requestor. If you do hold personal data, continue to the next step.
4. Screen the information
 - a) Some of the information you have retrieved may not be disclosable due to exemptions, however legal advice should be sought before applying exemptions.
Examples of exemptions are:
 - References you have given
 - Publicly available information
 - Crime and taxation
 - Management information (restructuring/redundancies)
 - Negotiations with the requestor
 - Regulatory activities (planning enforcement, noise nuisance)
 - Legal advice and proceedings
 - Personal data of third parties

SUBJECT ACCESS REQUEST PROCEDURE

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5. Are you able to disclose all the information?
 - a) In some cases, emails and documents may contain the personal information of other individuals who have not given their consent to share their personal information with others. If this is the case, the other individual's personal data must be redacted before the SAR is sent out.
 6. Prepare the SAR response (using the sample letters at the end of this document) and make sure to include as a minimum the following information:
 - a) the purposes of the processing;
 - b) the categories of personal data concerned;
 - c) the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data;
 - d) where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
 - e) the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
 - f) the right to lodge a complaint with the Information Commissioners Office ("ICO");
 - g) if the data has not been collected from the data subject: the source of such data;
 - h) the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

Be sure to also provide a copy of the personal data undergoing processing.

All SAR's should be logged to include the date of receipt, identity of the data subject, summary of the request, indication of if the Council can comply, date information is sent to the data subject.

SUBJECT ACCESS REQUEST PROCEDURE

Sample letters:

Replying to a subject access request providing the requested personal data

“[Name] [Address]
[Date]”

Dear [Name of data subject]

Data Protection subject access request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*. We are pleased to enclose the personal data you requested.

Include 6(a) to (h) above.

Copyright in the personal data you have been given belongs to the council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published or otherwise made available in whole or in part without the prior written consent of the copyright holder.
Yours sincerely”

Release of part of the personal data, when the remainder is covered by an exemption

“[Name] [Address]
[Date]”

Dear [Name of data subject]

Data Protection subject access request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*. To answer your request we asked the following areas to search their records for personal data relating to you:

- [List the areas]

I am pleased to enclose *[some/most]* of the personal data you requested. *[If any personal data has been removed]* We have removed any obvious duplicate personal data that we noticed as we processed your request, as well as any personal data that is not about you. You will notice that *[if there are gaps in the document]* parts of the document(s) have been blacked out. *[OR if there are fewer documents enclose]* I have not enclosed all of the personal data you requested. This is because *[explain why it is exempt]*.

Include 6(a) to (h) above.

Copyright in the personal data you have been given belongs to the council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published, or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely”

SUBJECT ACCESS REQUEST PROCEDURE

Replying to a subject access request explaining why you cannot provide any of the requested personal data

“[Name] [Address]
[Date]

Dear [Name of data subject]
Data Protection subject access request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*.
I regret that we cannot provide the personal data you requested. This is because *[explanation where appropriate]*.

[Examples include where one of the exemptions under the data protection legislation applies. For example the personal data might include personal data is ‘legally privileged’ because it is contained within legal advice provided to the council or relevant to on-going or preparation for litigation. Other exemptions include where the personal data identifies another living individual or relates to negotiations with the data subject. Your data protection officer will be able to advise if a relevant exemption applies and if the council is going to rely on the exemption to withhold or redact the data disclosed to the individual, then in this section of the letter the council should set out the reason why some of the data has been excluded.]

Yours sincerely”