

2nd of May 2023

To all Members, Lilleshall Parish Council:
Copied to others for information.

Dear Colleagues,

NOTICE IS HEREBY GIVEN that the Full Council meeting of Lilleshall Parish Council for the municipal year 2023/24 will take place on the 9th of May 2023 at 7pm to be held at Hillside Meeting Room. Members are summoned to attend for the transaction of business on this agenda.

Yours,



Clerk of the Council

AGENDA

12/23 Chairman's Announcements

To receive an oral report of the Chairman for the municipal year 2022/23

13/23 Election of Chairman

To elect a Chairman to serve the municipal year 2023/24

14/23 Chairman's Declaration of Acceptance of Office

The Chairman will be required to read out the declaration and sign.

15/ 23 Election of Vice Chairman

To elect a Vice Chairman to serve the municipal year 2023/24

16/23 Vice Chairman's Declaration of Acceptance of Office

The Vice Chairman will be required to read out the declaration and sign.

17/23 To note the uncontested election of the councillors.

18/23 To discuss the casual vacancies of the council; including the possibility of co-opting to fill the casual vacancies.

19/23 Apologies and declarations of Interest

To receive apologies and record any pecuniary and non-pecuniary declarations of interest in matters relating to the business to be conducted on this agenda.

20/23 Public Session

The Chairman of the Parish Council will open the meeting and allow 15 minutes for members of the public to ask questions to the Council, 3 minutes per person.

21/23 Minutes of the Full Council meeting held 14th of March 2023 (Appendix 1)

To approve the minutes of the last meeting as a true record.

22/23 Matters arising, for information, from the 14th of March 2023

To receive information on actions taken arising from the last meeting.

23/23 Correspondence

Items received for information, action, consultation, or decision.

An item of Correspondence has been received from a resident of Lilleshall who has written regarding his concerns relating to the signage that has been placed on the Hillside East Road. Mr Tucker has questioned the legality of the signage stating 'residents only' when the road is according to him not a private the road. The clerk is following up on this correspondence by seeking advice from highways at Telford and Wrekin Council.

24/23 Reports from Parish Councillors and Ward Member present

To receive any reports from Parish Councillors, outside bodies and Ward Member present at the meeting on items otherwise not included on the agenda.

25/23 Road safety schemes

To receive any updates on the road safety schemes for Lilleshall parish.

26/23 Planning

- a. To consider any planning applications

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|----------------------------------|--|
| Application Number | TWC/2023/0142 |
| Site address | Jardwood Farm, Kynnersley Drive, Lilleshall, Newport, Shropshire, TF10 9HT |
| Description of proposal | Variation of condition on previously approved TWC/2020/1107 (Conversion of agricultural buildings into 4no. dwellings) to allow amendments to deposited plans and drawings |
| Date valid | 27/02/2023 |
| Application type | Full Planning |
| Planning portal reference | 11965213 |
| Delegation level | Delegated |
| Case officer | Martha Louise Bailey |
| Grid reference | , |
| Parish | Lilleshall, |
| Ward | Church Aston and Lilleshall, |
| Decision | |
| Decision date | |
| Appeal decision | |
| Appeal decision date | |
| Agent | Joe Weigh |
| Agent Company Name | Base Architecture & Design Ltd |
| Agent address | 23 Christleton Road Chester CH3 5UF |
| Applicant | Nathan Mahn |
| Applicant Company Name | Baumaris Road Ltd |
| Applicant address | 132 High Street Newport Shropshire TF10 7BH |

| | |
|----------------------------------|---|
| Application Number | TWC/2023/0279 |
| Site address | Hayfields, Church Road, Lilleshall, Newport, Shropshire, TF10 9HJ |
| Description of proposal | Replacement of 9no. casement windows |
| Date valid | 28/04/2023 |
| Application type | Listed Building |
| Planning portal reference | |

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|-------------------------------|--|
| Delegation level | Delegated |
| Case officer | Tom Carruthers |
| Grid reference | 372592, 315023 |
| Parish | Lilleshall, |
| Ward | Church Aston and Lilleshall, |
| Decision | |
| Decision date | |
| Appeal decision | |
| Appeal decision date | |
| Agent | |
| Agent Company Name | |
| Agent address | |
| Applicant | Jane Staite |
| Applicant Company Name | |
| Applicant address | Hayfields Church Road Lilleshall Newport Shropshire TF10 9HJ |

- b. To receive any updates

27/23 Financial Reports

- a. To approve the reconciliation of recent banking statements and payments.
- b. To consider any grant requests received
 - A grant request has been received by Lilleshall Rainbows (Appendix Two).
 - A grant request has been received by Lilleshall brownies and guides (Appendix Three).

28/23 Handyman

To receive a verbal update.

29/23 Community Engagement (Appendix Four)

To review the clerks proposed plan for community engagement.

30/23 Confidential Staffing Item

Date of future meetings

Annual meeting of the Parish Council, Tuesday 13th of June 2023, 7pm at Hillside Meeting Room.

Appendix One – Draft Minutes (14th March 2023)



Minutes – 14th March 2023

Chairman of the Council
Cllr D Shaw

Clerk of the Council
C Martin

www.lilleshallpc.org.uk

Present: Cllr Shaw, Cllr Challinor, Cllr Parker, Cllr Taylor, Cllr Millard, Cllr Sullivan and Cllr Eade.

In Attendance: Clerk Mrs C Martin

01/23 Apologies and declarations of Interest

No apologies have been received.

Declarations of interest have been made from Cllr Taylor in relation to the Lilleshall Allotments as he has a pecuniary interest in the matter.

02/23 Public Session

No members of the public were present.

03/23 Minutes of the Full Council meeting held 21st of February 2023 (Appendix 1)

To approve the minutes of the last meeting as a true record.

Cllr Millard proposed to accept the minutes to be a true record of the meeting held on the 21st of February 2023. The proposal was seconded by Cllr Shaw and agreed unanimously by the council.

04/23 Matters arising, for information, from the 21st of January 2023

To receive information on actions taken arising from the last meeting.

The clerk reported on the progress for the events of the Kings Coronation, it was suggested that the council could provide mementos to the local school to mark the occasion, alongside or instead of the afternoon tea that was previously debated by the council. Cllr Millard agreed to check with the school on what projects they are currently doing and feedback to the council. Cllr Shaw proposed that the council will provide funds to support any existing projects that are being planned by the school and if there are not any existing projects to provide the children with mementos. This motion was seconded by Cllr Sullivan and agreed unanimously by the council.

The council asked the clerk to look into getting a big screen to view as an event the coronation, and to find if a TV licence is needed to do so. If this is not able to be accomplished an afternoon tea is to be arranged on the Friday before the coronation.

The clerk updated the council that she has drafted a letter to highways in relation to the road safety on the A518 which was approved by the chairman and will be sent to Mr Chris Pearson and Mr Dean Sargent.

The clerk updated the council that she reported the Drainage issues as requested.

The clerk updated the council on the report she made regarding the Rights of way issue on Kinnersley Drive.

The clerk updated the council on the actions that were made regarding the council's decision to support the Gnosall and Newport Club cancer screening. The clerk requested advertising information for the cancer screening which was provided and will be included in the next edition of the Lilleshall

Voice, the clerk also updated the council on it's financial position and reported that the council is in a good financial position if they wish to support the cause further.

The clerk updated the council that she reported the missing sign from the neighbourhood watch and it is in the process of being replaced.

The clerk updated the council on the progress of requiring local businesses to advertise in the Lilleshall Voice.

05/23 Correspondence

Items received for information, action, consultation, or decision.

No correspondence has been received.

06/23 Parsons Barracks

Cllr Shaw updated the council on the progress of the Parsons Barracks, Cllr Shaw has spoken to the MOD they have completed a plan for the barracks and seem to have listened to the councils requests in relation to open space and recreation facility. It may be included in the revised local plan; the project is not an immediate project and the scale for which will be approximately 5 years.

07/23 Reports from Parish Councillors and Ward Member present

Cllr Challinor: Cllr Challinor reported on the issues at Donnington Drive, the person who is blocking the road has placed concrete blocks underneath the soil mounds which has been revealed as the soil has dissipated. This issue has continued to cause an issue blocking the rights of way.

Cllr Eade: Cllr Eade is to arrange another visit from the enforcement officer in relation to the issues on Donnington Drive as this is causing an issue to the members of Lilleshall Parish.

Cllr Taylor: Cllr Taylor reported that the steps leading to the board walk in the quarry are in disrepair, Cllr Taylor is to investigate what is being done to rectify the situation.

08/23 Road safety schemes

To receive any updates on the road safety schemes for Lilleshall parish.

Cllr Shaw has drafted a letter to Telford and Wrekin council to request the schemes that have been authorised and purchased by the council to be put into place. The council noted the draft letter and gave approval for the Chairman to send this as a representative of the council.

Cllr Shaw apologised and excused himself from the meeting at 19.35. The rest of the meeting was chaired in his absence by Cllr Parker.

09/23 Planning

- c. To consider any planning applications
TWC/2023/0116 – The council had no comment on this application.

TWC/2023/0134 – The council had no comment on this application.

TWC/2023/0142 – The council has no comment on this application.

- d. To receive any updates
No updates have been received.

09/23 Financial Reports

- c. To approve the reconciliation of recent banking statements and payments.
Cllr Parker has checked the payments and balances and confirmed that they were correct.
Cllr Challinor proposed to accept the schedule of payments, this was seconded by Cllr Millard and agreed unanimously by the council.

- d. To consider any grant requests received
None – Received.

10/23 Allotments Expenditure/Income information

To review the expenditures of the allotments and decide whether to raise the price of allotment tenancy next year based on the projected expenditure.

Cllr Taylor is excused from the discussion relating to the income/expenditure of the allotment as he has a pecuniary interest.

The council reviewed the information provided relating to the income and expenditure of the Lilleshall Allotments. Cllr Parker proposed that in the renewal of the contract in October it should be requested that the allotment society is responsible for paying the water bill. The clerk is to speak to the chair of the allotment society and feed back to the council. It will need to be in the agreement with the allotment society.

11/23 Handyman

This will be discussed in our next meeting due to the absence of the chairman.

12/23 May Elections

The council discussed the process of applying to be a councillor and that the council needs to have advertise and attempt to get interest in the community.

Date of future meetings

Full Council, Tuesday 11th of April 2023, 7pm at Hillside Meeting Room.

Meeting closed at 20.32.

Appendix Two – Grant Application

Grant Application Form

The Parish Council prioritises grant applications from local groups, i.e. those which meet in and serve the local Parish of Lilleshall. Applications from groups which offer services on a wider basis (town or country-wide) or from national organisations must be able to demonstrate a direct, quantifiable benefit to our local community and must undertake to spend any grant received to the benefit of residents of Lilleshall Parish.

We cannot consider your application unless all the requested information and documentation is provided, and the privacy policy is signed and dated.

| | |
|--|---|
| Name of organisation | 1 st Lilleshall Rainbows |
| Name, address and position of contact in organisation | Rebecca Wilkes - Unit Leader (Volunteer) 4 St George Way, Newport, TF10 7FH |
| Telephone number of contact | 07792038297 |
| Is the organisation a Registered Charity? | Yes /No |
| If yes, please give Registered Charity Number. | We are an excepted Charity, part of Girlguiding. Girlguiding is a registered charity, but we do not have our own charity number for the unit |
| Name and address of bank | Lloyds Bank, 95 High St, Newport TF10 7AZ |
| Sort code and account number | 16467560, 30-96-02 |
| Aims of your organisation (in general) | Girlguiding is the leading charity for girls and young women in the UK. We give girls and young women a space where they can be themselves, have fun, build friendships, gain valuable life skills and make a positive difference to their lives and their communities. We build girls' confidence, raise their aspirations and give them the chance to discover their full potential, whilst encouraging them to be a powerful force for good. |
| How long has your organisation been in existence? | Lilleshall Rainbows opened 29 years ago in April 1993, Girlguiding was formed in 1910. |
| How does your organisation meet the council's priorities | We are an organisation, based in Lilleshall that benefits the Parish. We are a charitable organisation offering opportunities to local girls. |

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| (see Grants Policy) | |
| Purpose of grant | <p>We would like to apply for funding for resources & a contribution towards the running costs of our Rainbow unit. 1st Lilleshall Rainbows re-opened in April 2022 after an extended period of closure due to Covid-19. We re-opened with just five girls. Despite not being able to collect any income from Rainbows due to not meeting for over a year, we had to pay our annual membership fee to Girlguiding in February 2022, and will have to pay this again in 2023. We are currently being careful with expenditure to ensure that we can pay these subscriptions, which will be £44.30 per head.</p> <p>Our unit has now grown to 12 Rainbows, with more on the waiting list for when they turn four. A number of our resources are very well used and now starting to run out.</p> <p>The subscriptions payment for the unit will total will £620.20 (12 girls and 2 volunteers). This application also includes a contribution towards this payment to ensure that we have some running costs in our bank account. Our Rainbows enjoy earning badges and certificates, and having the opportunity to work towards something helps them to learn important skills for the future such as caring for animals, storytelling, healthy living and first aid. Having some running costs in our account ensures that we can continue to provide these badges as soon as they earn them, helping to motivate them and recognise their achievements.</p> <p>We are fortunate to not currently pay rent at our meeting place, however this will change from September 2023 so again we need to be careful with expenditure to ensure that we can meet this running cost later in the year.</p> |
| Amount requested from us (up to £300, see policy) | <p>Total = £287.84</p> <p>Breakdown:</p> <p>Unit Meeting Activity pack, containing 12 activities that contribute towards earning badges = £7.80</p> <p>4 Badge books for new Rainbows = £24</p> <p>2x Packs of Crayola Washable Supertips = £18.56</p> <p>25 glue sticks = £15.98</p> <p>Contribution to subscriptions payment (5 girls) = £221.50</p> |
| How much will this cost in total | £686.54 |
| What other grant applications have you made or are hoping to make for this? | <p>No other applications currently planned, but should we be unsuccessful we will research other local funding opportunities.</p> <p>We will also be contributing towards the subscriptions amount from unit funds/gift aid.</p> |

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| How will the grant help you meet the needs of local residents? | It will help to provide resources for local girls which will help them to enjoy Rainbows, encouraging them to stay members and move on to Brownies and Guides. Girlguiding provides fun and friendship for girls in a girl only space; something that feedback has shown is valued by girls and young women. It will help to prepare local girls with skills for the future, confidence and opportunities that they may not otherwise have been able to access. It will help girls to positively benefit their local community by teaching them about caring for their environment and being an active citizen, values that they will take with them as they grow. |
| Number of residents of Lilleshall Parish directly benefiting from your organisation (estimate or exact) | 14 direct beneficiaries |
| What is the age range of the people you've counted above? | 4-7 years old |

Child Protection Checklist for Groups Seeking Grants

This checklist should be completed by all groups who provide activities for young people between the ages of 0-18 years as part of their grant application. Applicants must meet the essential minimum criteria for their applications to be considered.

| | |
|---|---------------------|
| Have the Designated Person for child protection and any volunteers working with young people undergone DBS (Disclosure and Barring Service) checks? | Yes / No |
| Do you have in place a child protection policy? Please attach a copy | Yes / No |
| Do you operate an equal access policy (i.e. activities are open to all young people?) Please attach a copy | Yes / No |

| | |
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| Have you enclosed the following? | Grants will not be given unless all the necessary documentation is provided |
| Annual audited accounts (or latest bank statement) | Yes / No |
| Latest bank statement (or annual audited accounts) | Yes / No |

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| Constitution | Yes / No - Girlguiding constitution attached, individual units do not have separate constitutions |
| Date of application | Yes / No |

Successful applications will be required to agree to the following terms and conditions and complete a monitoring form.

Terms and Conditions

The grant will only be used for the purpose stated on the grant application form. If for any circumstance you are unable to spend the grant for that purpose it must be returned in full to Lilleshall Parish Council. Receipts must be retained for any purchases, copies of which may be required by the Parish council. It is expected that Lilleshall Parish Council will be acknowledged for their support in any publicity connected with the project. Successful applicants will be required to submit a monitoring form on the success of the project. Failure to meet this requirement may result in a request for funds to be returned.

Grant Privacy Policy

Your personal information is being processed by Lilleshall Parish Council. We are committed to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which is active from May 25th, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

Description of processing

The following is a broad description of the way this council processes personal information:

Reasons for processing information

We process personal information to enable us award grants and for accounting purposes.

Type of information processed

We process information relating to the above purposes. This information may include personal details- such as name, address and contact details. We do not need to process sensitive classes of information.

Who the information is processed about

We process information regarding the person/organisation named in the grant application form.

Who the information may be shared with

We may share this information with committees involved in considering your grant application.

Retention policy

| | |
|---------------------------------|--|
| Retention Period | All information below will be kept for 6 years for VAT and accounting reasons: <ul style="list-style-type: none"> • application forms |
| Where stored: | Electronic, paper |
| Authority: | Lilleshall Parish Council |
| Information Asset Owner: | Lilleshall Parish Council |
| Location Held: | Electronically and Secure File |
| Permanent Preservation: | No |
| Sensitive Personal Data: | No |

Rights of Data Subjects

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| The right to be informed | Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed. |
| The right of access | Data subjects have the right to learn what PII is held on them by whom and why |
| The right of rectification | Data subjects can request corrections to their PII |
| The right to erase | Data subjects can request to be forgotten |
| The right to restrict processing | Data subjects can ask organisation to stop processing their PII |
| The right to data portability | Data subjects can ask for their PII in machine readable format or to have it sent to another organisation |
| The right to object | Data subjects can object to organisation processing their PII |
| Automated decision making and profiling | Protection against targeted marketing and decision making |

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website.

Please sign and date below to confirm you understand and agree with our privacy policy.

Signature: 

Date: 16.01.2023

This grant application form and grant privacy policy was adopted by Lilleshall Parish Council at its meeting held 1st June 2021 and shall be reviewed in May 2023.

The Parish Council prioritises grant applications from local groups, i.e., those which meet in and serve the local Parish of Lilleshall. Applications from groups which offer services on a wider basis (town or country-wide) or from national organisations must be able to demonstrate a direct, quantifiable benefit to our local community and must undertake to spend any grant received to the benefit of residents of Lilleshall Parish.

We cannot consider your application unless all the requested information and documentation is provided, and the privacy policy is signed and dated.

| | |
|---|--|
| Name of organisation | <p>Girlguiding</p> <p>17-19 Buckingham Palace Road</p> <p>London, SW1W 0PT</p> <p>1st Lilleshall Brownie Unit & 1st Lilleshall Guide Unit</p> |
| Name, address and position of contact in organisation | <p>Louise Millward</p> <p>Unit Leader for 1st Lilleshall Brownie Unit & 1st Lilleshall Guide Unit</p> <p>12 Rock Acres</p> <p>Lilleshall</p> <p>Nr Newport</p> <p>Shropshire</p> <p>TF10 9HF</p> |
| Telephone number of contact | 01952 677140 |
| Is the organisation a Registered Charity? | Yes |
| If yes, please give Registered Charity Number. | Reg. Charity Number 306016. |
| Name and address of bank | <p>1st Lilleshall Brownies</p> <p>LLOYDS BANK</p> <p>1ST LILLESBALL GUIDE COMPANY</p> <p>BARCLAYS</p> |
| Sort code and account number | <p>1st Lilleshall Brownies</p> <p>Sort code 30-95-89</p> <p>Account number 49224760</p> <p>1ST LILLESBALL GUIDE COMPANY</p> <p>Sort code 20-85-46</p> <p>Account number 00583146</p> |
| Aims of your organisation (in general) | <p>Girlguiding gives girls a space where they can be themselves, have fun, build brilliant friendships and gain valuable life skills. Through our programme and activities, we give girls the opportunity to try new things, have adventures and discover their potential.</p> |

| | |
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| | <p>Our young members take what they do in guiding with them as they grow up. This could be working in a team, taking the lead, or speaking out on issues they care about. Girlguiding helps girls develop the skills and confidence to become the young women they want to be - and to make a difference to the world around them.</p> |
| How long has your organisation been in existence? | <p>1st Lilleshall Brownie Unit - First Meeting Date: 03/10/1950 – 73 Years & 1st Lilleshall Guide Unit - First Meeting Date: 20/04/1977 – 46 Years</p> |
| How does your organisation meet the council's priorities (see Grants Policy) | |
| Purpose of grant | <p>The grant would support the Leadership team for both units delivering the Girlguiding programme with ongoing updated programme resources and training. Each individual programme resource is approx. £5 each per unit and we have 6 themes and Unit meeting activity cards</p> <p>Both 1st Lilleshall Brownies & 1st Lilleshall Guides require new unit flags which are currently used for the Harvest service and Remembrance service at Lilleshall Church for the community to see. Each unit flag costs approx. £106.00 with a flag pole at £85.00</p> <p>Each Brownie & Guide would benefit on having their own badge books. This would encourage girls to work on interest badges to gain Theme awards and the Gold award. Brownie Badge book £7 / Guide Badge book £8</p> <p>With the yearly increases of rent for the venue and Girlguiding annual subscriptions per girl. The grant would support these costs and maintaining the units to keep running in the village of Lilleshall. Current Girlguiding UK annual subscription per girl is £44.30 with an increase next year.</p> |
| Amount requested from us (up to £300, see policy) | £300 would be amazing, we welcome any granted amount |
| How much will this cost in total | £191 per unit for flags - £382 in total |
| What other grant applications have you made or are hoping to make for this? | None |

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| How will the grant help you meet the needs of local residents? | The new flags would raise the communities awareness of the young people in their midst |
| Number of residents of Lilleshall Parish directly benefiting from your organisation (estimate or exact) | 1st Lilleshall Brownie Unit – Currently running a unit with 10 girls. 6 girls are from the parish of Lilleshall 1st Lilleshall Guide Unit – Currently running a unit with 7 girls – One Girl from the parish of Lilleshall Two main Leaders – One Leader from the Parish of Lilleshall running 1st Lilleshall Brownie Unit & 1st Lilleshall Guide Unit |
| What is the age range of the people you've counted above? | Brownies – Age 7 – 10 Year Olds Guides – Age 10 – 14 Year Olds |

Child Protection Checklist for Groups Seeking Grants

This checklist should be completed by all groups who provide activities for young people between the ages of 0-18 years as part of their grant application. Applicants must meet the essential minimum criteria for their applications to be considered.

| | |
|---|--|
| Have the Designated Person for child protection and any volunteers working with young people undergone DBS (Disclosure and Barring Service) checks? | Yes / No |
| Do you have in place a child protection policy? Please attach a copy | Yes / No Link to our Safeguarding Policy included in the accompanying email |
| Do you operate an equal access policy (i.e. activities are open to all young people?) Please attach a copy | Yes / No Girlguiding is open to all girls and young women, and to adult volunteers of all genders. I have included links to our Equality and Diversity Policy and Young Members Policy in the accompanying email |

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| Have you enclosed the following? | Grants will not be given unless all the necessary documentation is provided |
| Annual audited accounts (or latest bank statement) | Yes / No |

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| Latest bank statement (or annual audited accounts) | Yes / No |
| Constitution | Yes / No |
| Date of application | Yes / No |

Successful applications will be required to agree to the following terms and conditions and complete a monitoring form.

Terms and Conditions

The grant will only be used for the purpose stated on the grant application form.

If for any circumstance you are unable to spend the grant for that purpose it must be returned in full to Lilleshall Parish Council.

Receipts must be retained for any purchases, copies of which may be required by the Parish council.

It is expected that Lilleshall Parish Council will be acknowledged for their support in any publicity connected with the project.

Successful applicants will be required to submit a monitoring form on the success of the project. Failure to meet this requirement may result in a request for funds to be returned.

Grant Privacy Policy

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Description of processing

The following is a broad description of the way this council processes personal information:

Reasons for processing information

We process personal information to enable us award grants and for accounting purposes.

Type of information processed

We process information relating to the above purposes. This information may include personal details- such as name, address and contact details. We do not need to process sensitive classes of information.

Who the information is processed about

We process information regarding the person/organisation named in the grant application form.

Who the information may be shared with

We may share this information with committees involved in considering your grant application.

Retention policy

| | |
|---------------------------------|--|
| Retention Period | All information below will be kept for 6 years for VAT and accounting reasons: <ul style="list-style-type: none"> • application forms |
| Where stored: | Electronic, paper |
| Authority: | Lilleshall Parish Council |
| Information Asset Owner: | Lilleshall Parish Council |
| Location Held: | Electronically and Secure File |
| Permanent Preservation: | No |
| Sensitive Personal Data: | No |

Rights of Data Subjects

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| The right to be informed | Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed. |
| The right of access | Data subjects have the right to learn what PII is held on them by whom and why |
| The right of rectification | Data subjects can request corrections to their PII |
| The right to erase | Data subjects can request to be forgotten |
| The right to restrict processing | Data subjects can ask organisation to stop processing their PII |
| The right to data portability | Data subjects can ask for their PII in machine readable format or to have it sent to another organisation |
| The right to object | Data subjects can object to organisation processing their PII |
| Automated decision making and profiling | Protection against targeted marketing and decision making |

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website.

Please sign and date below to confirm you understand and agree with our privacy policy.

Signature: L.Millward

Date: 18/03/2023

This grant application form and grant privacy policy was adopted by Lilleshall Parish Council at its meeting held 1st June 2021 and shall be reviewed in May 2023.

Appendix Four – Community Engagement (Timeline of Events)

| Month | Event | Information | Deadline for planning | Event Date |
|--------------|--------------------------------------|--|----------------------------------|--|
| April | Lilleshall Voice | Publication to be put out in the community | April 1 st 2023 | 7 th April 2023 |
| May | Annual Meeting of the Parish Council | To have a speaker and refreshments. | April 30 th 2023 | 9 th May 2023 |
| June | | | | |
| July | Lilleshall Voice | Publication to be put out in the community | June 30 th 2023 | 7 th July 2023 |
| August | | | | |
| September | Lilleshall Voice | Publication to be put out in the community | August 31 st 2023 | 7 th September 2023 |
| | Scarecrow Festival | Laisse with the school on the event (Contact: Jenny Uley) | July 2023 | Not yet known |
| October | Halloween (Costume Contest, Market) | To be discussed at Parish Council | July 2023 | Proposed date 28 th October 2023 |
| November | Tree Planting | Chairman has asked scouts to participate. Clerk to ask rainbows etc. Clerk to Advertise for Volunteers | October 31 st 2023 | Not yet determined – to organise with Cllr Shaw |
| | Christmas Market | Book Local Vendors and the memorial hall. | Start Advertising September 2023 | Proposed to be the 25 th of November 2023 |

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|----------|------------------|---|--------------------------------------|----------------------------------|
| | | | Start Organising April 2023 | |
| December | Lilleshall Voice | Publication to be put out in the community. | November 30 th , 2023. | 7 th December 2023 |