

CHRISTCHURCH PARISH COUNCIL

Parrock View, 358 High Road, Newton-in-the-Isle, PE13 5HS

Tel: 01945 870083 Mobile: 07932 191050 E-mail: clerk@christchurchparishcouncil.org.uk

Clerk: Dave Gibbs

To Members of the Public and Press

8 October 2025

You are invited to attend a meeting of Christchurch Parish Council
to be held in Christchurch Community Centre
for the purpose of transacting the following business.

On Monday 13 October 2025 at 7.30pm

**Members of the public and press are invited to address the Council
at its Public Time from 7.35pm to 7.50pm**

Yours truly

Dave Gibbs

(Clerk/Proper Officer)

AGENDA

**Members are reminded that they need to declare any personal or prejudicial interest
and reason before an item discussed at this meeting, under the
Model Code of Conduct Order 2001 No 3576**

086/25-26 Apologies for Absence

To receive and consider apologies from those members not present

087/25-26 Chairman's Announcements

To receive such announcements as the Chairman may wish to make to the Council

088/25-26 Public Time

To receive representations from members of the public regarding issues pertinent to the Council

089/25-26 Confirmation of Minutes

To approve and sign the minutes of the meeting held on 8 September 2025

090/25-26 Matters Outstanding

- a) Clarion garden project, Upwell Road
- b) Fenland District Council Infrastructure Delivery Plan
- c) Public defibrillators
- d) Community Centre valuation
- e) Parking outside Townley School
- f) MVAS battery replacement

091/25-26 Police Report

To receive a report on policing matters in the area since the last meeting

092/25-26 County & District Councillors Reports

To receive reports from Cllrs Fisher, Galbraith, Roy and Summers

093/25-26 Clerk's Report

To receive a report on meetings attended and correspondence received

094/25-26 Members and Residents Issues

To consider any matters raised by Members of the Council and local residents

- a) Campaign to prevent Cambridgeshire waste going to the Wisbech incinerator

095/25-26 Recreation Ground

To receive a report on progress since the last meeting

096/25-26 Nature Park Project

To receive a report on progress since the last meeting

097/25-26 Village Centre Regeneration Project

To receive a report on progress since the last meeting

098/25-26 Highways

- a) To receive a report from the Clerk regarding the 2024/25 Local Highway Improvements application for Sixteen Foot Bank
- b) To receive a report from the Clerk regarding the 2025/26 Local Highway Improvements application for Wayside Estate
- c) To discuss concerns regarding the condition of the Sixteen Foot Road

099/25-26 Play Equipment Inspection

To receive an update on actions resulting from the recent annual inspection of the play equipment

100/25-26 Finance

To consider and resolve on the following matters:

- a) To receive an updated financial statement for the period to the end of September
- b) To receive and note the quarterly financial reconciliation
- c) To note the following sums received:

Barclays Bank (interest).....£	67.63
NatWest Bank (interest).....£	16.33
- d) To note the following sum paid by debit card:

Rebuild Cost Assessment (insurance valuation).....£	199.75
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- e) To approve the following payments:

Clerk salary and home office allowance.....£	398.15
Business Services at CAS Ltd (insurance).....£	2,421.76

101/25-26 Policies

To consider feedback from Members regarding the draft Information Technology Policy

102/25-26 Santa Run

To confirm the arrangements for this year's Santa Run

103/25-26 Consultations

To note current surveys and consultations from statutory partners and formulate an appropriate response if required

- a) Anglian Water Fens Reservoir - Stage 3 consultation
- b) Statement of Licensing Policy - Fenland District Council

104/25-26 Public Time

To receive comments and suggestions from members of the public

105/25-26 Matters for Next Meeting

To discuss future agenda items from Councillors

106/25-26 Date of Next Meeting

To confirm the date of the next meeting of the Council as Monday 10 November

CHRISTCHURCH PARISH COUNCIL

Minutes of a meeting of Christchurch Parish Council held in the Community Centre on Monday 8 September 2025 at 7.30pm

Present: Cllrs A Sparrow (Chairman), J Bliss, B Burfield, R Feeney, J Hayes, J Hughes, S Potter, S Fisher (CCC), D Roy (FDC), D Gibbs (Clerk), Canon Mark Collinson, two parishioners

065/25-26 Apologies for Absence

Cllr M Summers (FDC)

066/25-26 Chairman's Announcements

The Chairman welcomed everyone to the meeting.

067/25-26 Public Time

a) Canon Mark Collinson addressed the meeting to provide an update on the project to restore and reopen the Parish Church. Canon Collinson became the Rector of the Six Fen Churches Benefice a year ago. The Church of Christ was opened in 1864 and has a Grade II listing. It is currently closed and needs significant investment due to drainage issues. The floor was replaced in 1995 but a recent survey indicated that the soakaways are no longer functioning. Constant damp in the building has caused part of the ceiling to collapse.

The key elements of the new project are the replacement of the surface water drainage system and external rainwater goods around the building, followed by all necessary repairs to the ceiling.

A public meeting was held in March, attended by around 45 people, following which a survey was circulated, with 51 responses, indicating a strong support among the community. An action group was formed to lead the project, explore the potential for low-carbon technologies and to consider alternative uses for the building alongside its core function as the parish church.

The action group has drawn up a brief for the appointment of an architect to lead the project and a tendering process will take place shortly. The anticipated cost is between £600,000 and £1 million and the plan is to seek the support of the National Lottery Heritage Fund.

The Chairman thanked Canon Collinson for providing such a comprehensive insight into the project. It was noted that Cllr Potter is a member of the action group.

b) No issues were raised by the public attendees.

068/25-26 Confirmation of Minutes

The minutes of the Annual Meeting held on 14 July were correctly recorded and signed as being a true record.

069/25-26 Matters Outstanding

a) Clarion garden project, Upwell Road - The Clerk reported that he and Cllr Roy had met Harriet Gilder-Haddon from Clarion Housing Group to discuss the project.

Members noted the challenge of maintaining the space and agreed that low maintenance features should be a priority. Raised beds and the removal of the hedge were suggested. A memorial bench, noticeboard and bookshare were also mentioned. Recent events connected to the location must be considered and it may be necessary to delay the project until the conclusion of those matters. A public poll to generate ideas and support for the project was agreed. The Community Payback team could be tasked with the clearance of the site. Funding could be available from the Whitemill Environment Fund. Further discussions will take place with Clarion Housing Group.

- b) Fenland District Council Infrastructure Delivery Plan - Members noted that Norfolk County Council has recently installed monitoring devices on waste collection vehicles to map mobile signal strength and download speeds across the county and agreed to lobby for a similar approach to be taken in Cambridgeshire.
- c) Public defibrillators - The Clerk reported that the defibrillator at the Dun Cow has still not been registered on The Circuit. Cllr Feeney will register this. Cllr Hayes reported that it will not be possible to mount a defibrillator on the former Farmer's Boy public house. Members discussed the possibility of attaching one to a lamp post or a new standalone post. The Clerk will investigate this.
- d) Community Centre valuation - The Clerk reported that the valuation has not been received.
- e) Bin outside former village shop - The Clerk noted that the proposed location on Upwell Road adjacent to Fen View would be close to the existing bin at the bus shelter. Members agreed to monitor the area to ascertain whether an additional bin was required.
- f) Parking outside Townley School - Cllr Sparrow reported that he had sent an email to the school and will be meeting with the Headteacher soon.
- g) MVAS battery replacement - The Clerk will order the new battery.

070/25-26 Police Report

The Clerk reported that the new Chief Constable has been appointed. Simon Megicks was the Deputy Chief Constable of Norfolk Constabulary. The new neighbourhood officer PC Lorraine Foster-Bentham visited the Community Centre then visited Townley School to look at parking issues at the end of the school day.

071/25-26 County & District Councillors Reports

Cllr Fisher highlighted the County Council's engagement survey on Option A, the preferred option for the reorganisation of local government.

Cllr Roy mentioned an emergency first aid course taking place at the Tower Hall, Friday Bridge and suggested that a similar course could be arranged in Christchurch. The deadline for the Electrical Safety grants scheme is on 12 October. NHS winter vaccinations are being delivered at some community hubs. The County Council's new highways fault reporting system goes live on 22 September.

072/25-26 Clerk's Report

The Clerk reported on meetings attended and correspondence received, including the presentation of the Local Highways Improvement application to the panel on 25 July.

Correspondence included traffic orders for the closure of Crown Road from 25 to 31 October and Fifty Road from 10 November to 19 December, invitations to the District Council Chairman's Civic Reception and Charity Coffee Morning, a request from the Combined Authority to install a bus timetable case on the bus shelter, and the

073/25-26 Members and Residents Issues

- a) Sixteen Foot Road surface condition - Cllr Feeney expressed concern regarding the continuing deterioration of the Sixteen Foot Road, which has seen another serious accident in recent weeks.
- b) Overgrown vegetation in the Recreation Ground - Cllr Hayes reported that areas adjoining the gardens in Wayside Estate that had been cleared by the Community Payback team were becoming overgrown again. It was agreed that the Payback team should be asked to revisit the site.
- c) Padgetts Road building works - Members asked about building work taking place at a property on Padgetts Road. The Clerk advised them that he had reported the matter to the District Council's Planning Enforcement officers for further investigation.
- d) Cllr Potter reported that a street light adjacent to Townley School is obscured by vegetation. The Clerk will report this.
- e) Cllr Hayes reported that more fly-tipped waste had accumulated near Bedlam Bridge. The Clerk reminded Members that the District Council considers this to be private property and will not remove waste from the site.

074/25-26 Recreation Ground

Nothing to report.

075/25-26 Nature Park Project

Cllr Sparrow reported that the field has been flailed and sprayed, the willow branches have been chipped and removed, and the brash burned. The soil heaps have been levelled. A second spray will be required, at a cost of £805. Members resolved to proceed with this. The Upwell Internal Drainage Board has offered to flail the dyke at no cost to the Council. The fence rails will be securely nailed shortly.

Contractors will be invited to tender for the cultivation, levelling and reseeding of the field. The contractor will be selected at November's meeting for the reseeding to take place in the spring.

An update will be sent to the volunteers who have been involved in the project since its inception to encourage them to assist with the next stage of the project.

076/25-26 Village Centre Regeneration Project

Cllr Sparrow thanked Cllr Galbraith for obtaining a map from the County Council showing their boundaries around the site. The scoping document has been updated. A working group will be established to explore options for the site and to arrange the public consultation. A meeting of the working group will be held on 7 October at 7.30pm for those interested.

077/25-26 Highways

- a) It appears that the closure of the Sixteen Foot Bank scheduled for 18 and 19 August did not take place. The Clerk will discuss the schedule with Highways Officers.
- b) The Clerk updated Members on the progress of the 2025/26 Local Highway improvement application for Wayside Estate. The project was presented to the assessment panel on Friday 25 July. The panel's scoring will be presented to the

County Council's Highways and Transport Committee on 14 October for confirmation of funding. If successful, the detailed specification for the works will be developed by the end of June 2026, with a view to implementation by December. Consultation with affected residents will also take place after October's meeting.

078/25-26 Play Equipment Inspection

Cllr Sparrow declared a pecuniary interest in this item. Members considered a quote of £1,202.55 plus VAT from Fenland Leisure Products for the minor rectification works agreed by the Council at the June meeting (038/25-26). They resolved to approve the quote.

079/25-26 Finance

- a) The management accounts as at 31.8.25 showed income of £24,318.85 and expenditure of £9,275.23, resulting in a surplus of £15,043.62 and total funds held of £53,069.16.
- b) Members noted the 2025/26 Local Government pay settlement.
- c) Members noted the report of the External Auditor for 2024/25.
- d) Members noted the following sums received since the last meeting:

Fenland District Council (grant).....	£10,000.00
NatWest Bank (interest).....	£ 19.62
- e) Members noted the following sum paid by direct debit:

HMRC (tax and national insurance)	£ 319.94
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- f) Members approved the following accounts for payment:

Clerk salary and home office allowance (August and September) ..	£ 841.06
Giles Landscapes & Management Ltd (flail and spray field)	£ 1,770.00
PKF Littlejohn LLP (audit fee)	£ 252.00
- g) Members reviewed the Council's insurance cover due for renewal on 30 September. The fidelity guarantee has been increased in line with the Internal Auditor's recommendation. The renewal premium is expected to increase when the new valuation of the Community Centre is received. Members authorised the Clerk to obtain a revised proposal based on the new valuation and to proceed with arranging the necessary cover.

080/25-26 Policies

Members reviewed the draft Information Technology Policy provided by the Clerk. Cllr Feeney expressed concerns regarding elements of the policy. Members requested more time to consider the provisions of the policy and asked the Clerk to add it to the agenda for the next meeting.

081/25-26 Santa Run

The Clerk reported that Fenland Farmers had offered to bring the Santa Run to the village again this December. Members agreed to support this and asked whether more tractors might be included. The Clerk will discuss this with Fenland Farmers.

082/25-26 Consultations

Members noted the following consultations and resolved accordingly:

- a) Local Nature Recovery Strategy - In view of the short deadline, Members were invited to respond individually.
- b) Local Government Reorganisation Option A - Further comments not necessary.

083/25-26 Public Time

Canon Collinson commented that, having recently relocated to the Fens, he was shocked at the appalling state of many of the roads, particularly main routes like the Sixteen Foot Road.

084/25-26 Matters for Next Meeting

Sixteen Foot Road.

085/25-26 Date of Next Meeting

The date of the next meeting of the Parish Council will be Monday 13 October.

DRAFT

Agenda Item No.	093/25-26	Christchurch Parish Council
Meeting Date	13 October 2025	
Report Title	Clerk's Report	

1. Purpose of Report

To report on meetings attended and correspondence received.

2. Report

Meetings Attended

Anglian Water Fens Reservoir briefing - 7 October

Correspondence Received

Cambridgeshire County Council

Roadworks and events bulletins
Traffic order for the closure of Crown Road - 25-31 October
Cambridgeshire Matters newsletter
Local Area Energy Plan workshop
Dr Bike bicycle health checks
Local Highways Improvements project delivery
Community Gritting Scheme applications

Fenland District Council

The Fenlander newsletter
Chairman's Coffee Morning invitation
Chairman's Carol Service invitation
Statement of Licensing Policy consultation
Changes to postal voting registration
£1.5 million incorrectly claimed Council Tax support being recovered

NALC - Events update, Chief Executive's bulletin

CAPALC - Bulletin, training, AGM

Cambridgeshire and Peterborough Combined Authority - Members newsletter

Cambridgeshire ACRE - Staying in Touch newsletter, water care newsletter

Green Energy Switch - Support for households

Queen Elizabeth Hospital - Modernising our hospital newsletter

Fenland Farmers - 2025 Santa Run

CPRE - Support with planning

Anglian Water - Fens Reservoir Stage 3 consultation

3. Recommendations

Members note the report.

Report Author	Dave Gibbs
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News

My map

Show only

Articles

Local News

Newsletters

Opinions

Reports

Westminster News

Next steps on the Wisbech Incinerator campaign

Post

Wednesday, 17 September, 2025

Local News



Around the country there are a large number of incinerators that have received planning approval but have not been built. This is the case at:

- Shelton Road Incinerator (Covanta), Corby, Northamptonshire
- Pidley Waste Management Facility, Pidley, Cambs
- Energy Recovery Centre (J. Mould), Burghfield, Berkshire
- Portland Power Station (Powerfuel), Portland/Weymouth, Dorset
- Envar Composting Incinerator (Envar), Woodhurst, Cambs
- Swadlincote Energy Recovery Park, Swadlincote, Derbyshire.

The reason is that developers cannot secure the contracts for waste processing from local authorities if they do not have an incinerator already approved for planning. So they seek planning permission first and then look for the contracts for the waste. This is what has happened at Wisbech, with the Planning Inspector based in Bristol approving the scheme and now the developer seeking waste contracts from local authorities to make the build commercially viable.

A key potential client for the Wisbech incinerator is Cambridgeshire County Council. The developer can be expected to seek a waste contract with them as this is the nearest local authority to the site.

Stopping any such contract from Cambridgeshire County Council will therefore be an important blow to the developer, as they would then have to seek waste from further afield which would be less commercially attractive. This decision sits with county councillors on Cambridgeshire County Council who can choose to approve or reject a contract with this developer.

Preventing waste or increasing the cost of securing it to undermine the commercial viability of the Wisbech site is also why it matters that Wisbech Port is not given a permit to store large amounts of waste. The port is an alternative route by which the developer might seek to ship in the large volumes of waste. I have updated separately on the delayed decision from the Environment Agency regarding refusing a permit for Wisbech Port.

Following the local elections this year to the County Council, I wrote to every elected councillor on Cambridgeshire County Council. My letter outlined the serious dangers posed by the proposed Wisbech incinerator, shared the latest evidence of its environmental harm, and invited them to join our cross party campaign by signing a public pledge not to vote for or support waste going to a Wisbech incinerator..

The response has been encouraging, with many councillors stepping up to sign the pledge. You can view the growing list of signatories on my website: stevebarclay.net/campaigns/wisbechincinerator

Signatories include representatives from Labour, Reform UK, and the Conservatives, such as Cllr Alex Bulat (Labour), Cllr Colin Galbraith (Reform UK), and Cllr Chris Boden (Conservative), reflecting broad cross-party support. However, we still do not have a majority of councillors in order to block a contract being awarded by Cambridgeshire County Council to the Wisbech developer.

Over 30 environmental charities oppose the use of waste incinerators, which the BBC recently reported is the dirtiest way to produce energy. There is also a wide cross-party consensus in Parliament against burning plastic waste. This was shown recently in a Parliamentary debate led by the Labour MP for Derby South.

It is important locally that a clear majority of county councillors have signed to say Cambridgeshire County Council will not use the Wisbech Incinerator, so a clear message is sent to the developer regarding their business case. We can then lobby neighbouring local authorities to do the same.

The enclosed graphic shows which councillors have signed and which are sitting on the fence. Please email them and encourage them to sign up. This is a cross party campaign. Any councillor in Cambridgeshire who cares about Wisbech and Fenland, cares about the environment, and wants to avoid the impact of congestion from hundreds of lorries on local roads throughout the county, should sign up. 🙌

Christchurch Parish Council - Receipts & Payments Summary as at 30.9.25

Income	Year to Date	Budget	%
FDC Precept	£ 11,100.00	£ 22,200.00	50.00
FDC Concurrent Functions Grant	£ 2,567.00	£ 2,567.00	100.00
Allotment Rents	£ -	£ -	0.00
Allotment Rates	£ -	£ -	0.00
Community Centre	£ -	£ -	0.00
Grants	£ 10,000.00	£ 10,000.00	100.00
Donations	£ -	£ -	0.00
Recycling Credits	£ 292.97	£ -	#####
Bank Interest	£ 202.84	£ 450.00	45.08
VAT Refunds	£ -	£ 3,275.04	0.00
Miscellaneous	£ 240.00	£ -	#####

Total Income £ 24,402.81 £ 38,492.04 63.40

Expenditure

Clerk's Salary	£ 2,708.44	£ 6,125.00	44.22
Fees	£ 475.00	£ 470.00	101.06
Subscriptions	£ 445.03	£ 590.00	75.43
Admin Expenses	£ 27.53	£ 350.00	7.87
Insurance	£ -	£ 1,600.00	0.00
Drainage Rates	£ 107.47	£ 120.00	89.55
Recreation Ground	£ -	£ 2,500.00	0.00
Nature Park	£ 1,580.56	£ 9,500.00	16.64
Village Centre	£ -	£ 3,000.00	0.00
Churchyard	£ -	£ 745.00	0.00
Community Centre	£ 166.46	£ 2,000.00	8.32
Street Lights	£ 4,627.65	£ 5,800.00	79.79
Section 137 Payments	£ 350.00	£ 1,000.00	35.00
Highways	£ -	£ 4,000.00	0.00
Recoverable VAT	£ 1,316.93	£ 1,750.00	75.25
Tree Works	£ -	£ -	0.00
Miscellaneous	£ 532.97	£ -	#####

Total Expenditure £ 12,338.04 £ 39,550.00 31.20

Summary

Total Income	£ 24,402.81
LESS Total Expenditure	£ 12,338.04

Net Surplus or Deficit £ 12,064.77

Balance Sheet

Balance B/fwd	£ 38,025.54
Surplus or Deficit	£ 12,064.77

Balance C/fwd £ 50,090.31

Represented by

Barclays Community Account	£ 7,205.23
Barclays Business Premium Account	£ 20,443.54
NatWest Current Account	£ 3,189.76
NatWest Deposit Account	£ 19,251.78
Cash / Cheques	£ -

£ 50,090.31

Christchurch Parish Council

Bank Reconciliation as at 30.9.25

Cash Book

Balance brought forward from 31.3.25	£	38,025.54
<u>ADD</u> Income received	£	24,402.81
	£	62,428.35
<u>LESS</u> Expenditure incurred	£	12,338.04
	£	50,090.31

Bank Accounts

Barclays Bank Community Account	£	7,205.23
NatWest Bank Current Account	£	3,189.76
<u>LESS</u> Outstanding Cheques		
000000	£	-
000000	£	-
000000	£	-
	£	-
	£	-
Barclays Bank Business Premium Account	£	20,443.54
NatWest Bank Deposit Account	£	19,251.78
	£	50,090.31

Signed:

Date:

Christchurch Parish Council

Information Technology (IT) Policy

1. Purpose

This policy defines how Christchurch Parish Council manages its use of information technology, in line with the Transparency Code for Smaller Authorities (2015) and the 2025 edition of the Practitioners' Guide. It ensures the council's digital operations are transparent, secure, and compliant with data protection laws.

2. Scope

This policy applies to all **councillors, employees, volunteers, and contractors** who access or manage the council's IT resources, including but not limited to:

- Desktop and laptop computers, tablets, and smartphones
- Email and cloud-based systems
- Council website, social media, and digital publication tools
- Video conferencing and messaging platforms
- Personal devices used under Bring Your Own Device (BYOD) provisions

3. Governance and Oversight

IT Oversight: The Clerk is the designated Data Protection Officer (DPO) and IT Systems Administrator. The Council is responsible for implementation, security, and compliance.

4. Data Protection & Security

All processing of personal data shall comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Privacy Policy: All data collection, processing, and subject rights are governed by the council's Privacy Policy, available on the council website. All users must familiarise themselves with it.

Access and Storage: Data is stored securely, with access granted only to authorised personnel based on necessity.

Retention: Personal data will be retained in accordance with the council's Data Retention Schedule and securely deleted when no longer needed.

Security Controls:

- Password protection and multi-factor authentication where applicable
- Regular updates and anti-malware software
- Backups of essential data in secure locations

5. Use of Personal Devices (BYOD)

Authorised Use Only: Councillors and staff may use personal devices for council business only if explicitly authorised and subject to compliance with this policy.

Security Requirements: Devices must be protected by strong passwords, encryption (where possible), and up-to-date antivirus software.

Access to council data on personal devices must be controlled and subject to regular review.

Data Separation: Council data must be kept separate from personal data using dedicated apps or storage areas.

6. Use of Personal Email Addresses

Prohibited Practice: The use of personal email accounts for council business is strictly prohibited. All council correspondence must be conducted through official council-provided email addresses. Emails from council-owned domains must not be forwarded to personal email addresses.

Monitoring and Compliance: Any breaches will be investigated, and appropriate measures taken in line with the council's disciplinary or governance procedures.

Email Retention: All council emails will be stored in compliance with the GDPR and Freedom of Information requirements.

7. IT Infrastructure & Support

Asset Register: Maintained for all council-owned hardware and software.

Maintenance: All devices must be regularly updated and checked for compliance with this policy.

Training: Users will be given training on IT systems, cybersecurity, data handling, and transparency responsibilities.

8. Monitoring and Review

Annual Review: This policy will be reviewed annually, or sooner if legislation or requirement changes.

Audits: Periodic internal audits will check for compliance with security and transparency requirements.

9. Data Breach Process and Protocols

The Parish Council is committed to responding promptly and effectively to any data breaches to minimise risk and comply with UK GDPR requirements.

10. Definition of a Data Breach

A data breach is a security incident that results in the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. Examples include:

- Loss or theft of devices containing personal data
- Unauthorised access to council email accounts or files
- Sending personal data to the wrong recipient
- Malware or ransomware attacks compromising council systems

10.1 Reporting a Breach

Immediate Notification: Any councillor, employee, or contractor who becomes aware of a data breach must report it immediately to the Clerk (Data Protection Officer).

Initial Response: The Clerk will assess the severity and scope of the breach and determine if mitigation steps are required (e.g., changing passwords, disabling access, enabling 2FA).

10.2 Investigation

A full investigation will be conducted by the Clerk or designated officer within 72 hours of the breach being discovered.

The breach will be logged, including:

- Date and time of breach
- Type and volume of data affected
- Cause and extent of the breach
- Actions taken to address the breach

10.3 Notification Requirements

If the breach is likely to result in a risk to the rights and freedoms of individuals, the council must notify the Information Commissioner's Office (ICO) within 72 hours.

- * If the breach poses a high risk to the individuals affected, those individuals must also be informed without undue delay, outlining:
 - The nature of the breach
 - Likely consequences
 - Measures taken to mitigate the risk
 - Contact information for further support

10.4 Remediation and Review

- The Clerk and Council will ensure lessons are learned and policies, procedures, or training are updated as necessary.
- Technical fixes or security upgrades will be prioritised to prevent recurrence.
- Breach logs will be reviewed periodically to identify systemic issues.

11. Approval and Adoption

This policy was adopted by Christchurch Parish Council on 8 September 2025 and will be reviewed annually or following a significant incident or legislative change.

Subject: FW: IT Policy - Initial Public thoughts.

From: Cllr Ryan Feeney <Ryan.Feeney@christchurchparishcouncil.org.uk>

Sent: 10 September 2025 09:46

To: clerk@christchurchparishcouncil.org.uk

Cc: Andrew Sparrow <andrew.sparrow@christchurchparishcouncil.org.uk>; Bryan Burfield

<bryan.burfield@christchurchparishcouncil.org.uk>; James Hughes

<james.hughes@christchurchparishcouncil.org.uk>; Jill Bliss <jill.bliss@christchurchparishcouncil.org.uk>; Julia

Hayes <julia.hayes@christchurchparishcouncil.org.uk>; Shaun Potter

<shaun.potter@christchurchparishcouncil.org.uk>

Subject: IT Policy - Initial Public thoughts.

Dear all

I've reviewed the draft Christchurch Parish Council IT Policy and I'm concerned that, in its current form, it is too vague and could cause practical and governance issues if adopted without amendment.

Some examples:

1. Unclear roles and responsibilities – The Clerk is designated as both Data Protection Officer and IT Systems Administrator. These are two very different roles, and combining them without clarifying accountability could create conflicts of interest and unrealistic workload expectations.
2. BYOD (Bring Your Own Device) – While the policy mentions personal devices, it does not explain how compliance will be enforced, monitored, or supported (e.g. what happens if a councillor's personal laptop is lost or hacked?). Without detail, this could expose the council to risk.
3. Personal email prohibition – It rightly states that personal emails must not be used for council business, but does not explain whether council email addresses will be provided to all members and how access will be supported or audited.
4. Security controls – References are made to “passwords” and “backups,” but there is no detail on minimum standards (e.g. password complexity, backup frequency, retention period). As written, it could be interpreted very loosely.
5. Data breach procedure – The policy says breaches must be reported to the Clerk and investigated within 72 hours, but does not specify who provides independent oversight if the Clerk themselves is implicated in or affected by the breach.
6. Monitoring and audits – The draft mentions annual reviews and “periodic internal audits” but doesn't explain who performs these or how findings are acted upon.

Overall, the document reads more like a policy framework than a fully workable policy. I'd recommend either:

- Expanding it with practical detail (processes, responsibilities, technical standards), or
- Reframing it as an “IT Principles & Framework” document, with supporting policies to follow (e.g. an Email Policy, BYOD Policy, Data Breach Response Plan).

Without clearer wording, there's a risk of misinterpretation, inconsistent application, and possible non-compliance with GDPR and transparency requirements.

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Suggested Improvements to Draft IT Policy

1. Clarify Roles and Responsibilities

- Separate the duties of Data Protection Officer and IT Systems Administrator.
- Define clearly who is accountable for day-to-day IT management, policy enforcement, and GDPR compliance.

2. Strengthen BYOD Provisions

- Require councillors/staff using personal devices to sign a BYOD agreement.
- Specify minimum technical standards (e.g. full-disk encryption, device passcodes, auto-lock, anti-malware).
- Define what happens if a personal device is lost or compromised.

3. Email Use

- Confirm that every councillor/staff member will be issued with a council email address.
- Provide guidance on how emails will be archived, backed up, and monitored for compliance.

4. Security Controls

- Set specific requirements (e.g. passwords must be at least 12 characters, backups must be taken weekly and stored offsite).
- Establish update schedules and responsibility for patching systems.

5. Data Breach Handling

- Include an escalation process if the Clerk (as DPO) is directly involved in or affected by the breach.
- Specify who provides independent oversight in such cases (e.g. Chair or external advisor).

6. Audits and Reviews

- Define who performs audits (internal or external), how often, and how findings will be reported to the Council.
- Require documentation of actions taken in response to audit findings.

7. Supporting Documents

- Consider breaking the policy into supporting parts for easier management, e.g.:
 - Email & Communications Policy
 - BYOD & Device Use Policy
 - Data Breach Response Plan
 - Access Control & Security Standards

8. Training & Awareness

- Mandate regular training for councillors and staff on IT security, GDPR, and safe handling of council data.
- Record attendance and completion for accountability

Licensing Public Consultation

Search and comment on current consultations

If you have any objections or concerns to the below applications or consultations, please email licensing@fenland.gov.uk

Statement of Licensing Policy

In accordance with the Licensing Act 2003, the Licensing Act 2003 (Licensing Statement Period) Order 2004 and Department for Culture Media and Sport Guidance issued under Section 182 of the Licensing Act 2003, notice is hereby given that Fenland District Council intends to review its Statement of Licensing Policy relating to the Licensing Act 2003 to come into effect on 1 January 2026.

Public consultation on the revised Statement of Licensing Policy commences on 15 September 2025 and will end on 26 October 2025.

 [Draft Statement of Licensing Policy 2026-2031 \(PDF, 458 KB\)](#)

The main changes include:

Section 6.12 - Agent of change

References the agent of change principles in relation to the National Planning Policy Framework and how existing businesses and facilities should not have unreasonable restrictions placed on them as a result of development permitted after they were established.

Section 6.13 - Equality and inclusion in Licensed premises

Outlines licence holder and local authorities' legal obligations under the Equality Act 2010

Section 6.14 - Women's Safety and Wider Vulnerability

Outlines the local authorities' commitment to tackling violence against women and girls and gives examples of measure that can be taken by licensed premises to promote women and vulnerable persons safety including the adoption of 'Ask for Angela' scheme.

Section 6.15 - The Terrorism (Protection of Premises) Act

References the Terrorism (Protection of Premises) Bill which will soon become legislation. This is also known as Martyn's Law.

Downloads

 [Final Sustainability Appraisal Scoping Report for Fenland's Local Development Framework \(PDF, 1 MB\)](#)
