Streatley Parish Council
Minutes Of Meeting

Location: **Morrell Room, Streatley**
Date: **11th May 2026**
Start Time: **7.50pm**

Councillors Present: Mr C Smith (Chair), Mr A Lockwood, Mrs E Jhita, Mr N Barnes

In Attendance: Mrs A Crowson Parish Clerk

Nr	Subject	Actionee
26/048	**Preliminaries**	
a.	**Quorum:** 4 Councillors were present, forming a quorum to enable the meeting.	
b.	**Declarations of Interest** All attending Councillors declared that they held no Personal, Disclosable, Pecuniary or other interests regarding items on the agenda, in accordance with the Council's Code of Conduct.	
26/049	**Apologies for Absence**	
	Mr J Spring, Mrs J Carrington, Mr M Davis, District Councillor Laura Coyle	
26/050	**Open Forum**	
a.	Simon Carter attended representing the Flood Response team Flood emergency response pumps and hoses are currently stored at the Carters garage which is unacceptable due to risk of becoming under water when floods occur. Equipment requires approximately 2 m^3 of space. Councillor Lockwood offered to speak to Jon at Greenhams farm. Councillor Smith to speak to Jo at Streatley farm.	CS/AL
b.	A red van has been recorded as regularly, parking in the Recreation Ground car park. If the practice continues, a "No overnight parking" sign will be installed and a notice placed on the van windscreen. Simon Carter left at 20:12	All
26/051	**Minutes of Previous Meeting**	
a.	It was noted that section numbering was incorrect, after section 26/047 in the April 26 meeting minutes, but reference to exact sections remains feasible by quoting the meeting month and section number as written.	
b.	Council resolved that the minutes of the meeting held on 13th April 2026, having earlier been circulated, be agreed as the correct record of agreements, unless amended within the following meeting minutes and were signed by Councillor Smith. Updates are as included below.	
26/052	**Recreation Ground**	
a.	**Enclosed Play Area - Bark Topping** - Impermeable layer needs replacing or pulling/non glyphosate weed killing whilst bark is low before topping up.	

Nr	Subject	Actionee
b.	**See-Saw – Spindle Bearing Repair** - Council agreed up to £2,000 to purchase replacement roster box and pay local welder to fit. Part ordered, awaiting delivery. Quote for installation accepted with Metcalfe Metals.	**CS**
c.	**Rotted fence posts** - 2Nr fenceposts between playpark gates in the Rec ground require resetting plus 11Nr further posts, adjacent the 'talking flowers' and the gate are in need of replacing. Stephen Napper meeting onsite 13/05/26. A second quote from T Joslyn will be sought.	**CS/Clerk**
d.	**MUGA Cleaning** – The cleaning of the MUGA surface has been completed to a satisfactory level.	**Closed**
e.	**Rubbish bins in Rec ground** - Tactical are scheduled for tomorrow to install triple bins (rubbish, recycling and dog waste) at the Recreation Ground car park, moving the existing double bins to the SE corner of the Recreation Ground. Payment will be approved upon satisfactory completion of the work.	**CS**
f.	**Recreation Ground Cinder Track Upgrade** - Quotes, received from Butler and Proctor and WA Hine and Son., are in the region of £37-50k. for a tarmac surface and edgings. This is considered beyond the SPC funding ability and the proposal rejected unless additional funding is provided.	**Closed**
g.	**RoSPA Inspection** - the 2026 RoSPA inspection report has been received. All councillors are to read the report and collate a list of items to address proposed actions.	**All**
h.	**SPC Inspection Report** See Annex 2 for latest report. 2 Fence posts have been replaced but need height reducing.	**EJ**
26/053	**Highways**	
a.	**24/054a 40mph Speed Limit on Streatley Hill**	
i.	The statutory public consultation on extending the speed limit ends on 25/05/26. Results will be published in August 2026. with implementation of an approved scheme once analysis has been performed.	
ii.	Goring Parish Council and The Genie are to be informed as to the survey to encourage resident participation.	**Clerk**
b.	**24/054b Weight Limit on Streatley Hill**	
i.	A proposed weight limit on Streatley Hill will be expedited with WBC as 18T+ trucks entering the village have no legal exit and no space to U-turn. Awaiting response from WBC.	**AL/LC/JC**
ii.	West Berkshire Trading standards are working with SPC to pilot a Community Village HGV Watch scheme. 2Nr vehicle details noted from the pilot study have been sent to WBC trading standards. Awaiting feedback from WBC as to further action.	**LC**
iii.	SPC will organise a vehicle weight limit watch group. WBC Feasibility study to be performed in 2026-2027	**JC**

Nr	Subject	Actionee
c.	**Speed Indication Device (SID) signs Members Bid grants**	
i.	WBC have confirmed that a new SID to replace the VAS for Wallingford Road (Northbound) will be funded by Highways budget.	
ii.	WBC advise the intention is that there will be a pilot first with this new sign before others are progressed, scheduled period to be determined	**LC/AL**
iii.	The existing VAS to be put into storage.	
iv.	At the end of the test period: • The VAS will be reinstalled in original place. • WBC will install the Solar-powered SID in Wantage Rd (southbound). • SPC will fund a powered SID and install on Wallingford Rd (southbound) • SPC will fund a Solar powered SID and install in Reading Rd (northbound) • Installation will be by WBC, operation by SPC	
v.	£4,393 grant from WBC is allocated for the SID provisions with approximately £6400 agreed to be contributed from SPC funding.	
j.	**Litter Picking**	
i	The litter picking day attracted 25 volunteers participating in good weather.	**Closed**
g.	**SPC Councillor Report** A truck watch scheme has commenced with a WBC Trading standards video surveillance vehicle sporadically located at the railway bridge by Beale Park.	**AL**
26/054	**Streetlamps**	
a.	**25/006 SSE Monthly Estimated Supply Amount** Await next SSE billing statement to understand revised estimated power usage due to incorporation of LED lamps and additional Reading Road P5 lamp.	**CS**
b.	**Streetlight Failures**	
i.	Reading Road P5: New lamp and pole installation complete. Wallingford Road P3: Temporary lamp in place. Pole replacement required. Streatley Hill P3: (Elm Lodge bracket) replacement required, ornate lantern to be discussed High Street P2: Permission granted from Snowdrop Cottage owner to allow replacement work to be performed.	**Closed**
ii	Expedite Enerveo for installation dates.	**CS**
26/055	**Parish Plan and Design Statement**	
a.	**Progress to date:**	
i.	17-02-26: Parish Forum workshop convened March-26: Preliminary summary report written. April-26: Formulate list of questions for questionnaire to be issued for comments by end of May. (Now late)	**AL/PPG**
b.	The need for updating the VDS will be decided after the Parish plan has been substantially completed.	**PPG**

Nr	Subject	Actionee
26/056	**Parish Assembly**	
i. ii.	The Morrell Room is booked for 4th June 6:00pm set up with doors open 6:30pm Invites sent to previous attendees and new PPG contacts. Clerk to update tracking sheet with responses. Clerk to purchase wine and nibbles (4 white, 4 Red, Peanut multipack)	**Clerk**
26/057	**Report of the West Berkshire District Councillor**	
	See Annex 1	
26/058	**Planning**	
a.	**Decisions made between meetings (papers previously circulated)**	
	None	
b.	**Applications for planning permission**	
i.	**26/00746/FUL** Bower Farm, Bower Road, Aldworth, Reading, RG8 9TR. The construction of lean-too to the sides of the existing cattle building Received Tue 07 Apr 2026 Consultation Thu 14 May 2026 SPC	
ii.	**26/00813/HOUSE** Tanglewood, Wantage Road, Streatley, Reading, RG8 9LD. Outbuilding extension, Replacement front porch, Internal alterations. Received Thu 16 Apr 2026 Consultation Tue 12 May 2026	
iii.	**26/00817/TPC** Windrush, Vicarage Lane, Streatley, Reading, RG8 9HX. T1 and T3 - Yew: Pollard to approx 4m height; T2 - Yew: Tree in poor health - remove. Received Thu 16 Apr 2026	
iv.	**26/00833/NONMAT** Milford Lodge, The Coombe, Streatley, Reading, RG8 9QL. Non-Material Amendment to planning permission 25/00604/HOUSE: Alterations and Single Storey Rear Extension. Amendment: Replace existing rear garden room extension to allow for a small change to the footprint and associated minimal changes to fenestration. Change the facing material of the rear extension from white render to match the original house, to white brickwork. Include four PV panels facing south fitted above the flat roof of the extension and an air source heat pump fitted to the rear elevation.	
v.	**26/00993/TPC** White Hart House, 4 White Hart Yard, High Street, Streatley Yew: Fell Received 7/05/2026	
vi.	**26/01004/5DAY** The Swan at Streatley, High Street, Streatley, RG8 9HR Removal of an Ash tree Received 8/05/2026	
c.	**Planning matters received since the agenda was circulated (papers circulated prior to the meeting)**	
	None	

Nr	Subject	Actionee
d.	**Decisions by WBC**	
i.	**26/00664/AGRIC** High Holies Woodland, Streatley, Reading. Application to determine if prior approval is required for a proposed New Forestry Building - Timber Frame Construction. Refused 22nd March 2026	**Closed**
e.	**Applications Pending WBC consideration**	
i.	**25/02375/FUL** Churn Lodge, Wantage Road, Streatley, RG8 9LA. Proposed new dwelling including new landscaping and parking. Received Tue 14 Oct 2025 Consultation Wed 12 Nov 2025 Called in - Decision awaited Streatley Parish Council offered a conditional 'no objection' based on consideration of the following: 1. Existing vegetation masks the views of the proposed dwelling from the Wantage Road. Such vegetation must be maintained to retain this situation as part of the consideration. In addition the view of the new building from the Wantage Road across the driveway must be masked with new planting. 2. The addition of the new property will intensify the density of buildings along Wantage Road, converting the country village ambiance to one of a suburban nature which is against the Parish Plan 3. Materials of construction conflict with the Parish Plan orientation towards maintaining the historic nature of the village From neighbours, some existing trees are reported to have not been shown on the block plans for removal and some trees had been removed before submission of the application. This requires confirmation as part of the WBC assessment.	
ii.	**25/02830/HOUSE** High View, Wantage Road, Streatley, Reading RG8 9LD. Demolition of existing rear extensions, replacement with a new single storey extension and adjacent car port with solar panels. Works to rear garden including gate entrance and pergola. Received Mon 08 Dec 2025 Consultation: 28 January 2026 SPC did not object *Withdrawn 11/5/2026*	**Closed**
iii.	**26/00538/HOUSE** Lardon Lodge, Wallingford Road, Streatley, Reading RG8 9JX. Single storey rear and front extension, single storey rear covered bbq area and store. Received Fri 06 Mar 2026 Consultation Thu 02 Apr 2026 SPC did not object	
iv.	**26/00489/FUL** Kiddington House, Aldworth Road, Streatley, RG8 9RE. Partial resurfacing of an access track between the B4009 and Kiddington House. Received Mon 02 Mar 2026 Consultation Thu 23 Apr 2026	
f.	**Other planning (and licensing) matters**	
i.	**Conversion of cottage frontage into parking space, protection against Planning violation** In The Coombe, a semi-detached cottage was extended with granted planning permission but with drawings showing no off-road parking space and the front space laid to lawn/vegetation.	

Nr	Subject	Actionee
	Subsequently, WBC have approved two applications for dropped kerbs, hence across the complete frontage dimension, thus effectively approving off-road parking on a gravelled surface replacement for the gardens. The street scene has been affected outwith the planning process. SPC will compose a letter to highlight the issue to WBC planning department.	**CS**
26/059	**Finance Matters**	
a.	**Payments made between meetings, Ratified by the Council:**	
i. ii.	£4.25 Lloyds bank charge £4,977.75 PWLB Loan repayment April 2026	
b.	**Agreement for Payment of Invoices Received by Council**	
i. ii. iii. iv. v. vi. vii. viii.	£65.16 (£54.30 + VAT) Tactical Facilities ltd, Inv SI-5547, Bin emptying April. £277.97 BALC membership fees Inv 8375. £390.00 (£325 + VAT) M&C Landscapes, Inv mc26 04026, grass cutting in April. £1,216.72 (£1,092.25 + VAT) Clear councils insurance, Inv LCO02010 £157.20 (£131.00 + VAT) Playsafety Limited, Inv 97127, ROSPA Annual Inspection £3144.10 (£2,620.08 + VAT) Enerveo Install P5 Reading Road Column & lantern. £1206.38 (£1,005.32 + VAT) Enerveo connection at P5 Reading Road. £1405.00 Superior Jet Washing MUGA surface cleaning	**Clerk**
c.	**Agreement for Payment of Councillor Expenses Reimbursement**	
i. ii.	£100.00 Donations to the charities Oxfordshire Animal Sanctuary and Macmillan Cancer Support, in the names of Hazel Preston-Barnes and Ian King (Reimbursement to Jeremy Spring) £14.90 Sweet for litter pick (Reimbursement to Adrian Lockwood).	
d.	**Receipt of Payments to SPC**	
i. ii.	£75.00 Frazer Mott 5 weeks of sessions prior to Christmas 25 and the 10 weeks up until Easter Hols in Streatley Rec £24,558.00 West Berks Council Precept	
e.	**Other Finance Matters**	
i. ii iii. iv.	The 30th April 2026 bank reconciliation statement will be made available and approved via email post meeting. Councillors acknowledge the clerk's monthly salary payment for the next month will be transacted on 1st June 2026. Internal Auditor Claire Lingard conducting audit, awaiting report. Council approved reserves transfers as follows: £166.06 from Other A/C to General A/C due to account closure £2,675.49 from Land A/C to consolidate in Land, Roads & Paths A/C £500 from Covid A/C to General A/C due to closure of A/C £500 from Elections A/C to Parish Plan A/C as no election requirement in year	

Nr	Subject	Actionee
v.	Council approved reserves transfers from CIL account for CIL related expenditures: £2,000 to Rec ground for Dog bins (invoiced cost £1,913.60) £14,000 to Rec ground for Play Equipment (invoiced cost £13,515.24 Excl grant) £4,000 to Street lights for Reading Road P5 new lamp (invoiced cost £3,625.40) £6,400 to Roads and Paths for SIDs (anticipated cost contribution) Other proposed	
vi.	No CIL funds are payable this financial year due to absence of development for this financial year.	
vii.	HMRC VAT reclaim Q4 still awaiting payment.	
viii	SPC approved direct payment for the recent High Street gate repair welding in lieu of payment via HoSCT.	**CS**
26/060	**Website/IT**	
a.	Local Gov Practice Guide Assertion 10 - Digital and Data Compliance was reviewed in the April meeting and the action list accepted for completion.	**All**
b.	Install up to date anti-virus on Clerks' laptop. Price to be agreed from web search.	**Clerk**
c.	Councillors have now all completed GDPR training and certificates filed.	**Closed**
d.	New website to be designed, tested, approved and made available for council comment, (aimed end date September 2026).	**NB**
26/061	**External Reports**	
a.	**Heart of Streatley Charitable Trust**	**NB**
i.	The overall wall repair is currently being allocated into urgency categories to allow priority planning. Previous use of Portland Cement appears to have caused issues with water retention leading to wall failure in places. Charitable status, applied to "Fields in trust" in February 2026, awaiting a reply.	
b.	**Allotment Society**	**EJ**
i.	Nothing to Report	
c.	**Neighbourhood Action Group**	**JS**
i.	Report of a break in and Stump grinder stolen	
d.	**St Mary's Church**	**JS**
i.	Nothing to Report	
26/062	**Correspondence (not dealt with elsewhere)**	
a.	Pangbourne Neighbourhood Police Team plan to hold a '*Have Your Say*' session on Tuesday 28/07/2026 at Lardon Chase carpark Streatley, from 1800-1845 Hrs. SPC will inform GAP/Genie and Clerk to put in noticeboard.	**AL**
b.	Gap Festival '*A La Cart*', will be set up in Rectory Gardens on 14/06/26 – when local organisations may highlight their activities.	
26/063	**Items Raised by Councillors**	

Nr	Subject	Actionee
a.	Degraded surfaces and gates on the Thames Path between Streatley and Cleeve – WBC to be informed	**EJ/LC**
b.	Parishioner queried whether organised, for profit, running events are donating to the upkeep of the footpaths.	**EJ**
c.	Footpath 21 impassable due to water logging. The boardwalk is not high enough to be above river meadow flooding.	
d.	Silverware trophies, from previous Goring and Streatley Regattas, are currently in storage, under threat of loss. SPC will enquire as to interest for local display, potentially in the Morrell Room and whether there is interest in reviving the event.	**AL**
26/064	**Open Forum**	
	No members of the public present	
26/065	**Future Meetings**	
a.	The next meeting will take place on Monday 8th June 2026 in the Morrell Room at 7:50pm. Future meetings: 2nd Monday of each month except August when no meeting is convened. The meeting closed at 21:47hrs	

Members of the public in attendance:

Simon Carter

Annex 1
Report of the West Berkshire Councillor May 2026

Local News

Highways issues

Speed Indicator Devices/Members' bid:
Following agreement between the PC and WBC re the location and payment for the signs to be introduced in Reading, Wallingford and Wantage Roads, we are just waiting installation of the first device which was a little delayed,. I have chased the responsible officer for an update on this.

Streatley Hill speed limit:
As the PC will be aware, the consultation on introducing a 40mph speed limit for Streatley Hill has gone live and the deadline is 25 May 2026. I am told that the responses so far are overwhelmingly positive!

Proposed Traffic Regulation Order: reduce speed limit to 40mph on B4009 Streatley Hill, Streatley (Ref: SLR2503) - West Berkshire Council

Closure of the A417 between Streatley and Blewbury:
Oxfordshire County Council is intending to close the road during the w/c 18 May 2026, as this is when year 11s start their GCSEs, I have asked officers to request to OCC that the works are delayed. We are awaiting a response but are chasing hard for this. I will report back asap!

Reading Road pavement :
Resurfacing of the pavement has been included in this years' footway works programme

Utilities

Virgin Media Cabinets:
The responsible officer has asked the utility company about moving the box that is standing forward of the others so that is aligned and less of an eyesore and I have asked for an update on this.

Council news

Adult Social Care Strategy:
The Council has launched a consultation on a new Adult Social Care Strategy, a link to which can be found here:

https://www.westberks.gov.uk/article/45625/Residents-invited-to-help-shape-new-Adult-Social-Care-Strategy

Annex 2

Streatley Parish Council - 2026/27 Recreation Ground Checks (monthly and two-weekly/weekly)

Date of check:	12-Apr-26
Time of check:	09:40
Weather:	11 degrees Celsius, sunny and windy
Name/s:	Emma Jhita

1. Overall Site	✓ / o / x	**Comments**
1.1 - Is the site visually in good condition?	o	- Site is clean and tidy overall (minimal/no litter)
1.2 - Signs and notices all present/legible?	✓	- Signage, where used, is present and legible
1.3 - Access surfaces in good condition?	✓	- Paths are tidy, level and accessible
1.4 - Fencing and gates secure?	o	- New, 5-bar gate installed at vehicle access point - New gatepost installed for gate to children's fenced play area. - RHS fencing from carpark into Rec is degrading/posts rotting
1.5 - Seating in good condition?	✓	- Benches in good condition (four made-good with replacement timber). Loose plank repaired.
1.6 - Bins in good condition and tidy?	✓	- Repairs made to waste bins (wood cladding replaced)
2. Equipment - cabin storage / general(?)	✓	- Cabin safely removed
3. Area - Carpark		
3.1 - Are the entrance barriers safe and secure?	✓	- In good condition and clearly visible
3.2 - Is entry/exit visually clear and safe?	✓	- Visibility improved due to summer plant growth dying back.
3.3 - Is bin area clear of rubbish?	✓	- Area clear and tidy
3.4 - Is surface free of weeds and safe?	✓	- Minimal weeds and plant growth
3.5 - Is wooden fencing sturdy and safe?	✓	- All existing fencing is stable and secure
4. Area - Children's Play Area		
4.1 - Is fencing sturdy and safe?	o	- Fence posts rotting - require replacement
4.2 - Is gated access safe and secure?	✓	- Gates are safe - open and close effectively

4.3 - Is play equipment in good order?	o	- Wooden areas of slide structure degrading - Rope swing requires cleaning
4.4 - Is the surface tidy and weed-free?	o	- Woodchip requires top-up - Weed growth needs re-addressing
4.5 - Signs and notices all present/legible?	✓	- Legible and in good condition
5. Area - Outdoor Gym		
5.1 - Is gym equipment in good order?	x	- Gym seesaw requires repair - hazard taped off.
5.2 - Are weed barriers/surfacing tidy?	✓	- Surfacing is tidy and in good repair
5.3 - Are instructions clear and legible?	✓	- Clear and legible on all equipment
6. Area - Jungle Climber, Log & Rope Course		
6.1 - Is play equipment in good order?	✓	- In good, solid order
6.2 - Are weed barriers/surfacing tidy?	o	- Damage from strimming to be monitored
7. Area - Swings		
7.1 - Seats in good repair	✓	- In good condition - no cracks or degradation
7.2 - Shackles and chains in good repair	✓	- In good condition
7.3 - Main frame secure	o	- Secure with no visible defects, however, rubber matting is starting to degrade. To be monitored.
8. Area - basketball court		
8.1 - Is structure and fencing sturdy and safe?	✓	- Loose panel at back of court secured
8.2 - Is basketball equipment in good order?	✓	- Backboard cleaned, new net
8.3 - Is the surface tidy and weed-free?	o	- Organic surface growth awaiting cleaning - NE corner of play surface repaired
8.4 - Signs and notices all present/legible?	✓	- No signage required

Two-weekly check - date: **26/04/2026**		
Two-weekly check - date: **10/05/2026**		

Streatley PARISH COUNCIL

Annex 3
LPGP Assertion 10 Data / Cyber Protection

Item Nr	Compliance Area	Requirement	Status	Actionee	Evidence/Notes
1	Email Management	Confirm an SPC-owned email account is in use (e.g. clerk@streatley.org)	Closed	NB	The Clerk and all councillors have a **@streatley.org** email address.
2	Email Management	Confirm SPC domain is owned by the authority	Open	NB	Although **@streatley.org** is owned by the council, unlike .gov.uk, anyone can register a .org domain, making it less secure and harder for the public to verify authenticity. Currently adoption of .gov.uk is not mandatory however, the 2025/26 Annual Governance and Accountability Return (AGAR) reinforces that while some older domains might still be used, the push is strongly towards **.gov.uk** for security and professionalism. SPC change required
3	Website Compliance	Confirm SPC website meets legal requirements	Open	Check	Accept as compliant when action list items 4, 5, 6, 7, and 8 below are completed.
4	Website Compliance	Adherence to Web Content Accessibility Guidelines (WCAG) 2.2 AA standards to be verified	Open	NB	"accessibility requirement" means the requirement to make a website or mobile application accessible by making it perceivable, operable, understandable and robust; See guidance Notes on Onedrive Government website guidance: Web Content Accessibility Guidelines (WCAG) - DWP Accessibility Manual **Streatley website provider** to confirm that the website template provided meets WCAG 2.2 AA
5	Website Compliance	Accessibility statement published and reviewed regularly. This must include	Open	NB	"accessibility statement" means a detailed, comprehensive and clear statement produced by a public sector body on the compliance of its website or mobile application with these Regulations. • Accessibility statement to be generated by website provider.

		contact, limitations, and alternatives			• Review statement for compliance. • Issue accessibility statement for by SPC.
6	Transparency & Freedom of Information (FOI)	Is the Information Commission Office (ICO) 'Model Publication Scheme' adopted, and documents published	Open	Clerk	A 'Model Publication Scheme' is to be developed Example: Transparency and Freedom of Information - Harberton Parish Council Check SPC complies in the required manner on the SPC website
7	Transparency & FOI	Confirm Local Government Transparency Code is followed As turnover > £25k)	Open	Clerk	The Local Government Transparency Code is to be reviewed to ensure that all the documentation listed in the code is displayed on the SPC website. NALC Reference: Transparency code Note –NALC requirements are stipulated for councils of turnover >£200k and for <£25k but councils with turnover between £25-£200k are simply 'urged' to follow the TO<£25k code
8	Data Protection	GDPR and DPA 2018 compliance confirmed	Open	Clerk	**Analyse code to verify** SPC actions meet these requirements – notably action list items 9, 10, 11, and 12 below.
9	Data Protection	Conduct a 'data audit' regarding records, lawful basis and retention	Open	Clerk	**Schedule a Data Audit - now** and annually The 'Freedom of Information' policy – concerning Data Protection and Retention Policy is published
10	Data Protection	Protection Policy implemented	Closed	N/A	The 'Freedom of Information' policy – concerning Data Protection and Retention is in place.
11	Data Protection	Staff and Councillor training requirements to be determined	Open	All	Consideration to be given as to whether Clerk and Councillors need to attend a 'Digital and Data Compliance' training session delivered by HALC. Check whether such training must be attended once per election term.
12	Data Protection	Confirm technical and organisational measures are in place to secure data	Open	NB	• Data is securely backed up to cloud storage. • Anti-virus and anti-malware software is installed on council machines. • Secure disposal of documentation is required. • Paper documentation stored in lockable filing cabinet or in a locked office/cupboard. • IT policy to be adopted.

					• Data protection training is to be completed by all. • Data audit to be adopted and regularly reviewed.
13	IT Policy	Publish an IT Policy to cover use of SPC and personal devices, and mandate the use of SPC-owned email accounts	Open	NB	Reference the Model IT Policy, provided by the Smaller Authorities Proper Practices Panel (SAPPP) as an example Guidance for policy topics: IT Policy no longer optional for Smaller Authorities in 2025 - Parish Council Websites
14	Internal Oversight	Internal auditor to review transparency and data compliance	Open	Clerk	Provide documentary evidence to the Internal Auditor for review, based on the Practitioners' Guide, regarding transparency and data compliance and gain compliance confirmation on the AGAR.