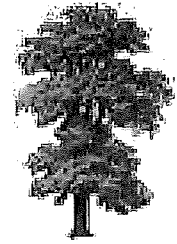


# Westfield Parish Council



The Oval Office, St Peter's Business Park

Westfield, BA3 3BX

Phone: 01761 410669

Email: [council@westfieldparishcouncil.co.uk](mailto:council@westfieldparishcouncil.co.uk)

Chairman: Cllr P Wilkinson Parish Clerk: Ms L Close FSLCC

Established 2011

## All Council Meetings are open to the Public and Press

31<sup>st</sup> October 2023

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Monday 6<sup>th</sup> November 2023 at 7pm at the Oval Office Boardroom, Cobblers Way, Westfield.**

A handwritten signature in black ink, appearing to read 'LJA' with a flourish.

Ms L Close  
Parish Clerk

*Before the meeting there will be a public session of up to 15 minutes to enable residents of Westfield to ask questions, and make comments on items on the agenda. Members of the Public are asked to restrict their comments, and/or questions to five minutes.*

## AGENDA

- 1. Co-option**  
To co-opt to the vacancy on the Parish Council and receive the Declaration of Acceptance of Office.
- 2. Apologies for absence and to consider the reasons given**  
Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given.
- 3. Declarations of interest and dispensations**

Members to declare any interests they may have in agenda items, in accordance with the requirements of the Council's Code of Conduct. The Parish Council may consider agreeing a dispensation, providing the request is put in writing and the dispensation is allowed on the grounds set out in s.33 of the Localism Act 2011.

**4. Minutes of the Parish Council meeting – 2<sup>nd</sup> October 2023**

To confirm and sign as a correct record the minutes of the Parish Council Meeting. **(Pages 1-3)**

**5. Committee and Working Group reports**

To note the minutes of the Committees and Working Groups below:

- **Environment and Development – 9<sup>th</sup> October 2023 (Pages 4-7)**
- **Finance and Personnel – 18<sup>th</sup> October 2023 (Pages 8-14)**

**6. Approval of any items over £5,000 and consideration of any virement**

**7. Grants – recommendation of the F&P Committee (Pages 15-16)**

**8. Cyber Security Policy – as recommended by F&P Committee (Pages 17-21 )**

**9. Outside Bodies reports – for reporting only**

**10. Creating Community identity – for reporting only**  
Highways Signage to Westfield **(Page 22)**

**11. Chairman's report - for reporting only**

**12. Bath and North East Somerset Councillors' reports – for reporting only**

To resolve that, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

**13. Revised Spec and costings for the new office**

## WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held at the Oval Office  
Monday 2<sup>nd</sup> October 2023 commencing at 7.00pm

- Present:** Chair: Cllr P Wilkinson  
Cllrs: D Cooper, G Fuller, J Honess, E Jackson, R Hopkins, P Millard and P Williams
- Attending:** Lesley Close, Parish Clerk and Caitlin Brown, Admin Assistant
- Absent:** Cllr J Cradock and R Moss

**70. Co-option**

There had been no applications for co-option.

**71. Apologies for absence and to consider the reasons given**

Apologies were received from Cllrs Cradock and Moss.

**72. Declarations of interest and dispensations**

There were no declarations of interest.

**73. Minutes of the Parish Council meeting – 4<sup>th</sup> September 2023**

**Resolved:** the minutes of 4<sup>th</sup> September 2023 were agreed and signed as a correct record.

**74. Committee membership**

**Resolved:** that Cllr Cradock should be a member of the Environment and Development Committee.

**75. Committee and Working Group reports**

**(a) Environment and Development Committee – 11<sup>th</sup> September 2023**

The minutes of the Environment and Development Committee meeting of 11<sup>th</sup> September 2023 were noted.

Building work at a property bordering Waterside Valley was discussed -

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

**Westfield Parish Council**

**Resolved: (1)** The Parish Council does not object to the reinstating of a wall and understands that access may be needed from Waterside Valley in order to undertake this work;

(2) It is acceptable to have access from the garden to Waterside Valley, providing that either (1) the steps themselves are within the boundary, with the gate on the boundary line; or (2) if the steps are outside of the boundary they should be of a non-permanent, wooden variety which can be attached and detached from the boundary wall;

(3) The Parish Council thanks the resident for their offer to re-seed, but would prefer to see the area grow back naturally.

**(b) Finance and Personnel Committee – 20<sup>th</sup> September 2023**

The minutes of the Finance and Personnel Committee meeting of 20<sup>th</sup> September were noted.

**76. Approval of any items over £5000 and consideration of any virement**

**Resolved:** to agree payment to Lamps and Tubes – Christmas Lights £6,030.

**77. External Audit Report**

**Resolved:** to note the External Audit Report.

**78. Calendar of meetings 2024**

**Resolved:** to agree the calendar of meetings 2024.

**79. Outside Bodies reports**

**Radstock Museum** – Cllr Jackson reported on the recent meeting and encouraged Councillors to support future events. The Museum’s Christmas Fair is not yet confirmed.

**Westfield in Bloom** – Cllr Jackson reported she would attend the South West in Bloom award ceremony on 3<sup>rd</sup> October 2023. Cllr Jackson thanked Councillors for their support.

**Mardons** – Cllr Cooper reported a recent visit from Jacob Rees-Mogg MP.

Cllr Hopkins was nominated to the Standards Board (B&NES) by Cllr Wilkinson with the full support of other Councillors.

**80. Creating Community Identity**

Cllr Jackson reported that Christians Together have made arrangements for Remembrance Day.

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

**Westfield Parish Council**

Cllr Wilkinson and Cllr Hopkins will attend a meeting with Chris Major, Assistant Director for Transport and Highways and Paul Garrod, Traffic and Network Manager B&NES on 13<sup>th</sup> October to discuss directional signage.

**81. Chairman's report**

- Cllr Wilkinson noted that there have been issues with Councillors receiving emails purported to be from him. Advice has been given on what to do if receiving such emails and support continues from the Council's IT support service.
- Cllr Wilkinson asked for volunteers to lay wreaths for Remembrance. Cllr Wilkinson will lay at Westfield, Cllr Cooper will lay at Midsomer Norton and Cllr Jackson will lay at Radstock.
- Cllr Wilkinson reported on the increasing cost of postage and discussed options for reducing this. A new system of distributing meeting agendas was agreed.

**82. Bath and North East Somerset Councillors' reports**

Cllr Jackson gave her report:

- It was noted that there are new clergy in Westfield.
- Cllr Jackson reported on the B&NES Local Plan.
- Things continue to move forward with the development of the Radco site.
- Discussions and campaigning to reinstate local buses continues.
- Cllr Jackson reported on the Annual Youth Justice Report

The meeting closed at 8.18pm

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

**Westfield Parish Council**

**Minutes of the Environment and Development Committee Meeting held in the boardroom at the Oval Office, Cobblers Way, Westfield on 9<sup>th</sup> October 2023 commencing at 7pm.**

**Present:** Cllrs Diana Cooper (Chair), James Cradock, Geoff Fuller, Ron Hopkins (Vice Chair), Eleanor Jackson, Paul Millard and Pat Williams, Phil Wilkinson

**Also attending:** Tracey Stephens, Deputy Clerk, Caitlin Brown, Admin Assistant

**Absent:** Cllr James Honess

**69. Apologies for absence and to consider the reasons given**

No apologies were received.

**70. Declarations of interest and dispensation**

Cllr Jackson declared an interest in item 5 – planning application 23/03485/OUT as she is a member of the adjacent church.

**71. Minutes of the last meeting**

**Resolved:** The minutes of the last meeting held on 11<sup>th</sup> September 2023 were agreed as a true record and signed by the Chair.

**72. Neighbourhood Plan working group**

Cllr Hopkins gave a report on the progress of the Neighbourhood Plan review. There has been ongoing correspondence with B&NES and he is in the process of arranging a meeting. Most of the work on the original form has now been done.

**73. Planning applications for consideration**

There were no objections to the following:

Date Rec'd	App No	Applicant	Location	Case Officer	Proposal	Response By
21/9/23	23/03485/OUT	Mr Mike Hill	60 Wells Road Westfield Radstock Bath And North East Somerset BA3 3US	Danielle Milsom	Erection of single dwelling on land to west of existing dwelling (Outline Application with All Matters Reserved).	12/10/23

**Minutes subject to approval at the next meeting.**

**Signed .....** **Dated .....**

**Westfield Parish Council**

21/9/23	23/03512/TPO	M H Landscaping	1 Fosseway Cottages Somerville Road Radstock Bath And North East Somerset BA3 3TX	Jane Brewer	8no. Conifer, fell, roots believed to be affecting house foundations	12/10/23
29/9/23	23/02927/FUL	Motor Fuel Group Limited	Elm Tree Filling Station Wells Road Westfield Radstock Bath And North East Somerset	Owen Hoare	Erection of single storey rear extension to existing sales building following removal of Jet wash bay. Installation of new EV Chargers and Canopy.	20/10/23
06/10/2023	23/03745/FUL	Mr Michael Wise	44A Longfellow Road	Kirsty Smith	Erection of single storey rear extension	27/10/2023

The Deputy Clerk advised of changes to the below application which we have previously provided a comprehensive response to.

*2022/0614/OUT | Application for Outline Planning Permission for erection of up to 180 dwellings with all matters reserved except for access (amended info. rec'd 26.07.2023). | Land South Of Fossefield Road Fosse Way Stratton On The Fosse Shepton Mallet Somerset*

**Resolved:** to resubmit original comments made in January

**74. Planning Decisions**

The planning decisions were noted.

**75. Speeding data collected on A367**

An update was given. Quotes for two speed devices and installation have been received. There would be an additional charge if the devices were solar powered.

Potential location sites along the A367 were discussed.

**Resolved:**

- (1) Use existing posts adjacent to Highfields (Northbound) and the corner of Westhill Road (Southbound).
- (2) The Clerk to continue investigating grant funding options.

**Minutes subject to approval at the next meeting.**

Signed ..... Dated .....

76. Recreation Ground – Norton Hill

- **New Office** – verbal update was given by Cllr Cooper. Quotes had been received. A meeting with the builder is being arranged to look at costings and to see where savings can be made.
- **Tree Report** – the Ash trees all have Ash dieback and therefore it has been recommended and agreed that they will be felled.

**Resolved:**

- (1) To obtain quotes for the felling of the Ash trees, asking that a stump is left in place to encourage regrowth.
- (2) To put an article in the Warbler explaining why the trees are to be felled.

77. Recreation Ground – Westhill

- **Changing Rooms** – verbal update given by Cllr Cooper. There is a meeting arranged with the Architect on site to establish the new boundaries and plans for the building.

**Resolved:**

The Parish Clerk will look at funding options once the estimated cost has been established.

- **Tree Report** – it was noted that the Ash tree has Ash Dieback

**Resolved:** The Ash tree with Dieback to be felled leaving a stump to encourage regrowth.

- **Verbal request for a shelter** – this was been declined as the removal of it initially had been on the advice of the police.

78. Waterside Valley

- **Bridges** – verbal update given by Cllr Cooper. Grant funding is being investigated.

79. Bath Urban Treescape

Verbal information and leaflets handed out by Cllr Jackson. Cllrs passed on their thanks for Cllr Jackson’s continued work in this area.

80. Events

- **Christmas Lights Switch On** – 30<sup>th</sup> November 6.30pm – verbal update given by Admin Assistant Caitlin Brown. Planning is coming along well.
- **Grant Presentation Event** – 12<sup>th</sup> December 2023 6.30pm - verbal update given by Deputy Clerk Tracey Stephens. Cllr Jackson will send a list of invitees in respect of the Westfield in Bloom awards.
- **Christmas Lights Competition** –  
**Resolved:** to go ahead this year on Friday 15<sup>th</sup> December, led by Cllr Cooper and Cllr Wilkinson. Judging and presenting of awards will take place in the same evening.

**Minutes subject to approval at the next meeting.**

Signed ..... Dated .....



**Westfield Parish Council**

To resolve that, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

**81. Quotes**

**Resolved:** to delegate authority to Cllr Wilkinson and Cllr Hopkins in respect of quotes obtained for a consultant to work on the Housing Needs Survey.

**The meeting closed at 8:30pm**

**Minutes subject to approval at the next meeting.**

**Signed .....** **Dated .....**

**WESTFIELD PARISH COUNCIL**  
**Minutes of the Finance & Personnel Meeting**  
**held at The Oval Office on Wednesday 18<sup>th</sup> October 2023 at 10am**

Present: Cllr Robin Moss (Chair), Cllrs Diana Cooper, Paul Millard, Phil Wilkinson and Pat Williams (Vice Chair).

Absent: Cllrs Geoff Fuller (ex officio) and Ron Hopkins.

In Attendance: Lesley Close, Parish Clerk

**53. Apologies for absence**

Apologies were received from Cllr Hopkins.

**54. Declarations of interest and dispensations**

There were no declarations of interest.

**55. Minutes**

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 20<sup>th</sup> September 2023 be agreed and signed as a correct record.

**56. Monthly Accounts**

**Resolved:**

- a) that the bank reconciliation and monthly income and expenditure statements for the Current Account Aug / Sept be agreed.
- b) that the bank reconciliation and monthly income and expenditure statements for the Corporate Treasury account Aug / Sept be agreed.
- c) that the bank reconciliation and monthly income and expenditure statements for the Business Savings account Aug / Sept be agreed.
- e) that the summary of debit card transactions since the last meeting (Appendix 1 – Oct) be agreed.
- f) that the petty cash reconciliation for Oct (Appendix 2) be agreed.

**57. Verification of Bank Reconciliations**

The verification by a Councillor (not a bank signatory or Chair of the Council) at 30<sup>th</sup> September 2023 would be undertaken as soon as possible.

**58. Schedule of payments requiring authorisation**

In accordance with item 5.2 of the Financial Regulations, the updated schedule of payments was considered at the meeting.

**Resolved:** that the schedule of payments due in October be agreed, (attached as Appendix 3), that the invoices and the BACS authorisation sheet be signed accordingly and that the BACS payments be made by two councillors via online banking.

**59. Schedule of payments due on a regular basis**

In accordance with item 5.6 of the Financial Regulations, an updated list of payments which arise on a regular basis as a result of a continuing contract, statutory duty or obligation was considered at the meeting.

**Resolved:** that the schedule of payments be agreed (attached as Appendix 4) and that the invoices and the BACS authorisation sheet be signed accordingly. That the BACS payments be made by two councillors via online banking.

**60. Community Infrastructure Levy (CIL and Section 106 Funds)**

**Resolved:** to note the update report of the Clerk.

**61. Grants**

Thanks were expressed to the Grants Sub Committee.

**Resolved:** To receive the grant payments proposed by the Grants Sub Committee and recommend them to Parish Council.

**62. Westfield Action Plan**

**Resolved:** To agree the Action Plan.

**63. Budget 2024/25**

The Budget for 2024/25 was being drafted.

**Resolved:** To agree the budget variation report at 30<sup>th</sup> September 2023.

**64. Cyber Security**

**Resolved:** (1) To accept the quotation from BHIB for a Cyber Security Policy in the amount of £345.25 (incl. IPT) following the response to a query on what are the trigger points which generate the quotation.  
(2) To agree the cyber security risk assessment.  
(3) To agree the Data Breach Policy

**65. To confirm the purchase of wreaths for Remembrance**

**Resolved:** (1) To agree the wreaths in the amount of £82.50 for three;  
(2) To request one wreath for Westfield to mark ~~D~~ Day in June 2024.

**66. Energy Contracts at the Pavilion**

**Resolved:** To accept the lowest quote from Eon Next in the amount of £441.70 for gas and £818.03 for electricity, for a three-year contract.

It was agreed to exclude the press and public on the grounds that in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

**67. Quotes for (1) new office and (2) bridges at Waterside Valley**

**New Office**

The spec has been pared down and the revised quote will go to Parish Council in November. If it is still too high then portacabins will be investigated.

**Bridges at Waterside Valley**

The Structures Engineer at B&NES has still not responded in relation to the proposed work to the footbridges. The Clerk to write to Mandy Bishop at B&NES and copy in Cllr Moss.

The meeting closed at 10.37am.

APPENDIX 1 – Debit Card

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Health & Safety 4018/1	Furniture & equipment 4036/1	Parish Environment 4224/202	Christmas 4223/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Ad hoc	Hospitality 4131/101
DC187	26/9/2023	Wickes	Sand for remembrance trough	£6.00					£5.00					
DC188	11/10/2023	Thomsons	Padlock for gate at Westhill	£5.99								£5.99		
DC189	16/10/2023	Longfellows	Sandwiches - Grants meeting	£18.00										£18.00
			TOTAL (NET)	£28.99	£0.00	£0.00	£0.00	£0.00	£5.00	£0.00	£0.00	£5.99	£0.00	£18.00
			VAT:	£2.00					£1.00			£1.00		
			TOTAL (Gros)	£30.99										





APPENDIX 4 – Schedule of Regular Payments

Supplier	Details	April	May	June	July	August	Sept	October
Avon Pension Fund (BACS monthly)	Superannuation	£1,043.87	£1,060.18	£1,052.02	£1,127.92	£1,070.99	£1,070.99	£1,070.99
DCK - BACS monthly	Accounting support	£237.85	£375.00	£0.00	£306.00	£0.00	£306.00	£250.00
GPS Telecoms (DD monthly)	Telephone and broadband	£71.32	£70.92	£71.80	£69.37	£69.37	£74.46	£69.37
Greensward (BACS monthly)	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.51	£2,121.58	£2,121.58
HMRC (BACS monthly)	PAYE and NI	£553.84	£559.34	£566.63	£688.46	£597.04	£596.84	£570.64
Oval Commercial (SO-£587.70) the rest BACS - monthly	Office Rental	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75
Oval Commercial (BACS)	Use of Boardroom	£50.00	£56.00	£70.00	£50.00	£50.00	£10.00	£50.00
Net Salaries (and expenses) (BACS monthly)	Office staff	£3,232.35	£3,288.04	£3,250.16	£3,423.16	£3,293.46	£3,293.66	£3,319.86
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00
Ricoh (BACS quarterly)	Photocopier	£0.00	£33.30	£254.00	£0.00	£140.10	£127.00	£0.00
Southern Electric (DD - quarterly)	NH Pavilion	£85.42	£0.00	£178.14	£0.00	£0.00	£113.57	£0.00
Southern Electric d/d annually	Xmas Lights on lampposts	£0.00	£0.00	£0.00	£0.00	£0.00	£384.01	£0.00
Southern Electric (DD quarterly)	Christmas Tree	£0.00	£0.00	£30.84	£0.00	£0.00	£37.57	£0.00
SoVision IT (BACS monthly)	IT Support	£169.20	£167.75	£167.75	£208.35	£208.35	£208.35	
Total Gas & Power (DD - quarterly)	NH Pavilion	£0.00	£47.88	£0.00	£0.00	£42.98	£0.00	£0.00
Water2Business (DD six monthly)	Auto-watering systems 2365915101 - Wesley Ave; 02- Coal Truck Jubilee Green; 03- Jubilee Green; 04- Coal	£0.00	£0.00	£0.00	£0.00	£0.00	£227.16	£0.00
Water2Business (DD six monthly)	NH Pavilion 70215504	£0.00	£0.00	£0.00	£0.00	£0.00	£222.94	£0.00
Youth Connect South West (Bacs quarterly)	Youth Work contract 1/4/23-31/3/25	£0.00	£2,843.06	£0.00	£0.00	£2,843.06	£0.00	£2,843.06
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£0.00	£40.00	£0.00	£0.00
<b>Monthly Total</b>		<b>£8,405.18</b>	<b>£11,462.80</b>	<b>£8,602.67</b>	<b>£12,521.31</b>	<b>£11,316.61</b>	<b>£9,633.88</b>	<b>£11,135.25</b>



Westfield Grant Funding Recommendations as at 10th October 2023

Name of applicant	Amount requested	Amount agreed	Notes
Citizen's Advice B&NES	£1,000.00	£1,000	Very good service. Good to see they are now working in the local area.
Dial-a-Ride	£1,000.00	£1,000	Very well used by local residents. Since demise of 82 bus. Essential service.
HeartTalks	£1,000.00	£500	Feel that it is very professionally run and unknown so far. £500 because of that. New community organisation and don't have a proven track record. No data on how many people in Westfield are likely to benefit.
Jesters Carnival Club	£500.00	£500	Lots of people in Westfield to benefit. And based in Westfield
MSNRSB	£1,000.00	£750	Committee are pleased to award £750 towards the cost of your PA system.
Prattens Bowls Club	£2,060.00	£1,000	Happy to offer towards the essential retaining wall. £1000
Radstock Baptist Church	£600.00	£600	Happy to donate to a Westfield based church for some essential work
Small Stuff Baby Bank (received late)	£1,000	£600	Towards cost of the nappies. Any issues with the property to be taken up with the landlord
SWALLOW	£944.64	£0	On this occasion we do not feel that this application meets the aims of the grant policy.

SWAN	£900.00	£900	Full £900. Glad to assist with the providing of an essential service to benefit lots of Westfield residents
Trinity Girls Brigade	£1,000.00	£600	To go towards cost of transport to summer camp
Westhill Club	£5,000.00	£1,000	We understand the necessity of the upgrade to the gents toilets and are happy to award £1000 towards the cost. This is the maximum grant amount on offer
Westfield Primary School	£800.00	£800	Happy to put towards improvement of the outdoor learning facilities
Westfield Voices	£700.00	£700	They contribute to the well being of residents of Westfield and are happy to contribute to the new sound system enabling more performances

£17,504.64

£0

# Risk Assessment Form

## Westfield Parish Council

**Activity: Cyber Security**      **Assessment Date: 18 10 23**      **Review Date: November 2024**

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
<p>Types of activities that are commonly recognised as being a cyber incidents are:</p> <ul style="list-style-type: none"> <li>• breaches of a system's security policy that affects its integrity or availability</li> <li>• attempts to gain unauthorised access to a system or to data</li> <li>• changes to a system's firmware, software or hardware without the system owner's consent</li> <li>• malicious disruption or denial of service</li> </ul>	<p>Councillors and Staff. Public.</p>		<p><b>Preventative Measures</b> Parish Councillors' email addresses are in the public domain, so attempts at cyber scams might take place without a breach in security. The following are guidelines circulated to all councillors <b>Check the senders domain:</b> For example, a <u>my.com</u> domain used to send is a give-away that this is not genuinely from the councillor whom it purports to be, who would have used his westfield email address to send an email.</p> <p><b>Check the content of the email:</b> The tone of the email is inconsistent with the way the councillor writes emails, and the lack of subject line is not in keeping with their email etiquette.</p> <p><b>Think before you click:</b> If there had been a link (and for any link you receive) always ask yourself whether you were expecting it and also hover over the link and it will provide you with the actual web address (does it look strange and is it really from the domain it says it is).</p> <p><b>If you do click a link:</b> Never input credentials, even if it looks like a Microsoft website and be wary of opening documents that you receive (although the IT controls like anti-virus and macro blocking should mitigate.</p> <p>If you open the email in OWA (Outlook Online) then there is an option to <b>report it</b> as phishing (click the 3 dots, select Report and then 'Report Phishing':</p>	<p>To remind councillors and staff of these measures annually</p>	<p>MEDIUM (2x2)</p>	<p>LC – Dec 2024</p>

<p>convenient information should be available to all users of the site.</p> <p>*****</p> <p>Reply Reply all Forward Other reply actions &gt; Delete Mark as unread Flag <b>Report</b> &gt; Block &gt; Print Save View &gt;</p> <p>Report junk Report phishing</p>	<p>This gets fed into Microsoft's phishing indicators, which should reduce the instances of this happening over time</p> <p>If in doubt always check with other councillors.</p> <p>There has been an increase in the use of QR Codes in phishing attacks. These are very difficult for the email filters to filter out as they are seen as simple images (or just part of a senders signature). But, once scanned they can take you to sites impersonating legitimate sites such as MS Logins, Banking Sites, etc.</p> <p>Exercise vigilance with QR codes in emails and do not to scan these.</p> <p><u>ITWire - Quishing: What you need to know about QR code email attacks</u></p>		<p>LOW (2x1)</p>
<p>Taking the correct action following a cyber incident</p>	<p>Councillors, Staff, Public</p>	<p><b>Checklist</b> 1. Inform our IT Provider and take advice on the nature and extent of the incident, checking for breaches in bank account, personal data etc. 2. Follow the latest government guidance on how to report a cyber incident at <u>Report a Cyber Incident - Report a Cyber Incident - NCSC</u> Ensure the Information Commissioner is informed and follow the Parish Council's Data Breach Policy.</p>	

				3. Reputational Damage – if necessary put out a holding press release agreed by the Chair of the Parish Council, followed by a more detailed press release when the extent of the incident is known.		
Business Interruption	Employees			If the computer systems are down following a cyber incident, Parish Council staff to meet with the Chair of the Parish Council in the office to establish the best way forward in the circumstances.	LOW (2x1)	
Working from home	Employees			If working from home is necessary following a cyber incident, then the Working from Home risk assessment to be referenced.	LOW (2X1)	

<b>Assessor's signature:</b>	<b>Clerk's signature:</b>
<b>Date:</b>	<b>Date:</b>

# Data Breach Policy

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

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

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

## Consequences of a personal data breach

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

## Westfield Parish Council's duty to report a breach

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

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

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

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

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

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

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

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

Data processors duty to inform Westfield Parish Council

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

Records of data breaches

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

Record of Data Breaches

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

To report a data breach use the ICO online system:

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

Review History	
Reviewed by F&P	18/10/23

## Parish Clerk

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**From:** Chris Major <Chris\_major@bathnes.gov.uk>  
**Sent:** 16 October 2023 15:10  
**To:** Parish Clerk  
**Cc:** Geoff Fuller; Ron Hopkins; Paul Garrod  
**Subject:** Meeting outcome 13/10/23

Dear Lesley

Since you were unable to attend last Friday's meeting with Cllr Fuller, Cllr Hopkins, myself and my colleague Paul Garrod, I wanted to let you know what was discussed and what we agreed we could do regarding the Parish Council's concerns about helping to ensure there is greater recognition of the parish.

I can assure you there is no intention to exclude the Parish Council or the community it represents in either services the council undertakes or in any literature the council produces. I will speak to our Communities team to raise awareness of this. My colleague Martin Laker will be in touch with you regarding Ordnance Survey (OS) maps, to advise on whether it will be possible to change how OS currently shows Westfield on its maps. Unfortunately we do not have any influence as to the destinations that sat nav applications use, but for any that use OS maps, if OS can make changes then hopefully this will be picked up over time by sat navs.

With regards to direction signs, the destination of Westfield has never been added because these types of traffic signs are rarely changed. Whilst it may seem straightforward to add a destination, it unfortunately isn't a simple matter of adding an extra sign that says 'Westfield'. On 'map' type signs that approach roundabouts, after review we can confirm that there is not space on existing signs to fit the additional text in, which means the entire sign would need to be replaced and in some cases new posts would be needed too. Just one of these signs could cost several thousand pounds. We also have to ensure that we provide continuity in signing a destination for drivers. This makes adding in 'Westfield' as and when signs are replaced difficult, because once one junction has the destination added the rest of that route to the destination needs to be completed. Traffic signs can last for 40 years and are replaced only when they are damaged or life-expired. However, if opportunities do arise through routine maintenance work we will take them and the relevant highways staff will be made aware.

Given that the cost of adding 'Westfield' onto the signs on the main approaches into the parish will be thousands of pounds, we have to balance this with our statutory responsibility to maintain the highway and the many requests we receive for other highway improvements, such as new crossings, speed limit changes and better pavements. The amount of funding the council receives to do routine highway maintenance has decreased year on year in real terms for over a decade. You may have noticed that we no longer routinely clean traffic signs because of funding pressures.

At the meeting I agreed we would explore whether there is any developer funding that could be used to fund or partly fund the cost of changes to direction signs. Funding would need to initially cover the cost of us surveying the existing signage and calculating how much it would cost to change existing signs or add new signs. We would then know how much funding the complete piece of work would cost. I also explained that if only part-funding became available we could amend signing on a route by route basis. We will look into the developer funding situation and will come back to you shortly.

Yours