Minutes of the Ordinary Meeting of Stapeley & District Parish Council held at Stapeley Community Hall on Monday 16th March 2026

Attendance	
Chairman:	Cllr J Hillman
Councillors:	Cllr A Jacobs, Cllr B Astbury, Cllr J Dickinson, Cllr M Docker, Cllr Y Orungbemi (from item 7), Cllr C Sirigou
Clerk:	Mr Wayne Salisbury
Other:	None
Apologies:	Cllr M Aspaturian, Cllr R Carter, Cllr J Gibbs, Cllr I Lurcock
Not in attendance:	Cllr S Ford
Public:	None

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Meeting started at 7:30 pm.

1. **To receive apologies for absence**
   Apologies were received from Cllr M Aspaturian, Cllr R Carter, Cllr J Gibbs and Cllr I Lurcock.

2. **Declarations of Interest**
   a) No pecuniary interests were declared by members.

   b) No other interests were declared by members.

   c) No dispensations were requested by members or granted prior to the meeting.

3. **Minutes of the previous meeting**
   a) **RESOLVED**: that the minutes of the meeting held on 16th February 2026 be approved as a correct record and signed by the Chair.
   b) **RESOLVED**: that the minutes of the meeting held on 9th March 2026 be approved as a correct record and signed by the Chair.

4. **Public Participation**
   No members of the public were in attendance.

5. **Cheshire East Borough Councillors' Report**
   Borough Councillors were not in attendance, and no reports were received in advance of the meeting.

6. **Authorisation of Payments**
   RESOLVED: The schedule of payments for the 16th March 2026 correctly states the invoices presented and that **£7,347.44** is approved to be paid; **£1,909.95** has been paid as per the annual approved payments list and **£6,045.22** has been paid to avoid late payment. (as detailed on page 204)

7. Clerk's Report

a) The Clerk summarised their written report, highlighting the following.

- **Primary actions since the last meeting**
  - Preparation for the March meeting and supporting documents was undertaken.
  - Ongoing liaison and booking management for the Community Hall continued.
  - The additional meeting held on 9th March was facilitated.

- **Upcoming primary actions**
  - Preparation for the April Council meeting, being the first of 2026-27.
  - Completion of VAT reclaims for Q3 and Q4.
  - End of year preparation and internal audit actions.

- **Annual leave**
  - The Clerk advised that annual leave is scheduled over the Easter period, with 8 hours to be taken in the week commencing 1st April and 4 hours in the week commencing 6th April.

- **Talbot Way issues**
  - Works to the Talbot Way seating area have been completed by the contractor and the litter bin has now been installed.
  - Any further vegetation reduction will be passed to the contractor as part of future visits, rather than through a separate return visit at this stage.

- **Community Hall update**
  - The annual security alarm service was completed on 11th March, and a sensor was removed from the fire door.
  - A new fire door is due to be installed on 19th March.
  - The boiler was reported as not responding on 11th March, with an engineer due to attend on 16th March. Portable heaters are being used in the meantime.
  - The WhatsApp Community group for emergency contacts is reported to be working well.

- **Occasional hire**
  - Weekend hire bookings continue to be received consistently.
  - A party held on the evening of 14th March resulted in no issues.

- **New regular bookings**
  - None this month.

- **Community Hall income and expenditure**
  - Members noted the Community Hall net position as of 16th March 2026, with income of £14,362.00, expenditure of £20,211.00, and an overall net deficit of £5,849.00.

- **Resident communications received**
  - Members noted correspondence from a resident regarding the Seddon development, which was replied to on 24th February, advising of the upcoming Parish Council meeting where the application would be considered.

Cllr Orungbemi joined the meeting at 7:46pm.

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b) To consider correspondence entered into the meeting.

Members considered correspondence received from 2 residents regarding littering, fly-tipping, vandalism and anti-social behaviour at the coppice area off London Road/Elwood Way, including requests for signage and further action to help protect the site.

The Chair advised that bike ramps had been built in this space, as well as in other areas.

Cllr Hillman raised that the CIL Working Group should note that provision of bike jumps may be a positive consideration.

The Chair further raised that they believe the land had reverted to Crown ownership by default, and that the PCSO had attended the site twice following issues reported by the Clerk, but had not witnessed any problems.

8. Planning

No planning applications were received following the publication of the agenda.

9. Road Safety Working Group

Members received an update from the Road Safety Working Group. Cllr Docker reported that a Working Group meeting had taken place, which was attended by the Clerk. It was noted that two Speed Indicator Devices had been ordered and had now been received.

The Clerk agreed to make further enquiries with Cheshire East Highways to confirm which existing SID posts could be used and which already had the necessary permits in place. The Clerk advised that they were currently awaiting a usable map showing the post locations in order to progress this further with Highways. Cllr Hillman offered to assist with producing a map.

Members were also advised that the Clerk would produce a poster to promote Community Speed Watch activity. It was further noted that an information leaflet had started to be delivered, which included information on the Road Safety Working Group and Community Speed Watch.

10. CIL Working Group (Community Infrastructure Levy)

a) The Chair thanked Cllr Hillman for producing the CIL Working Group report. Members received the report, which outlined the Working Group's first meeting, its initial approach to the use of Community Infrastructure Levy funds, and a proposed roadmap for community consultation on future expenditure priorities.

The report also set out an intended timeline, with initial information gathering and meetings to be completed ahead of the April Parish Council meeting, and a community consultation proposed for launch in May 2026.

The Chair went through the four actions identified in the report. These were to seek information from Cheshire East on past and forecast CIL receipts, to confirm what proportion of the current CIL balance related specifically to the Stapeley Water Gardens development, to arrange a meeting with Muller Homes regarding the delivery timetable for Maylands Park and associated open space, and to arrange a meeting with Cheshire East to clarify ownership of the Victorian Orchard and land within the centre of the Cronkinson Estate. It was agreed that the Clerk would proceed with Actions 1 and 2, as they were already in communication with the CIL Officer, and that the Working Group would proceed with Actions 3 and 4.

Cllr Hillman asked if it could be checked at what rate the CIL payment sent in error to Nantwich Town Council had been paid.

Cllr Dickinson enquired about allotments, and Cllr Hillman advised that the new allotments would be managed by a management committee on which the Parish Council would have a seat.

Cllr Astbury asked how the consultation would be conducted. The Chair advised that an item would be brought to the April agenda to consider the consultation approach, together with a long list of possible expenditure proposals, in line with the approach set out in the report.

Cllr Orungbemi asked why the Council was pursuing Cheshire East regarding the orchard ownership if it is owned by Vistry. The Chair advised that this would still need to be processed through Cheshire East, as it formed part of the Section 106 agreement.

Cllr Docker asked about Deadman's Lane, and the Chair advised that this would be included within the long list of potential expenditure items.

b) **RESOLVED**: that Cllr Dickinson be appointed to the membership of the CIL Working Group.

It was noted that the CIL Working Group Terms of Reference will be reviewed at the April meeting to allow further members.

11. Community Hall Hire Requests

a) To consider the use of the Community Hall for a community first aid awareness day.

Cllr Astbury asked if the Parish Council has a nominated charity. The Chair advised that this is not a charitable proposal. Cllr Hillman added that this would be a community event offering the opportunity for residents to drop into the hall to learn first aid skills.

RESOLVED: that the hall will be offered free of charge for one day for a community first aid awareness day.

b) To consider the use of the Community Hall for a fundraising quiz night in aid of Meningitis Research Foundation.

Cllr Dickinson queried whether the individual requesting was a resident of Stapeley.

Cllr Docker asked if we would take a deposit for this event.

Cllr Hillman raised if the hall were offered free of charge that a number of other charities could also request use on the same basis which could then cause the hall to run at a deficit.

RESOLVED: to offer the use of the hall for a charity fundraising quiz night at a 50% discount. (£7.50 per hour)

12. Community Hall Maintenance

a) To consider the quote received for the installation of a fixed telephone line to enable an internet connection, and to consider alternative connectivity options, including satellite broadband.

The Chair reviewed the supporting document which had been prepared by the Clerk.

Cllr Dickinson raised that they would be happy to follow the Clerk's recommendation.

Cllr Hillman raised that this had been pursued previously and that we were informed that the nearest phone line was not within the grounds of the Community Hall and that there would be increased costs to bring cabling to the hall.

The Clerk advised that BT believes that that a standard installation is possible and confirmed that there is evidence of a phone line coming into the building.

RESOLVED: to approve that the Clerk proceeds with ordering broadband installation from BT at a monthly cost of £34.26 for Fibre 76 Enhanced and Digital Line on a 24-month contract. It is further agreed that if a non-standard installation is required that up to £2,000.00 is approved and the Clerk is delegated to proceed.

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b) To consider the quote received for the completion of the EICR (Electrical Installation Condition Report) and other required electrical works.

RESOLVED: to accept the quote received from Davies & Johnsons for completion of the EICR and replacement sockets at £170.00 and PAT testing at £1.70 per item.

13. Accessibility Statement

The Chair went through the statement which had been prepared by the Clerk.

The Clerk advised that the Council needs to have this statement to comply with our governance obligations.

RESOLVED: to adopt the Council's website accessibility statement. (as detailed on pages 205 - 206)

14. Data Protection Policy (Privacy Policy)

The Chair advised members of the policy which had been prepared.

Cllr Astbury asked about data retention and who decides when data is deleted. It was agreed that the statement regarding data retention should state that the Clerk decides when deletion is appropriate.

The Clerk advised that a Data Retention Policy is also required and will be brought to a future meeting and once that is adopted then the Data Protection Policy can be updated accordingly.

RESOLVED: to adopt the updated Data Protection Policy (Privacy Policy) (as detailed on pages 207 - 210)

15. Street Naming Consultation

To consider Cheshire East Council's request for comments and suggested names for two new streets associated with the development at Land off Peter De Stapleigh Way, Stapeley.

RESOLVED: to submit to Cheshire East Address Management the following street name suggestions:
Cowes, Ryde, Bembridge, Shanklin, Ventnor, Sandown, The Needles, Beck, Mere, Brook, Flow, Spring.

16. Road Traffic Survey

To consider the commissioning of a road traffic survey to obtain data to support the Council's review of, and comments on, relevant planning applications.

The Chair raised points from the recent Strategic Planning Board meeting which considered the Nightingale Land application which the committee voted to postpone approval of.
At the meeting, it was noted that the road was an A road but had a rural character, and that the majority of vehicle movements were heading towards Nantwich. Concerns were also noted from the planning refusal 10 years ago which stated that the road was unsafe.
The Chair added that the traffic officer addressed the Strategic Planning Board and stated that cumulative development could not be considered when there are applications which do not currently have planning permission and may not get it. It was added that the application is currently in limbo, as the scope of what is needed to proceed was not agreed in the Strategic Planning Board meeting and that it will have to come back to a future meeting.

The Chair stated that there is not much that the Parish Council can do at this stage and that we need to wait.

Cllr Docker shared a detail that the proposed exit of the Muller development is via Maylands Cottage, which is currently on the market.

Cllr Hillman shared that the Parish Council had previously commissioned traffic surveys which then supported objections to planning applications, which resulted in them being refused.

Cllr Docker suggested that the Strategic Planning Board need to visit the road so as to understand it better.

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Cllr Docker asked if video evidence could be provided to demonstrate the road issues.
Cllr Hillman confirmed that this could be submitted as part of the Council's comments to the strategic planning board.

The Chair reminded members of the options which members could progress with.

RESOLVED: that Cllr Hillman will find out further information regarding traffic surveys and costs, which will be considered at the April meeting.

17. **Exclusion of all persons other than Stapeley & District Parish Council members and staff**
That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from the remainder of the meeting on the grounds that the following items to be considered involves the likely disclosure of sensitive/confidential information.

The motion was not moved as no members of the public were in attendance.

Part 2

18. **Clerk Additional Hours**
RESOLVED: to pay the Clerk an additional 10.50 hours for hours worked in excess of his contract between 16th February 2026 and 15th March 2026.

Meeting concluded at 9:16pm.

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Chairman…… Date……

Schedule of Payments – as resolved in item 6.

Stapeley & District Parish Council
Schedule of Payments
16th March 2026

	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
1	17/03/2026	Waterplus	Community Hall Water Supply (13/02/26 to 12/03/26)	38.41		BT - Unity	LGA 1972 S 133	Yes
2	17/03/2026	Jof's Mowing	Grounds Maintenance (Talbot Way Seating Area)	600.00		BT - Unity	Open Spaces 1906 S 9-10	Yes
3	17/03/2026	Glasdon UK Ltd	Talbot Way Seating Area - Litter Bin	291.17		BT - Unity	Litter Act 1983 S5	Yes
4	17/03/2026	P Barrett Landscapes	Talbot Way Pond Area Refurbishment (1st Payment)	6216.00		BT - Unity	Open Spaces 1906 S 9-10	Yes
5	17/03/2026	Safe Security Limited	Community Hall Security Alarm Service	95.00		BT - Unity	LGA 1972 S 133	Yes
6	17/03/2026	W Salisbury - Clerk	Staff Badges Direct - Member & Employee Name Badges	106.86		BT - Unity	LGA 1972 S 111	Yes
			Total	**7347.44**				

Payments made as per the annual approved payments list								
	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
7	27/02/2026	W Salisbury - Clerk	Salary - Jan 26 (Inc 8.50 hours add auth Feb 2026)	617.76		BT - Unity	LGA 1972 S 112	Yes
8	27/02/2026	HMRC	PAYE Contributions - Month 11	207.67		BT - Unity	LGA 1972 S 112	Yes
9	16/03/2026	Octopus Energy	Community Hall - Electric & Gas (01/02/26 to 04/03/26)	321.05		DD - Unity	LGA 1972 S 133	Yes
10	09/03/2026	Vorwerg Ltd (Bright & Beautiful)	Cleaning - Stapeley Community Hall - February 2026	496.57		BT - Unity	LGA 1972 S 133	Yes
11	09/03/2026	Valda Energy	Streetlighting Energy (26/01/25 to 25/02/26)	197.59		DD - Unity	Highways ACT 1980 s301	Yes
12	02/03/2026	Greenzone	Community Hall - Waste Collection (11/12/25 to 25/12/25)	69.31		DD - Unity	LGA 1972 S 133	Yes
			Total	**1909.95**				

Payments made as previously resolved at a meeting or to avoid late payment								
	Date of Debit or Cheque Raised	Recipient	Purpose	£	£	Payment Method	Power of expenditure	Scribe
13	26/02/2026	Hello Print	Council Information Leaflet Printing (resolved at Feb 26 meeting)	114.24		BT - Unity	LGA 1972 S 111	Yes
14	26/02/2026	The Leaflet Team	Council Information Leaflet Distribution (resolved at Feb 26 meeting)	309.00		BT - Unity	LGA 1972 S 111	Yes
15	09/03/2026	Elan City	Speed Indicator Devices x 2 (resolved at Feb 26 meeting)	5615.98		BT - Unity	LGA 1997 S30	Yes
	28/02/2026	Unity Trust Bank	Service Charge	6.00		BT - Unity	LGA 1972 S 111	Yes
			Total	**6045.22**				

Invoices checked and verified at the meeting held on 16th March 2026

Cllr J Hillman 16/03/26

Cllr - Proposer - Sign & Date

Cllr B Astbury 16/03/26

Cllr - Seconder - Sign & Date

Receipts - Feb 2026		
Date	**Amount**	**Details**
02/02/2026	£60.00	Community Hall - Occasional Hire
02/02/2026	£60.00	Community Hall - Regular Hire
03/02/2026	£120.00	Community Hall - Regular Hire
03/02/2026	£150.00	Community Hall - Regular Hire
05/02/2026	£30.00	Community Hall - Regular Hire
05/02/2026	£60.00	Community Hall - Occasional Hire
06/02/2026	£240.00	Community Hall - Regular Hire
09/02/2026	£45.00	Community Hall - Occasional Hire
12/02/2026	£90.00	Community Hall - Occasional Hire
13/02/2026	£60.00	Community Hall - Occasional Hire
16/02/2026	£82.64	Npower - Credit from previous utility account
16/02/2026	£90.00	Community Hall - Occasional Hire
23/02/2026	£225.00	Community Hall - Regular Hire
23/02/2026	£52.50	Community Hall - Regular Hire
26/02/2026	£67.50	Community Hall - Occasional Hire
26/02/2026	£45.00	Community Hall - Occasional Hire
27/02/2026	£60.00	Community Hall - Occasional Hire
	£1,537.64	

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Accessibility Statement

This website is run by Stapeley & District Parish Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We have also made the website text as simple as possible to understand.

AbilityNet has advice on making your device easier to use if you have a disability. https://abilitynet.org.uk/

How accessible this website is

We know some parts of this website are not fully accessible:

- most older PDF documents are not fully accessible to screen reader software
- some scanned documents may not include text recognition
- some online forms may be difficult to navigate using only a keyboard

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What to do if you cannot access parts of this website

If you need information on this website in a different format, for example accessible PDF, large print or easy read, please contact us:

- Email: clerk@stapeleyparishcouncil.gov.uk
- Telephone: 07449 457136

We will consider your request and respond within 14 days.

Reporting accessibility problems with this website

We are always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we are not meeting accessibility requirements, please contact the Clerk using the contact details above.

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the “accessibility regulations”). If you are not happy with how we respond to your complaint, you can contact the Equality Advisory and Support Service (EASS).

Contacting us by phone or visiting us in person

Find out how to contact us here: https://stapeleyparishcouncil.gov.uk/contact-us/

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Technical information about this website's accessibility

Stapeley & District Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is **partially compliant** with the Web Content Accessibility Guidelines version 2.2 AA standard, due to the non-compliances listed below.

Non-accessible content

The content listed below is not fully accessible for the following reasons:

- some documents, including signed policies or statutory returns, may be published as scanned images where a signed version is required
- some documents supplied by external organisations may not be fully accessible because they are provided in fixed formats
- some older PDF files have not been structured for screen readers or saved in an accessible format

Document types affected may include agendas, minutes, reports and supporting documents.

We aim to replace or remediate documents where reasonably practicable when they are reviewed or updated.

Content that is not within the scope of the accessibility regulations

PDFs and other documents

Many of our older PDFs and Word documents do not meet accessibility standards, for example they may not be structured so they are fully accessible to a screen reader.

The accessibility regulations do not require us to fix PDFs or other documents published before 23rd September 2018 if they are not essential to providing our services. For example, we do not plan to update agendas, minutes or reports published before this date.

Any new PDFs or Word documents we publish will aim to meet accessibility standards.

What we are doing to improve accessibility

We review our website for accessibility improvements on a twice-yearly basis and will make updates where required. This includes:

- reviewing documents before publication
- improving document formatting and heading structures
- replacing older non-accessible documents when updated
- using website provider tools and accessibility scans to monitor compliance

As a small local authority, the Parish Council seeks to take a proportionate and practical approach to accessibility improvements. Where immediate remediation of historic content is not feasible, improvements are prioritised based on public need, statutory requirements and available resources, while ensuring that information can still be provided in an accessible format on request.

Preparation of this accessibility statement

This statement was prepared on 9th March 2026.

It was last reviewed on 9th March 2026.

This website was last tested on 9th March 2026 using basic manual checks, website provider accessibility tools, and the WAVE Web Accessibility Evaluation Tool.

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Privacy Policy

1. Introduction

Stapeley & District Parish Council is committed to protecting and respecting your privacy and to handling personal information in an open, transparent, and lawful manner.

This Privacy Policy explains how the Council collects, uses, stores, and protects personal information when carrying out its duties and providing services to the community.

The Council processes personal data in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Local government transparency and governance requirements

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2. Data Controller

The Data Controller is:

Stapeley & District Parish Council

Email: clerk@stapeleyparishcouncil.gov.uk

Telephone: 07449 457136

Address: Stapeley Community Hall, Pear Tree Field, Stapeley, CW5 7GW

The Clerk / Responsible Financial Officer undertakes the responsibilities associated with the Council's Data Protection Officer function.

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3. Personal Data We Collect

The Council collects and processes personal data necessary to perform its statutory functions and manage community services.

This may include:

- Resident enquiries and correspondence
- Complaints and service requests
- Planning consultation responses
- Stapeley Community Hall hirer and booking details
- Staff employment records
- Councillor contact and governance records
- Contractor and supplier information
- Grant applicants and community group contacts
- Event participation and organiser details (e.g., community hall events)
- Purpose-specific mailing lists where permission has been recorded
- CCTV recordings (evidential purposes only)
- Website contact form submissions
- Communications received via social media and redirected to email

The Council does not intentionally record personal data relating directly to children. Where matters involve children, records are held in the name of a responsible adult.

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4. How We Use Personal Data

Personal data is used to:

- Respond to enquiries and correspondence
- Deliver statutory local government functions
- Manage council facilities and bookings
- Administer employment and payroll processes
- Manage contracts and suppliers
- Co-ordinate road safety speed watch volunteer activities
- Process grants and community initiatives
- Organise and support community events
- Maintain safety and evidential records via CCTV
- Meet legal, audit, and financial obligations

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5. Lawful Basis for Processing

The Council relies on the following lawful bases under UK GDPR:

Purpose	Lawful Basis
Delivery of council services and statutory duties	Public Task
Legal and financial compliance	Legal Obligation
Employment and contractual matters	Contract
Mailing lists and specific communications	Consent
Operational security and administration	Legitimate Interests

Where consent is used, it is specific, recorded, and may be withdrawn at any time.

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6. Mailing Lists and Communications

The Council maintains purpose-specific mailing lists only.

Individuals are added only where specific permission has been provided and recorded. The Council does not operate general marketing lists.

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7. CCTV

Where the Council operates CCTV, such systems shall be administered in accordance with applicable data protection legislation and relevant guidance

- Footage is collected for evidential purposes only
- No routine live monitoring is undertaken
- Access is restricted to authorised persons
- Recordings are used only where lawful and necessary

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8. Photography and Publicity

Photographs may be taken at public events organised or supported by the Council for community information and reporting purposes.

Images used are limited to adult participants and are published for general public interest.

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9. Data Sharing

Personal information may be shared where necessary and lawful with:

- Cheshire East Council
- Police and emergency services
- Contractors and service providers
- Insurers
- Internal and external auditors
- Payroll provider (Shires)
- HMRC
- Banking Provider (Unity Trust Bank)
- IT and website providers
- Legal advisers
- Government bodies and regulators

Information is shared only where required and proportionate.

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10. Data Storage and Security

Personal data is stored securely using:

- Microsoft 365
- OneDrive
- GOV.UK email system
- Scribe accounting software
- Secure paper filing systems held at the Clerk's residence.

Appropriate technical and organisational security measures are in place to prevent unauthorised access, loss, or misuse.

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11. International Data Transfers

The Council does not intentionally transfer personal data outside the United Kingdom.

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12. Data Retention

Personal data is retained only for as long as necessary to meet legal, financial, operational, or governance requirements. The Clerk shall determine when personal data is no longer required.

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13. Data Breaches and Security Incidents

The Council maintains procedures for managing data breaches and security incidents, including:

- Immediate containment and assessment
- Investigation and recording of incidents
- Reporting to the Information Commissioner's Office (ICO) where required
- Notification to affected individuals where necessary
- Review of procedures and controls

All councillors, staff, and contractors handling personal information are expected to follow appropriate data protection practices.

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14. Your Data Protection Rights

Under UK GDPR you have the right to:

- Be informed about how your data is used
- Access personal data held about you
- Request correction of inaccurate data
- Request erasure where appropriate
- Restrict or object to certain processing
- Data portability where applicable
- Withdraw consent where consent is relied upon

Requests should be made to: clerk@stapeleyparishcouncil.gov.uk

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15. Complaints

If you are dissatisfied with how your personal information has been handled, please contact the Council in the first instance.

You also have the right to complain to:

Information Commissioner's Office (ICO)
www.ico.org.uk

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16. Email Communications and Standard Disclaimer

Stapeley & District Parish Council applies a standard email disclaimer to formal correspondence to support confidentiality and data protection compliance.

The disclaimer:

- confirms that personal data is processed in accordance with UK data protection legislation
- references the Council's Privacy Policy
- explains how incorrectly received emails should be handled
- clarifies that views expressed may not necessarily represent the Council

The standard email wording is:

Stapeley & District Parish Council processes personal data in accordance with UK data protection legislation. Information about how we collect, use and protect personal information, and your rights, is set out in our Privacy Policy available on the Council website or on request from the Clerk.

This email and any files transmitted with it are intended only for the person or organisation to whom they are addressed and may contain confidential information. If you have received this email in error, please notify the sender immediately and delete it from your system. You must not copy, distribute, or disclose its contents to any other person.

Any views expressed are those of the sender and do not necessarily reflect the official position of Stapeley & District Parish Council unless explicitly stated.

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17. Review of Policy

This Privacy Policy will be reviewed periodically to ensure ongoing compliance with legal requirements and good governance practice.

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