

Clerk's Report to Full Council – 4th February 2026

Data Protection and Cyber Security

Having attended three sessions of training on data protection I am reviewing the policies adopted by the Council in 2018. New legislation and case law means some documents will need to be updated.

The Annual Governance Statement covering the current financial year will include the new Assertion 10, which sets out a minimal set of data protection policies including the requirement to adopt an IT policy. The Council has not previously adopted such a policy, so a draft is attached for consideration and approval. The draft is based on the NALC template which has been adapted for use by Longden Parish Council.

A Cyber Security Audit has identified some security measures which require clarity. A security review has been arranged with the IT supplier to identify any improvements required and any recommendations will be reported at the meeting.

The Practitioner's Guide provides the following information about Assertion 10

Assertion 10 - Digital and data compliance

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

- 1.47 Email management - every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com.
- 1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.
- 1.49 All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.
- 1.50 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).
- 1.51 All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.
- 1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.
- 1.53 The DPA 2018 supplements the GDPR and classifies a parish council as both a Data Controller and a Data Processor.
- 1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

Damage to Streetlight o/s Bank House, Annscroft

In the early hours of 18th January 2026, a vehicle collided with our streetlight causing it to be damaged beyond repair. Shropshire Council was called out by the police to make the column safe. They have informed us we will receive an invoice for their attendance.

The damaged has been reported to our insurance company and quotes are being sought to replace the column. The insurers will seek to recover our insurance excess from the owner/driver of the vehicle.

Replacement bins

The new plinths have been installed in readiness for the new bins, but delivery has been delayed. An update on progress will be provided at the meeting.

Caroline Higgins

Parish Clerk