

# CORNSAY PARISH COUNCIL

At a Meeting of Cornsay Parish Council held on Wednesday, 21<sup>st</sup> January, 2026, at 7.00pm, in Hamsteels Community Centre, Esh Winning.

**Present:** Councillor D Robb (in the Chair)  
and Councillors D Bottoms, R Makepeace, L McKendrick, H Pegum and A Scott

## 75. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillor A Neil.

## 76. DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATIONS

Councillor R Makepeace declared an interest in Minute 81(c) and took no part in the discussion or decision thereon.

## 77. REPORTS FROM COUNTY COUNCILLORS

County Councillor A Neil had submitted apologies for absence but had provided a report.

- The dangerous crossroads junctions at Cornsay Colliery and Cornsay Village had been raised by a number of residents and these concerns had been raised with the County Council in an attempt to tackle the issues.
- Lighting issues at Low Row Cottages were also being pursued with County Council officers.
- The planning application for a children's home in Cornsay Colliery had now been approved.
- Councillor Neil had been honoured to take part in TRACC's Christmas tree lighting ceremony and would be happy to support other events in the parish.

Items raised to be reported included:

- State of roads around Cornsay Village which were covered in mud and slurry as a result of farming activities
- Development taking place at the slagheaps between Esh Winning and Cornsay Colliery
- Issues with the conditions and welfare of sheep and time taken to remove dead sheep near Cornsay.
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**Resolved:** *That the report be noted.*

## 78. MINUTES

The minutes of the meeting of the Council held on 26 November, 2025, were confirmed as a correct record and signed by the Chairman.

## 79. MATTERS ARISING

There were no matters arising.

## 80. FINANCIAL REPORT

(a) Agreement was given for the payment of:

- (i) £334.48 in respect of Clerk's wages for the month of January
- (ii) £83.76 to HMRC in respect of PAYE for the month of January

(b) Cheques issued:

|      |                           |   |        |               |         |
|------|---------------------------|---|--------|---------------|---------|
| (i)  | 10 <sup>th</sup> Dec 2025 | £ | 252.00 | Mazars LLP    | No.1416 |
| (ii) | 26 <sup>th</sup> Nov 2025 | £ | 334.48 | Clerk's wages | No.1417 |

|       |                           |   |        |                      |         |
|-------|---------------------------|---|--------|----------------------|---------|
| (iii) | 26 <sup>th</sup> Nov 2025 | £ | 167.52 | HMRC                 | No.1418 |
| (iv)  | 26 <sup>th</sup> Nov 2025 | £ | 584.00 | Makepeace Landscapes | No.1419 |
| (v)   | 31 <sup>st</sup> Dec 2025 | £ | 334.48 | Clerk's wages        | No.1420 |

## 81. CORRESPONDENCE

(a) Durham County Council – details of this year's Big Spring Clean

**Resolved:** *That the information be noted.*

(b) Cornsay Village Residents' Association – correspondence received regarding damage to the Village Green.

**Resolved:** *That a letter be sent to the person involved detailing the statutory protections for village greens and requiring the damage to be repair immediately.*

(c) Makepeace Landscapes – information regarding pricing for the forthcoming year

**Resolved:** *That Members be minded to accept the quoted pricing for the forthcoming year, subject to formal approval at the next meeting.*

## 82. PLANNING APPLICATIONS

There were no planning applications for consideration.

## 83. PRECEPT & BUDGET SETTING

Consideration was given to the report of the Clerk which set out the Council's current financial position, spending against budget headings during the current year and suggestions for the forthcoming year.

Discussion took place regarding the various budget headings and the Council's requirements for the coming year in order to meet priorities.

There had been a reduction in the Tax Base and Durham County Council had advised that the LCTRS grant which had previously been passed to parish and town councils would be withdrawn with immediate effect. This would result in a further reduction in income for the forthcoming year.

Increased costs, however, were predicted across all budgets next year and careful consideration was given to the amount required in order to ensure that the Council continued to be able to provide the facilities and services it currently did while minimising the increase that would be required.

**Resolved:** *(i) That the Council's financial position be noted.*

*(ii) That the precept be set at £20,000, which resulted in an increase of 10.69%*

*(iii) That the contingency fund balance remaining at the year end be carried forward as a contingency fund.*

## 84. HAMSTEELS COMMUNITY CENTRE – LEASE TO HAMSTEELS COMMUNITY HALL ASSOCIATION

Hamsteels Community Hall Association had indicated it's willingness to enter into a new Lease on the same terms as the existing.

**Resolved:** *That the Lease with Hamsteels Community Hall Association be signed on behalf of the Council.*

## 85. ASSET REGISTER

The Council was required to keep its Asset Register under regular review to ensure that it remained up-to-date. Copies of the Register had been circulated

**Resolved:** *That the Asset Register be approved.*

## **86. RISK ASSESSMENT**

The Council's risk assessment identified risks faced by the Council and measures in place to control and mitigate against them. The risk assessment had to be regularly reviewed to ensure that it covered all relevant situations.

**Resolved:** *That the Risk Assessment be approved subject to the amendment of a number of the likelihood and risk scores as discussed.*

## **87. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT**

Consideration was given to the report of the Clerk in respect of the review of the effectiveness of the Council's internal audit procedures.

The report set out the matters to be considered and how these could be evidenced.

**Resolved:** *That the Council is satisfied with its internal audit arrangements.*

## **88. FIDELITY GUARANTEE INSURANCE**

Fidelity guarantee insurance protected the Council's funds in the event of misappropriation by staff or members. The level of cover should be high enough to cover all funds held by the Council.

Cover was in the sum of £150,000.

**Resolved:** *That the Council is satisfied with the level of fidelity guarantee insurance cover.*

## **89. HAMSTEELS COMMUNITY CENTRE – UPDATE REPORT**

While most groups had taken a break over the Christmas and New Year period, the community centre had been used by an organisation that had offered food and activities to children over the Christmas period.

All the regular groups had now returned and a range of events was planned including Fools Gold Acoustic Due and a children's K-Pop disco in April.

**Resolved:** *That the report be noted*

The Meeting closed at 8.00pm

Signed as a correct record:

Chairperson ..... Date .....

Clerk ..... Date .....



**25 February 2026**

**REPORT OF THE CLERK**

**FINANCIAL REPORT**

(a) Accounts for Payment

|                   | <u>Goods/Service</u> | <u>Details</u> | <u>Amount</u> | <u>VAT</u> |
|-------------------|----------------------|----------------|---------------|------------|
| (i) Clerk's wages | February             |                | 334.48        |            |
| (ii) HMRC         | February             |                | 83.76         |            |

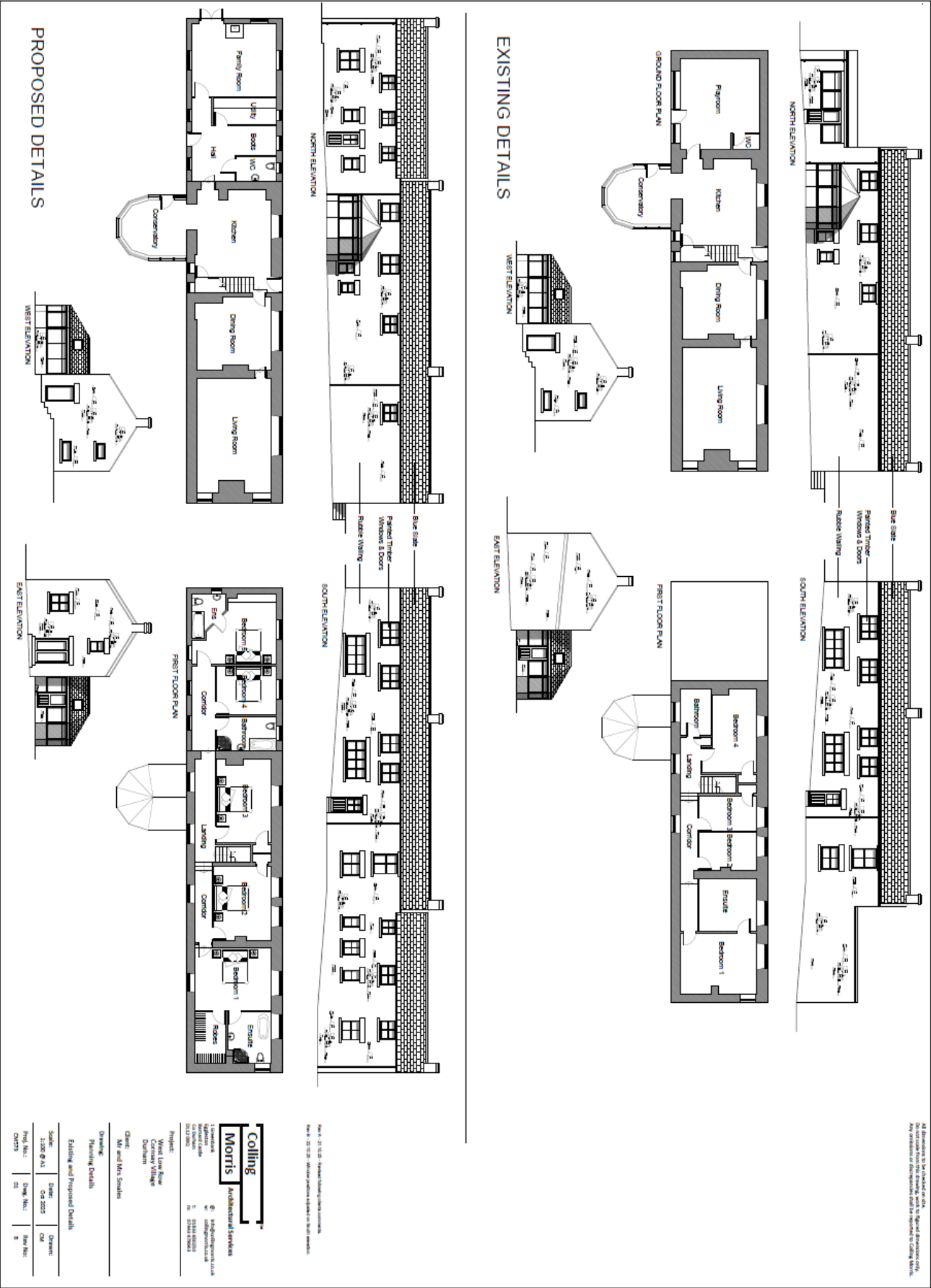
(b) Receipts & Payments

| ACCOUNT               | Virgin Money     | Barclays Current | Barclays Saving                | Petty Cash       |
|-----------------------|------------------|------------------|--------------------------------|------------------|
| Balance B/F           | 13,031.43        | 60.00            | 26.77                          | 22.21            |
| <i>add Receipts</i>   | 20,705.27        | 0.00             | 0.00                           | 0.00             |
| <i>less Payments</i>  | 17,444.35        | 0.00             | 0.00                           | 0.00             |
| (uncleared payments)  | 418.24           | 0.00             | 0.00                           | 0.00             |
| CASH AT BANK          | 16,710.59        | 60.00            | 26.77                          | 22.21            |
|                       |                  |                  |                                |                  |
| TOTAL CASH AT BANK    | 16,797.36        |                  |                                |                  |
| Add PETTY CASH        | 22.21            |                  |                                |                  |
| TOTAL CASH            | 16,819.57        |                  |                                |                  |
|                       |                  |                  |                                |                  |
| <b>RECEIPTS</b>       | 20,705.27        |                  | <b>PAYMENTS</b>                | 17,444.35        |
|                       |                  |                  | Petty cash payments            | 0.00             |
|                       |                  |                  | <i>Less uncleared payments</i> | 418.24           |
| <i>Less transfers</i> | 0.00             |                  | <i>Less transfers</i>          | 0.00             |
| TOTAL                 | 20,705.27        |                  | TOTAL                          | 17,026.11        |
| Add B/F cash at bank  | 13,118.20        |                  | Add cash at bank               | 16,797.36        |
| Add B/F petty cash    | 22.21            |                  | Add petty cash                 | 22.21            |
| <b>BALANCE</b>        | <b>33,845.68</b> |                  |                                | <b>33,845.68</b> |

PLANNING APPLICATIONS

DM/26/00015/FPA

West Low Row Cornsay Durham DH7 9EG – Two storey extension



# Cornsay Parish Council

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## Data Protection Policy

To operate efficiently, the Council must collect and use information about the people and organisations it works with. This may include members of the public, current, former and prospective employees, customers, contractors, suppliers, and partner organisations.

The lawful and appropriate handling of personal information is critical to the Council's operations and to maintaining trust and confidence with those it does business with. The Council is committed to ensuring that all personal information is processed fairly, lawfully, and in accordance with applicable data protection legislation.

The Council is registered with the Information Commissioner's Office as a Data Controller.

Overall responsibility for compliance with this policy rests with the Council. Day-to-day responsibility is delegated to the Clerk, who is responsible for carrying out information audits, managing the personal information held by the Council, issuing privacy notices, handling data protection requests and complaints, and ensuring the secure retention and disposal of information.

Councillors who process personal data in an individual capacity, and not on behalf of the Council, may be considered Data Controllers in their own right and may therefore be required to register with the Information Commissioner's Office.

All councillors and officers who hold or process personal data are responsible for complying with data protection legislation and must ensure that personal and sensitive information is handled in accordance with this policy.

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## Legal Duties

### Data Protection Framework

The UK General Data Protection Regulation (UK GDPR) sits alongside the Data Protection Act 2018 and governs the processing of personal data. The legislation applies to *personal data*, meaning any information relating to an identified or identifiable living individual.

*Processing* refers to any operation performed on personal data, including collection, recording, storage, use, sharing, or deletion. The Parish Council holds personal data relating to living individuals and processes such data as necessary to carry out its functions and responsibilities.

### Data Protection Principles

When handling personal data, all staff, councillors, and volunteers must ensure that the following principles are complied with:

- **Processed fairly and lawfully**  
Staff, councillors, and volunteers will be open and transparent about why personal information is required and how it will be used.
- **Processed for specified purposes only**  
Personal data will be collected only for clear, legitimate purposes and will not be used in ways incompatible with those purposes.
- **Adequate, relevant, and limited to what is necessary**  
Only the personal data needed for the intended purpose will be collected and retained. Data will be reviewed to ensure that neither excessive nor insufficient information is held.
- **Accurate and kept up to date**  
Reasonable steps will be taken to ensure personal data is accurate. Any data found to be inaccurate will be corrected or deleted without delay.
- **Not kept longer than necessary**  
Personal data will be retained only for as long as required for the purpose for which it was collected, in line with the Council's retention schedule.

- **Processed in accordance with individuals' rights**  
Individuals have the right to request access to their personal data and will be provided with information held about them in accordance with data protection legislation.
- **Kept secure**  
Appropriate technical and organisational measures will be in place to protect personal data from unauthorised access, loss, or disclosure.

### **Lawful Bases for Processing Personal Data**

The lawful bases for processing personal data are set out in Article 6 of the UK GDPR. At least one lawful basis must apply before personal data is processed:

- **(a) Consent**  
The individual has given clear and informed consent for their personal data to be processed for a specific purpose.
- **(b) Contract**  
Processing is necessary for the performance of a contract with the individual, or to take steps at the individual's request prior to entering into a contract.
- **(c) Legal obligation**  
Processing is necessary to comply with a legal obligation to which the Council is subject (excluding contractual obligations).
- **(d) Vital interests**  
Processing is necessary to protect someone's life.
- **(e) Public task**  
Processing is necessary to perform a task carried out in the public interest or in the exercise of official authority, with a clear basis in law.
- **(f) Legitimate interests**  
Processing is necessary for the legitimate interests of the Council or a third party, except where those interests are overridden by the individual's rights and freedoms.

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### **Information Held by the Council**

The Council retains certain information in order to carry out its day-to-day operations, achieve its objectives, and comply with its legal and regulatory obligations. In most cases, the personal data held is limited to basic contact information, such as names, addresses, telephone numbers, and email addresses. More detailed personal data is held only where necessary, for example in relation to employees.

In the normal course of its business, the Council may receive and process personal data in connection with the following activities:

- administration of Parish Council meetings
- administration and management of Council facilities
- administration of employment and staffing matters
- management of councillor membership and related records
- receiving, recording, and responding to correspondence
- management of contractual arrangements
- receiving and processing grant applications
- creating and maintaining volunteer lists for specific activities
- responding to contact made via the Parish Council website or social media channels



- processing PAYE reporting and related submissions to HMRC
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## **Storage and Retention of Data**

Paper records held by the Council are stored securely, and electronic records are held on password-protected computer systems with appropriate anti-virus and security software. Access to personal data is restricted to authorised persons only and is not available to members of the public.

Personal data is retained only for as long as it is required for the purpose for which it was collected and in accordance with the Council's retention policy. Once data is no longer required, is out of date, or has fulfilled its purpose, and the applicable minimum retention period has expired, it will be securely deleted or destroyed.

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## **Use and Sharing of Personal Data**

Personal data will be used only for the purpose for which it was collected. The Council will not disclose personal data to third parties without the explicit consent of the data subject, unless disclosure is required or permitted by law. The Council does not sell personal data.

Where a councillor requires access to personal data in order to carry out their official duties, access will be limited to the minimum information necessary for the specific task and the data must be used solely for that purpose. Personal data will not be shared or released without the prior knowledge or authorisation of the Clerk.

Personal data will not be used for political purposes unless the data subject has given explicit consent.

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## **Rights of Individuals**

Anyone whose personal data is processed by the Parish Council has the right to:

- be informed about what personal data is held about them
- understand why their personal data is being processed
- know, where applicable, who their personal data has been shared with
- know how to access their personal data
- have their personal data kept accurate and up to date
- understand how the Council complies with data protection legislation
- access their personal data in accordance with data protection law
- restrict or object to the processing of their personal data in certain circumstances
- request the correction, rectification, or erasure of inaccurate or unlawful personal data

Anyone wishing to obtain further information about the personal data held by the Council, or to request access to, correction of, or erasure of their personal data, should contact the Clerk.

The Council will respond to all valid requests as promptly as possible and, in any event, within the statutory timescales set out in data protection legislation.

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## **Requests for Erasure of Personal Data**

Individuals have the right to request the erasure of their personal data where it is no longer necessary for the purpose for which it was originally collected, or where another lawful ground for erasure applies under data protection legislation.

Where a request for erasure is received, the Clerk will respond to the request and has delegated authority from the Council to arrange for the secure deletion of personal data where appropriate.

If a request is considered to be manifestly unfounded or excessive, the Council may refuse to act on the request or may charge a reasonable fee, in accordance with data protection legislation. Any such fee will be determined in line with the Council's Publication Scheme. The Parish Council will be informed where a request is refused or a fee is charged.

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## Data Protection Officer

The GDPR does not define a parish council as a public authority therefore does not require it to appoint a Data Protection Officer.

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## Data Breaches

Any actual or suspected personal data breach identified by the Council, or reported to it, must be reported immediately to the Clerk. The Clerk has responsibility for investigating personal data breaches and will conduct an investigation with the support of the Parish Council where appropriate.

Investigations will be commenced promptly and completed without undue delay, with initial assessment taking place as soon as possible following notification of the breach.

Where a personal data breach is likely to result in a risk to the rights and freedoms of individuals, the Clerk will notify the Information Commissioner's Office (ICO) without undue delay and, where required, within 72 hours of becoming aware of the breach. Such risks may include, for example, discrimination, damage to reputation, financial loss, loss of confidentiality, or other significant economic or social disadvantage.

Where a breach is likely to result in a *high risk* to the rights and freedoms of individuals, the Clerk will also ensure that affected individuals are informed without undue delay.

The Clerk will maintain procedures to detect, report, investigate, and record personal data breaches.

As part of managing a breach, the Clerk may take further action as appropriate, including:

1. isolating affected computer systems or IT equipment
2. informing councillors as necessary
3. notifying affected individuals
4. seeking external technical or legal assistance to assess the breach
5. reporting the breach and its outcome to the Council and recommending any necessary remedial actions or policy reviews

## Data Map

The Council holds data for a variety of reasons and processes it in accordance with the relevant lawful basis.

| <b>Purpose</b>              | <b>Categories of data</b>                         | <b>Sharing</b>                               | <b>Data Processors</b>                     | <b>Third countries that data is shared to</b> | <b>Retention</b>              | <b>Lawful basis for processing</b> | <b>Condition for processing special category data</b> |
|-----------------------------|---|--|--|---|-------------------------------|------------------------------------|---|
| Minutes                     | Identity<br>Contact info                          | N/A  | Cloud storage provider<br>Website provider | EU<br>USA                                     | Indefinite                    | Legal obligation                   |   |
| Accounts                    | Identity<br>Contact info<br>Bank details          | HMRC   | Cloud storage provider<br>Website provider | EU<br>USA                                     | 6 years                       | Legal obligation                   |   |
| Correspondence and casework | Identity<br>Contact info<br>Special category data | Other local authorities<br>Law enforcements  | Cloud storage provider<br>Website provider | EU<br>USA                                     | 3 years                       | Public task                        | Substantial Public Interest                           |
| Payroll                     | Identity<br>Contact info<br>Bank details          | HMRC   | Cloud storage provider                     | EU<br>USA                                     | 6 years                       | Legal obligation                   |   |
| HR info                     | Identity<br>Contact info<br>Special category data | N/A  | Cloud storage provider                     | EU<br>USA                                     | 3 years after employment ends | Contract                           | Employment, social security and social protection     |
| Acceptance of Office forms  | Identity  | N/A  | N/A  | N/A   | Indefinite                    | Legal obligation                   |   |
| Register of Interests       | Identity<br>Contact info<br>Special category data | Other local authorities (monitoring officer) | Cloud storage provider                     | EU<br>USA                                     | Term of office                | Legal obligation                   | Substantial Public Interest                           |
| Planning applications       | Identity<br>Contact info                          | Other local authorities                      | Cloud storage provider                     | EU<br>USA                                     | 3 years                       | Public task                        |   |
| Grant                       | Identity  | N/A  | Cloud storage provider                     | EU  | 3 years                       | Consent                            |   |

|              |                          |     |                       |     |                         |         |  |
|--------------|--------------------------|-----|-----------------------|-----|-------------------------|---------|--|
| applications | Contact info             |     |                       | USA |                         |         |  |
| Newsletters  | Identity<br>Contact info | N/A | Mailing list provider | EU  | As long as<br>necessary | Consent |  |

## Appropriate Policy Document

Where the Council processes **special category personal data**, it maintains an Appropriate Policy Document. This document explains how such data is processed and the measures in place to ensure compliance with data protection legislation.

### Special Category Personal Data

Special category personal data includes information relating to a person's:

- racial or ethnic origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- genetic data
- biometric data (for the purpose of uniquely identifying a natural person)
- health
- sex life or sexual orientation

### Conditions for Processing Special Category Data

The Council processes special category personal data only where a lawful condition under Article 9 of the UK GDPR applies.

#### ***Article 9(2)(a) – Explicit consent***

Where explicit consent is required for specific purposes, the Council ensures that such consent is:

- freely given, specific, informed, and unambiguous
- provided by a clear affirmative action
- recorded and retained as evidence of the lawful condition for processing

Examples of this processing include health information provided by individuals who require reasonable adjustments to access Council services, or data supplied by individuals participating in surveys or subscribing to Council updates or newsletters.

#### ***Article 9(2)(b) – Employment, social security, and social protection (where authorised by law)***

The Council may process special category data where it is necessary to comply with obligations or exercise rights conferred by law in connection with employment, social security, or social protection.

Examples include processing data in connection with the provision of social services to residents or the Council's responsibilities as an employer.

#### ***Article 9(2)(e) – Data made public by the data subject***

The Council may process special category personal data where the data has been manifestly made public by the individual concerned.

#### ***Article 9(2)(f) – Legal claims and judicial acts***

Processing may take place where it is necessary for the establishment, exercise, or defence of legal claims.

Examples include litigation and employment tribunal proceedings.

***Article 9(2)(g) – Substantial public interest (with a basis in law)***

The Council may process special category data where it is necessary for reasons of substantial public interest and where there is a clear legal basis for doing so, including in the delivery of public services.

Examples include information obtained or used when investigating complaints, or when responding to requests made under the Freedom of Information Act 2000 or the Environmental Information Regulations.

**Procedures for Ensuring Compliance with the Data Protection Principles**

The Council has implemented the following procedures to ensure compliance with the data protection principles when processing special category personal data.

***Principle (a) – Lawfulness, fairness, and transparency***

Processing of special category and criminal offence data is carried out lawfully, fairly, and transparently. The Council:

- identifies and documents an appropriate lawful basis under Articles 6, 9, and 10, and a relevant Schedule 1 condition where required
- provides clear and accessible privacy information explaining why and how such data is processed

Processing carried out for substantial public interest purposes is necessary for the exercise of the Council's statutory functions. Processing for employment purposes relates directly to the Council's obligations as an employer.

***Principle (b) – Purpose limitation***

The Council clearly identifies its purposes for processing special category data and includes these in its privacy information. Where data is to be used for a new purpose, the Council will assess compatibility with the original purpose or seek specific consent where required.

Special category data may be processed for substantial public interest purposes where necessary to:

- fulfil statutory functions
- comply with, or assist others to comply with, regulatory requirements
- establish whether unlawful or improper conduct has occurred
- protect the public from dishonesty
- prevent or detect unlawful acts
- disclose information to elected representatives where lawful

Where appropriate and lawful, special category data collected for one of these purposes may be used for another listed purpose, provided the processing is necessary and proportionate.

When sharing data:

- with another controller, the Council will document that the recipient is authorised by law to process the data
- with a processor, the Council will ensure that processing arrangements and purposes are clearly documented in a contract and data processing schedule

Special category data will not be processed for purposes that are incompatible with those for which it was originally collected.

***Principle (c) – Data minimisation***

The Council collects and processes only the special category data that is necessary and proportionate for its stated purposes. Any special category data that is received or obtained but is not relevant to those purposes will be securely erased.

***Principle (d) – Accuracy***

Where the Council becomes aware that special category data is inaccurate or out of date, it will take all reasonable steps to ensure that the data is corrected or erased without undue delay, taking account of the purpose for which it is processed.

***Principle (e) – Storage limitation***

Special category data processed for employment or substantial public interest purposes is retained only for the periods set out in the Council's retention schedule, unless longer retention is required for lawful archiving purposes.

Retention periods are determined by reference to legal obligations and operational necessity. The retention schedule is reviewed regularly and updated as required.

***Principle (f) – Integrity and confidentiality (security)***

The Council assesses risks to special category data and implements appropriate technical and organisational measures to ensure its security. These measures are reviewed and updated regularly to maintain their effectiveness.