

LAVANT PARISH COUNCIL Meeting

Lavant Memorial Hall, Pook Lane, East Lavant PO18 0AH

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Meeting of Lavant Parish Council

To all members of Lavant Parish Council – you summoned to attend the Parish Council Meeting on Tuesday 13th June 2023 at 7pm Green Room Memorial Hall
Members of the Public and Press are welcome and encouraged to attend

1. Apologies for absence

Apologies received from Sarah Mayhead

2. Declarations of Interest and Dispensation Requests

- i. To receive declarations of interest from councillors on items on the agenda
- ii. To receive written requests for dispensations for disclosable pecuniary interests (if any)
- iii. To grant any requests for dispensation as appropriate

3. Public Session

4. To receive and approve the minutes of the Annual Parish Council meeting held 16th May 2023

5. Update on outstanding actions brought forward from previous meeting: -

- a) Land Acquisition - transfer of land from Sunley/Crayfern/Elivia
- b) Siting of Telephone Box

6. Brief Q & A from County Councillor on his report affecting this Parish

7. Brief Q & A from District Councillor on his report affecting this Parish

8. Chairman's Report

- Use of the football pitch by Lavant FC and Bosham Veterans
 - ~ Payment of fees
- Use of the village green by two youth teams
 - ~ Discussion around charging and managing bookings in conjunction with existing green bookings

9. CCTV Policy and camera installation at Sports Field

- Ratification of CCTV policy (Appendix A)
- Discussion regarding installation of CCTV at the Sports Field

10. School Carpark

11. Memorial Hall Carpark

12. River Bridge Project Update

13. Electric Vehicle Update

14. Eastmead Update

15. Village maintenance and other concerns

- Disposal of goal posts

16. Speed Watch report and update

17. Clerks Update and Summary of Correspondence Received

- Green Hire Applications
 - i 1st July – bouncy castle and BBQ
 - ii 20th August – BBQ (clash with cricket match) – responded with no
 - iii 4th May 2024 – bouncy castle & hog roast

18. Finance

- a) To note receipts and recommend approval of June payments (Appendix B)
- b) To approve the Bank reconciliation

19. To comment on and review planning applications and delegated decisions

23/01081/DOC | Re-discharge of Condition 26 (schedule of materials) of outline permission CC/14/04301/OUT in respect of Phase 6i to enable changes to previously approved materials for plots 324, 340, 341 and 358. | Land West Of Centurion Way And West Of Old Broyle Road Old Broyle Road Chichester West Sussex
Status: Decision Pending

23/00767/DOC | Discharge of condition 28 (Sustainable Construction) of CC/14/04301/OUT in respect of primary school. | Land West Of Centurion Way And West Of Old Broyle Road Old Broyle Road Chichester West Sussex
Status: Partially Discharge

23/00976/DOC | Discharge of condition 26 (external materials) from planning permission CC/14/04301/OUT in respect of Local Centre primary school. | Land West Of Centurion Way And West Of Old Broyle Road Old Broyle Road Chichester West Sussex
Status: Decision Pending

23/01184/DOC | Discharge of conditions 29 (Utilities) and 31 (External Lighting) from planning permission CC/14/04301/OUT in respect of Local Centre Primary school. | Land West Of Centurion Way And West Of Old Broyle Road Old Broyle Road Chichester West Sussex
Status: Decision Pending

20. Items for inclusion on next agenda

21. Date of next Lavant Parish Council meeting 11th July 2023

Hannah-Louise O'Callaghan
Clerk/RFO

Appendix A

CCTV Policy – Lavant Parish Council

This Policy should be read with reference to the Data Protection Act 2018, Freedom of Information Act 2000 (FOIA), the Protection of Freedoms Act 2012 (PFA), the Human Rights Act 1998 (HRA), the Secretary of State's Surveillance Camera Code of Practice (SC code) and the Information Commissioner's Office (ICO) CCTV Code of Practice.

Under the Protection of Freedoms Act 2012 and Data Protection Act 2018 the processing of personal data captured by CCTV systems is governed (including images identifying individuals). The Information Commissioner's Office (ICO) has issued a Code of Practice on compliance with legal obligations. The use of CCTV is covered by the Act, regardless of the number of cameras or how sophisticated the equipment is, and Lavant Parish Council adheres to the ICO's Code of Practice.

Lavant Parish Council is committed to informing its staff, volunteers, and service users about the presence of and operation of CCTV. This Policy is available on the Lavant Parish Council's website so that all stakeholders are clear about how CCTV is utilised.

Lavant Parish will appoint a named member of the Parish Council who has access to the recording equipment for the purpose maintenance and deletion of old data. Data control is restricted solely to the Clerk.

Contents:

1. Purpose
2. Scope
3. Location of cameras
4. Covert Monitoring
5. Storage and Retention of CCTV Images
6. Maintenance
7. Access to CCTV Images
8. Subject Access Requests
9. Access and Disclosure of Images to Third Parties
10. Responsibilities
11. Data Protection Impact Assessments and Privacy by Design
12. Policy Review
13. Links with other policies

1. Purpose

The Purpose of this policy is to regulate the management, operation and use of the CCTV system (Closed Circuit Television) by Lavant Parish Council at Lavant Sports Field, and The Hub hereafter referred to as 'the Parish Council'.

CCTV systems are installed externally both at the Sports Field and The Hub for the purpose of enhancing security of the sports equipment as well as creating a mindfulness among the users, at any one time, that a surveillance security system is in operation within and/or in the external environs of the premises during both the daylight and night hours each day. CCTV surveillance by the Parish Council is intended for the purposes of:

- • protecting Parish Council assets, both during the week and at weekends;
- • promoting the health and safety of staff and visitors
- • reducing the incidence of crime and anti-social behaviour (including theft and vandalism);
- • supporting the police in a bid to deter and detect crime;
- • assisting in identifying, apprehending and prosecuting offenders; and
- • ensuring that the Parish Council rules are respected so that the Parish Council property can be properly managed.

The system does not have sound recording capability.

The CCTV system is owned and operated by the Parish Council, the deployment of which is determined by Parish Council members.

The introduction of, or changes to, CCTV monitoring will be subject to consultation with members of the Parish Council.

The Parish Council's CCTV is registered with the Information Commissioner under the requirements of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016/679.

All authorised operators with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are made aware of their responsibilities in following the CCTV Code of Practice. All members are aware of the restrictions in relation to access to, and disclosure of recorded images.

2. Scope

This policy relates directly to the location and use of CCTV and the monitoring, recording and subsequent use of such recorded material. The Parish Council complies with the Information Commissioner's Office (ICO) [CCTV Code of Practice](#) to ensure it is used responsibly and safeguards both trust and confidence in its use. CCTV Policy Page **3** of **7**

CCTV warning signs will be clearly and prominently placed around the area. Signs will contain details of the purpose for using CCTV (see Appendix A). In areas where CCTV is used, the Parish Council will ensure that there are prominent signs placed within the controlled area.

The planning and design have endeavoured to ensure that the system will give maximum effectiveness and efficiency, but it is not guaranteed that the system will cover or detect every single incident taking place in the areas of coverage.

CCTV monitoring of public areas for security purposes will be conducted in a manner consistent with all existing policies adopted by the Parish Council, including Equality & Diversity Policy, Codes of Practice for dealing with complaints of Bullying & Harassment and Sexual Harassment and other relevant policies, including the provisions set down in equality and other related legislation.

This policy prohibits monitoring based on the characteristics and classifications contained in equality and other related legislation e.g. race, gender, sexual orientation, national origin, disability etc.

Video monitoring of public areas for security purposes within Parish Council premises is limited to uses that do not violate the individual's reasonable expectation to privacy.

All CCTV systems and associated equipment will be required to be compliant with this policy following its adoption by the Parish Council. Recognisable images captured by CCTV systems are 'personal data'. They are therefore subject to the provisions of the General Data Protection Regulation and Data Protection Act 2018

3. Location of Cameras

- ***Protection of property:*** The Sports Field perimeter, The Hub entrances and exits

Cameras are located at the HUB which has been identified there is a need and where other solutions are ineffective. The prime purpose of the CCTV system is for prevention, investigation and detection of crime and will not be used to routinely monitor staff, volunteers, or service users' conduct. Cameras are not to be used in areas subject to a heightened expectation of privacy e.g. changing rooms or toilets. Signage alerts individuals to the use of CCTV on entrance to the HUB building.

Camera surveillance is maintained using one static external camera attached to the external wall of the HUB and one static internal camera within the HUB.

The cameras are sited so that they only capture images relevant to the purposes for which they have been installed (as described above), and care will be taken to ensure that reasonable privacy expectations are not violated. The Parish Council will ensure that the location of equipment is carefully considered to ensure that the images captured comply with the legislation.

The Hub – The cameras are static and will not focus on private homes, gardens and other areas of private property.

The Sports Field - The Parish Council will make every effort to position the cameras so that their coverage is restricted to the Sports Field.

Parish Council members and staff will have access to details of where CCTV cameras are situated, with the exception of cameras placed for the purpose of covert monitoring.

CCTV Video Monitoring and Recording of Public Areas may include the following:

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- ***Video Patrol of Public Areas:*** Parking areas, Main entrance/exit gates, Traffic Control
- ***Criminal Investigations (carried out by the police):*** Robbery, burglary and theft surveillance

4. Covert Monitoring

The Parish Council retains the right in exceptional circumstances to set up covert monitoring. For example:

- ***Where there is good cause to suspect that an illegal or serious unauthorised action(s), is taking place, or where there are grounds to suspect serious misconduct;***

- Where notifying the individuals about the monitoring would seriously prejudice the reason for making the recording.

In these circumstances, authorisation must be obtained beforehand from the Chair and/or Deputy Chair.

Covert Monitoring will cease following completion of an investigation.

Cameras sited for the purpose of covert monitoring will not be used in areas which are reasonably expected to be private, for example, toilets.

5. Storage and retention of CCTV images

Recorded data will not be retained for longer than 31 days except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue. Where data is retained for longer than 31 days an electronic file held on a secure central server where specific CCTV image/recordings are retained will be kept. The Data Protection Act and GDPR does not prescribe any specific minimum or maximum retention periods that apply to all systems or footage. Therefore, retention will reflect the Parish Council's purposes for recording information, and how long it is needed to achieve this purpose.

The Parish Council will store data securely at all times.

6. Maintenance

The CCTV system is maintained by Lavant Parish Council and includes periodic maintenance inspections.

Lavant Parish Council is responsible for:

- Ensuring that it complies with its responsibilities in relation to guidance on the location of the camera.
- Ensuring that the date and time reference are accurate.
- Ensuring that suitable maintenance and servicing is undertaken to ensure that clear images are recorded.
- Ensuring that cameras are protected from vandalism in order to ensure that they remain in working order.
- Once a month all data will be deleted from the system by the appointed person unless a potential crime has been detected

A log will be kept when the system is accessed for maintenance, monthly deletion of data or transfer data to a data stick for the Clerk as the result of a criminal incident. See Appendix B example of log

7. Access to CCTV images

Access to recorded images will be restricted to authorised personnel to view them and will not be made widely available. Supervising the access and maintenance of the CCTV System is the responsibility of the Parish Council. When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis. CCTV

8. Subject Access Requests (SAR)

8.1 Individuals have the right to request CCTV footage relating to themselves under the Data Protection Act and the GDPR.

8.2 All requests should be made in writing to the Clerk and Responsible Officer who can be contacted by email to clerk@lavantparishcouncil.co.uk

Individuals submitting requests for access will be asked to provide sufficient information to enable footage relating to them to be identified. For example: time, date and location.

8.3 The Parish Council does not have a facility to provide copies of CCTV footage but instead the applicant may view the CCTV footage if available.

8.4 The Parish Council will respond to requests within one calendar month of receiving the request.

8.5 The Parish Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

9. Access and disclosure of images to third parties

9.1 There will be no disclosure of recorded data to third parties other than authorised personnel such as the Police and service providers to the Parish Council where these would reasonable need access to the data (e.g. investigators).

9.2 If an order is granted by a Court for disclosure of CCTV images, then this should be complied with. However, very careful consideration must be given to exactly what the Court order requires. If there are any concerns as to disclosure, then the Parish Council should seek expert advice from a Data Protection Officer in the first instance and appropriate legal advice may be required.

9.3 The data may be used within the Parish Council's discipline and grievance procedures as required and will be subject to the usual confidentiality requirements of those procedures.

10. Responsibilities

The Parish Council retains overall responsibility and will:

- • Ensure that the use of CCTV systems is implemented in accordance with this policy.
- • Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes within the Parish Council premises.
- • Ensure that all existing CCTV monitoring systems will be evaluated for compliance with this policy.
- • Ensure that the CCTV monitoring is consistent with the highest standards and protections.
- • Review camera locations and be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy.
- • Maintain a record of access (e.g. an access log) to or the release of tapes or any material recorded or stored in the system.
- • Ensure that monitoring recorded tapes are not duplicated for release. Policy Page 6 of 7
- • Ensure that the perimeter of view from fixed location cameras conforms to this policy both internally and externally.
- • Give consideration to both Parish Council members and staff feedback/complaints regarding possible invasion of privacy or confidentiality due to the location of a particular CCTV camera or associated equipment.
- • Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals within the Parish Council and be mindful that no such infringement is likely to take place.
- • Ensure that external cameras are non-intrusive in terms of their positions and views of neighbouring residential housing and comply with the principle of "Reasonable Expectation of Privacy"

- • Ensure that monitoring tapes are stored in a secure place with access by authorised personnel only
- • Ensure that images recorded on tapes/DVDs/digital recordings are stored for a period not longer than 31 days and are then erased unless required as part of a criminal investigation or court proceedings (criminal or civil) or other bona fide use as approved by Parish Council members.
- • Ensure that when a zoom facility on a camera is being used, there is a second person present with the operator of the camera to guarantee that there is no unwarranted invasion of privacy.
- • Ensure that camera control is solely to monitor suspicious behaviour, criminal damage etc. and not to monitor individual characteristics.
- • Ensure that camera control is not infringing an individual's reasonable expectation of privacy in public areas.

11. Data protection impact assessments and privacy by design

CCTV has the potential to be privacy intrusive. The Parish Council will perform a privacy impact assessment when installing or moving CCTV cameras to consider the privacy issues involved with using new surveillance systems to ensure that the use is necessary and proportionate and address a pressing need identified.

12. Policy Review

In conjunction with the Parish Council, the Clerk and Responsible Officer is responsible for monitoring and reviewing this policy. In addition, changes to legislation, national guidance, codes of practice or commissioner advice may trigger interim reviews.

13. Links with other policies

This CCTV policy links with the Parish Council's:

- • Data Protection Policy
- • Freedom of Information Policy
- • Subject Access Request Policy
- • Information Sharing Policy
- • Data Protection Impact Assessment Policy
- • Information Security Policy

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Addendum A

CCTV SIGNAGE

It is a requirement of the Data Protection Act to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The Parish Council is to ensure that this requirement is fulfilled. The CCTV sign should include the following:

Example Sign

WARNING
CCTV cameras in operation

Appendix B

LAVANT PARISH COUNCIL FINANCIAL REPORT PREPARED 6/6/23						
RECEIPTS:						
DATE	REF	PAYER	DESCRIPTION	COST CENTRE	AMOUNT	VAT
22/05/2023		Lavant Players	Green Hire		£ 25.00	
			CREDIT		£ 25.00	
PAYMENTS:						
TE OF REGULAR	PAYMENT METHOD	PAYEE	DESCRIPTION	COST CENTRE	AMOUNT	VAT
31/05/23	DD	Allstar	Tractor Fuel	4345	75.08	12.51
05/06/23	DD	Barclaycard	Monthly Payment, HP	4220	14.48	2.42
2/6/2023	DD	Scanstation	Microsoft License	4250	43.68	7.28
PRE-AUTHORISED PAYMENTS						
TO BE PAID						
APPROVAL DATE						
13/06/23	BACS	Viking	Stationery	4100	£ 27.02	4.50
13/06/23	BACS	WSCC	Clerk Salary	4000	£ 1,319.35	
13/06/23	BACS	Mulberry & Co	Locum RFO	4001	£ 147.00	24.50
13/06/23	BACS	HL O'Callaghan	Clerk Expenses (April & May)	4080	£ 90.25	
13/06/23	BACS	Adrian Blades Expense	LPC Maintenance	4355	£ 308.42	30.16
13/06/23	BACS	Glasdon	Push Lock & Key	4330	£ 55.39	9.23
13/06/23	BACS	WSCC	Street Lighting	4410	£ 144.20	24.03
TOTAL					£ 2,224.87	£ 114.63

