

Vale of Grwyney Community Council

Cyngor Cymuned Fro Grwyney

The next meeting will be held in Llangenny School Hall, Llangenny

Monday 18th September 2023 at 7:30pm

AGENDA

1. Apologies for Absence

2. Declarations of Interest: Members to declare any interest in items under consideration

3. Planning Matters:

3.1 Applications: to consider and resolve responses to BBNPA (if any)

- (i) **23/22093/FUL** “Proposed telecommunications installation: Proposed 25.0m Francis & Lewis T3A Lattice Tower mounted on new 7.6 x 7.6 x 1.20m deep R.C. Foundation and associated ancillary works.” Partishow Hill , Llanbedr NP8 1TA
Comments requested on additional information received - in particular the revised Landscape Visual Impact Assessment dated 01.09.2023 - ref SRN1063-LVA-6708-02 by CEP environmental.

3.2 Decisions/Other: to receive decisions and other planning correspondence:

- (i) The following application has been GRANTED:

21/20632/FUL: “Construction of 2 storey side and 1st floor rear extensions including demolition of existing garage store” (Full Application) at Ysgubor Newydd Farm, Llanbedr Road, Crickhowell NP8 1SP

4. County Council Report to receive and discuss general Powys County Council Matters

5. Minutes: to approve the minutes of the 21st August 2023 meeting

6. Clerk’s Report: information from the minutes/progress up-date

7. Community Assets: to consider exploring benefits of registering local amenities, ie public house/school as community assets

8. Place Plans: to consider contributing to/compiling a Place Plan for the locality

9. Rivers - Sites of Special Scientific Interest: to discuss responsibility for maintenance.

10. Domain/Emails: to consider the purchase/use of a .gov.uk domain for the web site/email

11. Community Pantry: to consider supporting the operation of a community pantry

12. Meet Your Councillor Events: to discuss arrangements/publicise the event

13. County Councillors: to consider motion from Cllr Bridgwater to ask Powys County Council to request officers communicate directly with the Vale of Grwyney CC until new County Councillors are elected.

14. Information from Members to be included in the next Agenda

15. Finance:

15.1 To report & resolve to approve items for payment:

Staff (Salary); HMRC (Tax); G James (Office Exp/Travel Exp) £31.30; Glangrwyney Village Hall (Hire £30; Llanbedr School Hall (Hire 3 meetings £90); Reimburse Clerk (Zoom £15.59; Stationery £4.30) £19.89;

15.2 To receive Finance Report.

16. To receive Highways issues

17. To receive Reports on Meetings Attended

18. To receive items of Correspondence as itemised in Appendix A and discuss as appropriate:

19. To receive and discuss Miscellaneous/Late Correspondence as itemised in Appendix B

Everyone Welcome to Attend

Members of the Public can attend also virtually by using the link published on our web site: www.valeofgrwyney.org or contact the Clerk for details



Signed:Clerk to the Council Dated 12th September 2023
Maria James, Clerk, Pleasant View, Fforest Coal Pit - 01873 890777

What's Happening in The Vale?
Take a look at our Web Site - www.valeofgrwyney.org

**AWDURDOD PARC CENEDLAETHOL BANNAU BRYCHEINIOG
BRECON BEACONS NATIONAL PARK AUTHORITY**

Vale Of Grwyney Community Council
C/o Maria James
Pleasant View,
Fforest Coal Pit,
Abergavenny,
Monmouthshire
NP7 7LH

From: Plas y Ffynnon
Cambrian Way
Brecon
Powys, LD3 7HP
Tel: (01874) 624437
Email: [planning.enquiries@beacons-
npa.gov.uk](mailto:planning.enquiries@beacons-
npa.gov.uk)
App Ref: 23/21971/FUL
Officer: Christopher O'Brien
Date: 4 September 2023

Dear Sirs,

The Town and Country Planning Act 1990 (as amended)

The Town and Country Planning (Development Management Procedures) (Wales) Order 2012

Proposal: "Proposed telecommunications installation: Proposed 25.0m Francis & Lewis T3A Lattice Tower mounted on new 7.6 x 7.6 x 1.20m deep R.C. Foundation and associated ancillary works."

Address: Partishow Hill, Llanbedr, Crickhowell Powys NP8 1TA

Grid Reference: E:324451 N:221207

The above application was received in this office on 2 May 2023. The full application can be viewed through our Authority's website <https://bannau.wales/online-applications>

Please forward any comments you may have on the proposal within 21 days of the date of this letter. You can submit your comments via our web site at <https://planningonline.beacons-npa.gov.uk/online-applications> or by email at planning.enquiries@beacons-npa.gov.uk or by post. If a response is not received within this period it will be assumed that you have no comments.

The majority of planning applications submitted to the Authority will be considered under 'Officer Delegated Powers' (Section 101 of the Local Government Act 1972). This enables the Authority to make a decision without referring an application to the Planning Committee.

Yours faithfully,

Christopher O'Brien
Principal Planning Officer

Yr ydym yn croesawu gohebiaeth yn y Gymraeg. Bydd unrhyw ohebiaeth yn y Gymraeg yn cael ei ateb yn y Gymraeg a ni fydd unrhyw gyswllt trwy gyfrwng y Gymraeg yn arwain at oedi yn y mater sy'n cael ei drin.

We welcome correspondence in Welsh. Any correspondence in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in the matter being dealt with.

From: beacons-npa.gov.uk>

Date: Mon, 4 Sept 2023 at 12:13

**Planning Application Consultation Letter 23/21971/FUL
Partrishow Hill, Llanbedr**

Good afternoon, in respect of the above application, I'd welcome your views on the additional information which has been recieved - in particular the revised Landscape Visual Impact Assessment dated 01.09.2023 - ref SRN1063-LVA-6708-02 by CEP environmental.

**AWDURDOD PARC CENEDLAETHOL BANNAU BRYCHEINIOG
BRECON BEACONS NATIONAL PARK AUTHORITY**

**Town and Country Planning Act 1990
Town and Country Planning (Development Management
Procedure) (Wales) Order 2012**

NOTICE OF DECISION

Applicant/Agent:

Andy Watts
Watts Planning
13 Craggwood Road
Horsforth
Leeds
LS18 4RW

Application Reference:

21/20632/FUL

In pursuance of its powers under the above mentioned Act, Planning Permission is hereby **GRANTED** for the following development by the Brecon Beacons National Park Authority (hereinafter called 'the Local Planning Authority'):

"Construction of 2 storey side and 1st floor rear extensions including demolition of existing garage store" (Full Application) at Ysgubor Newydd Farm, Llanbedr Road, Crickhowell, Powys NP8 1SP

subject to the following condition(s):

1. The development hereby permitted shall be begun before the expiration of five years from the date of this permission.
2. The development shall be carried out in all respects strictly in accordance with the following approved plans:
 - Ref: YBN B2 (Location Plan and Bat Loft Location (Received 17th Apr 2023))
 - Ref: 1546_302B (Site Plans) (Received 25th May 2022)
 - Ref: 1546_304D (Proposed Plans and Elevations (Received 11th Jul 2022)and the schedule of materials indicated thereon except where otherwise stipulated by conditions attached to this permission.
3. The development shall be carried out strictly in accordance with the recommendations in Section 5 of the ecological report dated 5-Nov-21 and with drawing no.'s YBN B1B, YBN B2 and BAT MIT B3A. The biodiversity mitigation, compensation and enhancement measures shall be undertaken and/or installed prior to first use of the development and maintained thereafter. Following the installation of the mitigation, compensation and enhancement measures, a report (prepared by a suitably qualified ecological consultant) confirming their adequate installation or implementation shall be submitted to the Local Planning Authority.
4. The biodiversity enhancement scheme as shown on *drawing nos. YBN B2 (Received 17th Apr 2023), Bat Mit B3A (Received 3rd Aug 2023), and YBN B1B (Received 3rd Aug 2023)* shall be undertaken and/or installed prior to the first beneficial use of the development hereby approved, in accordance with the approved details and maintained thereafter. Following the installation of the approved scheme, a report confirming adequate installation shall be submitted to the Local Planning Authority.

5. No external lighting shall be installed until an external lighting plan is submitted to and approved in writing by the Local Planning Authority. The scheme shall avoid conflict with wildlife corridors and biodiversity enhancement measures and shall be implemented as approved.
6. No development shall take place until a programme of building recording and analysis, equivalent to an Historic England Level 2 building survey, has been secured and implemented. The developer must ensure that a suitably qualified archaeological contractor is employed. To secure the programme of building recording and analysis the following must be undertaken:
 - a) A written scheme of investigation (WSI) must be submitted to and approved in writing by the local planning authority. The WSI must meet the standards laid down by the Chartered Institute for Archaeologists in their 'Standard and Guidance for the archaeological investigation and recording of standing buildings or structures'. The WSI must also include the details of a suitably qualified archaeological contractor to undertake the building recording and analysis.
 - b) The recording and analysis shall be carried out in accordance with the approved WSI. Following the building recording and analysis and in accordance with a time frame set out in the approved WSI, a copy of the building recording and analysis report which meets the standards laid down by the Chartered Institute for Archaeologists in their Standard and Guidance for the archaeological investigation and recording of standing buildings or structures, shall be submitted to the Local Planning Authority for written approval. Following approval, the report will be submitted by the applicant to the local Welsh Archaeological Trust for inclusion in the Regional Historic Environment Record (HER).

Reasons:

1. Required to be imposed by Section 91 of the Town and Country Planning Act 1990.
2. To ensure adherence to the approved plans in the interests of a satisfactory form of development.
3. To Comply with Section 6 of Planning Policy Wales (2021) Technical Advice Note 5 and Policies SP3, 1, 6 and 7 of the adopted Local Development Plan for the BBNP and the Environment (Wales) Act 2016.
4. To Comply with Section 6 of Planning Policy Wales (2021) Technical Advice Note 5 and Policies SP3, 1, 6 and 7 of the adopted Local Development Plan for the BBNP and the Environment (Wales) Act 2016.
5. To comply with Section 6 of Planning Policy Wales (2021) Technical Advice Note 5 and Policies SP3 and 12 of the adopted Local Development Plan for the BBNP and the Environment (Wales) Act 2016.
6. To comply with Section 6 of Planning Policy Wales (2021), Technical Advice Note 24 and Policies 1 & SP3 of the adopted Local Development Plan for the BBNP: To allow an adequate descriptive record of the buildings to be made, before it is altered, to ensure that the buildings origins, use and development are understood and the main features, character and state of preservation are recorded.

Informative Notes:

1. **Warning : A European protected species (EPS) Licence is required for this development.** This planning permission does not provide consent to undertake works that require an EPS licence. It is an offence to deliberately capture, kill or disturb EPS or to recklessly damage or destroy their breeding sites or resting places. If found guilty of any offences, you could be sent to prison for up to 6 months and/or receive an unlimited fine. To undertake the works within the law, you can obtain further information on the need for a licence from Natural Resources Wales on 0300 065 3000 or at: <https://naturalresources.wales/guidance-and-advice/environmental-topics/wildlife-and-biodiversity/european-protected-species/?lang=en>
2. All nesting birds, their nests, eggs and young are protected by law and it is an offence to:
 - intentionally kill, injure or take any wild bird
 - intentionally take, damage or destroy the nest of any wild bird whilst it is in use or being built
 - intentionally take or destroy the egg of any wild bird

- intentionally (or recklessly) disturb any wild bird listed on Schedule 1 while it is nest building, or at a nest containing eggs or young, or disturb the dependent young of such a bird.

The maximum penalty that can be imposed - in respect of a single bird, nest or egg - is a fine of up to 5,000 pounds, six months imprisonment or both.

The applicant is therefore reminded that it is an offence under the Wildlife and Countryside Act 1981 (as amended) to remove or work on any hedge, tree or building where that work involves the taking, damaging or destruction of any nest of any wild bird while the nest is in use or being built, (usually between late February and late August). If a nest is discovered while work is being undertaken, all work must stop and advice sought from Natural Resources Wales.

3. Work should halt immediately and Natural Resources Wales (NRW) contacted for advice in the event that protected species are discovered during the course of the development. To proceed without seeking the advice of NRW may result in an offence under the Conservation of Habitats and Species Regulations 2017 (as amended) and/or the Wildlife & Countryside Act 1981 (as amended) being committed. NRW can be contacted at: NRW, Cantref Court, Brecon Road, Abergavenny, NP7 7AX Tel: 0300 065 3000.

Policies considered relevant to this decision:

Future Wales: the National Plan 2040 (Feb 2021)

Brecon Beacons National Park Local Development Plan (adopted 2013):

- SP1 National Park Policy
- Policy 1 Appropriate Development in the National Park
- SP3 Environmental Protection – Strategic Policy
- Policy 3 Sites of European Importance
- Policy 4 Sites of National Importance
- Policy 6 Biodiversity and Development
- Policy 7 Protected and Important Wild Species
- Policy 10 Water Quality
- Policy 12 Light Pollution
- Policy 27 House Extensions and Ancillary Dwellings
- Policy CYD LP1 Countryside Appropriate Development
- Policy 59 Impacts of Traffic

Brecon Beacons National Park Supplementary Planning Guidance:

- Biodiversity and Development (2016)

Planning Policy Wales: 11th Edition 2021

Technical Advice Note (TAN) 5: Nature Conservation and Planning (2009)

Technical Advice Note (TAN) 12: Design (2016)

Other Legislation:

Well-Being of Future Generations (Wales) Act 2015



Signed:

Date: 31st August 2023

National Park Authorised Officer

Brecon Beacons National Park Authority

Minutes of the Vale of Grwyney Community Council Meeting held on Monday, 21st August 2023 at 7:30pm in Glangrwyney Village Hall and remotely via the video conferencing platform Zoom.

Present: Cllr John Morris (Chairman)
Cllr Roger Llewelyn
Cllr Phill Bowker
Cllr Colin Alford
Cllr Elaine Lusted
Cllr Dean Christy
Cllr Roger Bridgwater

Attended Remotely: Cllr David Sharman

In attendance: The Clerk

1. Apologies for Absence: County Cllrs Beecham and Cllr Jeff Greenidge

2. Declarations of Interest: none declared.

3. Planning Matters:

3.1 Applications: to resolve responses to BBNPA/Planning Inspectorate:

- (i) **23/22093/FUL** – Two storey extension and reordering of Bridge Cottage Llangenny.” **Bridge Cottage, Llangenny NP8 1HD**

RESOLVED to: submit response of no objection

- (ii) **23/22147/FUL:** “Upgrade of existing access track and construction of turning area” **Land At Cwmpitts Farm, Llanbedr NP8 1SY**

RESOLVED to: submit response of no objection

3.2 Decisions/Other: to receive the following decisions and other planning correspondence:

- (i) **Decisions:** no planning decisions were received.
- (ii) **Use Of Field to East Of Llwynytrych Fields, Glangrwyney – to discuss concerns raised and decide how to proceed**

Following discussion over the concerns reported it was unanimously agreed to refer the matter to the planning authority’s enforcement department. [Proposed Cllr Bowker; seconded Cllr Lusted]. Evidence of alleged breach to be obtained. [Cllr Bowker].

RESOLVED to: report to BBNPA’s Enforcement Department.

Signed:.....

Chairman

- (iii) **Proposed telecoms upgrade works for Shared Rural Network at Pentwyn Farm, Llanbedr NP8 1SY – to receive pre-planning notification and decide whether to respond or note.**

It was agreed to ask what area will the mast serve? Is it dependent upon any other development, current or future, to work? Whilst potentially the council may not object before it makes a decision it needs to know if the mast is dependent upon anything else to be a useable facility.

ACTION: respond as stated.

4. County Council Report to receive and discuss general Powys County Council Matters:

Cllr Beecham was not present but emailed to state Powys CC is not planning to up-grade the equipment in Llanbedr playground but intend repairing the safety surfacing beneath the roundabout and slide. The officer responsible (Stephen Butcher) has offered to meet to discuss potential future improvements needs. [Cllrs Morris, Alford and Bridgwater will meet with Cllr Beecham and Stephen Butcher].

ACTION: meeting to be arranged before the September Council meeting.

- 5. Minutes:** the minutes of the 17th July 2023 [Pages 1479-1482] were approved as a true record [Proposed Cllr Lusted; Seconded Cllr Alford].

6. Clerk's Report: information from the minutes/progress up-date

Page 1480 Item 4 – Street Lighting

Cllr Bridgwater has consulted residents in Llanbedr concerning Powys CC's proposals for the street lights and reported back to Powys CC. Queries have been raised as to why the concrete posts are being replaced and why bulbs are being changed when 50% have already been changed to LED? It was suggested Powys CC is asked why this is necessary.

ACTION: Cllr Bridgwater will draft letter to Powys CC for submission by Clerk

Page 1481 Item 6 – Llangenny Water Fountain

BBNPA's Heritage Officer has no objection to the mounting plate being painted black. Mains water will be connected on the 13th September. An opening event will be discussed at the next meeting.

Page 1481 Item 10 - Annual Report

Photographs of local landmarks/buildings have been taken and will be incorporated into the annual report – this will then be circulated.

Meet Your Councillor Event

The first event will be held mid September in Llanbedr Hall between 5 and 7 pm – date to be confirmed.

7. Queen Platinum Jubilee Commemorations: to receive progress report

A sample angle iron and plaque were presented to councillors for approval. It was agreed to have the angle irons galvanised and proceed with the A5 size plaque.

Signed:.....

Chairman

The Clerk appealed for photographs depicting royal visits in the area to be sent to her for inclusion in the write-up for the web site.

One more site is needed for the seventh tree. Cllr Morris will make further enquiries. Cllr Alford offered assistance with fencing in the trees.

8:55 Cllr Sharman left the meeting

8. Wind Farms: to discuss/agree the council's position on wind farms and whether to support request from the Brecon and Radnorshire OVV Committee to write to Welsh Government

Members debated whether to add support to the letter drafted by the Brecon and Radnorshire One Voice Wales Area Committee concluding as this does not affect this locality and we do not know the full facts, whilst moral support can be offered, it is not appropriate to support this request at the present time.

RESOLVED to: not support the request to write to Welsh Government

9. Domain/Emails: to consider the purchase/use of a .gov.uk domain for the web site/email

Discussion deferred to next meeting.

10. Llanbedr Nature Garden: to discuss and agree maintenance

Photos of the garden were circulated from which it was noted the gate post has rotted/broken and the woodchip path needs relaying. Cllr Alford offered to meet Cllr Morris at the nature garden to determine what works are required. Cllr Morris will get a new post.

ACTION: Cllr Morris and Cllr Alford to meet on site.

11. Community Pantry: to consider supporting the operation of a community pantry

Cllr Lusted is meeting representatives from Crickhowell Volunteer Bureau and Abergavenny Community Pantry on Friday. She suggested discussion is deferred to the following meeting.

12. Glangrwyney: to discuss how to alleviate parking problems and maintenance of pavements/highways in the village

Cllr Bowker recalled Cllr Beecham is due to arrange a site meeting with Powys CC to discuss the issues with maintenance/parking and questioned when will this be held?

ACTION: Clerk to contact Cllr Beecham to find out when this meeting will be held.

13. Information from Members to be included in the next Agenda

- Rivers - Sites of Special Scientific Interest: permission to maintain riverbanks/responsibility for maintenance.
- Place Plans

Signed:.....

Chairman

14. Finance:

- 14.1 The following items were approved for payment [Proposed; Cllr Lusted; Seconded Cllr Christy]:

Staff (Salary)	£	
HMRC (Tax)	£	
G James (Serviced Office £25/Travel £6.30)	£	31.30
Anthony A Davies Ltd (Llangenny Water Fountain)	£	4,876.80
G James (Reimburse Zoom £15.59/Wordpress hosting)		
Stationery/Postage £5.50	£	64.29

- 14.2 The Finance Report was received and noted. It was agreed to transfer £2,000 from the reserve account to the current account (community projects - money earmarked for Llangenny Water Fountain).

15. Highways issues:

Llangenny: Vicarage Pitch is in poor condition; bridge has not been repaired
Glangrwyney – vibration from traffic (previously reported); plates on bridge need tightening
Llanbedr: Satnavs erroneously direct delivery vehicles up Grwyne Fechan – what can be done to stop this?

Why have new 30mph signs been erected in Glangrwyney? (This is assumed for the new speed limits being introduced in September).

Trees outside Llanbedr Park growing over access road to play area – question maintenance.

ACTION: to report above matters to Highways/Cllr Beecham. Cllr Bridgwater to take picture of trees.

16. Reports on Meetings Attended:

It was questioned why minutes of Glangrwyney Hall meetings have not been received - Cllr Bowker reported there have been no recent meetings.

Cllr Morris reported OVW have requested aims and objectives for future meeting. He has suggested "Climate Change in Local Community/Wellbeing and Local Food /Be more Proactive and Plant more Food Trees" as topics for discussion.

17. **Correspondence** as itemised in Appendix A was received and noted.

18. **Miscellaneous/Late Correspondence** as itemised in Appendix B was received and noted.

There being no further business the Chairman closed the meeting at 9:45 pm

Signed:.....
Chairman

Item 7

Community Assets:

to consider exploring benefits of registering local amenities,

ie public house/school as community assets

Item 8

Place Plans:

to consider contributing to/compiling a Place Plan for the locality

Item 9

Rivers – Sites of Special Scientific Interest:

to discuss responsibility for maintenance

THE IMPORTANCE OF SECURE EMAIL SYSTEMS AND GOV.UK

Almost all parish and town councils now have an official website, as well as official email accounts. An increasing number of councils also provide official email accounts for their councillors as well as for their Clerk and other officers. When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the exclusive GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain as well.

There are a number of important reasons why local councils of all sizes should ideally obtain an appropriate GOV.UK domain name for their council, and equally importantly, a secure and centrally-managed email system to sit behind it.

First and foremost, obtaining a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security aware, so a GOV.UK domain can also help to build trust, credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name. Your county association may also be able to offer advice and support in this area and you should seek advice from them in the first instance. Some county associations even have local deals with other tier authorities, offering GOV.UK email accounts with existing domains for example.

As well as building credibility for your website, a GOV.UK should also ideally then be used to support your council's official email accounts as well, for both officers and councillors. Getting a GOV.UK domain name is important in this regard - but it's not the only piece of the puzzle. It's also important to have a secure, centrally managed email system. There are many popular systems on the market, including Office 365 (which offers discounts for parish and town councils) and Google GSuite, amongst others. Regardless of which system you choose, there are a number of key benefits to using a commercial email system, rather than just a free email account.

Almost all commercial email systems provide a centralised 'dashboard' that gives the council the ability to add, edit and remove users as appropriate. You can also immediately suspend user access in an emergency and, perhaps most importantly, they offer centralised searching of all data contained within the system for effective compliance with Data Subject Access Requests and Freedom of Information Requests.

As there is one central system sending email for all the registered accounts at the domain, regardless of what computer or Internet connection is being used to access it, emails are less likely to be identified as spam and therefore more likely to be delivered. A business-grade email system with its own spam filters built in is more likely to be able to learn the kinds of email received, and will reduce the risk of incoming emails being marked as spam or rejected entirely.

There exists a myth that having a GOV.UK domain together with a secure email system that sits alongside your website is expensive. The reality is somewhat different, with an increasing number of publicly-available discounts and inexpensive options available in the market, as well as existing deals in place with a number of County Associations. It's also important to remember that the investment required to setup and manage such systems is usually significantly less expensive than dealing the potential problems that can sometimes arise with free systems that don't enable you to fully comply with your council's GDPR, FOI or cyber security obligations, or one that can't be managed efficiently as councillors and officers move in and out of the organisation.

The baseline cost for a new domain name is £100 plus VAT for the first 2 years. The renewal fee every 2 years after that is £50 plus VAT. The registrar will charge a markup depending on the level of service they provide.

CLOUD NEXT:

The cost to register a .gov.uk domain is £110+VAT for 2 years.

For hosting/mailboxes - WordPress Premium hosting package at £99.99+VAT per year.

The Premium hosting package includes 75 x 5 GB mailboxes (email addresses).

<https://www.cloudnext.uk/wordpress-hosting/>

NETWISE:

If you are ordering a website with us then the cost of a domain name is:

One off setup up fee £50 + VAT Annual renewal cost £60 + VAT

If you have a website elsewhere or don't plan to use NetWise for your website then the price is:

One off setup fee £50 + VAT Annual renewal cost £100 + VAT

Each mailbox comes with 10GB storage quota and a whole suite of features:

- each mailbox comes with 10GB (expandable and shareable between accounts)
- Secure with 256 bit encryption, SSL and optional (no cost) two factor authentication
- Free email migration service
- Advanced spam filtering
- large attachments up to 50mb
- Free additional 5GB file storage including version control for documents
- Calendars
- Tasks
- Shared folders
- Email aliases
- Forwarding
- Signatures
- Out of office notifications
- Distribution lists – great for sending to the same recipients often such as monthly agendas
- Easy to use admin area for the Clerk
- Fully featured webmail or access from any client such as Mac mail, Windows, Outlook, Thunderbird etc.

NetWise FlexMail @ £2 per account per month – Annual cost for 10 email accounts – **£240**

FASTHOSTS

Exchange Basic

First 3 months £1 per mailbox per month then £3.25 per mailbox per month

Annual Cost for 10 email accounts £390 (£322.50 with initial discount)

- 5GB mailbox
- Larger message size limit
- Outlook on the web
- POP3/IMAP4
- Antivirus
- Access to shared calendar
- Access to shared contacts

Fact sheet for councils: the use of personal email addresses and devices

This factsheet has been produced following a series of workshops and discussions with local councils across the UK and will be of interest to parish council clerks looking for steps they can take to improve their council's data protection compliance.

The majority of parish clerks attending the Society of Local Council Clerks (SLCC) Leadership in Action Conference 2019 ranked the use of personal email addresses and devices for council business as their top data protection concern.

The UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) don't say which email systems or devices should be used. But if the use of personal email addresses and devices is something your council does, you should be aware of the risks and the council's data protection obligations and responsibilities.



Fact: Councils must ensure the confidentiality, integrity and availability of all personal data they hold, even if the data is being processed through personal email accounts or is stored on a privately-owned device.

As a data controller, a council has obligations relating to the confidentiality, integrity and availability of all personal data it holds. This means that the council is accountable for any council business conducted involving personal data on any device or through any email account.

The use of personal devices and email accounts could raise the risk that personal data is processed for different purposes from which it was originally collected. All members of the council should ensure they know their responsibilities in terms of only using personal data for the purposes which the council obtained it.

If copies of data (such as email attachments) are stored on many different devices, there's an increased risk that it'll become out-of-date or inaccurate over time. There's also an increased risk that it'll be retained for longer than necessary, because it's difficult to keep track of copies.

You may also find it difficult to respond on time to a subject access request if you have to search multiple devices or if you aren't aware of all the devices on which personal data may be stored.

Questions to ask:

- What types of devices are in use?
- Who else uses the personal email account or privately-owned device, and who else has access?
- How can you control the data on the personal email account or privately-owned device (eg accuracy and retention)?
- How much consideration has been given to the data on the device being overlooked?



Fact: Councils must process personal data securely – which may be more difficult to achieve if it's being processed through personal email accounts or is stored on privately-owned devices.

Councils must have 'appropriate technical and organisational measures' in place to prevent the personal data it holds being accidentally or deliberately compromised. This includes physical and organisational security measures and also cybersecurity. If data is shared around multiple devices this introduces more points of failure and vulnerability.

There's no 'one size fits all' solution to information security. The UK GDPR doesn't define the security measures that you should have in place. It requires you to have a level of security that is 'appropriate' to the risks presented by your processing. What's appropriate for your council will depend on your own circumstances, the information you're processing, and the risks it presents.

As the data controller, the council must ensure that all processing of personal data under its control remains compliant, regardless of the ownership of the device used

to carry out the processing. If there's a personal data breach, you must be able to demonstrate that you've secured, controlled or deleted all personal data on a particular device.

Questions to ask:

- How secure are the devices (eg is the device password-protected and what is the risk of malware)?
- What if the device is lost or stolen – can you remotely locate it and wipe the data?
- What operating system is the privately-owned device running?
- How is data transferred to other devices, and how secure are these systems and/or devices?
- Is your council using or considering cloud storage?



Fact: Councils must demonstrate that they are UK GDPR-compliant, and the use of personal email accounts and privately-owned devices may make this more complicated.

The principle of accountability requires you to be able to demonstrate that you are complying with the UK GDPR, and have appropriate policies and processes in place. If personal devices or email accounts are being used, you should have an effective organisational policy in place to ensure that the associated risks are managed.

You'll also need to take steps to make sure your members are aware of the policy and that it is implemented. This could include training, monitoring and audits.

Questions to ask:

- If you're using personal email addresses and/or devices to process data for council business, do you have an acceptable use policy in place to manage this?
- Have you implemented appropriate security measures as outlined above?
- Have you documented the associated risks and subsequent decisions?
- Does your council need to review/update its current approach?

More information

For more information about the accountability principle with the UK GDPR, visit ico.org.uk and search '[accountability principle](#)'.

The challenges of using a personal email system or device are set out in more detail in the ICO's [Bring your own device \(BYOD\)](#) guidance – visit ico.org.uk and search 'BYOD'.

Item 11

Community Pantry:

to consider supporting the operation of a community pantry

Item 12

Meet Your Councillor Events:

to discuss arrangements/publicise the event

Item 13

County Councillors:

**to consider motion from Cllr Bridgwater to ask Powys County Council to request officers
communicate directly with the Vale of Grwyney CC
until new County Councillors are elected**

MONTH 6 - SEPTEMBER 2023

ITEM	ANNUAL BUDGET	SPENT	REMAINING	TRANSFERS	CURRENT BUDGET
SALARIES	5,000.00	2,304.00	2,696.00		2,696.00
SERVICED OFFICE (Broadband/Electric/Storage)	300.00	150.00	150.00		150.00
OFFICE EXPENSES (Post/Stationery/Photocopying, etc)	300.00	112.48	187.52		187.52
HALL HIRE/ZOOM FEE	800.00	273.54	526.46		526.46
MEMBERS ALLOWANCE	1,500.00	0.00	1,500.00		1,500.00
WEB SITE	500.00	43.20	456.80		456.80
AUDIT	800.00	157.95	642.05		642.05
INSURANCE	300.00	279.05	20.95		20.95
CARE OF BENCHES.NOTICE BOARDS	100.00	0.00	100.00		100.00
WATER RATES	100.00	16.09	83.91		83.91
SUBSCRIPTIONS	300.00	112.00	188.00		188.00
DONATIONS	1,500.00	700.00	800.00		800.00
TRAVELLING EXPENSES	250.00	37.80	212.20		212.20
TRAINING/CONFERENCE	1,000.00	0.00	1,000.00		1,000.00
COMMUNITY PROJECTS	5,000.00	4,876.80	2,123.20	2,000.00	123.20
ELECTION EXPENSES	600.00	0.00	600.00		600.00
CONTINGENECIES	500.00	0.00	500.00		500.00
ICO (DATA PROTECTION	40.00	40.00	0.00		0.00
NATURE GARDEN	300.00	0.00	300.00		300.00
EVENTS (JUBILEE/CORONATION)	1,000.00	227.92	772.08		772.08
TOTAL	£20,190.00	£9,330.83			£10,859.17

EARMARKED RESERVES

LLANGENNY WATER FOUNTAIN	2,635.80	2,000.00	635.80
JUBILEE EXPENSES (GRANT)	2,279.65	0.00	2,279.65

GENERAL RESERVES

ONE QUARTER OPERATIONAL COSTS	3,000.00
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SCHEDULE OF PAYMENTS - SEPTEMBER

PAYEE	DESCRIPTION	CHEQUE NO	AMOUNT	POWERS & DUTIES
Staff	Salary	001768		Local Government Act 1972 s112
HMRC	Tax	001769		Local Government Act 1972 s112
G M James	Serviced Office £25 Travelling Exp £6.30	001770	31.30	Local Government Act 1972 s111
Glangrwyney Village Hall	Hire -21/09/23	001771	30.00	Local Government Act 1972 s111
Llangenny School Hall	Hire (15/05/23, 17/07/23 and 18/09/23)	001772	90.00	Local Government Act 1972 s111
G M James - reimbursement	Zoom £15.59 Office Exp/Stationery (£15.29)	001767	30.88	Local Government Act 1972 s111

VIREMENTS:

INCOME - 2023/24	Aug/Sept	TOTAL
PRECEPT £10,000 (PAYABLE IN 3 INSTALMENTS)	3,333.00	6,667.00
MISCELLANEOUS	0.00	0.00
BANK INTEREST (BUSINESS A/C)	0.00	16.14
GRANT	0.00	0.00
VAT REFUND	0.00	0.00
TOTAL	£3,333.00	£6,683.14

BALANCE ON BANK STATEMENT	DATE	TOTAL
Current Account	04/09/2023	£6,411.16
Business Reserve Account	30/06/2023	£5,996.28

£12,407.44

Signed:

Chairman

September 2023

APPENDIX A

List of Correspondence

Via Email:

1. **Bannau Brycheiniog National Park Authority (BBNPA):** weekly planning registers (18/08/23; 25/08/23, 02/09/23, 08/09/23) (c)
2. **PAVO:** Making a Difference in Powys (c)
3. **One Voice Wales (OVW) :** Ystadau Cymru newsletter: edition 9 (c)
4. **Julie King:** Meet the Funder - Making a Difference (c)
5. **Julie King:** Powys Energy Advocacy (c)
6. **Julie King:** Local Nature Partnership Grant (c)
7. **OVW:** August & September 2023 training dates (c)
8. **Climate Hub:** Powys T&C Councils – Environment and Nature event - 14th June 2023 (c)
9. **BBNPA:** Agenda for Planning Committee, Tuesday, 5th September, 2023, 10.00 am (c)
10. **Powys Family Information Service:** Community activities and events (c)
11. **Crickhowell Town Council:** 5 Councils Workshop Note20230830clt (c)
12. **BBNPA:** Planning Application Consultation Letter 23/21971/FUL – additional information ©
13. **OVW:** Joint Event - One Voice Wales & The Society Of Local Councils - 8 November 2023 (c)
14. **PCC:** Highways up-date (c)
15. **Ruthin TC:** Small Town & Town Centre Summit (c)
16. **BBNPA:** 21/20632/FUL - Ysgubor Newydd Farm, Crickhowell – permitted (c)
17. **CA Powys:** CA Powys Impact Report 22-23 (c)
18. **OVW:** One Voice Wales Conference and AGM SAVE THE DATE – 30th September 2023 (c)
19. **OVW:** Audit Wales: Consultation on Fee Scales 2024-25 (c)
20. **LMC Planning:** Shared Rural Network Site EAS0501 - Pentwyn Farm, Llanbedr, NP8 1SY (c)
21. **OVW:** Consultation launch on new substation and overhead line in Powys and Shropshire (c)
22. **OVW:** (RAAC) - Reinforced Autoclaved Aerated Concrete – survey – n/a
23. **OVW:** Pethau Bychain Next event (c)
24. **Cllrs Beecham:** resignation (c)
25. **OVW:** September 2023 Training Dates (c)
26. **Welsh Government:** A40 Glangrwyney Road Surface Concern ref OC-00341-23 (c)
27. **OVW:** The Welsh Ombudsman's public consultation: Our Equality Plan 2023-2026 (c)
28. **Crickhowell TC:** request for dates of Five Councils Meetings to be agreed a year in advance

Via Post

1. **Clerks & Councils Direct:** September Issue – No 149

(c) Circulated