



**MINUTES OF THE MEETING OF ARNE PARISH COUNCIL HELD ON**  
**THURSDAY 20<sup>th</sup> NOVEMBER 2025**  
**AT STOBOROUGH VILLAGE HALL COMMENCING AT 7.15PM**

**Present:** Cllrs: I Duckworth,

**Chair:** Cllr R Cranshaw

**Clerk:** Mr T Watton

**Also Present:** There were three members of the public present.

The Council Chair opened the meeting, welcoming those present.

**1. Apologies for absence**

**25.163** Apologies were received from Cllrs A Patrick and T Brodie-James; and Dorset Cllr Ezzard. It was noted that Malcolm Sims has resigned from Council membership. Dorset Council Electoral Services Department have been informed and a vacancy notice has been published.

**2. PUBLIC PARTICIPATION:**

**25.164** A member of the public made a statement in support of a speed limit reduction on Furzebrook Rd. A copy of her statement is at **Appendix 1** to these minutes.

**3. Declaration of Interests**

**25.165** There were none.

**4. To confirm the minutes of the meeting held on 16<sup>th</sup> October 2025**

**25.166** A copy of the draft minutes had been circulated to all members prior to the meeting. The minutes of the meeting of the Parish Council held on 16<sup>th</sup> October 2025 were agreed as a true and accurate record of the meeting.

**5. Matters arising not covered by the agenda – for report only**

**25.167** There were none.

**6. Dorset Councillor's Report.**

**25.168** No report.

**7(a) To confirm the payment of accounts for November 2025**

The following payments were presented for approval:

<b>Invoice date</b>	<b>BACS no</b>	<b>Payee &amp; description</b>	<b>Amount</b>
20 Nov 25	55/25	T Watton (Salary Nov 25)	£437.40
20 Nov 25	56/25	HMRC (PAYE & ENI Nov 25)	£338.40
14 Nov 25	57/25	Smart Gdn Svces (Grounds maintenance)	£675.83
20 Nov 25	58/25	A Clothier (Locum cover for Clerk's absence)	£104.29
23 Oct 25	59/25	Aubergine 262 Ltd (create 13 extra pages for new website)	£180.00
14 Nov 25	60/25	T Watton (reimbursement of expenditure on behalf of Council – postage, milage and parking)	£45.49
18 Nov 25	61/25	DAPTC Ltd (one third share of fee for Clerk's attendance at "Devolving Dorset" event)	£25.00
17 Nov 25	62/25	Southern Playground Services Ltd (balance – 2 <sup>nd</sup>	

17 Nov 25	63/25	50% payment for playground refurb & repairs)	£5607.00
		Southern Playground Services Ltd (additional	
		Playground repair and refurbishment work	£1128.00

**25.169(a)** It was unanimously **RESOLVED** that the payments be approved and paid. **Proposed:** Cllr Cranshaw **Seconded:** Cllr Duckworth

ACTION: THE CLERK

**7(b) To consider the bank reconciliation and position against budget for the full year ending 31st October 2025 :**

**25.170(b)** It was **RESOLVED** to receive and note the bank reconciliation and position against the budget for the year ending 31st October 2025. A copy of these documents is associated at **Appendix 2** to these minutes. There were no questions.

**25.171(c) To note the update on work undertaken in preparing the budget and precept request for 2026-27.** The Parish Clerk had provided to all members, in advance of this meeting, an updated version of the budget preparation worksheet with the latest month's actual expenditure figures included and the rest of year forecast figures for each cost code reviewed. He had also reviewed the suggested budget figures per cost code for 2026-27. The Council members noted this and it was agreed that a small group of Council members would meet with the Clerk in December to consider this in detail in preparation for a recommendation to be made to Full Council at the January meeting. The recommendation will cover the 2026-27 budget, a review of the Council's earmarked reserves, and the 2026-27 precept request.

ACTION: THE CLERK AND COUNCIL MEMBERS

**8. Governance Matters**

**25/172(a) To note the requirements for compliance with a new "Assertion 10" on the Annual Governance & Accountability Return with effect from the year ended 31st March 2025 – including .gov.uk domain email requirement.**

The Parish Clerk explained that Section 1 on page 4 of the Annual Governance and Accountability return (the AGAR) currently consists of nine compliance statements which Parish & Town Councils must formally consider and respond to as part of their AGAR submission - with a confirmation that they are being met each year. For the year ending 31st March 2026 a new statement (or "Assertion") covering specific points around digital and data compliance has been added. In practice, this means that in addition to confirming the requirement that Councils must follow existing compliance (GDPR and DPA for security and privacy, and Freedom of Information and transparency code for document publishing), the 2025 edition of the Practitioners Guide requires (Assertion 10: digital and data compliance) that:

- Council Clerks (at least) must operate from a generic non person-specific council-owned and domain-based official e-mail address (i.e. a.gov.uk e-mail address). Ideally Council members will also have a dedicated.gov.uk domain e-mail address for their Council correspondence.
- The Council website must meet accessibility regulations (currently WCAG2.2AA).
- Councils must have published an IT policy, a GDPR and Freedom of Information policy, a Privacy policy / statement, and a Website Accessibility statement.

The following minutes 8(b) - 8(e) Deal with each of these requirements.

**(b) To consider for adoption a draft IT policy.**

**25/172(b)** A copy of the proposed draft IT Policy had been circulated to all members ahead of this meeting. After discussion it was **RESOLVED** to adopt this policy as presented. A copy is associated at **Appendix 3** to these minutes. The Parish Clerk indicated that he would pass a copy to the web designers at Aubergine 262 Ltd for inclusion on the new website.

ACTION: THE CLERK

**(c) To consider for adoption a draft Freedom of Information Policy.**

**25/172(c)** A copy of the proposed draft Freedom of Information Policy had been circulated to all members ahead of this meeting. After discussion it was **RESOLVED** to adopt this policy as presented. A copy is associated at **Appendix 4** to these minutes. The Parish Clerk indicated that he would pass a copy to the web designers at Aubergine 262 Ltd for inclusion on the new website.

ACTION: THE CLERK

**(d) To consider for adoption an updated draft General Privacy Policy / statement.**

**25/172(d)** A copy of the proposed draft General Privacy Policy / statement had been circulated to all members ahead of this meeting. After discussion it was **RESOLVED** to adopt this policy / statement as presented. A copy is associated at **Appendix 5** to these minutes. The Parish Clerk indicated that he would pass a copy to the web designers at Aubergine 262 Ltd for inclusion on the new website.

ACTION: THE CLERK

**(e) To consider for adoption a draft Website Accessibility Statement**

**25/172(e)** A copy of the proposed draft Website Accessibility Statement had been circulated to all members ahead of this meeting. After discussion it was **RESOLVED** to accept this statement as presented – noting that the web designer at Aubergine 262 will be required to add some detail to it once the new website is completed and ready to go live. A copy is associated at **Appendix 6** to these minutes. The Parish Clerk indicated that he would pass a copy to the web designers at Aubergine 262 Ltd for inclusion on the new website.

ACTION: THE CLERK

**9. Parish Reports**

**25.173 Councillors' Reports on meetings attended:**

Cllr Duckworth reported on a Climate and Nature Action Support meeting for T&PC councillors which he had attended. He has prepared a brief report of this which is to be circulated to all members.

ACTION: THE CLERK

Cllr Cranshaw commented on insights gained from the public meeting held by Perenco which she had attended. She remarked on their expressions of concern about the fuel leak into Poole Harbour which had taken place in March 2024. They have substantially invested to line all the pipes to eliminate a similar spill in the future.

Cllr Cranshaw also reported on her attendance at the recent Healthcare in Purbeck meeting. She noted that Lewis Manning Hospice in Poole are now sending people out to tend to patients in their own homes, and so it is proposed to see if they can also do so in the Purbeck area. This may require

them to apply for more funding. She also noted that Age UK in Dorchester have now taken on some of the work of driving people to hospital.

**25.174 Reports from Stoborough Village Hall, Furzebrook Village Hall, Stoborough Meadow Residents Association, Ridge Residents Association and the Stoborough Primary School**

Stoborough Village Hall – nothing to report

Furzebrook Village Hall – noted that the installation of new lights is planned.

Stoborough Meadow Residents Association – have recently held their AGM. The Treasurer stood down and a replacement is being sought for this role.

Ridge Residents Association – nothing to report

Stoborough Primary school – nothing to report

**25.175 Hayricks:**

All Council members recognised the very substantial contribution to caring for The Hayricks which had been carried out over several years by former Parish Cllr Malcolm Sims. A message of thanks and appreciation is to be sent to him. Thoughts then turned to how to cover the wide range of tasks Malcolm had taken responsibility for. A future agenda item will consider this.

ACTION: THE CLERK

**25.176 SANG:**

Nothing further to report at this stage. Cllr Duckworth is continuing to monitor this area.

**25.177 Allotments:**

Cllr Duckworth made a point that money would need to be built into the 2026-27 budget to cover clear and cover any un-let plots.

ACTION: THE CLERK

**25.178 Councillors Climate & Ecological Support Group:** See minute 25.173 above.

**10. To consider Planning Applications received**

**25.179 Delegated –**

**P/LBC/2025/06040 Worgret Manor, Worgret Rd, Wareham BH20 6AB. Retain northern boundary wall. NO OBJECTION**

**11. To consider possible next steps after the Speed surveys carried out on Furzebrook and Grange roads (see email to council members 20th Oct 2025).**

**25.180** The Parish Clerk referred to correspondence with Mr Joe Allen of the Dorset Council Road Safety team. In an email on 5<sup>th</sup> November Mr Allen had agreed to re-examine the possibility of a speed limit reduction on the residential part of Furzebrook Rd which is within the Arne Parish – after the DT Road Safety team had originally rejected the request for such a reduction.

ACTION: PARISH CLERK

**12. To receive a further update on the initiative to provide a water supply to the Allotments.**

**25.181** The Parish Clerk referred to a report he had provided to members in advance of the meeting. In this report he had explained that the site visit by a Wessex water Engineer duly took place as planned. This established that the cost of making the connection would be up to £1500 depending on whether it is necessary for WW to apply for a traffic restriction notice on Corfe Road

to make the connection to the local supply main and fit the water meter. The pipework laid by Wessex water would then be as far as the nearest point inside the allotment boundary to the public main connection. WW had explained that Arne Parish Council will be responsible for appointing a contractor and meeting the cost of supply & installation of pipework from the WW point of entry of the site to the trough itself, and for supply and connection of the trough. It is intended to position the trough as close to the roadside bank as possible – ideally by cutting into the bank itself so that it is set back out of the main line of the trackway.

Wessex Water have provided a list of approved contractors APC might wish to approach for quotes for this work. Once the trench and pipework to the trough are in place, Wessex Water will return to inspect / sign it off. This is covered within their quoted fee.

The Council noted and **RESOLVED** to **APPROVE** the next step - to seek quotes from suppliers / contractors to supply and install the pipework and trough.

ACTION: PARISH CLERK
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**13. To consider the quotes obtained for manufacture, supply and installation the security container for the generators.**

**25.182** Cllr Ives had produced a comparison table of the responses to the request for quotes. It was **RESOLVED** to accept the quote from JBF Welding and Fabrication on the basis that this company provided the most convincing understanding of the design drivers – and displayed a strong commitment to providing the most comprehensive and realistic proposal despite having a marginally higher price at £3950.00

ACTION: THE CLERK
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**14. To receive a further update on the project to replace the Council's current website.**

**25.183** The Parish Clerk provided the following progress report:

The Clerk held a valuable online meeting on 5<sup>th</sup> November with the web designer at Aubergine who is constructing the new website. The transfer of essential documents (legally required to be published by Parish Councils) was discussed, plus what will be required to populate the general information pages.

The Clerk has subsequently forwarded a large number of documents, plus photographs, to the web designer to start putting onto the new site. Local resident Buxton has very kindly re-written and updated the short history of Arne which he originally prepared for the Neighbourhood plan. He has also supplied a number of very good photographs for the site. Cllr Malcolm Sims and Mr Steve Widmer have collaborated on a short piece for the website about The Hayricks. Mrs Weller, Clerk to the Wareham Burial Joint Committee, has provided some valuable material about the cemetery and burial services. All of this material has been passed on to the web designer.

Tradewind Graphics have been approached to produce an updated (high definition) version of the Parish Council's "Pumphouse" logo.

The Clerk is still hoping to receive some material on the following for the website:

- Village Hall – general interest, to promote bookings, indication of the groups that meet there, contact details for making bookings etc
- Community Groups – to widen awareness of the clubs, social groups and societies etc that meeting in various places across the Parish.
- Local Walks within the Parish – we have a lot of open space, and lots of good rights of way, in an amazing part of the country. Surprisingly there are apparently no ready-published

mapped and described walking routes within the Parish. Any information about (for e.g.) circular walking routes will be gratefully received.

ACTION: THE CLERK

**15. To receive a report on the Devolving Dorset event held on 30th October 2025.**

**25.184** The Clerk provided a report on this to all council members in advance of this meeting. In summary, the focus of the day was to expand on previous communications issued to Parish & Town councils on the likely future opportunity for devolution of responsibility from DC to Parish & Town Councils for the provision of some services, and the transfer of some DC physical assets. The day was therefore mostly vision-sharing and information download to the represented Councils present – although there were opportunities for questions & answers, plus one rather brief “break out session” for the representatives of the smaller Parish Councils to reflect on what we had heard and flag up any hopes and fears we might have.

Despite the overall approach being primarily an ‘information download’ to us, it was acknowledged by all of the presenters that is still very early stages in this initiative – so there was a distinct lack of detail at Dorset Council at this stage.

It would seem that this initiative may be a significant opportunity for change for the Town Councils and largest Parish Councils who have DC-owned assets in their areas which they may wish to take over responsibility for (e.g. parks and other large open spaces, leisure centres, car parks, libraries, community centres, youth clubs, public toilets, etc). However, as the day progressed it became clear that for the smaller Parish Councils such as Arne there may be little impact at all. There will be the chance, as the initiative progresses further, to discuss with DC the opportunity to financially support or enhance locally some of the core maintenance tasks delivered by DC which might otherwise be likely to be adversely affected by their increasingly constrained and reduced budgets – if such small councils wish to. However at this stage it seems there may be little other scope for “devolution” to the level of smaller Parosh Councils.

**16. Correspondence received since the agenda was set:**

**25.185** None

**17. Additional items considered urgent by the Chairman for discussion only:**

**25.186** The Council Chair drew attention to the need for the Council to arrange to discuss the necessity for a review and update to the Neighbourhood Plan. Consideration of this will be picked up again as an agenda item in early meetings in the 2026 calendar year.

ACTION: THE CLERK

**Date of next meeting:**

Parish Council meeting Thursday, 15<sup>th</sup> January 2025, At 7:15pm Stoborough Village Hall.

There being no other business, the meeting was closed at 21:00

**Appendix 1**

**Statement by a resident of Furzebrook rd in support of a speed limit reduction.**

As you are aware, the catalyst for this request was the overturned transporter and its cargo of 27 tons just after midnight on Friday 13th June 2025. The driver wasn't speeding based on the current speed limit but was going too fast for the characteristics of the road. Had this happened during daylight hours, other vehicles and pedestrians could have been impacted. The driver was



fortunate to be alive according to traffic Police on the scene. On talking to residents, it transpired that there had been accidents and near misses in the past. Residents are now aware of the recently added website for reporting. The fact that near misses were not recorded, does not mean they did not occur. One does not always have time to record when things happen in a split second as the main priority is to prevent injury. Regardless of the survey, we are still experiencing traffic going too fast.

Firstly, we appreciate this is the way Dorset Council collates data when asked to support a speed limit reduction (30) and the response appears to be based on the national speed limit and the fact most vehicles don't exceed it.

We and the residents of Furzebrook Road are not saying vehicles are exceeding the speed limit, we are saying vehicles are travelling too fast for the type of road, the numbers and the type of vehicles using the road due to its position. We have a number of businesses regularly using the road, East Creech Farm has camping facilities, hook ups, accommodation and a tea shop in the holiday season, Perenco has offices and has moved more staff and facilities there recently, We have a Village hall and craft centre. Imerys is operational 5 days a week with a twenty four hour licence and the Blue pool has been re-opened with visitor numbers reaching 100,000 last year.

Some residents have lived in this beautiful area for 30, 40 and 50 years and have also campaigned for a speed reduction during that time with many emails and letters sent to the Council. They have seen a huge increase in the volume of traffic over the years. An example of the rise in traffic growth in Purbeck Area of Stoborough on the A351 can be seen on the [DorsetCouncil.gov.uk](http://DorsetCouncil.gov.uk) website. Traffic flow in 1983 was 6,300 . 2023 was 13,600. Growth of daily traffic flow over 40 years was 121%. It isn't disputed that there is far more traffic on the roads today, what is very strongly argued is that Furzebrook Road needs to be reassessed because of the volume and type of vehicles now using this road.

Traffic Data kindly requested from the Church Knowle and Arne Parish Councils shows

one week 4th-10th August 2025 Automatic traffic count    Actual Numbers

Bottom of Furzebrook Road, towards the roundabout    Both Directions

20-30mph	30-40mph	40-50mph	50-60mph	60-70mph	Total Flow
2302	7613	845	16	1	11076

Between 100 Furzebrook Road and the layby    Both Directions

20-30mph	30-40mph	40-50mph	50-60mph	60-70mph	70-80mph	Total Flow
740	4591	3835	579	61	10	10060

Just above Imerys, towards Creech Hill    Both Directions

20-30mph	30-40mph	40-50mph	50-60mph	60-70mph	Total Flow
2449	4246	625	42	3	7840

Given that the new Dorset Minerals and Waste consultation has recently taken place and the Imerys stakeholders meeting, it is timely to be looking closely at the volume of HGV's now on the road and indeed their tonnage regarding safe speeds, condition of the road, time of travel and levels of visibility along the road. The abacus container was carrying 27 tons and the M Way lorry

capacity is 44 Tons. How long would it take the M Way driver to stop in an emergency as they power down the hill when a vehicle or bicycle was crossing the road to turn into Hyde Cottage or Cherry bank near the roundabout?

Or on the straight piece of road or corners as resident's vehicles try to enter the highway?.

Mr Griggs at 100 Furzebrook Road has driven out of his drive to cars overtaking on the straight piece of road as motorists are not aware of the dangers. Many elderly residents live on Furzebrook road, Mr Neal at 66 Furzebrook Road has a mobility scooter but is too scared to use it. Families with young children would like to walk to school but the road is too unsafe to do so. These are the stories our neighbours told us when signing the petition, everyone had a story to tell of the unsafe speed which vehicles and lorries in particular travel. Furzebrook Road has no pavements beyond Furzebrook studios meaning residents are taking risks just by trying to walk, jog or cycle which means people get into their cars rather than risk injury. Every household within Arne Parish Council living on Furzebrook Road willingly signed the petition as did those we asked just beyond the Blue Pool where the road narrows at 162 Furzebrook Road. These are the people that witness the road every day and know it exceedingly well and all of its dangers. They gave permission to be quoted.

How much longer does it take that vehicle travelling along that stretch of road to travel at a safe speed of 30?

We have the support of Imerys, Andrews, Abacus and M Way lorries, Perenco and the Blue Pool so far but reducing the speed limit to 30 ensures whatever developments occur on the road, all road users will enjoy safe travel whatever means they use and the speed is fit for purpose. With the best will in the world, unless a limit is introduced, there is no reason for vehicles to keep to a safe speed.

A speed limit exists to improve road safety by reducing the likelihood and severity of collisions, to provide drivers with clear information about what speed is appropriate for the road, 60 is not giving drivers the appropriate information for the residents and all users of Furzebrook Road.

If we are to understand that the health, safety and well being of local communities is important to Dorset Council and they are keen to minimise the potential adverse impacts of road based transport, including noise and emissions, then we respectfully ask that this C14 road's speed limit is reduced.

## **Appendix 2**

### **Bank Reconciliation and accounts update**

Please see separate .pdf file.

## **Appendix 3**

### **Accepted / Approved IT Policy**

# **Arne Parish Council IT Policy**



## **1. Introduction**

Arne Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

## **2. Scope**

This policy applies to all individuals who use Arne Parish Council's IT resources, including computers, networks, software, devices, data, website and email accounts.

## **3. Acceptable use of IT resources and email**

Arne Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

## **4. Device and software usage**

Where possible, authorised devices, software, and applications will be provided by Arne Parish Council to its employees for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

## **5. Data management and security**

All sensitive and confidential Arne Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

## **6. Network and internet usage**

Arne Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

## **7. Email communication**

## **Appendix 4**

### **Accepted / Approved Freedom of Information Policy**

## **Arne Parish Council Freedom of Information Policy**

### **1. Introduction**

Arne Parish Council is committed to openness, transparency, and accountability. This policy outlines how the Council complies with the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR), ensuring the public's right to access information.

### **2. Purpose**

The purpose of this policy is to:

- Explain the Council's obligations under the FOIA and EIR.
- Provide a clear procedure for handling requests for information.
- Promote the availability of Council information to the public.

### **3. Scope**

This policy applies to all recorded information held by Arne Parish Council, regardless of format (e.g., paper, electronic, audio). It includes:

- Council minutes, reports, and decisions.
- Financial records and budgets.
- Policies, procedures, and governance documents.
- Information about Council services and activities.

### **4. Publication Scheme**

Arne Parish Council has adopted the model Publication Scheme approved by the Information Commissioner's Office (ICO). The scheme outlines:

- Classes of information available.
- Methods of publication.
- Charges for providing information (if applicable).

The Publication Scheme is available on the Council's website or by request from the Parish Clerk.

### **5. Making a Request for Information**

Under the FOIA, any person can make a request for recorded information. Requests must:

- Be in writing (email or letter).
- Include the requester's name, contact details, and a clear description of the information required.

Requests should be sent to:

Mr Tim Watton, Parish Clerk  
Arne Parish Council  
15 Coles Lane,  
Milborne St Andrew  
BLANDFORD FORUM

## **6. Handling Requests**

Upon receiving a request, the Council will:

1. Acknowledge receipt within 5 working days.
2. Provide the requested information within 20 working days, unless an exemption applies or clarification is needed.
3. Inform the requester if:
  - Additional time is required (e.g., for complex requests).
  - The request is refused, stating the reasons and the relevant exemption(s).

## **7. Exemptions**

Certain information may be exempt from disclosure under the FOIA, such as:

- Personal data (protected under the UK GDPR).
- Information provided in confidence.
- Commercially sensitive information.
- Information that would prejudice legal proceedings or law enforcement.

If an exemption applies, the Council will explain why the information cannot be disclosed and provide details of the requester's right to appeal.

## **8. Charges and Fees**

Information available through the Publication Scheme is generally provided free of charge.

However, the Council reserves the right to charge for:

- Printing, photocopying, and postage costs.
- Staff time exceeding the FOIA cost threshold (£450 or 18 hours).

Any fees will be communicated to the requester before processing the request.

## **9. Environmental Information Regulations (EIR)**

Requests for environmental information are handled under the EIR. These requests:

- Can be made verbally or in writing.
- May include information about land, air, water, energy, waste, and policies affecting the environment.

The Council will respond to EIR requests within 20 working days, extending to 40 working days for complex cases.

## **10. Complaints and Appeals**

If a requester is dissatisfied with the Council's response, they may:

1. Request an internal review by writing to the Parish Clerk.
2. If unresolved, contact the Information Commissioner's Office (ICO):
  - Website: [www.ico.org.uk](http://www.ico.org.uk)
  - Telephone: 0303 123 1113
  - Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow,

## **11. Policy Review**

This policy will be reviewed annually or as required by changes in legislation. Updates will be approved by the Council and published on the Council's website.

Policy established: 20<sup>th</sup> November 2025

Next review date: November 2026

## **Appendix 5**

**Accepted / Approved Privacy notice / statement**

# **GENERAL PRIVACY NOTICE**

## **Your personal data – what is it?**

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

## **Who are we?**

This Privacy Notice is provided to you by Arne Parish Council which is the data controller for your data.

## **Other data controllers the council works with:**

- e.g. other data controllers, such as local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

## **The council will process some or all of the following personal data where necessary to perform its tasks:**

- Names, titles, and aliases, photographs.
- Contact details such as telephone numbers, addresses, and email addresses
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants.
- Where you pay for facilities such as the rental of an allotment, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

## **How we use sensitive personal data**

We may process sensitive personal data including, as appropriate: – your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation; – in order to comply with legal requirements and obligations to third parties.

These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

### **We may process special categories of personal data in the following circumstances:**

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

## **Do we need your consent to process your sensitive personal data?**

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

As data controller, the Parish Council is responsible for ensuring compliance with the six UK GDPR principles outlined above and being able to demonstrate this.

## **We use your personal data for some or all of the following purposes:**

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services.
- To confirm your identity to provide some services.
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter).
- To help us to build up a picture of how we are performing.
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions.
- To enable us to meet all legal and statutory obligations and powers including any delegated functions.
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council.



- To maintain our own accounts and records.
- To seek your views, opinions or comments.
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders.
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives.
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services. Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

## What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

## Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data.

These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with".
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software.

- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

## How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority.

The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

## Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

### 1) The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

### 2) The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

### 3) The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

### 4) The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you

know if we are able to comply or if we have a legal obligation to continue to process your data.

#### **5) The right to data portability**

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

#### **6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

#### **7) The right to lodge a complaint with the Information Commissioner's Office.**

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

## **Transfer of Data Abroad**

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

## **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on the Parish Council website: [to be completed by Aubergine, website providers]

This Notice was last updated in November 2025.

## **Contact Details**

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Arne Parish Council, 15 Coles Lane, Milborne St Andrew, BLANDFORD FORUM, Dorset DT11 0LG

Tel: 07824 829491

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Signed: .....

Email: [arneparishcouncil@gmail.com](mailto:arneparishcouncil@gmail.com). [To be updated when .gov.uk email address becomes available]. The Parish Council is registered with the Information Commissioners Office (registration Z7421360).

## Cookie Notice

This website uses cookies to distinguish you from other users of the website. This helps us to provide you with a good experience when you browse our website and also allows us to improve the website.

**By continuing to browse the website, you are agreeing to our use of cookies as set out by this notice.**

## Information about cookies

A cookie is a small file of letters and numbers that, if you agree to their use, is stored on your browser or the hard drive of your computer or device. They contain information that is transferred to your hard drive.

The cookies that we could use can be split into the following categories:

- **Strictly necessary cookies:** These are cookies that are required for the operation of the website. They include, for example, cookies that enable you to log into parts of the website.
- **Analytical/performance cookies:** These cookies allow us to recognise and count the number of visitors to the website and to see how they move around within the website when they are using it. This helps us to improve the way the website works, for example, by ensuring that users are finding what they are looking for easily.
- **Functionality cookies:** These are used to recognise you when you return to the website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).
- **Targeting cookies:** These cookies record your visit to the website, the pages you have visited and the links you have followed. We may share this information with third parties (see our Privacy Policy for more information on how we use information we collect from you).

[Cookie table to be inserted here by Aubergine]

CATEGORY	COOKIE NAME	PURPOSE


## Change your cookie settings

Do you want to accept Analytical cookies cookies?

Yes

No

Save cookie settings

# **Accessibility Statement**

## **Introduction**

Arne Parish Council (the 'Council') want as many people as possible to be able to use their website. For example, that means users should be able to:

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

The website has been developed to ensure the text is as simple as possible to understand.

AbilityNet has advice on making your device easier to use if you have a disability.

## **How accessible is the Council website**

Some content uploaded onto the website may not be fully accessible:

- older PDF documents are not fully accessible to screen reader software
- there is a limit to how far you can magnify the map on our 'Contact us' page, which is provided by a third party (Google)

## **What can users do if they cannot access parts of the website**

If users need information on the website in a different format like accessible PDF, large print, easy read, audio recording or braille:

Email: [arneparishcouncil@gmail.com](mailto:arneparishcouncil@gmail.com)

Call the Parish Clerk 07824 829491 Mon – Fri (8am - 5pm)

The Clerk will consider your request and get back to you within 10 working days.

## **Reporting accessibility problems with the website**



The Council are always looking to improve the accessibility of its website. If users find any problems not listed above or think the website is not meeting accessibility requirements, please contact:

Parish Clerk  
Arne Parish Council  
15 Coles Lane  
Milborne St Andrew  
BLANDFORD FORUM  
Dorset  
DT11 0LG  
Email: [arneparishcouncil@gmail.com](mailto:arneparishcouncil@gmail.com)  
Call: 07824 829491 Monday to Thursday 9am to 5pm)

## **Enforcement procedure**

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If users are not happy with how the Council responds to complaints, contact the [Equality Advisory and Support Service \(EASS\)](#).

## **Contacting the Council by phone or visiting in person**

Please call the parish Clerk on 07824 829491.

The Council does not have an office for public access.

## **Compatibility with browsers and assistive technology**

The Council website is designed to be compatible with the following technologies:

- Mobile telephones
- PC and MAC computers
- Tablet devices
- All known internet browsers
- Screen readers

## **Technical information about the website's accessibility**

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

This website framework is compliant with the [Web Content Accessibility Guidelines version 2.2 AA](#) standard. For example, buttons are placed consistently to ensure other buttons and links are not blocked, changes have been made to non-text content and improved navigation.

Some content is partially compliant, due to the non-compliance listed below.

## Non accessible content

Some pages may contain attachments which may not be currently compliant, such as:

- There may be pages with read more/click here links. See [WCAG 2.4 Success Criterion 4.4 \(Link Purpose \(In Context\)\)](#)
- There may be some pages where HTML is not perfectly formed, such as stray end tags. See [WCAG 2.1 success criterion 4.1.1 \(Parsing\)](#).
- Many of our older PDFs and Word documents do not meet accessibility standards, for example, they may not be structured so they are accessible to a screen reader. See [WCAG 2.1 success criterion 4.1.2 \(name, role value\)](#).
- Content produced by third parties or using third party software.

## Non-compliance with the accessibility regulations

The Council does all it can to identify content that is non-compliant.

Some images on the website pages may not have a text alternative, so the information on them is not available to people using a screen reader. See [WCAG 2.1 success criterion 1.1.1 \(non-text content\)](#).

When the Council publishes new content, it will make sure the use of images meets accessibility standards.

## Disproportionate burden

The Council has not identified any areas that they believe constitute a disproportionate burden.

## Content that is not within the scope of the accessibility regulations

### PDFs and other documents

Not all documents on the website are created by the Council. Some documents and content may be created by third parties or using third party software. Where this is the case the Council will endeavour, on request, to obtain an accessible copy from the original source or to convey the information contained in the document in an accessible way.

Many of the Councils older PDFs and Word documents do not meet accessibility standards, for example, they may not be structured so they are accessible to a screen reader. See WCAG 2.1 success criterion 4.1.2 (name, role value).

The accessibility regulations do not require the Council to fix PDFs or other documents published before 23 September 2018 if they are not essential to providing its services. Some PDFs and Word documents are essential to providing the Councils services. For example, PDFs with information on how users can access the Councils services, and forms published as Word documents.

Any new PDFs or Word documents created by the Council will meet accessibility standards.

## **How the website is tested**

The website was last tested in [MONTH YEAR]. Tests were carried out by both internal systems and the Council's website provider, Aubergine 262 Ltd.

Tests will continue to be undertaken at least once a quarter.

## **What's being done to improve accessibility**

The Council are working continually to improve the accessibility of its website.

Training will be provided to Council employees and members to ensure that all new content added meets accessibility criteria.

Quarterly reports are run to identify and address accessibility issues.

## **Review**

The Accessibility Statement was presented to the Full Council, for approval and adoption on 20<sup>th</sup> November 2025, minute no. 25/172(e)

Future reviews will be carried out annually or when any changes are made to related legislation, whichever is sooner.

## **References**

The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018