

Terrington Parish Council

Minutes of the Parish Council meeting held on Monday 29 June 2026 at 7.30 pm in Terrington Village Hall

Pre-meeting public participation

Cllr Winning reported that he had been in contact with North Yorkshire Council again regarding the waterlogged footpath at Wath Beck and confirmed that further investigations were ongoing. He also reported that the handrails and steps from Terrington Hall School playing fields on to farmland are to be repaired by NYC and that there are plans to replace the footbridge on the public footpath from Terrington to Ganthorpe.

1. Attendance and apologies.

Present: Cllr Winning, Cllr Barber, Cllr Barlow, Cllr Gray, Cllr Kendrick, Kerr Wilson (Parish Clerk), Keith Adkins (RFO), 1 member of the public.

Apologies: Cllr Lewis (accepted by Council)

2. Declaration of interests - None

3. To confirm the minutes of the

3.1 Terrington Annual Parish meeting held on Monday 11 May 2026.

The minutes of the Terrington Annual Parish meeting held on Monday 11 May 2026 were approved as a true and accurate record.

Proposed Cllr Winning

Seconded Cllr Barber

3.2 Annual meeting of Terrington Parish Council held on Monday 11 May 2026.

The minutes of the Terrington Parish Council meeting held on Monday the 11 May 2026 were approved as a true and accurate record.

Proposed Cllr Winning

Seconded Cllr Barlow

4. Finance.

4.1 To note the following payments against approved expenditure:

11-5-2026: £10.80 to Terrington Village Hall for the hire of the Wimbush Room for the March 2026 Parish Council Meeting (expenditure authorised on 9-3-2026 Minute 4.10.6).

1-6-2026: £214.00 annual insurance premium to Zurich Municipal (expenditure authorised on 11-5-2026 Minute 5.10)

12-6-2026: £200.00 donation to Terrington Village Hall in lieu of payment to internal auditor (expenditure authorised on 9-3-2026 Minute 4.10.9)

The Council noted the above payments made against approved expenditure.

- 4.2 To receive a statement of receipts and payments to date for the current Financial Year under each budget head (attached).

The Council received and noted the statement of receipts and payments to date for the current financial year.

- 4.3 To increase the Earmarked fund for upgrade/renewal of the defibrillator to £750.00.

Motion: That the Earmarked fund for the upgrade/renewal of the defibrillator, currently £230.50, be increased to £750.

Proposed Cllr Winning

Seconded Cllr Kendrick

Resolution: *The Council unanimously agreed to increase the earmarked fund for the upgrade/renewal of the defibrillator to £750.*

5. General Data Protection Regulations (GDPR)

5.1 GDPR Training Policy – Parish Councils are required to comply with the GDPR regulations that includes ensuring that Councillors and staff are trained in personal data protection.

Motion: that the Council approve the Data Protection Training Policy and that the Clerk acts as the Data Protection Officer.

Proposed Cllr Winning

Seconded Cllr Barlow

Resolution: *The Council unanimously agreed to approve the data protection training policy and that the Clerk act as the data protection officer.*

Action: The RFO agreed to inform the Information Commissioners Office that the Clerk was the Data Protection Officer.

5.2 GDPR training programme - The Council to consider adopting the Information Commissioners' Office (ICO) Training Modules to meet the mandatory requirement that all staff (Councillors and staff) handling personal data receive appropriate GDPR training.

Motion: That the Council agree to adopt and use the ICO training modules for training purposes.

Proposed Cllr Winning

Seconded Cllr Barber

Resolution: *The Council unanimously agreed to adopt and use the Information Commissioners' Office training modules for training purposes.*

Action: Councillors and staff agreed to independently study the ten ICO modules by Monday 14 September 2026, in readiness for a discussion on data protection and confirmation that they had completed the training.

5.3 Register of Personal Data held by Terrington Parish Council.

Motion: That the Council set up a secure register of all personal data held by the Parish Council to comply with GDPR.

Proposed Cllr Kendrick

Seconded Cllr Barlow

Resolution: *The Council unanimously agreed to set up a secure register of all personal data held by the Parish Council to comply with GDPR.*

Action: The RFO agreed to i) circulate a form to councillors and clerk to record what categories of personal data they hold relating to council business and ii) set up a secure register of personal data held by the Council.

The RFO advised the Council that it should have a Retention and Disposal of documents policy.

5.4 Data Protection Policy – The RFO advised the Council that if it considers it needs to process sensitive data then paragraph 2 of the policy be amended.

The RFO proposed that Section 2 is replaced with:

Special categories of personal data (also known as sensitive data) are data that reveal racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, genetic data or biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation, or data on criminal records or proceedings.

And that section 4 is replaced with the following:

Processing Personal data

Lawfulness of processing

TPC will only process personal data under one or more of the following conditions (though extra conditions are required to be satisfied for special category data – see below):

- the data subject has given their consent for the data to be used for a specified purpose;
- it is necessary in order to fulfil a contract with the data subject;
- it is necessary to comply with a legal obligation;
- it is necessary to protect the vital interests of the data subject or another person; and/or
- it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the council.

Processing of Special categories of data

In addition to the above conditions for the lawful processing of personal data, TPC will only process special categories of personal data under one or more of the following conditions and in accordance with legislation:

- the data subject has given their explicit consent for the data to be used for a specified purpose;
- where it is necessary for carrying out rights and obligations under employment law or a collective agreement;
- where it is necessary to protect the vital interests of the data subject or those of another person where they are physically or legally incapable of giving consent;
- where the data has been made public by the data subject;
- where it is necessary for the establishment, exercise or defence of legal claims;

- where it is necessary for the purposes of occupational medicine or for the assessment of working capacity;
- where it is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates to only members or former members and provided there is no disclosure to a third party without consent;
- where it is necessary for reasons for substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards;
- where it is necessary for reasons of public interest in the area of public health; and/or
- where it is necessary for archiving purposes in the public interest or scientific and historical research purposes.

Sharing personal data

TPC will only share personal information with other organisations for purposes in line with the above conditions and those organisations will be required to keep that data confidential and secure and to protect it in accordance with Data Protection law and our policies. They will only be permitted to process that data for the lawful purpose for which it has been collected and shared and in accordance with our instructions.

Motion: That the Council replaces section 2 and section 4 of the data protection policy with the above text to deal with sensitive data (also known as special categories of personal data).

Proposed Cllr Winning

Seconded Cllr Barber

Resolution: *The Council unanimously agreed to replace section 2 and section 4 of the data protection policy with the above proposed text.*

6. Health and Safety Policy and Risk assessment – to receive an update.

The internal auditor identified a non-compliance in the AGAR 2025/26.

With regard to the comment made by the internal auditor about possible damage or injury caused by a contractor in the cemetery and any responsibility that falls on the Council, Cllr Winning reported that he has checked with the Council's insurance company who confirmed that the insurance cover is sufficient for any claim for which it is established that the Council is liable.

7. Changes regarding publication of councillors' residential address – The Council noted the advice on disclosure of Councillors addresses. Cllr Winning suggested that Councillors inform the RFO if they wish to have any changes made to the Council's website.

8. Terrington Parish Neighbourhood Plan – To receive a progress report

Councillor Kendrick reported that the final Neighbourhood Plan, having been through the necessary changes, North Yorkshire Council (NYC) was expected to be able to issue a decision statement. However, recent changes in legal requirements for neighbourhood plans has resulted in NYC having to take legal advice, resulting in further delays. This resulted in new basic conditions having to be produced and submitted to NYC. Another 2-week public consultation will follow before it is sent to the Examiner and then it will make its way to the NYC decision committee and then to a referendum.

9. Howardian Hills National Landscape (HHNL).

The Council was informed that although the closing date (29 May 2026) for the funding of delivery of local projects (greening initiatives) had passed, HHNL had indicated that further funding may be available. Councillors expressed an interest in the 'greening initiative' but concluded that more information was needed to determine the best way forward.

Action: The Clerk was asked to contact HHNL with an expression of interest and request further information.

10. Matters for inclusion on next agenda.

- i) Budget for Neighbourhood Plan.
- ii) Traffic congestion related to events at Terrington Hall School.
- iii) Dark Skies plaques.
- iv) HHNL Greening initiative

11. Date of next meeting – 14 September 2026

Meeting closed at 8.45 pm

TERRINGTON PARISH COUNCIL
STATEMENT OF YEAR TO DATE RECEIPTS AND PAYMENTS

Financial year: 2026-27
Statement date: 22/6/2026

	To date	VAT	Budget
	<i>excl VAT</i>		<i>excl VAT</i>
RECEIPTS			
Parish precept	4427.00		4472.00
Burial fees	0.00		2500.00
Grass cutting - NYC contribution	0.00		381.64
Building Society interest	0.00		200.00
Wayleave payment	0.00		12.65
VAT refund		0.00	
R. Total receipts	4427.00	0.00	
PAYMENTS			
Clerk's salary	0.00		1294.68
RFO & webmaster's salary	0.00		676.00
Village Hall hire	10.80		150.00
YLCA membership	248.00		253.70
Insurance	214.00		278.20
Training & development	0.00		100.00
Internal audit	200.00		200.00
Cemetery waste collection	0.00		60.00
Grass cutting - village	0.00		2000.00
Grass cutting - road verges	0.00		200.00
Defibrillator running costs	216.81	10.84	350.00
Consumables	0.00		100.00
Maintenance of open spaces	0.00		300.00
Maintenance of cemetery	0.00		300.00
Neighbourhood Plan Steering Group	0.00		500.00
ICO registration annual fee	47.00		
P. Total payments	936.61	10.84	
Surplus (= R - P)	3490.39	-10.84	

NET BALANCES

Total receipts incl VAT refund	4427.00
Total payments incl VAT	947.45
Overall surplus	3479.55
Opening balance brought forward	19371.94
Closing balance carried forward	22851.49

RESERVES		
General reserves		19120.99
<i>Earmarked reserves</i>		
Burial Ground fund	2000.00	
Tree fund	1500.00	
Defibrillator fund	230.50	
Total Earmarked reserves		3730.50
Total reserves		22851.49

BANK RECONCILIATION at	22/06/2026
Balance on bank statements	
Barclays Bank	9705.66
Cambridge Building Society	13145.83
Plus petty cash	0.00
Plus uncleared receipts	0.00
Minus unrepresented payments	0.00
Net balance	22851.49