

Raglan Community Council
Minutes of the Ordinary Meeting held on Wednesday 28 May 2025.
This meeting was convened at the Fellowship Centre on Usk Road.
at 7:00 pm

Present

Cllr Penny Jones
Cllr Richard Moorby

Cllr Nick Ramsay (Chair)
Cllr Lynne Eilertsen

5760 In attendance:

Adrian Edwards, Clerk to the Council.

5761 Agenda item 1:- Apologies for absence

Cllr Susan Harrington offered her apologies due to illness. Cllr Hazel Leacock unable to attend due to family commitments.

5762 Agenda item 2:- Declarations of interest.

No declarations of interest were submitted, but members will make a declaration when and identified under the relevant minute.

5763 Agenda item 3:- 15 minutes set aside for Community interaction and members of the community to ask the Chairman or the Council questions of local interest. Any questions should be relevant to the agenda and submitted to the clerk 3 working days before the meeting.

No members of the public in attendance

5764 Agenda item 4:- To receive and adopt the minutes from the Ordinary meeting, held on 28 May 2025

Proposed: by Cllr N Ramsay seconded by Cllr P Jones that the minutes are accepted with minor amendments made by Cllr Jones.

All those present agreed

5765 Agenda item 5:- Matters to report.

There were no matters to report from the last meeting.

5766 Agenda item 6:- Clerks reports verbal or written.

The Clerk gave a verbal report relating to the general waste bins in the village. The Clerk explained that this matter has been discussed in the past, and it is recommended that the bins in the village are replaced as the current bins have become unrepairable. A discussion took place with a range of views being expressed by members.

After some debate it was resolved that the Clerk obtain estimates and report back to the next meeting.

Report to: - Raglan Community Council
Subject: - Bring Your Own Device (BYOD)
Report: - by the Clerk
Date: - 28 May 2025

This report is to bring to elected members interest information about using personnel email addresses.

Bring Your Own Device (BYOD) is a useful policy that allows employees, and in this case elected members, to use their personal devices for Community Council business related tasks, such as accessing email, working on projects, or communicating with other elected members. The main issues and challenges of using your own device, are the security risks, as personal devices may not have the same level of security as the Community Councils web-based systems. Additionally, managing a variety of devices and ensuring compliance with security standards can be complex.

There are a number Pros and Cons relating to BYOD. For example, the Pros could be faster technology, less time to train elected members, lower up-front costs during onboarding, and the Community Council saves more money.

The Cons, could be increased complexity for security protocols, increased security risk, the device becomes a distraction and limited privacy. The major concern is when an elected member uses their own personal email address, as this becomes an increased security risk, especially if the Community Council should receive a request under the Freedom of information Act.

As the Clerk appointed as the Community Councils Data Controller, it's for the Clerk to undertake and manage any request. The Data Controller would need to consider the risks to data protection at the outset; a Data Controller has the opportunity to embed data protection into the core of the business activities and to raise overall standards. This can be done in the Community Council's case through the email hosts. Where any information that includes any personal data that is stored on any device,

this storage could contain particularly sensitive data. This then could become part of any subject access request under a FOI request.

The main risk is, if the Community Councillors device includes Community Councillors' own data and the Community Council's data which is stored together, as Community Council data and personal data should be separate. Elected members should not be able to inadvertently or deliberately move the Community Council's data onto another device or onto separate personally-owned device.

Data Protection and BYOD

The Community Council will process 'personal data' i.e. data about identifiable living individuals in accordance with the Data Protection Act 2018. Sensitive personal data is information that relates to race/ethnic origin, political opinions, religious beliefs, trade union membership, health (mental or physical) or details of criminal offences. This category of information should be handled with a higher degree of protection at all times.

The Community Council in line with guidance from the Information Commissioner's Office (ICO) on BYOD, recognises that there are inherent risks in using personal devices to hold personal data. Therefore, elected members must follow the guidance in this document when considering using BYOD to process personal data. A breach of the Data Protection Act can lead to the Community Council facing significant fines. Any elected members found to have deliberately breached the Act may be subject to disciplinary measures, or even a criminal prosecution.

Elected members must be mindful, if a FOI or SAR request is made, an elected member may be required to hand over all their personnel data, and if the requester makes a submission to the office of the ICO, the Commissioner could request the information and fine the Community Council.

Therefore, in conclusion.

- ❖ Any communication for Community Council business should be via the Community Councils email address.
- ❖ No Community Council business should be transacted via a personal email address.
- ❖ If an elected member uses their personal email address, that email correspondence should be copied to the elected members corporate email address so it is stored with the Community Council's email hosts.
- ❖ Devices should not be shared with third parties.
- ❖ Should The Community Council purchase devices for elected members for council business.

It is for elected members to consider this risk.

It was resolved; that for all elected members who have a corporate email account, all correspondence should be sent and received via the corporate email name@raglancc.org.ok

If an elected members should have the need to use a personal email address any correspondence should be copied to their corporate email address.

Report to: - Raglan Community Council
Subject: - Correspondence sent on behalf of the Community Council.
Report: - by the Clerk
Date: - 28 May 2025

This report is to express serious, ongoing concern. It has become apparent that, in many instances of formal correspondence, the Community Council is being overlooked or even disregarded. Over the last financial year, on behalf of the Community Council, correspondence has been sent to third parties or departmental members and councillors of Monmouthshire County Council and little or no response has been received.

I list below a number of specific correspondences which have been sent and to which the Community Council has not received a response.

- Correspondence to all levels of Welsh Government relating to the dangers of the A40 in Raglan
- Correspondence to Monmouthshire County Council relating to the active travel proposals in the consultation
- Correspondence to Audit Wales relating to a number of outstanding annual statements
- Correspondence to Monmouthshire County Council Highways about the junctions on the A40
- Correspondence to Monmouthshire County Council relating to the proposed zebra crossing in Raglan village, as raised by the Raglan schoolchildren
- Correspondence to Monmouthshire County Council relating to the Christmas decorations and the use of lighting columns
- Correspondence to Monmouthshire County Council relating to a Service Level Agreement for much needed street cleansing and the payment thereof
- Correspondence to Monmouthshire County Council relating to the business plan and Community Asset Transfer of the MUGA and adjoining land
- Correspondence to Monmouthshire County Council relating to several important planning applications, as consultees
- A signed copy of the transfer of funds from RVHA to a ring-fenced account

Budgets have been set for dealing with a number of these items, but cannot be spent due to a complete lack of engagement from the outside parties.

This makes the role of Clerk extremely challenging, when the Community Council as a whole, is reliant on third parties such as Monmouthshire County Council and its officers.

Elected members may consider this report and offer to make a resolution to act on these concerns.

They may also note the Clerk's comments and consider what actions to take to emphasise the issues to the relevant third parties.

That makes the role as Clerk, challenging when the Community Council are reliant on others like Monmouthshire County Council and their officers. On many occasions it's been said, officers are over worked and stretched due to workloads; that's not a substantiated reply in my opinion.

Elected members may consider this report and offer to make a resolution to act on these concerns or just note the Clerks concerns and consider what actions to take if or when residents challenge the council and it actions.

It was resolved; all elected members noted the above points and following some discussion, all the above will be monitored and reported back to the relevant meeting/s

Report to: - Raglan Community Council
Subject: - Freedom of Information request
Report: - by the Clerk
Date: - 28 May 2025

This report is following a request that was reported to the last Community Council meeting. Since that meeting the Community Council received a number of requests and amendments to the original request.

The original request was for:“I require ALL RCC data -EXCLUDING ALL ONLINE DATA - for the LAST SIX MONTHS”.....

On several occasions as Clerk to Raglan Community Council, a number of requests were made asking for the request to be narrowed.

In correspondence to the requester, the Community Council asked the requester to narrow down their request and provide a more precise request. Without a narrowed down request, the Community Council explained the estimated cost of compliance would exceed the £450.00 limit. Section 1(1) does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit. The estimated time in hours were estimated around 50/55 plus hours. This was an estimated figure that could be subject to change due to the unknown time to recover the data requested.

On the 9 May 2025 the requester requested that the request “*start off again on the narrowed one?*” Again, it was requested that a more precise request was made to enable the Community Council to provide information the requester was expecting. The General Right of Access to Information held by Public Authority’s states, where a Public Authority reasonably requires further information in order to identify and locate the information requested, can ask the requester be more precise or narrow down the request.

On the 17 May 2025 5:08 PM the requester sent an email stating “*Thank you, I’ve got the data that was was interested in another way, so cancel the request*”.

The time and cost in responding to any request cannot be considered in any costs incurred by the Community Council as the Public Authority. The time it’s taken to respond to this request has not been beneficial to the public purse. However, it’s interesting to note the comment the requester

received the data in another way; therefore, it can only be assumed the information was in the public domain.

Conclusion:

A number of comments were made relating to this report and the cost that has been accrued responding to the request. Elected members understand that any request needs to be responded to, but on this occasion the requester insisted that they required all data and would not narrow the request.

5767 Agenda item 7:- Consider any Planning Applications received before the meeting.

No further applications have been received since the last meeting.

5768 Agenda item 8:- Consider the receipt of invoices and payments made.

Date	Payment to	Amount	Cheque
28/5/25	Merlin Waste	246.96	2580
28/5/25	Clerks Salery		2581
28/5/25	HMRC		2582
28/5/25	Clerk, Travelling reimbursement	11.70	2583
28/5/25	Clerk, reimbursement for purchasing bunting	446.40	2584
28/5/25	Clerk, reimbursement for Zoom (annual sub)	155.88	2585
28/5/25	Fellowship Centre, Hall hire	44.00	2586
28/5/25	Clerk, Travelling to Audit Wales	31.95	2587

5769 Agenda item 9:- Consider any correspondence received and forwarded prior to the meeting.

The correspondence that was presented to all members prior to the meeting was noted and no further action required

5770 Agenda item 10:- Community Award Scheme (Cllr Jones)

Cllr Jones informed those present of those who were named and awarded awards in the Community Award Scheme.

A discussion took place with a range of views being expressed by members; one view was that a meeting should be convened with the Baptist Church, to work in partnership for next year. It was explained that again this year a request was made with only a couple of weeks to support and award a grant for the event. After some debate it was, resolved that a meeting is convened to discuss next years awards and any budgets required.

5771 Agenda item 11:- Reports from the County Councillor

Cllr Jones made a comment about the grant application the Fellowship Centre presented for a white goods item due to the increasing demand on the service the Fellowship Centre is providing the community. The Clerk explained that he has been unable to find an application which Cllr Jones has indicated has been submitted. Cllr Jones will ask the Fellowship Centre to resubmit the application.

Cllr Jones asked if the Clerk had been contacted by a resident who has expressed an interest in becoming an elected member to fill one of the vacant seats. The Clerk explained that the person informed him that he was intending to attend this evening.

5772 Agenda item 12:- Reports from members on outside bodies

No reports received

5773 Agenda item 13:- To consider any reports relating to Street Cleansing in the Community

The Clerk informed members that he had contacted officers from Monmouthshire County Council Cleansing Dept relating to the Service Level Agreement (SLA). He was informed that officers were going to contact another Community Council about their request, but since that contact no further information has been received.

5774 Agenda item 14:- Items for inclusion for the next meeting

No items were requested

5775 Agenda item 15:- To confirm the date of the next meeting 25 June 2025

The Chair thanked everyone for attending and closed the meeting closed at 20:36

Date 25 June 2025

Signed by _____

Chairman