

Beswick Parish Council

Meeting of the Council to be held at 7pm on Wednesday, 9 March 2016 at Kilnwick Village Hall

Agenda

1 Apologies for absence

2 Declarations of pecuniary or non-pecuniary interests

3 To approve the minutes of the meeting held on 13 January 2016 (attached)

4 Matters arising from the Minutes

Min. 4 : Transparency Code for Smaller Authorities - Website

To discuss recent progress and further plans for the Council's website

Min. 4 : Bus Shelter (Northbound), Beswick North

The Clerk to report progress since the last meeting.

Min. 4 : Beswick Footpath 18

To report any progress in the matter.

Min. 6 : Computer and scanner

The Clerk to report progress in acquiring a grant-funded computer and scanner for the Parish Council.

5 Planning application

To consider the attached notice of an application to fell trees at Beswick Hall Farm, Beswick. The closing date for comments is 14 March.

6 Income and expenditure

To consider the attached report.

7 Authorisation of payments

To authorise the making of payments in respect of the following, and in respect of any other expenditure approved by the Council at this meeting:

Replacement bus shelter, Beswick North	£1846 + VAT	payable on completion
Purchase of computer and scanner	£450 + VAT	100% grant funded *
Clerk's salary, Oct 2015 – March 2016	£450	payable at 31 March

** In the case where the grant does not cover the costs of the items, the Council will be asked to consider providing a supplement from its funds.*

8 Purchase of a Data Projector.

To consider the prospect of purchasing a data projector for use at meetings where matters of interest such as planning applications, financial budgets, etc., are best displayed on a screen for the benefit of full understanding and discussion by councillors and for informing parishioners who are present. Cllr Reid will outline the case for an expenditure of circa £330 plus VAT.

9 Tour de Yorkshire 2016

To consider the attached email and notes for parishes received from ERYC. (The race route goes directly from Lund to Middleton on the Wolds, and does not pass through Beswick Parish.)

10 Newsletter

To discuss arrangements for the production of the Parish Council's newsletter 2015-16.

11 Emergency Plan

To consider the attached report, and to review the Parish Council's Emergency Plan.

12 Any Other Business

Note : items arising under AOB cannot be resolved if they involve expenditure or commit the Council to a course of action, but will appear on the next agenda.

The Council's next meeting (the Annual Meeting) will be on
Wednesday, 7th May 2016 at Kilnwick Village Hall.

Minutes of the meeting of the Council held on Wednesday, 13th January 2016

Present: Councillor Ian Reid (Chair), Councillor Jackie Plowman, Councillor Kenny Quinn, Councillor Mary Scaife, ERYC Ward Councillor Phyllis Pollard (for part of the meeting) and one parishioner.

1 Apologies for absence

Apologies were received from David Allan. The Chairman and Councillors send David their best wishes for a speedy recovery.

2 Declaration of pecuniary or non-pecuniary interests

No declarations were made.

3 Minutes

The unconfirmed minutes of the meeting held on 11 November 2015 were approved.

4 Matters arising from the Minutes of the last meeting

Transparency code for smaller authorities. The council website is almost ready to 'go public' following considerable work by David Allan and input from Councillors Reid and Quinn. Entries for Kilnwick Village Hall and Youth Club, Beswick Church, Kilnwick Church and the Countrywomen's Association are in various states of preparation.

Bus Shelter (Northbound), Beswick North. The council authorised the payment of £3,108.50 to More Than Shelters UK (the Council has been paid this amount by Towergate, insurer of the driver whose tractor demolished the previous shelter). The council also approved the proposal to contract with Commutaports to remove the vandalised shelter and replace it with a new one (at a site nearer the road which will be prepared by ERYC) – the cost of this will be £1,846, funded by £993 from Zurich, the Council's insurers, and £853 from Council funds.

New surface water drain, Main Street, Kilnwick. Cllrs Reid and Quinn reported that the work in Main Street has been successfully completed. The new drain performed as expected during recent heavy rain. The work to repair the verge in Lockington Lane is outstanding. Cllr Reid will progress this with ERYC.

Planning application, Kilnwick Gardens Plant Nursery. The ERYC Planning Committee has approved the application. They endorsed the Parish Council's comments and incorporated them in the approval.

Beswick footpath 18, Wilholme Bridge/Three Jolly Tars. The issue of the blocked footpath has been raised with ERYC (Simon Parker). The Joint Local Access Forum is also aware of the issue – they state that this complex issue involving multiple landowners is being considered. Nothing to report at the moment.

5 Insurance

The council noted the Clerk's report summarising renewed insurance cover and approved the payment of the premium of £258.85.

6 Parish Council Computer.

The council approved the proposal to apply for a grant to purchase a computer and a scanner. In this financial year funds are being allocated on a monthly basis. The next deadline for application is 14th February 2016. In the absence of the Clerk, Cllr Quinn will process the application.

7 Twilight Bus Service

The Council has donated £150 per year towards the cost of operating the twilight bus service to get pupils home when they have been at after-school events. For the first time this year, the school has provided data on usage by pupils from our parish. In total, only 10 pupil journeys were made by local students in the past year. The Council feels that the local benefit does not match our contribution; therefore, a reduced donation of £25 was approved. Cllr Quinn will send the cheque to the school.

8 Budget and Precept for 2016-17

The Council wish to thank the Clerk for his clear, concise and understandable summary of our financial position. The Council approved a budget of £4,600 (being the base budget of £3,500 plus a contingency sum of £1,100). The Council approved a precept of £4,600 which, in real terms, represents a reduction per household of 4.8% on 2015-16.

Suggested uses of the contingency, some of which will be brought forward in 2016-17, include:-

- Provision of benches in the villages
- Replacement of the bench on the C59 at the top of Church Lane, Kilnwick
- Improving footpaths where access is difficult due to waterlogging
- Solar powered speed sign on the C59
- A defibrillator for Beswick
- Bus shelter maintenance
- Support for Kilnwick Village Hall
- Support for the Village Fete 2016

9 Street Lighting

The Council approved payment of £1531.66 + VAT for street lighting services, April 2015 to March 2016.

10 East Riding Rural Strategy

Cllr Reid and Clerk Allan attended a general meeting at County Hall on 23.11.15. Some interesting issues were discussed including:-

- Focus on city-region – there is a need to ensure that rural communities are properly represented
- Broadband – some rural businesses are not getting the benefits of superfast broadband as their premises are distant from high speed boxes

11 Parish Council Newsletter

Councillor Reid would welcome contributions by the end of February.

12 Policing matters

The Council noted the recent letter from Inspector Coulthard concerning community policing arrangements.

13 Correspondence received

The Council noted recent correspondence:

- a. 'Connect to Support' – no action required
- b. 'Connecting Communities' – pass to Kilnwick Village Hall Association

- c. Tesco Local Community Scheme – may be of interest next year
- d. Chairman’s Awards 2016 – no action required
- e. ‘Making time for winter’ booklet – copies circulated
- f. Flood Advisory Service Roadshow – no action required
- g. New Neighbourhood Planning Guidance – no immediate action required

14 Any Other Business

On behalf of a parishioner, Cllr Quinn asked for clarification on a footpath issue. Recent wet weather combined with damage caused by the hunt on 2nd January (and in previous years) and damage caused by vehicles supporting pheasant shoots, some of the footpaths are in a bad way. Does the landowner, ERYC or the Parish Council have the power to temporarily close footpaths to allow the grass to recover from damage? The Chairman confirmed that public rights of way may only be closed when there is a danger to the public – for example the prospective bridge collapse at Wilfholme Carrs in 2014. The Council expressed concern that parishioners’ use of public rights of way for exercise and recreation was being made difficult. Council implored The Hunt and The Shoot(s) to take note of the needs of other countryside users and avoid damaging public rights of way wherever possible.

15 Next meeting

It was agreed that the next meeting of the Council be on Wednesday, 9th March 2016, at 7.00pm, at Kilnwick Village Hall.

Planning Consultation for 16/00598/TCA Beswick Hall
Farm 44 Main Street Beswick East Riding Of Yorkshire
YO25 9AS

beverley.dc@eastriding.gov.uk

To:

dsallan@hotmail.co.uk;

Mon 22/02/2016 10:23

Consultation for the above application attached. Please click on the link below to view the relevant application and login to your Consultee In Tray to respond.

HYPERLINK

<http://newplanningaccess.eastriding.gov.uk/newplanningaccess/applicationDetails.do?activeTab=summary&keyVal=O2SWP5BJ0GW00>

Planning and Development Management
County Hall
Beverley
www2.eastriding.gov.uk
beverley.dc@eastriding.gov.uk

INCOME AND EXPENDITURE

This report summarises the Council's approved budgets for the current and next financial years, and the latest forecast of actual expenditure in the current year (Appendix A). The forecast figures differ only marginally from those reported to the Council in January.

Members are invited to note the report.

*D S Allan
Clerk to the Council
23 February 2016*

	2015-16		2016-17
	budget £	forecast £	budget £
EXPENDITURE			
Defibrillator	1,270.00	1,270.00	
<i>minus</i> grants received for defibrillator	-1,270.00	-1,270.00	
Bus shelter replacements			
Kilnwick Lodges, Southbound	1,786.00	1,636.00	
Beswick North, Northbound:			
Re. damage in November 2013		3,108.50	
<i>minus</i> contribution from insurers		-3,108.50	
Re. damage in October 2014		1,846.00	
<i>minus</i> contribution from insurers		-993.00	
Street lighting	1,550.00	1,531.66	1,580.00
Grants			635.00
Beswick Church	200.00	225.00	
Kilnwick Church	200.00	225.00	
Twilight Bus	150.00	25.00	
Administrative expenses			
Purchase of computer and scanner			450.00
<i>minus</i> Transparency Code grant received			-450.00
Insurance	250.00	251.85	260.00
Clerk's salary	900.00	900.00	900.00
Stationery and other expenses	60.00	50.00	60.00
Parish Newsletter	60.00	60.00	65.00
Website domain registration (2 years)		8.99	
Contingency provision			1,100.00
Net expenditure	<u>5,156.00</u>	<u>5,766.50</u>	<u>4,600.00</u>
FUNDING			
Reserve brought forward	3,782.58	3,782.58	2,616.08
Precept	<u>4,600.00</u>	<u>4,600.00</u>	<u>4,600.00</u>
	<u>8,382.58</u>	<u>8,382.58</u>	<u>7,216.08</u>
YEAR-END RESERVE	3,226.58	2,616.08	2,616.08

Tour de Yorkshire

Dear Clerk to the Council

A week ago I dropped everyone an email to let them know some details from a Tour de Yorkshire Roadshow I had gone to. I am writing now to parishes on, or very close to, the route with some additional information and also to

ask whether you have any formative plans for events in the lead-up to, and as, the Tour passes through / by.

I have attached the route, also available from the Tour website at www.letouryorkshire.com

Does your community know that there will be a Land Art 'competition' this year ? Last year many communities arranged things that would be visible from the air, and many featured on the coverage. This might be things like arranging bales in a field to form a shape, or decorating building roofs. If your community decides to do something, let us know and we will pass the information on to the organisers so that their helicopter pilots know

about it. We cannot guarantee coverage - that is up to the TV companies.

Please be aware that any 'gorilla' marketing (i.e. businesses, who are not official sponsors, who put up

advertisements purely for the race) will not be shown on the TV - the organisers are very strict on it.

You may have questions about permissions for your plans, and I am happy to act as a liaison point to get them answered if that helps, and pass them on to everyone.

Brad Webster

Community Partnership Coordinator and Acting Renaissance Coordinator (Beverley)

Economic Development

East Riding of Yorkshire Council

Beverley **HU17 9BA**

Telephone - County Hall : (01482) 391608

Mobile : 07990 803633

TOUR DE YORKSHIRE - NOTES FOR PARISHES

Key points

1. The 'reach' of the event in 2015 was :
 - a. 1.5 million spectators along the route watched the race - 72% from Yorkshire; 25% rest of UK; 3% international
 - b. 6 million watched the race on the TV
 - c. £50 million is estimated as the economic benefit
 - d. the event was broadcast in 177 countries, bringing Yorkshire to worldwide attention
 - e. the value of the media coverage was estimated at £104 million
 - f. the website had 4 million page views in the month leading up to the race, and 1.87 million during the race.
2. The event will be used to promote the Yorkshire Festival 16 June – 3 July.
3. Legacy projects from the Tour de Yorkshire include expansion of Bike Libraries to give all children access to a bike and formation of Bike Hubs for social meets / bike rides.
4. Information about the race can be found at www.letouryorkshire.com.
5. The link for the Allez Yorkshire newsletter is <http://letour.yorkshire.com/email-updates>
6. The branding guidelines are at http://issuu.com/welcometoyorkshire/docs/tdy_2016_business_promotional_guide

The event – Friday, 29 April

1. The whole of the race will be televised (unlike 2015).
2. Team Wiggins has confirmed they will take part.
3. This year's event will include a Tour de Yorkshire caravan.
4. There will be Race Ambassadors.
5. There will also be Tour Makers. The application form is at surveymonkey.com/r/TourMakers2016
6. Saturday Market will be the focus for start event activity.
7. Because it is a start, there will be a full morning of activity in the lead-up to the start of the race. The ERYC Events Team are hoping to be able to plan a series of activities in the run-up to the race, and then to keep people in the area for the rest of the day.
8. The expected departure time, based on previous events, will be around midday, and the day's events will finish at around 4pm. Timings are not yet confirmed and may not be until the end of February.
9. The RNLI are the registered charity, and collections will take place on the day.
10. Schools are being involved through the Road Safety team.

Advice for Businesses

1. Business can 'buy' a pin on the map on the Tour de Yorkshire website to promote their business – anyone interested should contact Welcome to Yorkshire direct.
2. Businesses can usefully link to the Twitter feed @letourdeyorkshire #TdY
3. Also to the Facebook page @Welcome2Yorks
4. You can sign up to an electronic newsletter at <http://letour.yorkshire.com/email-updates>
5. Businesses should be aware that enthusiasts will already be gearing-up to cycle the route and will be planning to stay in places, and stop off along the route. Promotion of what is on offer for them can start right away.
6. Start thinking about making Cycle Friendly changes, such as ; bike lock-ups and cycle washes; sign up to Cyclist Charter; specialist menus; think international – use Google Translate; use kilometres as well as miles in publicity; etc.
7. Consider giving discounts to cyclists ? Be cautious about raising prices in the run-up : there are well-documented cases where this drove business away, rather than maximising an opportunity.
8. You cannot use the logo, or copy from website / press releases etc. without the express permission of Tour de Yorkshire. They are happy to provide advice about what can and cannot be done. Further advice is available on the Tour de Yorkshire website, and in a Business Toolkit.
9. There are lots of examples about how you can tune your services to make the most and start 'selling' the excitement. For example, get some stencils made so that cappuccinos get a chocolate dusting in the shape of a cyclist (but do not use the logo – see above).

Ideas for Communities

1. There will be a Land Art competition this year, to encourage good aerial shots from the helicopters, and the pilots will be given a 'Yellow Book' of all the sites that Welcome to Yorkshire are made aware of. Entries are not restricted to 'land' and can include decorating buildings. The decision will be made by public vote.
2. Road closures will be by 45 minute rolling road closure.
3. Communities along, and near to the route, can already start to get involved in their own plans. This might be bunting along the route or painted bikes or the Land Art competition.

Liaison for initiatives

1. There will be interest in supporting activities from a range of groups, and a flow of information between them will help to deliver cohesive approach that should improve the overall event. The groups will include, and not be limited to :
 - a. Beverley Town Council : link through Cllr. Duncan Jack / Helen Watson
 - b. Beverley Chamber of Trade : link through Julian Minshall
 - c. North Bar Traders : link through David Bird
 - d. Beverley independent traders : link through Lisa Burke
 - e. Schools : link through Paul McConnon

- f. The Westwood : link through Pasture Masters
- g. The Racecourse : link through Sally Iggulden
- h. Destination Beverley : link through Graham Tait
- i. Beverley in Bloom : link through Clive Waddington
- j. Towns and parishes along / near the route (e.g. Cherry Burton; Etton; South Dalton; Holme on the Wolds; Middleton on the Wolds; Market Weighton) : link through Brad Webster

EMERGENCY PLAN

Requirement to review and update the plan

The current Beswick Parish plan for responding to local emergencies requires that it be reviewed annually. That was last done in March 2015, and so it should now be reconsidered again and updated as necessary. If members agree, that can perhaps be done most easily by Councillors reviewing the plan at this meeting. (The five members of the Council comprise the defined 'Emergency Team'.)

A copy of the current plan is attached. It will be seen that some contact details require updating or completing, but members may have other suggestions too.

Requirement to 'exercise' the plan

Section 8 of the plan stipulates that it be 'exercised' annually, i.e. by one means or another, tested for practicability. The Humber Emergency Planning Service (HEPS) advise that 'exercising' may be done in any of three ways:

1. **Discussion based** : those with key roles under the plan go through it together in detail, asking essentially "will that work?"
2. **Table-top exercise** : similar to discussion-based approach, but participants are given a specific (locally devised) emergency scenario and discuss how they would respond.
3. **Live exercise** : actual enactment of responses to a defined emergency, e.g. opening the specified emergency room, telephoning designated responders, etc.

Beswick's plan - notwithstanding its importance - is comparatively simple, and members may feel that a discussion based approach is adequate. If so, this too can perhaps be covered at this meeting, within the same discussion.

Background information

HEPS website <http://www.heps.gov.uk/> offers much information and advice. The following pages may be of particular interest and help:

<http://www.heps.gov.uk/lets-get-ready-community/town-and-parish-council/> - advice for councils in particular. NB useful short videos at the foot of the page

[file:///C:/Users/user/Downloads/community-emergency-plan-leaflet%20\(1\).pdf](file:///C:/Users/user/Downloads/community-emergency-plan-leaflet%20(1).pdf) - a general leaflet

<http://www.heps.gov.uk/lets-get-ready-community/>

*D S Allan
Clerk to the Council
22 February 2016*

Beswick Parish Council community Emergency
Plan

SECTION 1: ACTIVATION

When the Plan Will be Activated

This plan will be activated when a designated member of the Parish / Town Council Emergency Team is notified of an incident and considers that:

- it is necessary to take action and
- that action cannot be taken without triggering the plan

Responsibility for Activating the Plan

The following people can activate the plan:

- Professor Ian Reid (Chair, Beswick Parish Council)
- Mrs Mary Scaife (Deputy Chair, Beswick Parish Council)

How the Plan Will be Activated

This plan will be activated when, after consultation, the persons listed above decide that the plan should be triggered, and begin to follow the initial actions checklist in Section 2.

INITIAL ACTIONS

- IN AN EMERGENCY DIAL 999
- Tune into BBC Radio Humberside (95.9 FM) or Viking FM (96.9 FM) and listen for updates on the emergency. Follow any emergency services advice issued.
- Gather as much information about the situation as possible and decide which local resources should be mobilised to support the community
- Consider whether you can work effectively from your current location, or whether you need to move to an alternate location (see section 3)
- Gather the Parish Council emergency team in the pre-identified incident room (see section 3)
- Make contact with the Emergency Services / East Riding of Yorkshire Council if they are involved in the incident.

- Arrange for contact to be made with the vulnerable members of the community identified in Section 5 as appropriate and arrange for advice / assistance to be offered. You might want to give this task to one person within the emergency team to co-ordinate.
- Arrange for the community resources / organisations identified in Section 4 to be made available as necessary. You might want to give this task to one person within the emergency team to co-ordinate.
- Consider asking for additional members of the community (volunteers) to help with the response. You might want to give this task to one person within the emergency team to co-ordinate.
- Check your designated emergency e-mail system regularly.
- Tell your community that your emergency team is functioning and if appropriate maintain a presence in the area(s) affected
- Establish contact with neighbouring Parish Councils and ask for / offer support if appropriate

Remember

- Laws and regulations still apply during an emergency - things like health and safety, speed restrictions, insurance, food hygiene and data protection must still be properly observed.
- No one should carry out any tasks or activities that they are not properly trained and qualified to do, and under no circumstances should anyone be put into any risk as a result of responding to the incident.
- All those involved in this plan must follow the instructions and advice of the emergency services.

SECTION 3: PRE-PLANNING TO AID THE RESPONSE

EMERGENCY TEAM

In the event of the plan being triggered the following members of the Parish Council have agreed to form part of the emergency team who will help to reduce the effects on the community:

Name	Contact Information	Home address	E-mail address
Professor Ian Reid	Home: 01377 271426 Mobile: 07971 762422	High Wood Cottage, Kilnwick	Ian.reid@lboro.ac.uk
Mrs Mary Scaife	Home: 01377 270208 Mobile: 07881 557748	Mill Farm Beswick	maryscaife@hotmail.co.uk
Mrs June Feasby	Home: 01377 270026	19 Main Street Beswick	N/A
Mrs Jackie Plowman	Home: 01377 271552 Mobile: 07887 713807	1 Little Beswick Beswick YO25 9AS	Jackie@gamebore.com

Mr Kenneth Quinn	Home: 01377 270159	10 Main Street Kilnwick	practicalmarketing@hotmail.co.uk
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INCIDENT ROOM

If an emergency team is brought together, it has been agreed that they will meet in one of the following location(s):

High Wood Cottage, Lockington Road, Kilnwick

EMERGENCY BOX

An emergency box has been kept at: High Wood Cottage, Lockington Road, Kilnwick.

It contains

- A copy of Beswick Parish Council Emergency Plan
- Street Maps of Beswick and Kilnwick Villages
- Register of Electors
- Paper and pens
- Wind up / battery operated radio.
- Wind up / battery operated torch.

**SECTION 4: COMMUNITY
RESOURCES**

Community Resources Available for use during an emergency

<u>Resources Available</u>	<u>Contact Details</u>
Supplies from villagers	
Access to the Village Hall, School Lane, Kilnwick, to shelter people if necessary	Mr David Reed 01377 271531 Mr Lee Beddows 01377 270295 Mr Kenny Quinn 01377 270159
4-Wheel Drive & Tractor	Mr Gary Spence Laurel House Farm Beswick 01377 270355

	Mr David Cooper 18 Main St Kilnwick Tel: 01377 270451
Defibrillator	Kilnwick Village Hall School Lane Kilnwick YO25 9JE

NB – It has been suggested that the church bells be rung in an emergency

Community Organisations or People with a special skill, who could help during an emergency

<u>Organisation / Persons Name & Contact Details</u>	<u>Resources Available</u>

**SECTION 5: VULNERABLE
PEOPLE**

**Vulnerable members of the Community who may need particular help
during an emergency**

Name, Address and Contact Information	Name, Address and Contact Information
Mr Adrian O'Conner 53 Main Street Beswick 01377 271027 Kidney Dialysis	

**SECTION 6: EMERGENCY
CONTACT DETAILS**

Parish Councillors not on the Emergency Team

Name	Contact Information	Home address	E-mail address
	Home - Work - Mobile -		

East Riding of Yorkshire Council Elected Members not on the Emergency Team / Parish Council

Name	Contact Information	Home address	E-mail address
CLlr Steve Parnaby	01482 844425	Wanlass Farm Beverley Parks Park Lane Cottingham HU16 5SB	Councillor.parnaby@eastriding.gov.
CLlr Phylis Pollard	01430 422202	Sand Hall Station Road North Cave	Councillor.pollard@eastriding.cov.u

		Brough HU15 2LA	
Cllr Bradley Birmingham			Councillor.birmingham@eastriding.go

Contact Details of Other Community Leaders (Faith Groups / Community Groups etc not already identified in Section 4)

Name	Contact Information	Home address	E-mail address
Mr Steve Woodhouse Headteacher – Beswick & Watton Primary School	01377 270339		

Details of Neighbouring Town and Parish Councils

Emergency Team Member	Contact Information	E-mail address
Watton Parish Clerk – Kerrie Featherstone	07528 440050	kerrief@live.co.uk
Lockington Parish Clerk - Sheana Connon	01430 810576	Sheana.church@btinternet.com
Middleton Parish Clerk – Ms Pauline Walker	01377 217635	pc@middletononthewolds.org.uk
Lund Parish Clerk – Mrs E Mann	01377 217557	elizmann@yahoo.com

External Contact Details:

- Fire, Police, Ambulance and Coastguard - 999
- Police Non-Emergency Number - 101
- NHS Choices – 111
- East Riding of Yorkshire Council – 01482 393939
- Environment Agency Floodline – 0845 988 1188
- Gas Emergency Service and Gas Escapes - 0800 111 999
- Electricity Emergency Service and Supply Failures – 0845 733 1331
- Yorkshire Water - 0845 124 24 24
- Maritime and Coastguard Agency – 01262 672317

SECTION 7: PLAN PUBLICATION

PLAN PUBLICATION

Electronic copies of this plan have been e-mailed to:

- heps@eastriding.gov.uk
- The current Parish Council Members

The original electronic version of this plan is kept at:

- Mrs Samantha Lowey, Clerk to the Council, 21 Main Street, Beswick, YO25 9AT; Tel home: 01377 270940; Tel work: 01377 270339, Mobile; 07789 816559; e-mail: samsdesk@hotmail.co.uk

Backup electronic versions of this plan are kept at:

- Professor Ian Reid, Chair of the Parish Council, High Wood Cottage, (Lockington Rd), Kilnwick YO25 9JF; Tel (home): 01377 271426; Mobile: 07971 762422

Hard copies of this plan are kept at:

- Professor Ian Reid, Chair of the Parish Council, High Wood Cottage, (Lockington Rd), Kilnwick YO25 9JF; Tel (home): 01377 271426; Mobile: 07971 762422
- Mrs Samantha Lowey, Clerk to the Council, 21 Main Street, Beswick, YO25 9AT; Tel home: 01377 270940; Tel work: 01377 270339, Mobile; 07789 816559; e-mail: samsdesk@hotmail.co.uk

DATA PROTECTION

This plan will contain personal information once complete. Town and Parish Councils should be mindful of data protection legislation when completing and storing this plan.

SECTION 8: PLAN MAINTENANCE

Plan Maintenance Roles and Responsibilities

- The plan should be reviewed every year. During the review every section of the plan should be checked for accuracy (telephone numbers, resource lists etc). The Clerk will have responsibility for reviewing the emergency plan and should report back the Parish Council meeting to confirm that a review has taken place.
- Any updates to the plan, or lessons that have been learned from exercises, should be approved by Beswick Parish Council before the plan is changed.
- The Clerk is responsible for providing an updated version of the plan to all those listed in Section 7.
- This plan should be exercised annually. The Clerk will have responsibility for arranging the exercise. An exercise guide and some potential scenarios are available at www.heps.gov.uk, or by calling 01482 393051.
- The Chair of the Parish Council should make sure that all the people who are involved in the plan aware of their role, and know that that they might be contacted during an emergency.
- The Clerk is responsible for making sure the plan complies with Data Protection, and all other appropriate legislation.