

HUNTINGDON TOWN COUNCIL

To; All Members of Huntingdon Town Council

YOU ARE HEREBY SUMMONSED TO ATTEND
An extra ordinary meeting of the
TOWN COUNCIL
to be held in
THE TOWN HALL, MARKET HILL, HUNTINGDON
on
THURSDAY 16th NOVEMBER 2023, AT 6.30PM

9th November 2023

Philip Peacock

PHILIP PEACOCK
TOWN CLERK

Town Hall
Market Hill
Huntingdon
PE29 3PJ

AGENDA

58. **STANDING ORDERS**

To approve the suspension for this meeting only of Standing Order 5.g (wearing of robes) as per Standing Order 26.d.

59. **APOLOGIES FOR ABSENCE**

To receive and accept any apologies for absence.

Clerk's Note: Any apologies should be received by the Town Clerk prior to the meeting, with the reasons for absence being accepted by the meeting.

60. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Councillors in any matter included on this agenda.

61. **20MPH ZONES**

To receive a presentation from Simon Manville at Cambridgeshire County Council regarding the updated proposal for Huntingdon's 20mph zones (updated map attached)

62. **WEBSITE POLICIES**

To receive and approve updated policies for the website (attached):

- i. Accessibility Statement
- ii. Privacy Policy

63. **REPRESENTATION TO OUTSIDE BODIES**

To appoint a new member to the Commemoration Hall on the list of representation to outside bodies

64. **DATE OF NEXT MEETING**

The next meeting of the Town Council will be held on Thursday 11TH January 2024 at Town Hall, Market Hill, Huntingdon, PE29 3PJ.

This meeting will be serviced by the Town Clerk – Telephone 01480 410383

COPIES FOR INFORMATION TO: Huntingdon Town Councillors

Notes

A. Disclosable Pecuniary Interests

(1) Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.

(2) A Member has a disclosable pecuniary interest if it

- (a) relates to you, or
- (b) is an interest of -
 - (i) your spouse or civil partner; or (ii) a person with whom you are living as husband and wife; or (iii) a person with whom you are living as if you were civil partners and you are aware that the other person has the interest.

(3) Disclosable pecuniary interests includes -

- (a) any employment or profession carried out for profit or gain;
- (b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);
- (c) any current contracts with the Council;
- (d) any beneficial interest in land/property within the Council's area;
- (e) any licence for a month or longer to occupy land in the Council's area;
- (f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or
- (g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.

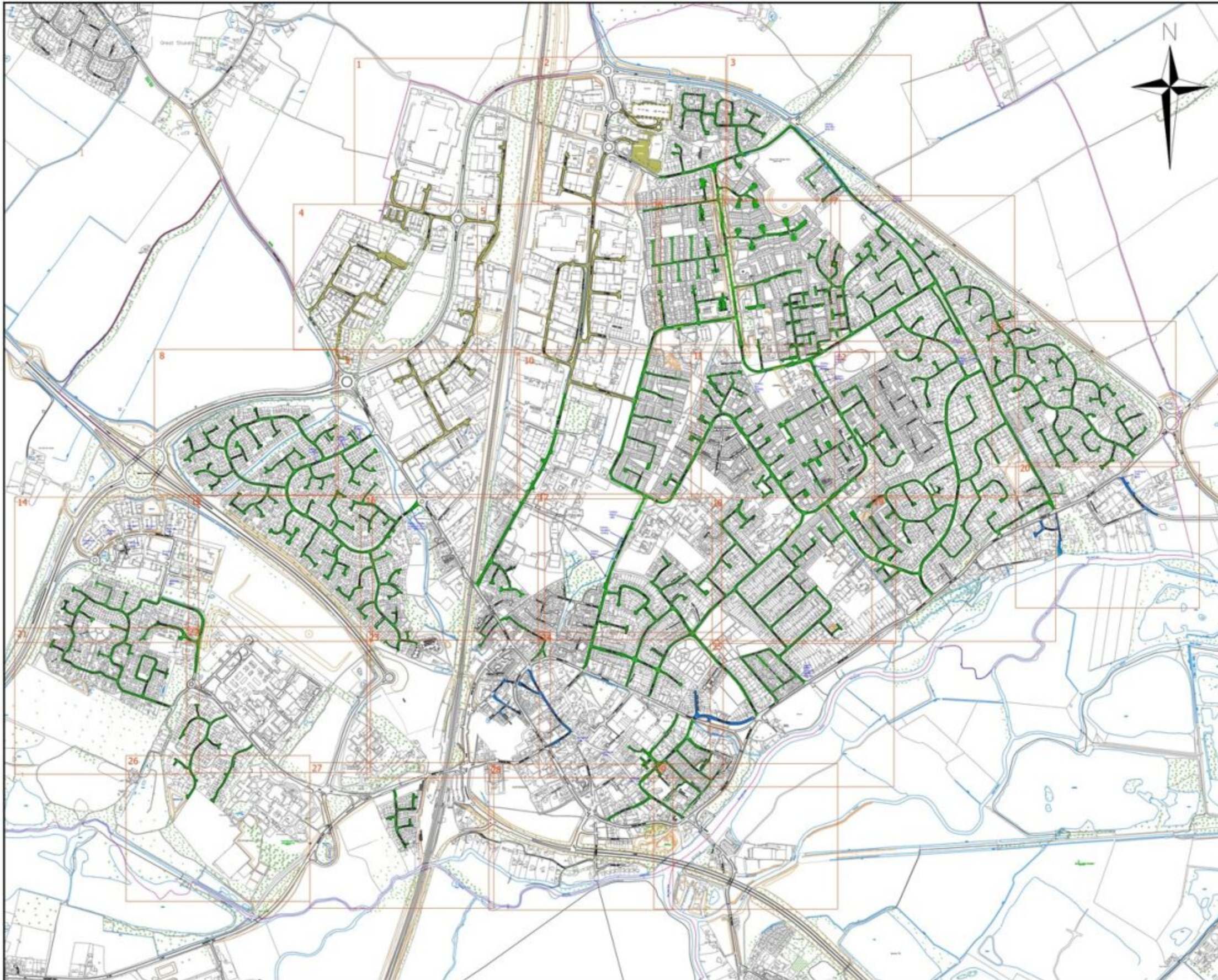
B. Other Interests

(4) If a Member has a non-disclosable pecuniary interest or a non-pecuniary interest then you are required to declare that interest, but may remain to discuss and vote.

(5) A Member has a non-disclosable pecuniary interest or a non-pecuniary interest where -

(a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Council's administrative area, or

(b) it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association and that interest is not a disclosable pecuniary interest.



Notes

- PROPOSED 20MPH ZONE
- PROPOSED 20MPH LIMIT
- INDUSTRIAL AREA - ROADS NOT INCLUDED IN THE PROPOSED 20MPH ZONE

THE PROPOSED 20MPH BOUNDARY WILL BE SUBJECT TO FORMAL CONSULTATION

UNSHADED ROADS ARE PRIVATE ROADS OR MAJOR ROADS AND NOT INCLUDED IN THE PROPOSED 20MPH ZONE

Date	Rev	Description
DRAFT		

 **Cambridgeshire County Council**

Project: HUNTINGDON
20 MPH ZONE
GA ALL

Title: General Arrangement
Proposed 20 Extents
Draft Format

Scale	Drawn	Checked	Date
NTS	DN	MM/SM	

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Drawing number: 30CPX31339_HUN_GA WHOLE

Accessibility statement for www.HuntingdonTown.gov.uk



Introduction

This website is run by Huntingdon Town Council. We want as many people as possible to be able to use this website. For example, that means you 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)

We've also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

How accessible this website is

We know some content uploaded to this website is not fully accessible:

- most older PDF documents are not fully accessible to screen reader software
- some video and audio streams may not have captions
- there's a limit to how far you can magnify the map on our 'Contact us' page, which is provided by a third party (Google)

What to do if you cannot access parts of this website

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

- email town.council@huntingdowntown.gov.uk
- call 01480 411883
- write to us or visit us at: Huntingdon Town Council, Town Hall, Market Hill, Huntingdon, PE29 3PJ

We'll consider your request and get back to you in 10 working days.

If you cannot view the map on our 'contact us' page, call or email us for directions

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact:

Town Clerk: Philip Peacock, Town Hall, Market Hill, Huntingdon, PE29 3PJ

Telephone: 01480 411883

Email: town.council@huntingdowntown.gov.uk

Accessibility statement for www.HuntingdonTown.gov.uk



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 you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

Contacting us by phone or visiting us in person

We are looking at introducing an audio induction loop in our Town Council owned buildings. If you contact us before your visit, we can try to arrange a British Sign Language (BSL) interpreter.

Find out how to contact us <https://www.huntingdowntown.gov.uk/contact>

Technical information about this website's accessibility

Huntingdon Town 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 2.1](#) AA standard. Some content is partially compliant, due to the non-compliances listed below.

Non accessible content

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

- Older PDF files such as Meeting Minutes and Agendas published before 23rd September 2018.
- Videos.
- Content produced by third parties or using third party software.

Noncompliance with the accessibility regulations

We will do all we can to identify content that is non-compliant.

Some images do not have a text alternative, so people using a screen reader cannot access the information. This fails WCAG 2.1 success criterion 1.1.1 (non-text content).

We plan to add text alternatives for all images by April 2024. When we publish new content, we will make sure our use of images meets accessibility standards.

Disproportionate burden

We have not identified any areas that we believe constitute a disproportionate burden.

Accessibility statement for www.HuntingdonTown.gov.uk



Content that's not within the scope of the accessibility regulations

PDFs and other documents

Not all documents on this website are created by us. Some documents and content may be created by third parties or using third party software. Where this is the case we 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 our older PDFs and Word documents do not meet accessibility standards – for example, they may not be structured so they're accessible to a screen reader. This does not meet WCAG 2.1 success criterion 4.1.2 (name, role value).

The accessibility regulations [do not require us to fix PDFs or other documents published before 23 September 2018](#) if they're not essential to providing our services. For example, we do not plan to fix meeting agendas or minutes for meetings which were published prior to 23 September 2018.

Some of our PDFs and Word documents are essential to providing our services. For example, we have PDFs with information on how users can access our services, and forms published as Word documents. By September 2020, where possible, we plan to either fix these or replace them with accessible HTML pages.

We may have some scanned PDF documents on our website e.g our Annual Governance and Accountability Returns (AGARs). Scanned documents do not comply with the Accessibility Regulations 2018, but these documents can be provided in an alternative format or on alternative media on request.

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

Modern.Gov

We link to some content which is hosted by Modern.Gov

The Modern.gov accessibility statement is as follows:

“The content of this website has been designed to work towards AA standards of the W3C 2.0 Web Content Accessibility Guidelines. We aim to continually make improvements to meet these guidelines. The design and coding of the website has been implemented to support adaptive technologies (such as screen readers and text-only browsers). Maintaining an accessible site is an ongoing process and Civica are continually working to offer a user friendly experience. However, if you have any problems using this web site please let us know via the Modern.gov [Contacts](#) page.”

How we tested this website

This website was last tested in *******. Tests were carried out by both internal systems and our website provider, Aubergine 262.

We tested a sample of pages:

Accessibility statement for www.HuntingdonTown.gov.uk



- our main website platform, available at <https://www.huntingdowntown.gov.uk/>
- our campaign microsites including:
 - <https://huntingdoncrematorium.co.uk/>
 - <http://www.huntingdowntownweddings.co.uk/>
 - <https://www.huntingdonchristmasmarket.co.uk/>
- services based on a different technical platform but 'skinned' to look like our website (Meeting minutes and agendas)

What we're doing to improve accessibility

We plan to improve accessibility on this website by addressing non-compliance issues (where possible) by April 2024.

We will provide staff training to ensure that all new content added meets accessibility criteria.

We also run monthly and quarterly reports to identify and address accessibility issues.

This statement was prepared on ***.

It was last updated on ***.

Huntingdon Town Council

Privacy Policy



Huntingdon Town Council understands the importance of regular open communication with residents, both to inform people about current projects, and give the opportunity for consultation and feedback on upcoming items. Huntingdon Town Council intends to increase and improve the ways in which it engages, to build a stronger relationship between the Council and the local community.

This Privacy Policy is intended to provide information about how Huntingdon Town Council will use individual personal data. This information is provided because Data Protection Law gives individuals rights to understand how their data is used.

Who are we?

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

Huntingdon Town Council works with a number of different public bodies and communities. We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council.

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

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.

What data will we collect?

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 activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;

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- 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.

How we use your data

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

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- 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, Instagram, LinkedIn, X (formerly known as 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 use of sports facilities, or 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

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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 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 if 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.

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.

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.

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.

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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).

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.

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.

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).

The right to lodge a complaint with the Information Commissioner's Office.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

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

Huntingdon Town Council

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We keep this Privacy Notice under regular review and we will place any updates on the Town Council website here. This privacy policy was last reviewed in ****.

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, Huntingdon Town Council, Town Hall, Market Hill

Huntingdon PE29 3PJ

Tel: 01480 411883

Email: town.council@huntingdowntown.gov.uk

Huntingdon Town Council is registered with the Information Commissioners Office (registration ****).

Privacy and Cookies

Huntingdon Town Council respects your privacy. The information that you provide us with, or that is gathered automatically, helps us to monitor our services and provide to you the services that you are entitled to as a local resident or visitor to our website.

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 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).

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- **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.

Please note that third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies.

**Representatives to Outside Bodies
2023-24**

Organisation	2023-24 Councillor Representatives	
BID Huntingdon (1)	David Cole	
Cromwell Museum Trust (2)	Sarah Gifford & Karl Webb	
Hartford Conservation Group (1)	Juliet Cole	
Friends of Coneygear Park (2)	Padrica Kennington	Amanda Norton
HBAC (Huntingdon Business Against Crime) (1)	Jenny Taylor	
Huntingdon Freeman's Charity (1)	Brian Luckham	
Huntingdon Commemoration Hall Charity (2)	Audrey McAdam	Steve McAdam
Huntingdon and Godmanchester Twinning Association (1)	Ann Blackwell	
Huntingdon In Bloom (2)	Sarah Gifford	Karl Webb
Islamic Prayer Centre (1)	Juliet Cole	
St Johns' Almshouses Charities (2)	Sarah Gifford	Ann Blackwell
Hunts Volunteer Centre (1)	David Cole	
Coneygear User Group (2)	Padrica Kennington	Ann Blackwell
Library Support Group (1)	Steve McAdam	
History Festival Group (2)	Georgie Hunt	Karl Webb
Shopmobility (2)	Karl Webb	Amanda Norton
Fusion (1)	Patrick Kadewere	
Hunts Forum (2)	Brian Luckham	Karl Brockett
Armed Forces Champion (1)	Karl Webb	
Ouse Valley Trust (1)	Steve McAdam	