



Paish Councillors are hereby summoned to attend the Annual Parish Council meeting, at Stafford North End Community Centre, Holmcroft Road, Stafford ST16 1JG in the committee room, entrance through rear of building. On **Monday 5th October 2026 from 7:30pm.**

The Public and Press are cordially invited to be present, but please note that you may be excluded from any item the council decide should be treated as confidential.

AGENDA - Issued 28th September 2026 - Mrs. Nikola Evans - (Clerk/RFO)

Item No.	Agenda Item
1	Declarations and Dispensations Motion: To record declarations of interest from members on any item to be discussed and record any dispensations
2	Attendance Motion: To consider accepting apologies for absence
3	Minutes Motion: To approve the minutes of the last meeting held on 6 th July 2026
4	Co-option to Casual Vacancy Motion: To consider application received for the vacant office of Parish Councillor and to resolve whether to co-opt a candidate to fill the vacancy.
5	Public Participation Motions: i. That, in accordance with Standing Order 3(e), members of the public be invited to make representations in relation to items on the agenda , for 20 minutes unless the Chair directs otherwise. ii. That Stafford Borough Council be invited to attend and present a report to the Council. iii. That Staffordshire County Council be invited to attend and present a report to the Council.
6	Planning Applications Motion: To consider planning applications received from the local planning authority and determine the Council's response.
7	Stafford Gate Service Station – Premises Licence Application To consider the premises licence application for Stafford Gate Service Station, Creswell Grove, Stafford, ST18 9QP, under the Licensing Act 2003, including the proposed 24-hour sale of alcohol for consumption off the premises and late-night refreshment between 23:00 and 05:00, and to determine whether Creswell Parish Council wishes to make a formal representation to Stafford Borough Council. Motion: That Creswell Parish Council considers the potential impact of the application upon the licensing objectives of: - the prevention of crime and disorder; - public safety; - the prevention of public nuisance; and - the protection of children from harm; and RESOLVES to: Option A – Seek refusal – appendix 1 Object to the premises licence application as submitted and request that Stafford Borough Council Licensing Authority refuse the application, for the reasons set out in the Parish Council's formal representation. OR Option B – Seek restrictions and conditions – appendix 2 Object to the application insofar as it seeks the unrestricted sale of alcohol 24 hours a day and request that Stafford Borough Council Licensing Authority restrict the permitted hours for the sale of alcohol to [agreed hours] and impose appropriate conditions to promote the licensing objectives, as set out in the Parish Council's formal representation.

	AND FURTHER RESOLVES that the Clerk be authorised to finalise and submit the Parish Council's representation to Stafford Borough Council in accordance with the Council's resolution and before the statutory deadline for representations on 8 th October 2026.										
8	Finance – RFO Motions: i. To receive and approve schedule of payments and receipts ii. To receive and approve monthly budget summary iii. To receive and approve the bank reconciliation										
9	Memorial Bench – Perrin Memorial Motion: To consider designs and quotation for memorial bench in honour of Capt. Perrin. Quotation received from Engineering Parts Ltd @ £725 + VAT										
10	Bins Motion: To consider installing two new general waste bins at Wilkes Wood, budget of £2500 which includes 2 x bins and installation. And further resolves to request bins are added to waste management schedule via SBC @ £5 per bin per week. Delegated to the clerk to make the arrangements.										
11	Speed Indication Devices (SIDs) – Data Management Policy Motion: To consider and approve the adoption of a Speed Indication Device (SID) Policy (appendix 3), including arrangements for the routine six-monthly downloading and publication of SID data, the handling of requests for data, the use and limitations of SID information, and to authorise the Clerk to administer SID data in accordance with the adopted policy and statutory information-access requirements. This requires additional Clerk time and travel @ £130 per visit.										
12	Repeated, Vexatious and Manifestly Unreasonable Information Requests Policy Motion: To consider and approve the adoption of a Repeated, Vexatious and Manifestly Unreasonable Information Requests Policy, setting out the Council's approach to repeated or substantially similar requests, vexatious requests under section 14 of the Freedom of Information Act 2000, and manifestly unreasonable requests under regulation 12(4)(b) of the Environmental Information Regulations 2004. (Appendix 4.)										
13	Reports Motions: i. To receive Clerk's report, review ongoing issues and agree further actions. a) To consider cost for new planters, installation and maintenance next to the memorial bench on Wilkes Wood. ii. To receive Councillors' reports – Information only iii. To note upcoming village events iv. Items for the next agenda										
14	Next meeting Motion: To consider items for the next agenda										
15	Meeting Dates Motions: i. To confirm next meeting date – 11th January 2026 ii. To confirm future meeting dates <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">March 2026</td><td style="width: 33%;">May 2027 – Within 14 days from 2027 parish elections TBC</td><td style="width: 33%;">Annual Public Meeting – TBC between 1st March – 1st June</td></tr> <tr> <td>July 2027</td><td>September 2027</td><td>November 2027</td></tr> <tr> <td>January 2028</td><td>March 2028</td><td></td></tr> </table>		March 2026	May 2027 – Within 14 days from 2027 parish elections TBC	Annual Public Meeting – TBC between 1 st March – 1 st June	July 2027	September 2027	November 2027	January 2028	March 2028	
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16	Meeting Closed										

Appendix 1 – Option A - Seek Refusal

LICENSING ACT 2003

Stafford Gate Service Station, Creswell Grove, Stafford, ST18 9QP Representation by Creswell Parish Council

Creswell Parish Council wishes to make a formal representation objecting to the above application and requests that the Licensing Authority refuse the application.

The Parish Council recognises that the premises forms part of a new petrol filling station and convenience store development and that the premises itself may operate on a 24-hour basis. The Council's objection is specifically concerned with the licensable activities sought, particularly the proposed supply of alcohol for consumption off the premises 24 hours a day, seven days a week.

The Parish Council considers that the unrestricted availability of alcohol throughout the night at this location has the potential to undermine the licensing objectives for the following reasons.

1. Prevention of crime and disorder

Creswell is presently a low-crime residential community. As a baseline prior to the Stafford Gate Service Station becoming operational, Police.uk crime statistics for May, June and July 2026 record no reported crimes within Creswell village.

The Parish Council considers this relevant background when assessing the potential impact of introducing a new premises offering alcohol for sale 24 hours a day.

The Council is concerned that making alcohol available throughout the night, including during hours when the majority of other retail premises selling alcohol are closed, creates the potential to attract additional late-night activity to the location and consequently increases the risk of alcohol-related antisocial behaviour and disorder.

The Council is particularly concerned about the potential impact upon the existing character and amenity of the nearby residential community.

2. Public safety

The Parish Council is concerned that the availability of alcohol for purchase throughout the night has the potential to increase the risk of alcohol-related disorder, confrontation and threatening behaviour in and around the premises.

The fact that the premises is proposed to operate continuously means that these risks are not confined to normal daytime and evening retail hours but potentially extend throughout the night.

The Council considers that unrestricted 24-hour availability of alcohol therefore presents additional public-safety considerations which would not arise to the same extent if alcohol sales ceased at a reasonable hour.

3. Prevention of public nuisance

The Parish Council is particularly concerned about the potential for late-night and early-morning disturbance.

The availability of alcohol throughout the night has the potential to generate additional visits to the premises during hours when residents would reasonably expect disturbance to be at its lowest.

Potential sources of disturbance include customers arriving and departing by vehicle, vehicle engines and doors, conversations and raised voices, customers congregating at or near the premises, and additional activity associated with the collection or delivery of goods.

The Parish Council is also concerned about the potential for the premises and its parking/forecourt areas to become a gathering point for vehicles or groups during late-night and early-morning hours, with the associated potential for noise and disturbance.

The Council considers that the availability of alcohol on a 24-hour basis would introduce a materially different late-night use from the ordinary operation of a petrol filling station.

4. Protection of children from harm

The Parish Council acknowledges that appropriate age-verification procedures can be imposed upon the premises itself. However, the Council is also concerned about the increasing use of independent third-party courier and app-based delivery services by convenience retailers.

The Council understands that existing courier services already collect from Londis-branded stores and is concerned that, should alcohol purchased from these premises become available for collection and delivery by independent third parties, the premises licence holder may have limited practical control over the final handover of the alcohol to the recipient.

The Parish Council refers in this respect to *Muhammad Shoaib v London Borough of Camden* (13 August 2020), in which concerns regarding the use of independent couriers and the ability to ensure that alcohol was not ultimately supplied to minors or intoxicated persons were considered relevant to the licensing objectives.

The Council therefore considers that the possibility of third-party alcohol deliveries adds to its concerns regarding unrestricted 24-hour alcohol sales.

Conclusion

The Parish Council recognises that licensing decisions must be made on the individual merits of each application and that this is a new premises without an existing operating history.

Nevertheless, the Council considers that it is not necessary for alcohol to be available for purchase throughout the night simply because the petrol filling station and convenience store operate for 24 hours.

The Council considers that the cumulative risks identified above to the prevention of crime and disorder, public safety, prevention of public nuisance and protection of children from harm are sufficient to justify refusal of the application as sought.

Creswell Parish Council therefore respectfully requests that the Licensing Authority refuse the application.

This representation was authorised by resolution of Creswell Parish Council at its meeting held on 5th October 2026.

Nikola Evans

Clerk to Creswell Parish Council

On behalf of Creswell Parish Council

Appendix 2 – Option B – Seek restrictions and conditions

LICENSING ACT 2003

Stafford Gate Service Station, Creswell Grove, Stafford, ST18 9QP Representation by Creswell Parish Council

Creswell Parish Council wishes to make a formal representation in respect of the above application.

The Parish Council does not object to the petrol filling station or convenience store operating on a 24-hour basis. Its representation relates specifically to the proposed licensable activities, particularly the supply of alcohol for consumption off the premises 24 hours a day, seven days a week.

The Parish Council considers that unrestricted 24-hour alcohol sales at this location have the potential to undermine the licensing objectives and therefore requests that the Licensing Authority restrict the hours during which alcohol may be supplied and impose appropriate conditions.

1. Prevention of crime and disorder

Creswell is presently a low-crime residential community. As a baseline prior to the Stafford Gate Service Station becoming operational, Police.uk crime statistics for May, June and July 2026 record no reported crimes within Creswell village.

The Parish Council considers this relevant background when assessing the potential impact of introducing a new premises offering alcohol for sale 24 hours a day.

The Council is concerned that making alcohol available throughout the night, particularly during hours when the majority of other retail premises selling alcohol are closed, creates the potential to attract additional late-night activity and consequently increases the risk of alcohol-related antisocial behaviour and disorder.

2. Public safety

The Parish Council is concerned that the availability of alcohol throughout the night has the potential to increase the risk of alcohol-related disorder, confrontation and threatening behaviour in and around the premises.

The Council considers that restricting alcohol sales to reasonable hours would reduce this risk whilst still allowing the petrol filling station and convenience store to operate for 24 hours.

3. Prevention of public nuisance

The Parish Council is particularly concerned about potential late-night and early-morning disturbance.

The availability of alcohol throughout the night has the potential to generate additional visits during hours when residents would reasonably expect disturbance to be at its lowest.

Potential sources of disturbance include customers arriving and departing by vehicle, vehicle engines and doors, conversations and raised voices, customers congregating at or near the premises, and activity associated with collections and deliveries.

The Parish Council is also concerned about the potential for the premises and its parking/forecourt areas to become a gathering point for vehicles or groups during late-night and early-morning hours.

The Council considers that restricting the hours during which alcohol can be purchased would reduce the attraction of the premises as a late-night destination whilst allowing its principal function as a 24-hour filling station and convenience store to continue.

4. Protection of children from harm

The Parish Council acknowledges that age-verification procedures can be operated by the premises.

However, the Council is concerned about alcohol purchased through or collected by independent third-party courier and app-based delivery services. Existing courier services already collect from Londis-branded stores and, should

such services operate from these premises, the licence holder may have limited practical control over the final handover of alcohol by an independent courier.

The Parish Council refers to Muhammad Shoaib v London Borough of Camden (13 August 2020), in which concerns regarding independent couriers and the ability to ensure that alcohol was not ultimately supplied to minors or intoxicated persons were considered relevant to the licensing objectives.

Requested measures

Creswell Parish Council therefore objects to the application insofar as it seeks unrestricted 24-hour alcohol sales and requests that the Licensing Authority consider restricting the hours during which alcohol may be supplied.

The Parish Council requests that:

1. The supply of alcohol for consumption off the premises be restricted to **[06:00–23:00 / HOURS TO BE DETERMINED BY COUNCIL]** each day.
2. No single cans or bottles of beer, lager or cider be sold.
3. A Challenge 25 age-verification policy be operated at all times, supported by appropriate staff training and records.
4. A refusals register be maintained and made available for inspection by authorised officers and the Police.
5. Appropriate CCTV be installed and maintained covering the premises, entrances/exits and relevant external areas, with recordings retained for an appropriate period and made available to authorised officers and the Police upon lawful request.
6. Prominent notices be displayed requesting customers to leave the premises and surrounding area quietly and to respect nearby residents.
7. Reasonable measures be taken to discourage customers from congregating in the forecourt and parking areas.
8. Deliveries to and waste/recycling collections from the premises be prohibited between 22:00 and 07:00, in order to minimise disturbance during night-time hours.
9. If alcohol is supplied through any home-delivery or third-party courier service, robust age-verification procedures be required at the point of delivery, with alcohol not left unattended and not supplied where satisfactory proof of age cannot be produced.

The Parish Council considers these restrictions and conditions to represent a proportionate means of promoting the licensing objectives whilst recognising that the filling station and convenience store may otherwise operate for 24 hours.

Should the Licensing Authority consider that appropriate conditions cannot adequately address the concerns identified in this representation, the Parish Council requests that consideration instead be given to refusing the application.

This representation was authorised by resolution of Creswell Parish Council at its meeting held on 5th October 2026.

Nikola Evans

Clerk to Creswell Parish Council

On behalf of Creswell Parish Council

Appendix 3

Background

The Parish Council's SIDs continuously collect traffic information, but the information has to be manually retrieved from the devices. This requires additional Clerk time and travel.

Historically, SID data has demonstrated limited value for enforcement purposes, as the equipment is designed primarily for speed awareness and traffic monitoring and cannot establish the circumstances of an individual vehicle movement or whether an offence has occurred.

The proposed policy introduces a consistent and proportionate approach whereby SID information will normally be downloaded every six months and appropriate statistical information published on the Parish Council's website.

Publication will provide residents with routine access to the latest available SID information without requiring individual requests to the Clerk, while allowing the Council to monitor longer-term traffic trends.

The policy also establishes clear arrangements for dealing with requests received between scheduled downloads, including statutory information requests, requests from the Police or Highway Authority and repeated or disproportionately burdensome requests.

The six-monthly schedule is intended to balance transparency and public access to information with the Parish Council's limited staffing and financial resources. It does not restrict any statutory right of access to information.

Speed Indication Device (SID) Policy

1. Purpose

Creswell Parish Council operates Speed Indication Devices (SIDs) to encourage motorists to observe the speed limit and to provide the Parish Council with general statistical information about vehicle speeds and traffic movements.

The SIDs are speed-awareness and traffic-monitoring devices. They are not enforcement cameras or approved speed-enforcement equipment.

2. Collection of data

The SIDs automatically collect and store statistical traffic information, which may include:

- date and time;
- recorded vehicle speed;
- direction of travel; and
- traffic volumes.

The SIDs do not record vehicle registration numbers, photographs or information intended to identify individual motorists.

Data remains stored within the SID until it is manually retrieved.

3. Routine downloading and publication of data

To ensure that the administration of the SIDs is proportionate to the resources available to the Parish Council, SID data will normally be downloaded once every six months.

Following each routine download, appropriate statistical SID data will be published on the Parish Council's website so that it is readily available to residents and other interested parties.

Residents seeking SID statistics are encouraged to refer to the most recently published information on the Council's website.

The Clerk will maintain an appropriate record of the dates on which SID data is downloaded.

Additional downloads will not normally be undertaken solely in response to informal requests from individual residents.

An additional download may be undertaken where:

- required to comply with a statutory information request;
- requested by Staffordshire Police, Staffordshire County Council or another competent authority for a legitimate purpose;
- authorised by the Parish Council where there is a specific reason for obtaining the information; or
- the Clerk considers it necessary under delegated authority or for the proper administration of the Council.

4. Use of SID data

SID data may be used by the Parish Council to:

- monitor general traffic speeds and volumes;
- identify longer-term trends or areas of concern;
- inform discussions and representations concerning road safety;
- support representations to Staffordshire County Council, Staffordshire Police, Staffordshire Safer Roads Partnership or other relevant bodies; and
- inform future decisions concerning the location and operation of the Council's SIDs.

The Parish Council will not use SID data to determine whether an individual road user has committed an offence.

A SID recording cannot establish whether a vehicle was authorised or exempt from a particular traffic restriction, the circumstances of an individual journey or whether an offence has occurred.

Investigation and enforcement of suspected road traffic offences are matters for the Police and other relevant enforcement authorities.

5. Requests for SID data

Where SID information has already been downloaded and published on the Council's website, requesters will normally be directed to the published information.

The Clerk will not normally undertake a special journey or additional download solely in response to an informal request for updated SID information between the Council's scheduled six-monthly downloads.

Nothing in this policy restricts an individual's statutory rights of access to recorded information.

Any request falling within the Freedom of Information Act 2000, Environmental Information Regulations 2004 or other applicable information-access legislation will be considered separately and dealt with in accordance with the Parish Council's statutory obligations.

The Council's six-monthly retrieval schedule does not override any statutory obligation to retrieve or disclose information which is legally regarded as held by the Council at the time a valid statutory information request is received.

6. Repeated and frequent requests

The Parish Council recognises the public's statutory rights of access to recorded information. However, the Council must also manage its limited staffing and financial resources proportionately.

The Council does not operate a continuous SID reporting, monitoring or data-analysis service.

Where the same requester makes an identical or substantially similar request for information which has already been supplied, the Council will consider whether the request may be treated as a repeated request under section 14(2) of the Freedom of Information Act 2000, where that legislation applies and where a reasonable interval has not elapsed.

Where repeated, overlapping or frequent requests, either individually or collectively, impose a disproportionate or unjustified burden upon the Council's limited resources, the Council may consider whether the relevant statutory provisions concerning vexatious or manifestly unreasonable requests apply, including section 14 of the Freedom of Information Act 2000 or regulation 12(4)(b) of the Environmental Information Regulations 2004, as appropriate.

Any such decision will be made on the individual circumstances of the request and in accordance with the applicable legislation and current Information Commissioner's Office guidance.

The existence of this policy does not itself provide grounds for refusing a statutory information request.

7. Interpretation of released data

Where SID data is published or otherwise released, its disclosure should not be interpreted as confirmation by Creswell Parish Council that any recorded vehicle movement constitutes an offence.

The Parish Council may provide existing recorded information but will not undertake additional analysis for the purpose of determining:

- how many motorists may have committed an offence;
- whether particular vehicle movements were lawful;
- whether vehicles were authorised or exempt from a traffic restriction; or
- whether enforcement action should be taken.
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Residents who believe a road traffic offence has occurred should report the matter directly to Staffordshire Police or the appropriate highway or enforcement authority.

The Parish Council will be happy to point residents towards the appropriate organisation but will not ordinarily investigate or report alleged offences on behalf of individual residents.

8. Requests from enforcement and highway authorities

Where Staffordshire Police, Staffordshire County Council or another competent authority requests SID information for an investigation, traffic-management or highway-safety purpose, the Clerk may provide relevant information where lawful and appropriate.

The Parish Council will cooperate reasonably with the appropriate authorities where SID information may assist them in carrying out their statutory functions.

9. Clerk resources

The Clerk is contracted for a limited number of hours each week and must prioritise the Council's statutory duties, Council business and agreed priorities.

Operation of the SIDs and retrieval, preparation and analysis of their data must therefore be proportionate to the resources available to the Parish Council.

The existence of data within a SID does not mean that it will routinely be downloaded or analysed outside the Council's six-monthly schedule, except where required by law or otherwise considered necessary in accordance with this policy.

10. Review

This policy will be reviewed periodically and may be amended by resolution of Creswell Parish Council.

Adopted: 5th October 2026

Next review:

Appendix 4

CRESWELL PARISH COUNCIL

Repeated, Vexatious and Manifestly Unreasonable Information Requests Policy

1. Purpose

Creswell Parish Council is committed to openness, transparency and complying with its statutory obligations under the Freedom of Information Act 2000 (FOIA), Environmental Information Regulations 2004 (EIR) and other applicable information-access legislation.

The Council recognises that members of the public have a statutory right to request recorded information and that making repeated or challenging requests does not, in itself, make a request vexatious or manifestly unreasonable.

However, the Council also has a responsibility to ensure that its limited staffing and financial resources are used proportionately and that information requests do not create a disproportionate or unjustified burden which significantly interferes with the Council's ability to carry out its functions.

This policy sets out how the Council will consider repeated requests and requests which may be vexatious under FOIA or manifestly unreasonable under the EIR.

2. General principles

The Council will consider each information request on its individual merits and in accordance with the legislation applicable to the information requested.

The Council will not treat a request as vexatious or manifestly unreasonable merely because:

- the requester has previously made information requests;
- the requester is persistent;
- the subject is contentious or inconvenient;
- the requester has criticised the Council, Clerk or councillors;
- responding may require some officer time or administrative work; or
- the Council disagrees with the requester's reasons for seeking the information.

For the purposes of this policy, it is the **request and the impact of dealing with it** which will be assessed. The Council will not designate or maintain a general classification of an individual as a "vexatious person".

The identity, history and conduct of a requester may nevertheless be relevant where they form part of the context necessary to assess the impact, purpose, burden or pattern of requests.

3. Repeated requests – Section 14(2) FOIA

Under section 14(2) of the Freedom of Information Act 2000, the Council may refuse to comply with a request which is identical or substantially similar to a previous request from the same requester where the Council has previously complied with that request and a reasonable interval has not elapsed.

When considering whether section 14(2) applies, the Council will consider:

- the degree of overlap between the previous and current requests;
- when the previous request was made;
- when the Council previously supplied the information;
- whether the information is likely to have changed materially since the previous response; and
- whether a reasonable interval has elapsed.

A request will not be treated as repeated merely because it concerns the same general subject matter.

Where a later request genuinely seeks new or materially different information, it will be considered separately.

4. Vexatious requests – Section 14(1) FOIA

Section 14(1) of the Freedom of Information Act 2000 permits the Council to refuse a request where the request is vexatious.

The Council will consider whether complying with the request would be likely to cause a **disproportionate or unjustified level of disruption, irritation, distress or burden**, having regard to all the circumstances.

Relevant factors may include:

- the burden imposed by the request;
- the number, frequency and pattern of requests;
- substantial overlap with previous requests or correspondence;
- the duration and breadth of the requester's correspondence;
- whether significant officer time is repeatedly being diverted from the Council's core functions;
- whether the request forms part of a continuing pattern which has become disproportionately burdensome;
- unreasonable persistence after relevant information or explanations have already been provided;
- whether the request appears to lack a serious purpose or value;
- whether compliance would impose a burden which is disproportionate to the apparent value of the information;
- whether the wording, context or pattern of correspondence indicates an intention to cause disruption;
- unreasonable or excessive demands concerning the manner or speed in which the Council should respond;
- harassment or distress caused to Council staff or members where relevant to assessing the request; and
- any wider public interest, serious purpose or value served by the request.

No single factor will automatically determine that a request is vexatious.

The Council will consider the overall circumstances and balance the impact of dealing with the request against its purpose and value.

5. Cumulative burden

When assessing a request, the Council may take account of the cumulative effect of previous requests and related correspondence from the same requester where this is relevant to determining the burden imposed by the current request.

This may include:

- the number of previous requests;
- the frequency with which requests are submitted;
- repeated requests for updated versions of substantially similar information;
- overlapping requests;
- repeated correspondence concerning information already supplied;
- officer time spent identifying, retrieving, reviewing, preparing and supplying information;
- additional visits or journeys necessary to retrieve information;
- time spent responding to clarification, follow-up correspondence or complaints relating to the requests; and
- the effect of this cumulative workload on the Council's ability to perform its other statutory and administrative functions.

The number of requests alone will not determine whether a request is vexatious. The Council will consider their nature, context, burden and impact.

6. Environmental information – Regulation 12(4)(b) EIR

Where requested information is environmental information, the request will be considered under the Environmental Information Regulations 2004 rather than FOIA where appropriate.

Regulation 12(4)(b) permits the Council to refuse a request which is **manifestly unreasonable**.

A request may be manifestly unreasonable where, taking account of all the circumstances:

- dealing with it would impose clearly unreasonable costs or an unreasonable diversion of the Council's resources;
- it forms part of a pattern creating a disproportionate or unjustified burden;
- its impact on the Council is disproportionate to its purpose or value; or
- the circumstances would otherwise justify treating an equivalent FOIA request as vexatious.

When considering whether a request is manifestly unreasonable because of cost or burden, the Council may take account of its size and resources, the work required to comply, the importance and value of the requested information and the impact compliance would have upon the Council's other functions.

Where regulation 12(4)(b) is engaged, the Council will also apply the **public interest test** and the statutory **presumption in favour of disclosure** before deciding whether information should be withheld.

The Council recognises that the EIR may require it to accept a greater administrative burden than might be permitted under the FOIA cost-limit provisions.

7. Frequent requests for routinely updated information

The Council may establish reasonable arrangements for routinely collecting, downloading or publishing information, including information which requires manual retrieval from equipment or systems.

Where the Council already publishes information periodically, requesters may be directed to the latest published information where appropriate.

The existence of a routine publication or retrieval schedule does not remove a person's statutory right to request information which is held by the Council between scheduled publication dates.

However, where a requester makes repeated or frequent requests for newly accumulated information between routine publication dates, the Council may take account of the cumulative burden created by those requests when considering whether section 14 FOIA or regulation 12(4)(b) EIR applies.

This may include circumstances where compliance repeatedly requires additional site visits, manual downloads, extraction or conversion of information outside the Council's normal administrative arrangements.

There is no automatic number or frequency of requests which will result in refusal. Each request will be considered in its particular circumstances.

8. Evidence and record keeping

Before refusing a request as vexatious or manifestly unreasonable, the Council should maintain sufficient evidence to explain and support its decision.

Depending upon the circumstances, this may include:

- a chronology of previous requests;
- copies of relevant correspondence;
- records of information previously supplied;
- the dates and frequency of requests;
- an estimate or record of Clerk/officer time;
- time required to locate, retrieve, extract, review or convert information;
- additional journeys or site visits required;
- mileage or other direct costs;
- the effect upon other Council work and statutory responsibilities; and
- the reasons why the Council considers the resulting burden disproportionate or unjustified.

Where reliance upon regulation 12(4)(b) EIR is being considered on grounds of burden, the Council will ensure that its assessment is supported by an appropriate estimate or evidence of the work involved.

9. Decision making

The Clerk, as the Council's Proper Officer, is authorised to administer information requests and apply this policy in accordance with the Council's adopted procedures and delegated authority.

Where the Clerk considers that section 14 FOIA or regulation 12(4)(b) EIR may apply, the circumstances and available evidence will be carefully considered before a refusal is issued.

Where appropriate, the Clerk may seek advice from the Information Commissioner's Office, the Council's professional advisers or other appropriate sources before reaching a decision.

A request will not be refused simply because compliance is inconvenient or because the Council would prefer not to disclose the information.

10. Refusal notices

Where the Council decides that section 14 FOIA applies, the requester will normally be provided with a written refusal notice explaining the statutory basis upon which the request has been refused.

Where a request is refused as manifestly unreasonable under regulation 12(4)(b) EIR, the Council will issue an appropriate written refusal explaining:

- the exception being relied upon;
- why the Council considers the exception engaged;
- the relevant circumstances and burden where appropriate;
- the Council's consideration of the public interest test; and
- the requester's rights to seek review and/or complain to the Information Commissioner's Office.

The Council will comply with the statutory requirements applicable to refusal notices, including the relevant timescales.

11. Advice and assistance

Where appropriate and where doing so would reasonably enable a request to be answered without imposing a disproportionate burden, the Council may invite the requester to narrow, clarify or refine their request.

The Council may also direct requesters to information already published or explain how routinely published information can be accessed.

Providing advice and assistance does not require the Council to undertake unreasonable additional work or to provide ongoing research, monitoring or analysis service.

12. Complaints and review

Where applicable, a requester dissatisfied with the Council's handling of an information request may ask the Council to review its decision in accordance with the relevant statutory regime and the Council's procedures.

The Council's response will also explain the requester's right to complain to the **Information Commissioner's Office** where applicable.

13. Relationship with other Council policies

This policy should be read alongside the Council's:

- Freedom of Information and Publication Scheme arrangements;
- Environmental Information Regulations procedures;
- Complaints Procedure;
- Data Protection Policy; and
- Speed Indication Device (SID) Policy.

Where another Council policy conflicts with a statutory information-access right, the relevant legislation will take precedence.

14. Review

This policy will be reviewed periodically and following any significant change in legislation, statutory guidance or Information Commissioner's Office guidance.

Adopted: 5th October 2026

Next review: May 2027