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**Members of the Parish Council are summoned to attend a meeting on
Tuesday 23rd February 2021 at 7.30pm. This virtual meeting is open to the public
All planning documents are available via the Eastleigh Borough Council planning portal.**

AGENDA

PUBLIC SESSION

1. Apologies for Absence
2. Councillors' Questions
3. To adopt the Minutes of the Parish Council meeting held on 26 January 2021
4. To consider Matters Arising from the above Minutes not covered elsewhere in the agenda
5. Declarations of Interest and Requests for Dispensations
6. Reports from Committees – to note resolutions and to determine recommendations
7. Reports from Working Groups – to note reports, and to determine recommendations
8. To note the RFO's Report, and to approve the Statements of Account to 31 January 2021
9. To approve funding for the RFO to join the SLCC
10. To adopt the Grievance Policy and Discipline Policy
11. To adopt the new Local Government Association standard code of conduct
12. To review and re-adopt the Complaints Procedure
13. To review and re-adopt the Freedom of Information Policy
14. To review and re-adopt the Data Protection Policy
15. To adopt the Financial Systems Risk Assessment
16. To receive a report on the Bishopstoke Memorial Hall and make any necessary decisions
17. To note reports from County, Borough and Parish Councillors on matters of interest
18. To note the Clerk's Report
19. To consider content for the February 2021 Press Release
20. Date, time, place and agenda items for next meeting – Tuesday 23 March 2021 at 7.30pm online

D L Wheal
Clerk to Bishopstoke Parish Council
17th February 2021

Minutes of a Meeting of the Bishopstoke Parish Council held online commencing at 7.30pm on 26 January 2021

Present: Councillor Geoff Harris (Vice Chair, Acting as Chair for this meeting)
Councillor Peter Brown
Councillor Andrew Daly
Councillor Anne Dean
Councillor Johanna Francis
Councillor Chris Greenwood
Councillor Trevor Mignot
Councillor Andy Moore
Councillor Lou Parker-Jones
Councillor Mike Thornton
Councillor Gin Tidridge
Councillor Anne Winstanley

In Attendance: Mr David Wheal (Clerk to Bishopstoke Parish Council)
Mrs Sophie Thorogood (RFO to Bishopstoke Parish Council)
Mrs Jen Wilkie (Cemeteries Officer to Bishopstoke Parish Council)

Public Session 0 members of the public were present.

FULL_2021_M05/

Public Session

Cllr Harris, acting as Chair, welcomed those present and wished everyone a happy New Year.

74 Apologies for Absence

74.1 Apologies had been received and accepted from Cllrs Roling and Toher.

75 Councillors' Questions

75.1 Cllr Thornton asked, in light of the discussion at Planning regarding applications along Burnetts Lane, whether it would be possible to have a joint meeting with Fair Oak Parish Council to discuss those applications. The Clerk was requested to investigate the possibility.

Action: Clerk

76 To adopt and sign Minutes of the Parish Council meeting held on 24 November 2020

76.1 The minutes of the above meeting had been circulated with the supporting documents for this meeting.

76.2 Proposed Cllr Moore, Seconded Cllr Greenwood, **RESOLVED**, with Cllr Parker-Jones abstaining due to not attending the meeting, that the minutes of the Parish Council meeting held on 24 November 2020 be adopted as a true record.

Initial: _____ Date: _____

77 To consider Matters Arising from the above Minutes

77.1 There were no matters arising.

78 Declarations of Interest and Requests for Dispensations

78.1 There were no declarations or requests made.

79 Reports from Committees – to note resolutions and to determine recommendations

79.1 All relevant minutes had been circulated with the supporting documents for this meeting and were noted.

79.2 The resolutions of the Planning Committee meetings on 24 November, 8 December and 5 January; the Finance & General Committee meeting on 8 December and 12 January and the Buildings Committee meetings on 1 December, 5 January and 12 January were noted.

79.3 Proposed Cllr Parker-Jones, Seconded Cllr Moore, **RESOLVED** unanimously that the Bishopstoke Evangelical Church receive a grant of £2,000 towards upgrading the fire safety equipment.

79.4 Proposed Cllr Greenwood, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Bishopstoke Methodist Church receive a grant of £1,120 towards redecorating the main Church Hall.

Clerk's note – due to a mistake in typing the Council actually voted a grant of £1,200 for the Methodist Church but as the original request and recommendation were for £1,120 this will be the actual grant awarded.

79.5 After discussion the Council agreed to an amended version of the Buildings Committee recommendation on play areas, giving the Committee more leeway in the selection of fencing for play areas.

79.6 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** that all play areas should, where appropriate, have standard, hooped, play area fencing which can then have enhancements added later and, where not appropriate the Committee can decide upon a different style to suit the play area.

80 Reports from Working Groups – to note, and to determine recommendations

80.1 Cllr Harris informed the Council on behalf of the Carnival Group that any prospect of an event in May had been abandoned, but that it was still hoped there would be an event in September, even if of a smaller scale.

80.2 The Cemeteries Working Group had requested the Council come to a policy decision on the possible waiving of fees for new burial grant and memorial applications in respect of those under 18 who had been interred prior to the change in law and the introduction of the Children's Funeral Fund. The discussion covered the potential number of people this might affect, the impact on those who had previously paid fees in similar circumstances, and the question of what policy should be in place where the application was not for a new memorial but for an amendment to an inscription. Cllr Moore declared an interest at this point due to potentially being in the circumstances being discussed.

80.3 Proposed Cllr Thornton, Seconded Cllr Parker-Jones, **RESOLVED** that in the event that the Council is approached for a new Burial Grant or Memorial application in respect of someone under eighteen who had been interred prior to the introduction of the Children's Funeral Fund, then the Parish Council will waive the fees.

Initial: _____ Date: _____

80.4 The Cemeteries Officer was requested to add discussion of what to do in the event that the request is to amend or replace a memorial rather than for a new memorial to the next Cemeteries Working Group agenda.

Action: Cemeteries Officer

81 To note the RFO's Report, and to approve the Statements of Account to 31 December 2020

81.1 The RFO reported that there was nothing new to report since the Finance & General Purposes meeting of 12th January.

81.2 Proposed Cllr Moore, Seconded Cllr Greenwood, **RESOLVED** unanimously to approve the Statements of Accounts to 31 December 2020.

82 To approve the expenditure budget for 2021-22

82.1 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously to approve the expenditure budget for 2021-22.

83 To approve funding for the expenditure budget for 2021-22, including the precept request

83.1 Proposed Cllr Moore, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Bishopstoke Parish Council portion of Council Tax (for a Band D household) remain fixed at £65.32 – a zero percent increase on the previous year – and that the precept request from the Borough Council be £231,399.37 with all other funding coming from income and reserves.

84 To discuss, amend and adopt the Grievance Policy and Discipline Policy (Cllr Toher)

84.1 The Clerk noted that the policies mention various panels which are not defined within the policy. This was due to the fluctuating nature of the Human Resources group and the possibility that any grievance or discipline incident could involve any of the Officers or Councillors. The Clerk felt that the best course of action would be to appoint the panels at the time.

84.2 After discussion the Council agreed to request the Clerk to add a clause to each policy indicating that panels would be appointed as necessary and then bring the policies back before Council at the next meeting.

Action: Clerk

85 To make decisions regarding potential use of CCTV in Bishopstoke (Cllr Harris)

85.1 The Clerk summarised the report that had been prepared on CCTV for the Council.

85.2 After discussion the Council agreed that there were circumstances in which the Council would use CCTV and that the residents of Bishopstoke should be consulted first to determine whether they support CCTV or not and secondly if the Council deems it necessary for a particular location that is being considered.

86 To discuss and decide upon recommendations regarding the Buildings Committee Terms of Reference, name and membership

86.1 Due to the length of the meeting Cllr Winstanley proposed deferring this item until the next meeting. This was agreed.

Initial: _____ Date: _____

87 To note reports from County, Borough and Parish Councillors on matters of interest

87.1 Cllrs Winstanley, Thornton, and Tidridge had all circulated written reports for the Council. These are included as Appendix B in the minutes.

87.2 Cllr Parker-Jones informed the Council that there had been few meetings over the Christmas period but there were several expected in the coming weeks.

88 To receive the Clerk's Monthly Report

88.1 The Clerk's report had been circulated prior to this meeting, was taken as read, and is included in these minutes as Appendix C.

88.2 The Clerk added that the Bishopstoke, Fair Oak and Horton Heath Local Area Committee was meeting the following evening and that, as noted in a previous email, discussion of the potential use of developer funds within Bishopstoke would take place. The Clerk reminded Councillors that they needed to get any suggestions for projects to either himself or one of the Borough Councillors by 5pm on Wednesday 27th January.

89 To consider content for the January 2021 Press Release

89.1 It was agreed that the press release would include: details of the grants to the Methodist Church and the Evangelical Church; the budget and Council Tax, the Christmas vouchers for free school meal children and the Christmas tree trail.

90 Date, time, place and agenda items for next meeting

90.1 The next meeting will be on Tuesday 23 February 2021, at 7:30pm online. Any agenda items should be with the Clerk by the Monday of the preceding week.

91 Motion for confidential business

91.1 Proposed Cllr Harris, Seconded Cllr Greenwood, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

92 To approve staff working hours

92.1 Proposed Cllr Moore, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Council accept the proposal regarding staff working hours.

There being no further business, the Chair closed the meeting at 9:45pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**Minutes of a Meeting of the Planning Committee
held online commencing at 7.00pm on 26 January 2021**

Present: Cllrs Brown (Chair), Dean, Francis, Greenwood, Mignot, and Moore

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Cllr Harris

Public Attendance: 0 members of the public were present

PLAN_2021_M12/

Public Session

104 Apologies for Absence

104.1 Apologies had been received and were accepted from Cllr Toher.

105 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 5 January 2021

105.1 The Minutes of the above meeting had been circulated prior to the meeting.

105.2 Proposed Cllr Moore, Seconded Cllr Greenwood, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 5 January 2021 be adopted as a true record.

106 To consider Matters Arising from the above Minutes not covered elsewhere on the agenda

106.1 There were no matters arising.

107 Declarations of Interest and Requests for Dispensations

107.1 All Councillors acknowledged that they would be impacted by the proposed developments around Allington Lane.

108 Consideration of Planning Applications

108.1 T/20/89487 – Orchard Gardens Care Home – 1 no. Monterey Pine (T462) - fell to ground level – The Committee agreed to object to the felling of the tree as it is the subject of a Tree Protection Order and its exposure is due to the developer’s own building works. If the Tree Officer is minded to pass the application the Committee request replacement trees be planted in the vicinity.

108.2 H/20/89312 – 4 Rogers Road – Hip to gable roof extension with rear dormer and 3no front rooflights and single storey rear extension – The Committee agreed to Raise No Objection to the application.

108.3 T/20/89438 – 6 Oakgrove Road – round and first floor extensions to front and rear, including addition of cladding & painted render, following demolition of garage/store, and erection of outbuilding in rear garden – The Committee agreed to Raise No Objection to the application but asked that a condition be placed ensuring the use of the outbuilding is for the homeowner only.

108.4 O/20/89498 – Land at Burnetts Lane, Fir Tree Lane and Allington Lane – Outline: Phased mixed-use development comprising: up to 2,500 residential units in total; a primary Local Centre (and supporting secondary local centres) comprising mixed-use residential / retail / leisure / community / employment / day nursery / food establishment uses; office, commercial and industrial uses; a Primary School; public open space including formal sports facilities and informal provisions; relocation of solar panels; key infrastructure and utilities provision including new roads, footpaths and cycle paths and improvements to the existing road junction at Fir Tree Lane/Burnetts Lane; and ecological, landscape, site preparation and demolition works (All Matters Reserved Except Access). This application is subject to Environmental Impact Assessment – The Committee agreed they had substantial objections, including traffic congestion, waste water, sewage and flooding. The Committee also agreed that they needed more time to fully examine the plans and detail their objections. The Chair proposed that the discussion of this application be deferred to the next meeting, and that the meeting commence at 6:30pm rather than the usual 7:00pm.

Action: Clerk

108.5 F/20/89500 – Land west of Burnetts Lane – Erection of 393 residential units with public open space, hard and soft landscape works, internal roads, footway/cycleways, associated parking spaces, substation, SuDS and associated infrastructure (This application is subject to Environmental Impact Assessment). – As this application is similar to the previous one, the Committee agreed to defer the discussion until the next scheduled meeting.

108.6 No further applications had arrived following the publication of this agenda.

109 Report on recent planning decisions

109.1 The report on recent planning decisions had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix A.

110 To receive the Clerk's Report

110.1 The Clerk's report had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix B.

111 Date, time, place and agenda items for next meeting

111.1 The next scheduled meeting is on Tuesday 26th January 2021. It was further agreed that the start time of this meeting will be 6:30pm rather than the usual time. Any agenda items for the meeting should be submitted in writing to the Clerk by Monday 18th January 2021.

112 Motion for Confidential Business

112.1 Proposed Cllr Brown, Seconded Cllr Greenwood, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to possible breaches of planning regulation it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

113 Reported Breaches of Development Control (Confidential Business)

113.1 The report on alleged breaches of development control had been included with the supporting documents for Councillors. It was noted by the Committee.

There being no further business, the Chair closed the meeting at 7.32pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____



**Planning
Planning Decisions report
26 January 2021**

Recent Planning Decisions

NC/20/88740 – Flat 3, Mill House, 79 Bishopstoke Road – 1 no. Robinia (T1) - side reduction of 2-3m on southern and western sides to give clearance from driveway and property.

Planning Committee Decision: The Committee commented that the application was incomplete as there was no sketch map included and would ask if there is further information from the applicant's arborist or tree surgeon. The Committee would ask that the Tree Officer is satisfied that the tree will remain viable, not left in any adverse condition and remain balanced.

Borough Council Decision: Raise No Objection



**Planning
Clerk's report
26 January 2021**

Clerk's Report

Matters Arising:

PLAN_2021_M10/93.2 – regarding enforcement reports

The following reply was received from the Borough Planning Enforcement head: with regards to information that is listed on the Enforcement weekly reports.

“I note your comments that the text can sometimes be limited and does not give a full account of what the issue(s) is/are. This case has now been amended to reflect this. When registering cases we look to ensure a brief description of the alleged breach of planning control is given however, I will ensure that clear descriptions are given to ensure the reader of the reports can understand what it is that has been reported.”

The fuller version of the reply, including confidential information, has been passed to all Councillors.

Other Matters:

There were no other matters to report on at the time this report was written.

**Minutes of a Meeting of the Planning Committee
held online commencing at 7.00pm on 9 February 2021**

Present: Cllrs Brown (Chair), Dean, Francis, Moore (from Para 118.2) and Toher

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present

PLAN_2021_M13/

Public Session

114 Apologies for Absence

114.1 Apologies had been received and were accepted from Cllr Greenwood. Cllr Mignot was not present.

115 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 26 January 2021

115.1 The Minutes of the above meeting had been circulated prior to the meeting.

115.2 Proposed Cllr Brown, Seconded Cllr Dean, **RESOLVED** with Cllr Toher abstaining due to absence that the minutes of the Planning Committee meeting held on 26 January 2021 be adopted as a true record.

116 To consider Matters Arising from the above Minutes not covered elsewhere on the agenda

116.1 There were no matters arising.

117 Declarations of Interest and Requests for Dispensations

117.1 Cllr Toher declared an interest in the item on Traffic Regulation Order 2021.

118 Consideration of Planning Applications

118.1 H/20/89495 – 2 Shears Road – Single storey side extension – The Committee agreed raise no objection to the application.

Cllr Moore joined the meeting at this point.

118.2 O/20/89498 – Land at Burnetts Lane, Fir Tree Lane and Allington Lane – Outline: Phased mixed-use development comprising: up to 2,500 residential units in total; a primary Local Centre (and supporting secondary local centres) comprising mixed-use residential / retail / leisure / community / employment / day nursery / food establishment uses; office, commercial and industrial uses; a Primary School; public open space including formal sports facilities and informal provisions; relocation of solar panels; key infrastructure and utilities provision including new roads, footpaths and cycle paths and improvements to the existing road junction at Fir Tree Lane/Burnetts Lane; and ecological, landscape, site preparation and demolition works (All Matters Reserved Except Access). This application is subject to Environmental Impact Assessment – The Committee agreed to object to the

application. The full objection is included in the minutes as Appendix C. The Committee also requested that the Clerk enquire of the Borough Council what their definition of affordable housing is, what they understand social housing to mean and what projects or developments are the Borough Council involved in in a similar way as they are in this application.

Action: Clerk

118.3 F/20/89500 – Land west of Burnetts Lane – Erection of 393 residential units with public open space, hard and soft landscape works, internal roads, footway/cycleways, associated parking spaces, substation, SuDS and associated infrastructure (This application is subject to Environmental Impact Assessment) – The Committee agreed to object to the application on the same grounds as for O/20/89498.

118.4 F/19/86707 – Southampton International Airport – Construction of a 164 metre runway extension at the northern end of the existing runway, associated blast screen to the north of the proposed runway extension, removal of existing bund and the reconfiguration and extension of existing long stay car parking to the east and west of Mitchell Way to provide additional long stay spaces. This application is subject to an Environmental Impact Assessment – The Committee agreed to repeat their previously stated objection to this application. This is included in the minutes as Appendix D.

118.5 No further applications had arrived following the publication of this agenda.

119 Report on recent planning decisions

119.1 The report on recent planning decisions had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix A.

120 To consider and respond to proposed traffic regulation order 2021

120.1 The full TRO had been circulated with the document pack for this meeting.

120.2 After discussion Cllrs agreed to seek clarification on the parking outside St Mary's Church. The Committee considered that certain occasions, such as funerals and weddings, might require vehicles to park outside the gates to the church and therefore some way of exempting these vehicles from the parking restrictions could be necessary. The Clerk was asked to contact the Borough to determine if this is possible.

Action: Clerk

121 To receive the Clerk's Report

121.1 The Clerk's report had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix B.

122 Date, time, place and agenda items for next meeting

122.1 The next scheduled meeting is on Tuesday 23rd February 2021 at 7:00pm. Any agenda items for the meeting should be submitted in writing to the Clerk by Monday 15th February 2021.

At this point the Committee agreed to postpone discussion of any confidential items to the next meeting as the time allotted for the planning meeting had passed.

There being no further business, the Chair closed the meeting at 7.35pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Minutes of a Meeting of the Finance and General Purposes Committee held virtually commencing at 7.30pm on 9 February 2021

Present: Cllrs Tidridge (Chair), Dean, Harris, Parker-Jones, Thornton, Toher and Winstanley

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs S Thorogood (RFO to Bishopstoke Parish Council)

Public Attendance: 0 members of the public were present

FGP_2021_M06/

53 Apologies for Absence

53.1 All Cllrs were present.

54 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Committee Meeting held on 12 January 2021

54.1 The Minutes of the above meeting had been circulated prior to the meeting. Cllr Toher noted that the decision on the precept had been for a 0% rise in Council Tax rather than that Council Tax remain unchanged and requested this be amended.

Action: Clerk

54.2 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** unanimously that the minutes of the Finance and General Purposes Committee meeting held on 12 January, as amended in 54.1, be accepted as a true record.

55 To consider Matters Arising from the above Minutes

55.1 Cllr Parker-Jones asked if there was an update on the grant application from Morelands Camping. The Clerk replied that there was not, but that he would contact the applicant to get more information.

Action: Clerk

56 Declarations of Interest and Requests for Dispensations

56.1 There were no declarations or requests.

57 To note the RFO's Report, and to approve the latest Budget Monitoring and Payments Reports

57.1 The RFO's report had been included in the document pack for the meeting. It is included in the minutes as Appendix A. The Committee agreed to note the report. The Clerk noted the grant payment to the Street Pastors and informed the Committee that there had been a letter of thanks from the Street Pastors which also stated that they are in the process of training new people to join. Cllr Toher asked why the cost of installing play area signs was so large. The RFO noted that the fixings had to be specially made and this had boosted the cost.

57.2 Proposed Cllr Parker-Jones, Seconded Cllr Toher, **RESOLVED** unanimously that the Committee approve the Budget Monitoring and Payments Reports for January 2021.

58 To make recommendations the Parish banking arrangements

58.1 The RFO had prepared a report on possible alternative providers for the Council to bank with which was included with the supporting documents. The Committee thanked the RFO for her work. After discussion it was agreed that the Committee would like more information on the ethical qualities of the recommended providers and also requested the RFO investigate other potential suppliers of banking facilities in time for the next Committee meeting.

Action: RFO

58.2 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the recommendation on Parish banking arrangements be deferred to the next meeting.

59 To recommend approval of the Financial Systems Risk Assessment for 2020-21

59.1 The Risk Assessment had been circulated with the document pack for this meeting.

59.2 The Clerk noted that the only changes were to the renewal date of the insurance and to the amount of fidelity guarantee insurance held. All other items had been reviewed and remain unchanged. Cllr Parker-Jones asked whether the assessment should include risk to income for the Memorial Hall due to coronavirus. The Clerk noted that in the previous year the references to the Memorial Hall had been removed from the document due to its accounts being run separately under the charitable trust.

59.3 Proposed Cllr Dean, Seconded Cllr Harris, **RECOMMENDED** unanimously to recommend approval of the Financial Systems Risk Assessment for 2020-21.

60 To recommend repurposing the 2020-21 election budget for play areas

60.1 The Clerk informed the Committee that the November inspections had noted a number of areas of Sayers Road play area in particular that needed either maintenance or replacement. The play area equipment maintenance budget has already been fully utilised, and it is therefore necessary to transfer at least £5,000 from other funds to complete these repairs. The Clerk recommended transferring the money from the election budget as there is no prospect of it being used for elections in this financial year and it would also provide a surplus of money in the event that the February inspections lead to more work being identified.

60.2 The Committee raised a number of concerns about the equipment at Sayers Road failing so soon after installation. The Clerk was requested to investigate whether any of the work would be covered by warranty, and to also try to ensure that any replacement equipment is not likely to fail in the same way. Finally the Committee requested that the Officers take account of likely failure rate of various pieces of equipment in future budget planning.

Action: Clerk and RFO

60.3 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the Council approve the virement of £8,000 from the Election budget heading to play area equipment maintenance.

61 To note the Clerk's Report, including an update on Parish Council assets

61.1 The Clerk's report had been included in the document pack and was noted by the Committee. It is included in the minutes as Appendix B.

61.2 The Clerk informed the Committee that an update had been received from the police regarding the break-ins at the Memorial Hall over the summer. The police report that the Youth Offending Team “have made the decision to issue the young man who we suspected was involved with a community resolution for criminal damage. This means that he has accepted responsibility for the criminal damage to the window and will be receiving ongoing intervention from the Youth Offending Team to ensure that this kind of behaviour does not continue.”

62 Date, time, place and agenda items for next meeting

62.1 The next meeting is scheduled to be on Tuesday 9th March 2021 at 7:30pm online. Agenda items for this meeting should be received by the Clerk no later than Monday 1st March 2021.

There being no further business, the Chair closed the meeting at 8:20pm

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____



Minutes of a Meeting of the Buildings Committee held online at 7.00pm on 2 February 2021

Present: Cllrs Winstanley (Chair), Harris and Toher

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs S Thorogood (RFO to Bishopstoke Parish Council)

Public Session 0 members of the public were present

BUILD_2021_M06/

Public Session

48 Apologies for Absence

48.1 Apologies had been received and were accepted from Cllr Greenwood. Cllr Dean was not present.

49 To adopt the minutes of the Buildings Committee meeting held on 12 January 2021

49.1 The minutes of the above meeting had been circulated prior to the meeting.

49.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously to adopt the minutes of the Buildings Committee meeting held on 12 January 2021.

50 To consider matters arising from the above minutes not covered elsewhere on the agenda

50.1 Cllr Harris raised the topic of the proposed name for the Committee as he felt that Assets was too broad a term and did not accurately described the planned changes to the Committee responsibilities. After discussion it was agreed that perhaps Halls, Leisure and Grounds, or Halls and Leisure might be more appropriate. When the original item recommendation is considered at Full Council the Committee will be in a position to offer an alternative.

51 Declarations of Interest and Requests for Dispensation

51.1 There were no declarations or requests.

52 To receive a report on the Bishopstoke Memorial Hall and make any necessary decisions

52.1 The RFO reported that a further lockdown grant had been received from the Borough Council which covered the period up to 15th February. It is anticipated that there will another grant to cover any period from then until the end of this current lockdown. The RFO also noted that the replacement window has been ordered and that once that is in place new chicken wire will be installed. With regard to the roof there has still been no response from the contractor. Other companies have been contacted – one only performs asbestos removal but the RFO has met another to obtain a quote from them. This quote is expected in the near future.

53 To receive a report on Parish-owned buildings, and to make any necessary decisions

53.1 The report had been circulated prior to the meeting and was noted by the Committee. It is included in the minutes as Appendix A

54 To receive a report from Council representatives to other community buildings

54.1 Cllr Winstanley informed the Committee that the BCA was still open only to the pre-school and that works are continuing on the radiators, air conditioning and drainage. Hampshire County Council have also waived the rent for 2020-21 which is welcome news.

55 To receive the Clerk's report

55.1 The Clerk's report had been circulated prior to the meeting and was noted. It is included in the minutes as Appendix B.

55.2 Additionally the Clerk reported that, following the success of the Christmas Tree trail the local churches are now intending to do an Easter donkey trail. There has been a request for permission to attach donkeys to railings at Shears Mill, Glebe Meadow and the Memorial Hall. The Clerk asked the Committee if there were any objection to him granting permission for this or whether the Committee felt it needed to be discussed further. It was agreed that granting this permission was within the scope of the Clerk's discretion.

56 To agree the date and time for the next meeting

56.1 The next Buildings Committee meeting will take place on Tuesday 2nd March 2021 at 7:00pm online with agenda items to the Clerk by Monday 23rd February 2021.

There being no further business, the Chair closed the meeting at 7:55pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

PARISH COUNCIL MEETING ON 23 FEBRUARY 2021
MONTHLY STATEMENT OF ACCOUNT January 2021

Start 01/01/2021

End 31/01/2021

Fund Movements						
Bank Accounts	Money In			Money Out		Closing Balance
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	
Co-op	£ 26,220.26	£ 7,169.04		£ 16,699.05		£ 16,690.25
EBC	£ 247,661.37					£ 247,661.37
Total	£ 273,881.63	£ 7,169.04	£ -	£ 16,699.05	£ -	£ 264,351.62

Receipts in detail	
Burial Board	
Allotments	£ 327.33
Carnival	
VAT refund	£ 6,841.71
Insurance	
Misc.	
Total	£ 7,169.04

VAT	
Previously Claimed	£ 87,534.18
Claimed in January	£ 6,841.71
Unclaimed	

EBC Loan Account Summary						
	Money In				Money Out	Current Balance
	1 April 2020 Balance	Precept	Support Grant	Interest	Transfer to BPC	
Prior to Jan 21	£ 131,613.94	£ 230,904.24	£ 4,589.60	£ 553.59	£ 120,000.00	£ 247,661.37
Jan 21						£ 247,661.37

Notes



Bishopstoke Parish Council

Listening to you

BISHOPSTOKE PARISH COUNCIL

GRIEVANCE POLICY

This **Grievance Policy was adopted
by the Parish Council at its meeting on **dd mmm yyyy****

D Wheal

Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL

GRIEVANCE POLICY

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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GRIEVANCE POLICY

1. Policy

- 1.1 It is the Council's policy to encourage employees with grievances relating to their employment to use the procedure below to seek satisfactory solutions. The Council will try to resolve grievances as quickly as possible to the satisfaction of the individual(s) concerned. Where this is not possible, every effort will be made to explain the reasons for the decision.
- 1.2 If employees are not satisfied with the outcome, they have the right to pursue their grievance to the next stage. It is hoped that most grievances will be resolved during the informal discussion. Employees who have raised grievances will be treated fairly at all times before, during and after the grievance hearing(s).
- 1.3 Certain kinds of grievance cannot be dealt with under this procedure either because it is inappropriate or because there are already established agreements for the settlement of disputes in relation to them. Examples of these are: -
 - 1.3.1 Matters not relating to employment or matters over which the Council has no control
 - 1.3.2 Disciplinary matters
 - 1.3.3 Queries relating to statutory deductions from pay or rates of pay collectively agreed at the national or local level
 - 1.3.4 Matters relating to the pension scheme(s)
- 1.4 Any panels mentioned in this policy will be appointed at the time they are needed. The Chair and Vice Chair of the Council will not sit on the same panel.

2. Related policies and procedures

- 2.1 This policy is to be read in conjunction with the Council's discipline policy, code of conduct, complaints procedure and standing orders.

3. Procedure

- 3.1 Informal stage
If you have a grievance about your employment you should discuss it informally with your line manager. The line manager will give a response within five working days. (See Notes 4.1 – 4.3 below for exceptions to this procedure.)
- 3.2 Stage 1.
If you feel that the matter has not been resolved satisfactorily through informal discussions, you must put your grievance in writing to the Chair of the Council. The Chair shall report your written grievance to a Grievance Panel meeting, held in the absence of the public and the press. You will receive a reply within five working days follow this, and a meeting will be arranged. You must take all reasonable steps to attend the meeting. You, any relevant witnesses and members of the Grievance Panel will attend the meeting. You

may choose to be accompanied by a colleague, lay or trade union official. The meeting may be adjourned to allow matters raised during the course of the meeting to be investigated or to give the members of the Grievance Panel time to consider the decision. The members of the Grievance Panel will give a response in writing within five working days of the meeting and will inform you of the appeals procedure.

3.3 Stage 2

If you are not satisfied with the members of the Grievance Panel's response, you may raise the matter, in writing, with the Council's Appeal Panel within five working days. A meeting will be arranged, constituted as in Stage 1, except that members of the Appeal Panel will replace members of the Grievance Panel. The members of the Appeal Panel will give a response within five working days of the meeting. The Appeal Panel's decision is final.

3.4 Investigations

The Council is committed to ensuring that all grievances are investigated fully. This may involve carrying out interviews with the employee concerned and third parties such as witnesses, colleagues and managers, as well as analysing written records and information. The investigation report will be made available to all the parties concerned. The identity of witnesses will be kept confidential where necessary.

4. Notes

- 4.1** The grievance procedure should not be used for appeals against disciplinary decisions, as that is the purpose of the disciplinary appeals procedure. If, however, you have a complaint against the behaviour of a manager during the course of a disciplinary case, you may raise it as a grievance with a senior manager. The disciplinary procedure may be suspended for a short period if necessary until the grievance can be considered.
- 4.2** Employees are encouraged to raise grievances and will not suffer any detriment from doing so.
- 4.3** The timescales listed above will be adhered to wherever possible. Where there are good reasons, e.g. the need for further investigation or the lack of availability of witnesses or companions, each party can request that the other agrees to an extension of the permitted timescale.
- 4.4** The Council reserves the right to seek assistance from external facilitators at any stage in the grievance procedure.
- 4.5** For employees during their first year of employment, the Council reserves the right to speed up the decision making process and may choose to follow a shortened version of the above procedure.
- 4.6** A copy of the written grievance and written decisions made will be placed on the employee's/ex-employee's personnel file, together with any notes or evidence taken or compiled during the course of the procedure.

5. Abuse of this policy

5.1 Any abuse in the application of this policy e.g. if an employees grievance is found to be malicious or to have been made in bad faith will be dealt with in accordance with the Council's Disciplinary Policy and Procedure and may possibly result in disciplinary action being taken, up to and including dismissal.

6. Alterations and amendments to this policy

6.1 This policy and procedure does not form part of employees' contractual rights. The Council reserves the right to revise the contents of this policy and procedure from time to time or withdraw it at its absolute discretion, in accordance with the needs of the council.

7. Additional information

7.1 For further information, please contact the Clerk.

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Bishopstoke Parish Council

Listening to you

BISHOPSTOKE PARISH COUNCIL

DISCIPLINE POLICY

This **Discipline Policy was adopted
by the Parish Council at its meeting on **dd mmm yyyy****

D Wheal

Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL

DISCIPLINE POLICY

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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DISCIPLINE POLICY

1. Policy

- 1.1 The Council aims to ensure that there will be a fair and consistent approach to the enforcement of standards of conduct and performance in the Council. This policy and procedure is designed to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance. This procedure sets out the action that will be taken when disciplinary rules are breached..
- 1.2 Matters which may be dealt with under this policy include discipline and dismissal for the following reasons (please note that this list is not exhaustive):
 - 1.2.1 Misconduct
 - 1.2.2 Sub-standard performance
 - 1.2.3 Harassment or victimisation
 - 1.2.4 Misuse of council facilities, including computer facilities (e.g. email and internet)
 - 1.2.5 Poor timekeeping
 - 1.2.6 Unauthorised absence
- 1.3 Any panels mentioned in this policy will be appointed at the time they are needed. The Chair and Vice Chair of the Council will not sit on the same panel.

2. Principles

- 2.1 Informal action will be offered, where appropriate, to resolve problems.
- 2.2 No disciplinary action will be taken against an employee until the case has been fully investigated and a disciplinary hearing has taken place.
- 2.3 For formal action the employee will be advised in writing of the nature of the complaint against them and will be given the opportunity to state their case before any decision is made.
- 2.4 Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of meetings.
- 2.5 At all stages of the procedure the employee will have the right to be accompanied by a trade union representative, or work colleague.
- 2.6 Any mitigating circumstances will be taken into account when reaching decisions on appropriate disciplinary penalties.
- 2.7 No employee will be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will be dismissal without notice or payment in lieu of notice.
- 2.8 An employee will have the right to appeal against any discipline imposed.
- 2.9 The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

3. Procedure

3.1 Informal stage

Minor faults will be dealt with informally. Where the matter is more serious the following procedure will be used.

3.2 Stage 1

This will normally be either:

3.2.1 an improvement note for unsatisfactory performance if performance does not meet acceptable standards. This will set out the performance problem, the improvement that is required, the timescale, any help that may be given and the right of appeal. The employee will be advised that it constitutes the first stage of the formal procedure. A record of the improvement note will be kept for six months, but will then be considered spent – subject to achieving and sustaining satisfactory performance

Or

3.2.2 a first warning for misconduct if conduct does not meet acceptable standards. This will be in writing and set out the nature of the misconduct and the change in behaviour required and the right of appeal. The warning will also inform the employee that a final written warning may be considered if there is no sustained satisfactory improvement or change. A record of the warning will be kept, but it will be disregarded for disciplinary purposes after six months.

3.3 Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve performance to the prescribed standard during the currency of a prior warning, a final written warning may be given to the employee. This will give details of the complaint, the improvement required and the timescale. It will also warn that failure to improve may lead to dismissal (or some other action short of dismissal) and will advise of the right of appeal. A copy of this written warning will be kept but will be disregarded for disciplinary purposes after 12 months subject to achieving and sustaining satisfactory conduct or performance. In exceptional cases the period may be longer.

3.4 Dismissal or other sanction

If there is still further misconduct or failure to improve performance to the prescribed standards the final step in the procedure may be dismissal or some other action short of dismissal such as demotion or disciplinary suspension or transfer (as allowed in the contract of employment). The employee will be provided, as soon as reasonably practicable, with written reasons for dismissal, the date on which their employment will terminate (in accordance with the employee's notice entitlement), and will be notified of their right of appeal. If some sanction short of dismissal is imposed, the employee will receive details of the complaint, will be warned that dismissal could result if there is no satisfactory improvement, and will be advised of the right of appeal. A copy of the written warning will be kept but will be disregarded for disciplinary purposes after twelve months subject to achievement and sustainment of satisfactory conduct or performance.

4. Gross misconduct

- 4.1** The following list provides some examples of offences which are normally regarded as gross misconduct:
- 4.1.1** theft or fraud
 - 4.1.2** physical violence or bullying
 - 4.1.3** deliberate and serious damage to property
 - 4.1.4** serious misuse of an organisation's property or name
 - 4.1.5** deliberately accessing internet sites containing pornographic, offensive or obscene material
 - 4.1.6** serious insubordination
 - 4.1.7** unlawful discrimination or harassment
 - 4.1.8** bringing the organisation into serious disrepute
 - 4.1.9** serious incapability at work brought on by alcohol or illegal drugs
 - 4.1.10** causing loss, damage or injury through serious negligence
 - 4.1.11** a serious breach of health and safety rules
 - 4.1.12** a serious breach of confidence.
- 4.2** This list is not intended to be an exhaustive one and only gives an indication of the types of offence that may be considered gross misconduct.
- 4.3** If the employee is accused of gross misconduct, the Council may suspend them from work with pay while it investigates the alleged offence. This will be as brief as possible, normally for no more than five working days, and the Council will explain its reasons in writing. The employee shall not attend his or her place of work during suspension, other than for the purpose of attending disciplinary proceedings, including investigatory interviews. The employee shall not contact any other employees or contacts of the Council, except the employee's companion, without the Council's consent.
- 4.4** If, on completion of the investigation and the full disciplinary procedure, the Council is satisfied that gross misconduct has occurred, the result will normally be summary dismissal, i.e. dismissal without notice or pay in lieu of notice.

5. Disciplinary investigations

- 5.1** The Council is committed to ensuring that all potential infringements of disciplinary rules are fully investigated. This may entail carrying out interviews with the employee concerned and third parties such as witnesses, colleagues and managers, as well as analysing written records and information. It may also involve a search of the employee's person and/or property. The investigation report will be made available to all the parties concerned. The identity of witnesses will be kept confidential where necessary.
- 5.2** Where an employee is called to attend an investigatory interview, it will be made clear that this is not a disciplinary hearing.

6. Disciplinary hearing

- 6.1** An employee will be invited, in writing, to a disciplinary hearing once the investigations are complete. Prior to the meeting the employee will be informed of the nature of the allegations that are to be addressed. The disciplinary hearing will be conducted by members of the Council's Disciplinary Panel.

7. Appeals

- 7.1** An employee who wishes to appeal against a disciplinary decision must do so within five working days. Members of the Appeals Panel will hear all appeals and their decision is final. At the appeal any disciplinary penalty imposed will be reviewed.
- 7.2** If the employee wishes to appeal against a disciplinary decision, they must do so through the Appeals Panel within five working days of the receipt of the disciplinary letter. The appeal should be made in writing, stating the ground(s) on which the disciplinary penalty should be reviewed.
- 7.3** Members of the Appeals Panel will hear the appeal. In the rare circumstances where this is not possible, alternative arrangements will be agreed with the employee and their companion.
- 7.4** The appeals hearing will be normally held within 10 working days of receipt of the letter. The decision of the Appeals Panel shall be final.

8. Appeals hearing

- 8.1** At the appeals hearing, the employee will be given opportunity to state the ground(s) on which the appeal is made. The Disciplinary Panel who took the original decision will then have the opportunity to explain their decision to impose the given penalty. The members of the Appeals Panel conducting the appeal may exercise discretion as to whether or not the two parties will be present together during the proceedings. The hearing will be adjourned when all the evidence has been heard. The members of the Appeals Panel conducting the appeal will consider the merits of the appeal, in private, before reaching a decision.
- 8.2** The members of the Appeals Panel will, whenever possible, verbally inform the employee of the decision reached and confirm this in writing no later than five working days after the hearing.
- 8.3** The members of the Appeals Panel have the authority to quash or reduce a disciplinary penalty or, in exceptional and appropriate circumstances, to increase it, in accordance with the penalties specified in the Council's disciplinary procedure.
- 8.4** An appeal hearing is intended to focus on specific factors that the employee feels have received insufficient consideration, such as:
- 8.4.1** an inconsistent/inappropriate harsh penalty
 - 8.4.2** extenuating circumstances
 - 8.4.3** bias of the disciplining manager

8.4.4 unfairness of the hearing

8.4.5 new evidence subsequently coming to light.

8.5 Where an appeal against dismissal fails, the effective date of termination shall be the date on which the employee was originally dismissed.

9. Notes

9.1 Employees will receive a written invitation to all disciplinary meetings.

9.2 Outcomes of formal meetings will be confirmed to the employee in writing.

9.3 The timescales listed above will be adhered to wherever possible. Each party can request an extension of the permitted timescale, however, where there are good reasons.

9.4 The Council reserves the right to seek assistance from external facilitators at any stage in the disciplinary procedure, in the interests of seeking a satisfactory outcome for all those concerned.

9.5 For employees during their first year of employment, the Council reserves the right to speed up the decision-making process and may choose to follow a shortened version of the above procedure.

9.6 The grievance procedure should not be used for appeals against disciplinary decisions. That is the purpose of the disciplinary appeals procedure. If, however, the employee has a complaint against the behaviour of a manager during the course of a disciplinary case, they may raise it as a grievance with a senior manager. If necessary, the disciplinary procedure may be suspended for a short period until the grievance can be considered. Another manager may be brought in to deal with the disciplinary case.

10. Abuse of this policy

10.1 Any abuse in the application of this policy will be dealt with in accordance with The Council's Disciplinary Policy and Procedure and may possibly result in disciplinary action being taken, up to and including dismissal.

11. Alterations and amendments to this policy

11.1 This policy does not form part of an employee's contract of employment. The Council reserves the right to amend or withdraw this Policy at its absolute discretion, in accordance with the needs of the council.

12. Additional information

12.1 For further information, please contact the Clerk

Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**

- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering

interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable pecuniary interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it

is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a friend, relative, close associate; or
 - c. a body included in those you need to disclose under Disclosable Pecuniary Interests as set out in **Table 1**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

<p>You have a personal interest in any business of your authority where it relates to or is likely to affect:</p> <ul style="list-style-type: none"> a) any body of which you are in general control or management and to which you are nominated or appointed by your authority b) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) any body directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
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Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.



BISHOPSTOKE PARISH COUNCIL

COMPLAINTS PROCEDURE

**This Complaints Procedure was adopted
by the Parish Council at its meeting on**

26th February 2019

D Wheal

Clerk to Bishopstoke Parish Council

**BISHOPSTOKE PARISH COUNCIL
COMPLAINTS PROCEDURE**

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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COMPLAINTS PROCEDURE

1 General

- 1.1** Complaints about Bishopstoke Parish Council decisions, procedures, policies or other Council business are dealt with using this complaints procedure.
 - 1.1.1** Complaints against employees will be dealt with in accordance with employment legislation and the Council's grievance policy as covered in Section 24 of Standing Orders. Complainants should be assured that the matter will be dealt with and appropriate action taken as required.
 - 1.1.2** Persons wishing to complain about a Bishopstoke Councillor should be advised to contact the Eastleigh Borough Council Monitoring Officer for further information.
- 1.2** Complainants should be assured that their grievances will be properly and fully considered. It may be appropriate for a committee to be established to consider the action to be taken in which case the conclusions reached shall be reported to the next full Council meeting.
- 1.3** The procedure outlined in this Procedure is designed for those complaints which cannot be satisfied by less formal measures or explanations provided to the complainant by the Clerk or other Proper Officer or by the Chair.
- 1.4** At all times, the rule of natural justice will apply requiring all parties to be treated fairly and the process to be reasonable, accessible and transparent.

2 Before the meeting

- 2.1** The complainant shall be asked to put the complaint about the Council's procedures or administration in writing to the Clerk or other nominated Proper Officer.
- 2.2** If the complainant does not wish to put the complaint to the Clerk or other Proper Officer, they shall be advised to put it to the Chair.
- 2.3** The Clerk / Chair shall acknowledge the receipt of the complaint.
- 2.4** The complainant shall be advised that the matter will be considered by the Council or the committee established for the purpose of hearing complaints. The complainant shall be invited to attend the relevant meeting and bring such representatives as they wish.
- 2.5** Seven clear working days before the meeting, the complainant shall provide the Council with copies of any documentation or other evidence which they wish to refer to at the meeting. The Council shall similarly provide the complainant with copies of any non-confidential documentation, or confidential documentation which has been deemed disclosable, upon which it wishes to rely at the meeting.

3 At the meeting

- 3.1** The Council shall consider whether the circumstances at the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the Council meeting in public.
- 3.2** The Chair shall introduce everyone.
- 3.3** The Chair shall explain the procedure.
- 3.4** The complainant or representative shall outline the grounds for the complaint.
- 3.5** The committee members may ask any questions of the complainant or representative.
- 3.6** If relevant, the Clerk or other Proper Officer shall explain the Council's position.
- 3.7** The committee members may ask any questions of the Clerk or other Proper Officer.
- 3.8** The Clerk or other Proper Officer and the complainant and representative if present shall be offered the opportunity of making a final statement (in this order).
- 3.9** The Clerk or other Proper Officer and the complainant and representative if present shall be asked to leave the room while committee members decide whether or not the grounds for the complaint have been established. Both parties shall be invited back if a point of clarification is necessary.
- 3.10** The Clerk or other Proper Officer and the complainant and representative if present shall return to hear the decision or to be advised when a decision will be made.

4 After the meeting

- 4.1** The decision shall be confirmed in writing within seven working days together with details of any action to be taken, if any.



BISHOPSTOKE PARISH COUNCIL

FREEDOM OF INFORMATION POLICY

**This Freedom of Information Policy was adopted
by the Parish Council at its meeting on 26 February 2019**

**D Wheal
Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL
FREEDOM OF INFORMATION POLICY**

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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FREEDOM OF INFORMATION POLICY

1 Policy Statement

- 1.1 Bishopstoke Parish Council is committed to complying with the provisions of the Freedom of Information Act 2000 ('FOIA') and any related legislation which is applicable.
- 1.2 FOIA enables anyone, anywhere in the world, to request any recorded information held by, or on behalf of, the Commission. There is no need for the applicant to explain their reasons for the request, or that it is a request under FOIA. Requests for information must be made in writing, which includes emails. The request must state the name and address of the person applying for the information and the required information.
- 1.3 Information will be provided if it is held, unless one or more of the exemptions listed in the legislation applies. Information which is exempt does not have to be provided.

2 The Freedom of Information Act (2000)

- 2.1 The Freedom of information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information commissioner's Office at www.ico.gov.uk.
- 2.2 The Act requires every public authority to adopt and maintain a generic model publication scheme which should be adopted and operated by all public authorities from 1 January 2009. Bishopstoke Parish Council adopted the generic model publication scheme at their council meeting on 26 February 2019. It is intended to provide everyone interested in the Council with a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise makes available to the public.
- 2.3 It is important to note that a publication scheme simply sets out the information that is routinely available. Information that is not listed in the Information Available Guide can still be requested and it will be made available unless it can be legitimately withheld. This can be done by making a written request to the Parish Clerk who will reply within 20 working days after receipt of the request.

3 Responsibilities

- 3.1 The Clerk is responsible for ensuring that Freedom of Information requests that are received are dealt with in accordance with the FOIA and in compliance with this policy. All requests must be dealt with promptly and in line with this policy. If requests are made verbally then the applicant must be asked to put their request in writing (appropriate assistance will be provided to applicants with access requirements) to the Clerk at the address given below.
- 3.2 Bishopstoke Parish Council has overall responsibility for this policy. The Clerk is responsible for ensuring implementation and compliance with this policy.

4 Dealing with Requests

- 4.1** The FOIA provides public access to information held by public authorities as:
- 4.1.1** Public authorities are obliged to publish certain information about their activities, and
 - 4.1.2** Members of the public are entitled to request information from public authorities.
- 4.2** Recorded information held by the Parish Council is subject to the requirements of the FOIA. The type of information which may be requested can be paper or electronic and may include draft documents, agendas, minutes, emails, diaries and even rough handwritten notes.
- 4.3** Where a valid request is received, there is a duty on the Parish Council to confirm or deny whether it holds the information and if it does hold it, to provide the information so long as an exemption does not apply. If information has been requested but is not held, the Parish Council will inform the applicant of this. In exceptional cases the Parish Council may not be able to either confirm or deny if the information requested is held.
- 4.4** If a request is unclear, the Parish Council will ask for clarification as soon as possible to enable us to proceed with considering the request. The Parish Council will provide advice and assistance to help people make requests under the FOIA. We will aim to acknowledge requests for information within five working days of receipt. The Parish Council aims to respond to all requests promptly and in any event within 20 working days following receipt of a valid request. The applicant will be informed if it is not possible to comply with this timescale and given an indication of when the response is likely to be provided.

5 Exemptions

- 5.1** The FOIA does not entitle applicants to be given all information held by the Parish Council. The FOIA sets out exemptions from the right of access to information. In broad terms, there are two kinds of exemptions:
- 5.1.1** Absolute exemptions – the right to information is completely over-ridden by the exemption;
 - 5.1.2** Qualified exemptions – where an exemption may be applied, but the Parish Council must weigh up competing interests to decide whether it serves the interests of the public better to withhold or disclose the information. This is known as the public interest test.
- 5.2** Although there might be occasions when it is appropriate to rely on an exemption, provision of information is an integral part of the Parish Council's work. Therefore, we aim to disclose as much information as possible and rely on exemptions only in limited circumstances.
- 5.3** Where a request is refused a refusal notice must be issued setting out the section of FOIA being relied upon and in most instances explain the reasons for its decision, including the details of any public interest and prejudice tests. The refusal notice will also outline the complaints procedure with relevant details and inform the requester of their right to complain to the Information Commissioner.

5.4 Data Protection Act 2018

The Parish Council is under a legal duty to protect personal data as required by the Data Protection Act 2018 (DPA) and other privacy legislation. The Parish Council will carefully

consider its responsibilities under the DPA before disclosing any personal data about living individuals. If responding to a request under the FOIA would breach the DPA, it may be exempt from disclosure. In deciding whether to refuse a request on this basis, we will consider whether it would be unfair to the individual concerned to disclose their personal data. Any request made by an individual for their own personal data will be treated as a subject access request under the Data Protection Act 2018.

5.5 Vexatious Requests

While we are committed to providing information, we sometimes receive requests which can be deemed 'vexatious'. Some of these requests can be costly for public bodies such as the Parish Council to handle and responding to them may be an inappropriate use of staff time. In determining whether a request may be vexatious we will consider whether it is likely to cause a disproportionate or unjustifiable level of distress, disruption or irritation. Where we believe the request to be vexatious, we will issue a refusal notice unless we have already done so in response to an earlier vexatious or repeated request from the same individual, and it would be unreasonable to issue another one.

5.6 Repeated Requests

The Parish Council can refuse requests if they are repeated, whether or not they are also vexatious.

5.7 Confidentiality

If we receive information from someone else and complying with a request for that information would be a breach of confidence that is actionable, the information may be exempt from disclosure.

5.8 Legal Privilege

If complying with a request would reveal information that is subject to 'legal professional privilege' then it may be exempt from disclosure. These long-established rules exist to ensure people are confident they can be completely frank and candid with their legal adviser when obtaining legal advice, without fear of disclosure.

5.9 Cost Limit

The Parish Council reserves the right to refuse requests where the cost of providing the information would exceed the statutory cost limit. This limit is currently £450, which equates to 18 hours' work at a statutory rate of £25 per hour. We are only allowed to take into account staff costs spent on the following activities:

5.9.1 Determining whether we hold the information requested;

5.9.2 Locating the information or documents containing the information;

5.9.3 Retrieving such information or documents;

5.9.4 Extracting the information from the document containing it (including editing or redacting it).

We are not allowed to include the estimated cost of staff time taken in deciding whether any exemptions apply to the disclosure of information requested.

5.10 There are also other exemptions that the Parish Council might apply and these include:

5.10.1 Information already reasonably accessible;

5.10.2 Information intended for future publication;

5.10.3 Research information;

5.10.4 Security bodies and national security

5.10.5 Court records;

5.10.6 Parliamentary privilege;

5.10.7 Communications with the Royal family;

5.10.8 Endangering health and safety;

5.10.9 If complying with the request would prejudice or would be likely to prejudice investigations, law enforcement, audit functions, the effective conduct of public affairs, defence, the effectiveness of the armed forces, international relations, relations between the UK Government, the Scottish Executive, the Welsh Assembly and the Northern Ireland Executive, the economy or the financial interests of the UK, Scottish, Welsh or Northern Irish administrations, and/or • trade secrets and prejudice to commercial interests.

5.11 We will also not disclose information if complying with a request for information:

5.11.1 Is not allowed under law;

5.11.2 Would be contrary to an obligation under EU law, or would constitute contempt of court.

6 Charges

6.1 We will follow Information Commissioner's Office (ICO) guidance on what we can and cannot charge for. The maximum disbursement we can charge in these cases is limited to the specified costs of postage, printing and photocopying disbursements outlined below.

6.2

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying at 10p per sheet (black and white)	Actual Cost
	Colour copying not available	
	Postage	Cost of 2 nd class stamp
Statutory fee	None applicable	
Other	None applicable	

- 6.3** If we estimate the cost of dealing with the request to be ‘significant’, i.e. over £10, we will issue a ‘Fee Notice’ informing the applicant of the required fee before processing the request for information and as soon as possible within the 20 working day deadline following receipt of the request. Once we issue a Fee Notice, the 20 working day time limit for responding stops and will start again only when we receive payment.

7 Publication Scheme

- 7.1** The Parish Council has adopted the Information Commissioner’s Model Publication Scheme. The Scheme sets out what information the Parish Council will make available, classified by type of information, and how this information can be accessed. The Scheme is available as a separate document from the Parish Council or on the Parish Council website.
- 7.2** All Freedom of Information requests and their responses will be published on the Council’s website.

8 Complaints

- 8.1** The Council would normally expect a named officer to understand what information you have asked for and to be able to tell you where you can find it. If the information you receive is not what you asked for or need, you should first contact the named officer. If the information you have asked for is not available, the named officer will tell you why.
- 8.2** If you believe that the Council has not dealt with the request fairly and cannot deal with it satisfactorily on an informal basis, you should follow our complaints procedure. You can get details from, Bishopstoke Parish Council, Parish Office, Riverside, Bishopstoke, Eastleigh, SO50 6LQ. Telephone 02380643428 or email clerk@bishopstokepc.org.
- 8.3** If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner to ask them to investigate the matter.

9 Contact Details

- 9.1** Freedom of information requests and requests for hard copies should be directed to the Clerk:

Clerk to Bishopstoke Parish Council
Parish Office
Riverside
Bishopstoke
Hampshire
SO50 6LQ

email: clerk@bishopstokepc.org

phone: 02380 643428



BISHOPSTOKE PARISH COUNCIL

DATA PROTECTION POLICY

**This Data Protection Policy was adopted
by the Parish Council at its meeting on 26 February 2019**

**D Wheal
Clerk to Bishopstoke Parish Council**

BISHOPSTOKE PARISH COUNCIL
DATA PROTECTION POLICY

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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DATA PROTECTION POLICY

1 Scope

- 1.1 This Policy must be complied with fully by all Members, Staff, Agents, Partners and Contractors of Bishopstoke Parish Council who collect, hold, process or deal with Personal Data for or on behalf of Bishopstoke Parish Council.
- 1.2 Bishopstoke Parish Council supports the objectives of the Data Protection Act 2018 (the DPA) and intends to conform to the requirements of the Act at all times.

2 Processing Personal Data

- 2.1 Personal Data must be processed fairly and lawfully in accordance with the Provisions of the DPA.
- 2.2 Personal Data may only be processed for notified purposes as stated with the DPA'
- 2.3 Anyone with responsibility for holding or collecting data must ensure that data kept and processed about any Data Subject is accurate and up to date. All due skill and care must be taken. Data must not be excessive to need and superfluous data must be destroyed or removed from the system.
- 2.4 Bishopstoke Parish Council is responsible for ensuring compliance with this policy and nominates The Clerk to the Council to ensure compliance with the Act and ensure that members of staff are aware of the provisions of the Act. In this role, The Clerk will be the Data Protection Officer. The nomination of such a person shall not release other Members of staff from compliance with this Act and this Policy.
- 2.5 Any processing of sensitive data must comply with the special and more stringent rules set out in the DPA.
- 2.6 Definitions:
 - 2.6.1 **'Personal Data'** is defined in the DPA as, 'data which relates to a living individual who can be identified from that data or from that data and other information which is in the possession of, or is likely to come into the possession of, the data controller (the Council is a data controller) and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other in respect of the individual.
 - 2.6.2 **'Processing'** covers a broad range of activities such that virtually any use of personal information or data will amount to processing.
 - 2.6.3 **'Processed fairly and lawfully'** means that the data must be processed in accordance with the three provisions of the DPA. These are the Data Protection Principles, the Rights of the Individual and Notification and Registration.
 - 2.6.4 **'Notified Purposes'** are the purposes for which the Council is entitled to process that data under its Registration with the Office of the Information Commissioner.
 - 2.6.5 **'Data Subject'** is the individual who the data or information is about.

2.6.6 Sensitive Data' concerns information as to racial or ethnic origin, sexual life, religious beliefs (or similar), physical or mental health/condition, membership of a trade union, political opinions or beliefs, details of proceedings in connection with an offence or an alleged offence.

3 Security and Registration

- 3.1** Each Member, member of staff and Data Holder are responsible for ensuring that data cannot be accessed by unauthorised personnel and to ensure that data cannot be tampered with, lost or damaged. All superfluous data must be disposed of in a secure manner.
- 3.2** The Information Commissioner enforces and oversees the DPA and the Freedom of Information Act 2000 (FOI). The Commissioner is a UK independent supervisory authority reporting directly to the UK Parliament and has an international role as well as a national one. The Information Commissioner keeps a register of all organisations which process data. The Council shall submit a Notification to the Information Commissioner and pay the requisite fee at least once a year, which will be dealt with by The Clerk. Members and staff of Council must furnish The Clerk with any information requested for this purpose. Members and staff of Council must notify The Clerk if, during the course of any years, this information changes and The Clerk must update the Register entry accordingly. Members may have to register personally with the Information Commissioner with respect to constituency or party records.

4 Agents, Partner Organisations and Contractors

- 4.1** If a Contractor, Partner Organisation or Agent of the Council is appointed or engaged to collect, hold, process or deal with Personal Data for or on behalf of Council or if they will do so as part of the services they are providing to Council, The Clerk must, as part of evaluation, obtain confirmation that the Agent, Partner Organisation or Contractor is able, willing and does comply with the DPA. There must be specific obligations in every such partnership agreement and contract requiring the Partner/Contractor to comply with the DPA.

5 Disclosure of Personal Data

- 5.1** Personal Data will only be disclosed in accordance with the provisions of the DPA.

6 Access Rights by Individuals

- 6.1** An individual may request a copy of any data held about them or information about the reason it is kept and processed and the people to whom it is disclosed. The information must be provided, in clearly understandable terms, within 40 days of a valid written request and the payment of the required fee.
- 6.2** A person seeking information shall be required to prove their identity in accordance with the DPA. The 40 days will run from the date the date the person provides this information and pays any required fee.

- 6.3** Information may be withheld where the Council is not satisfied that the person requesting information about themselves are who they say they are or when the requester is an organisation or body holding itself out as requesting information on behalf of a named individual and the Council is not satisfied that they have the authority to receive that information.

7 Disclosure to and about Third Parties

- 7.1** Personal Data must not be disclosed about a Third Party except in accordance with the DPA. If it appears absolutely necessary to disclose information about a Third Party to a person requesting data about themselves, advice must be sought from the Clerk.
- 7.2** All references to Third Parties must be removed from the information that is given to the Data Subject, unless the third party gives their consent, or Council considers it reasonable to provide the information without the other individuals consent.

8 Inaccurate Data

- 8.1** If an individual complains that the data held about them is wrong, incomplete or inaccurate, the position should be investigated thoroughly including checking with the source of the information. In the meantime, a caution should be marked on the person's file that there is a question mark over the accuracy. An individual is entitled to apply to the court for a correcting order and it is obviously preferable to avoid legal proceedings by working with the person to correct the data or allay their concerns.

9 Requests by Individuals to Stop Processing Information

- 9.1** If data is properly held for marketing purposes, an individual is entitled to require that this is ceased as soon as possible. Requests must be made in writing but generally all written or oral requests should be heeded as soon as they are made. The cessation must be confirmed in writing.
- 9.2** If data is held for any other purposes, an individual may request that processing ceases if it is causing them unwarranted harm or distress. This does not apply if they have given their consent, if the data is held in connection with a contract with the person, if the Council is fulfilling a legal requirement or if the person's vital interests are being protected. Valid written requests must be heeded within 21 days. The cessation must be confirmed in writing.

10 Complaints

- 10.1** Any complaint or concern expressed by an individual in connection with the DPA must be reported to The Clerk immediately in case legal action is taken. The Clerk will ensure that there has been no breach of the DPA and, if there has, what action needs to be taken to remedy it.

BISHOPSTOKE PARISH COUNCIL

**Financial Risk Assessment
2020 / 21**

**This Financial Risk Assessment was adopted
by the Parish Council on dd mmm yy**

**D Wheal
Clerk to Bishopstoke Parish Council**

Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Section One: Areas where there may be scope to use insurance to help manage risk				
Property and contents owned by the council.	Loss or damage.	2	2	An up-to-date register of assets and investments is kept and reviewed annually. Inspections carried out according to area.
Damage to third party property or individuals.	Public liability claims.	3	2	Sufficient public liability insurance held. Currently with Axa through Came & Co. Renewal date of 22 Nov 2021. Reviewed annually by RFO and auditor. Current value of insurance: £10,000,000
Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party.	Public liability claims. Inability to continue functions of Council.	3	2	Sufficient business interruption insurance held. Currently with Axa through Came & Co. Renewal date of 22 Nov 2021. Reviewed annually by RFO and auditor. Current value of insurance: £10,000.
Cash.	Loss of cash through theft or dishonesty.	3	3	Sufficient fidelity guarantee insurance held. Currently with Axa through Came & Co. Renewal date of 22 Nov 2021. Reviewed annually by RFO and auditor. Current value of insurance: £150,000.
Legal liability as a consequence of asset ownership.	Public liability claims.	3	1	Sufficient insurance held. Currently with Axa through Came & Co. Renewal date of 22 Nov 2021. Reviewed annually by RFO and auditor. Current value of insurance: £10 million.

Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Section Two - Working with others to help to manage Risk				
Security for vulnerable buildings, amenities or equipment.	Theft, damage, health and safety.	2	2	Regular inspections of Council property by council staff and external contractors. Schedule appropriate to area. E.g. Full play area inspection quarterly by qualified contractor Play area hazard inspection weekly by grounds contractor Allotment equipment maintained annually.
The provision of services being carried out under agency / partnership agreements with principal authorities.	Default, or partnership failure, failure to follow contracts.	N/A	N/A	Standing orders and financial regulations deal with the award of contracts. Currently no risk as no such agreements are in place.
Banking arrangements, including borrowing or lending.	Fraud or corruption.	3	3	Financial regulations reviewed annually and can be amended at any time. Monthly checks carried out by F&GP committee. All reviewed by Internal Auditor.
Ad hoc provision of amenities / facilities for events to local community groups.	Public Liability claims.	3	2	Hire forms reviewed annually, risk assessments for amenities & facilities. Groups are required to have sufficient insurance and, where appropriate, provide their own risk assessments.
Vehicle or equipment lease or hire.	Theft or damage.	3	3	Follow all procedures from lease / hire company. Hire from reputable companies, monitor by council.
Trading units (leisure centres, playing fields, burial grounds, etc.).	Public Liability claims.	3	1	External contractors for maintenance. Monitor work throughout. Employment law followed.
Professional services (architects, accountancy, design, etc.).	Default, or partnership failure, failure to follow contracts. Adequacy of Standing Orders.	3	1	Standing orders, Financial regs and policies deal with the awarding of contracts. Reviewed annually by Council and Internal Auditor. HALC available for legal advice.

Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Section Three - Self Managed Risk				
Proper financial records.	Fraud. Error. Corruption.	3	2	RFO ensures the Council keeps up to date with best practice and law and that records are in accordance with statutory requirements. Reviewed by Council and Internal Auditor.
Business activities.	Not within the legal powers of councils.	3	2	Ensuring that they are within the legal powers of councils by reference to legislation and guidance, and review by auditor.
Borrowing.	Defaulting.	3	2	Comply with restrictions. Sound planning to ensure payments are made as required. No current borrowing. Only use PWLB loans. Reviewed by Council and Internal Auditor.
Employment law and Inland Revenue regulations.	Breach of requirements.	3	1	Clerk to keep up to date with best practice and law. Reviewed by Council and Internal Auditor.
VAT.	Breach of regulations. Fines. Loss of refund.	3	1	RFO to ensure that requirements are met under HMRC regulations. Reviewed by Council and Internal Auditor.
Annual precept.	Non-compliance with timing and regulations.	3	1	RFO ensures budget is financially sound. Preparations, including 3-year forecast begin in September. Budget scrutinized by F&GP, agreed by Council and reviewed by Internal Auditor.
Monitoring of performance.	Council not functioning.	3	2	Cllrs review budget twice per year and policies at least once every Council cycle.
Grants.	Not giving to appropriate organisations. Fraud.	3	3	Ensuring proper use of funds granted to local community bodies under specific powers, s137 or GPC. All grants based on approved form and supporting information, minuted and checked by Internal Auditor.
Council Minutes.	Inaccurate reporting of council business. Lack of transparency.	3	3	Proper, timely and accurate reporting of council business in the minutes. Posted on website for public to see, agreed by subsequent meetings and reviewed by Internal Auditor.

Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Rights of public inspection of documents.	Documents not available. Lack of transparency.	3	3	Where possible, all documents made available on Council website.
Document control.	Incorrect information.	3	3	Policies to be reviewed at least once every Council cycle. Standing Orders, Financial Regulations and Terms of Reference reviewed annually.
Register of Members' Interests and Gifts and Hospitality.	Not in place. Council reputation.	3	3	Ensure they are published on Council website, complete, accurate and up to date. Overseen by Eastleigh Borough Council.
Compliance with Transparency Code.	Fines. Lack of transparency.	3	3	Clerk to ensure the Transparency Code is followed and that any legislative changes are assessed and applied.
Parish Records	Fire / Water damage	3	1	All staff to maintain backups of hard drive. All essential Council documents kept on the cloud. Business continuity plan.

Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Section Four – Internal Control Areas				
Bookkeeping.	Fraud. Error. Corruption.	3	2	RFO ensures the cashbook is up to date and accurate. Bank rec and accounts checked by Council monthly. All reviewed by Internal Auditor.
Standing Orders and Financial Regulations.	Not kept in line with best practice and legal requirements.	3	3	Clerk to ensure best practice and legal requirements are followed. Annual review of documents by Council.
Purchase Orders.	Work being completed without being fully approved.	3	2	Purchase orders are required for all work valued at £1,000 or greater. Officers to ensure all contractors and service providers are aware of this.
Payment Controls.	Fraud. Error. Corruption.	3	3	Payment matches invoices, VAT claimed properly, Grants recorded, Accounts checked monthly, VAT reclaimed quarterly. Monthly payment list kept in minute book.
Risk Assessments.	Not done. Out of date.	3	2	All Council properties, equipment and sites to have risk assessments. These should be reviewed annually by Officers.
Budgetary Controls.	Fraud. Error. Corruption. Controls insufficient.	1	2	RFO ensures budget is financially sound. Preparations, including 3-year forecast begin in September. Budget scrutinized by F&GP, agreed by Council and reviewed by Internal Auditor. Monthly budget monitoring performed by F&GP.
Income Controls.	Lack of finance.	3	2	Ensure budget provides adequate income for expected expenditure. RFO to monitor expected income and produce monthly bank reconciliation. Reviewed monthly by F&GP and annually by Internal Auditor.

Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Payroll.	Do wages paid match expected wages? Is HMRC / LGPS being operated correctly?	3	3	RFO prepares payroll each month which is then checked by the Clerk. HMRC software used to ensure correct amounts are paid in National Insurance, Tax and Pensions.
Asset Control.	No asset register kept.	3	3	An up to date register of assets is kept, updated and is reviewed annually.
Bank reconciliation.	Cash discrepancies.	3	3	RFO prepares reconciliation which is checked monthly and signed by F&GP member. Signed bank reconciliations to be kept in minutes book.
Year end.	Finances not kept in order.	3	2	RFO to ensure training is up to date, accounting practices are suitable and changes in legislation are applied.
Officer Expenses.	Fraud. Error.	3	3	Where possible, all expenses paid by Council debit cards. Where not details and receipts are provided on the appropriate form, which will be counter-signed by another officer.

Full Council

Item 16 – Bishopstoke Memorial Hall

We have now received an update from the Borough Council on the progression of the Memorial Hall rebuild / refurbishment project, which has been sent to you separately.

Following this update the Parish Council needs to come to a decision about whether it wishes to agree with the Borough Council's proposal to move ahead to the pre-application stage with the project. It is important to stress at this point that the Parish Council is still not committing any funds to the project. However, it would be prudent to begin looking at potential grant funding that could be accessed if the project gets to that point.

The Clerk's recommendation is to accept the Borough Council's proposal, moving on to pre-application with the fees covered by the Borough Council.

In addition to this, the Council now needs to consider how to approach the roof of the Memorial Hall. The roof has become increasingly prone to leaks over the past few years and has been patched up in several places. Unfortunately, these patches have no guaranteed longevity and alternative solutions may offer more certainty going forward.

Currently the roof is leaking above the Green Room and also again at the stage end of the main hall. The contractor who has previously patched the roof was asked to quote for these extra repairs last summer and offered two possible solutions: Further spot applications of silicon to seal up the areas around where the asbestos is attached to the roof frame or placing boards over the top of that section of roof to prevent future leaks across that whole section. It was agreed that the overboarding quote would be accepted.

Since then, the contractor has been unable to source the materials required for the job and is now offering an alternative solution involving a resin paint. As some time had passed without any work being completed the Buildings Committee tasked the Officers with finding alternative quotes. Several extra companies have been approached, most of whom are unwilling or unable to do the job. However, we do currently have three options. First, we are awaiting a new quote from the original contractor for his new suggestion of the resin coating (the original quote was around £9,000). Second, there is a quote which is substantially higher (around £32,000), but which would provide the overboarding solution across the entire roof structure. Third, an alternative company suggesting resin, although they state that the roof would need to be cleaned before it can be coated, and the cleaning process could cost as much as £50 per square metre.

The option which seems to provide the best guarantee of protection for the remainder of the lifetime of the building is the most expensive one.

Initial calculations suggest that the Memorial Hall Charity could fund around one third of the cost and the Parish Council would be able to cover the remainder from its ear-marked reserve. However, this would leave the Parish reserves perilously low in two or three years unless the precept request is raised to offset this extra spending.

If the work is not undertaken at all then the likelihood is that the building will have to close as it is not sustainable to hire out a building with a roof that leaks in several places.

The Clerk's recommendation is to approach the Borough Council. There is already money allocated to the Memorial Hall project. Given that the estimates for the building of a new hall range from £1.5 million upwards, spending £25,000 now to fix the roof of the current hall so that it can remain in business seems like an eminently sensible solution. It is the belief of the Officers that in the event that the Hall closes, it is highly likely that the current hirers will find other locations for their groups and there will be no one around to hire the new hall when it opens.

Alternatives would be to seek grant money for the roof, or to fund the roof from Parish Council earmarked reserves knowing the likely impact this would have on Parish Council precept requests for the next year or two.

Full Council - Clerk's report 23 February 2021

Clerk's Report

Actions from previous meetings

FULL_2021_M05/75.1 Regarding a joint planning meeting

The Clerk contacted Fair Oak's Clerk to discuss the possibility of meeting jointly to discuss the major developments along Burnetts Lane and surrounding areas. It was agreed in principle that this may be a good idea, however as the Borough Council have indicated they will host a meeting for Councillors from both Bishopstoke and Fair Oak on this matter it was felt that we did not need to meet jointly.

FULL_2021_M05/84.2 Regarding the Grievance and Discipline Policies

As requested, the Clerk has included the additional clause in each policy, and these will be included for discussion at the February Council meeting.

Other Items

At the time of writing there are no other items to report.