



Bishopstoke Parish Council

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**Members of the Parish Council are summoned to attend a meeting on
Tuesday 11th July 2023 at 7.30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION

1. Apologies for absence
2. To adopt and sign Minutes of the Parish Council meeting held on 9 May 2023
3. Declarations of Interest and Requests for Dispensations
4. Reports from Committees, Working Groups, Officers and Councillors
5. To approve the payments list for June 2023
6. To re-adopt the Code of Conduct
7. To re-adopt the CCTV Policy
8. To adopt a dispensation for Cllrs holding an allotment plot to discuss allotment matters
9. To re-adopt the Mission Statement and Aims for the Council year 2023-24
10. To consider content for the next press release
11. To agree the date, time and place for the next meetings

D L Wheal
Clerk to Bishopstoke Parish Council
5th July 2023

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.43pm on 9 May 2023**

Present: Councillor Ralph Candy
Councillor Andrew Daly
Councillor Dave Francis
Councillor Geoff Harris
Councillor Louise Hillier-Wheal
Councillor Chris McKeone
Councillor Dermot McKeone
Councillor Andy Moore
Councillor Mike Thornton (from para 12)
Councillor Gin Tidridge
Councillor Anne Winstanley

In Attendance: Mr David Wheal (Clerk to Bishopstoke Parish Council)
Mrs Sophie Thorogood (RFO and Deputy Clerk to Bishopstoke Parish Council)

Public Session 0 members of the public were present.

FULL_2324_M01/

1 Election of Chair

1.1 Proposed Cllr Francis, Seconded Cllr Moore, **RESOLVED** with 9 in favour and 1 abstaining that Cllr Hillier-Wheal be elected Chair of Bishopstoke Parish Council for the year 2023-24.

2 Election of Vice Chair

2.1 Proposed Cllr Winstanley, Seconded Cllr C McKeone, **RESOLVED** with 7 in favour, 1 against and 2 abstaining that Cllr Harris be elected Vice Chair of Bishopstoke Parish Council for the year 2023-24.

3 Apologies for Absence

3.1 Apologies were noted from Cllrs A Dean, R Dean and Lyon. Cllr Kirby was not present.

4 To adopt and sign Minutes of the Parish Council meeting held on 14 March 2023

4.1 The minutes of the above meeting had been included in the document pack for this meeting.

4.2 Proposed Cllr Harris, Seconded Cllr Daly, **RESOLVED** with 9 in favour and 1 abstention that the minutes of the Parish Council meeting held on 14 March 2023 be adopted as a true record.

Action: Clerk & Chair – to sign and publish the minutes and document pack

Initial: _____ Date: _____

5 Declarations of Interest and Requests for Dispensations

5.1 None declared or requested.

6 To confirm there are no conflicts of interest between the Parish Council and BDO LLP

6.1 The Clerk informed the Council that this was a new requirement from the newly appointed external auditors that Parish Councils to be audited by BDO LLP confirm neither they nor their Councillors have any conflict of interest with BDO LLP. An email had been sent on 18th April asking all Cllrs to confirm this prior to the meeting.

6.2 Cllr Harris indicated that he was currently not able to confirm whether he had a conflict of interest. Additionally, some Cllrs had not responded to the email. In light of this the Council were unable to make the declaration. It was agreed that the authority to make the confirmation could be delegated to the Finance Committee, which would give extra time for all Cllrs to confirm their situation and still make the declaration by the deadline.

6.3 Proposed Cllr Moore, Seconded Cllr Candy, **RESOLVED** to delegate the authority to make a declaration on conflicts of interest between the Council, the Councillors and BDO LLP to the Finance Committee.

Action: Cllrs, Clerk and RFO – to confirm all Cllrs have responded to the request and arrange for it to be on the Finance Committee agenda for June 13th

7 To note the report from the internal auditor and approve the Council's response

7.1 The internal audit report and the Council's proposed response had been included in the document pack for this meeting.

7.2 Proposed Cllr Moore, Seconded Cllr C McKeone, **RESOLVED** with 2 abstentions to note the report from the internal auditor and approve the Council's response.

Action: Clerk & RFO – to implement any remaining recommendations

8 To adopt the Annual Governance Statement for the year ended 31 March 2023

8.1 The Clerk went through each of the nine sections of the Annual Governance Statement providing information to the Council to justify their ability to answer each section by ticking the "Yes" box.

Statement 1 Effective Financial Management
Covered by the Statement of Internal Control and Statement A of the Internal Auditor section of the Audit.

Statement 2 System of Internal Control
Covered by the Statement of Internal Control.

Statement 3 Compliance with laws and regulations
Covered by the Statement of Internal Control, Statement B of the Internal Auditor section of the Audit (AGAR page 3) and the Financial Risk Assessment.

Statement 4 Electors Rights
Confirmed by Statement M of the Internal Auditor section of the Audit.

Initial: _____ Date: _____

Statement 5 Risk Assessment
Confirmed by Statement M of the Internal Auditor section of the Audit and the Financial Risk Assessment.

Statement 6 Having an Internal Auditor
Do the Numbers carried out the Internal Audit this year.

Statement 7 Completed any actions from the Internal Audit
All actions from the interim audit are complete. There were no actions from last year's full external audit.

Statement 8 Recording accruals
The RFO includes details of all transactions that impact this financial year, no matter whether they were initiated in the previous year, or will be completed in the next year.

Statement 9 Charity accounts
The Charity Commission website confirms that the Memorial Hall charity accounts were submitted on time. Those accounts were scrutinised by Do The Numbers.

- 8.2 Proposed Cllr Winstanley, Seconded Cllr Daly, **RESOLVED** unanimously that the Council adopt and sign the Annual Governance Statement for the year ended March 2023.

Action: Clerk & Chair – to sign the Statement and return to the RFO for publication and submitting

Cllr Moore left the room at this point.

9 To approve the Accounting Statements for the year ended 31 March 2023

9.1 The RFO went through the Accounting Statements with the Council, explaining where each figure comes from. The Clerk noted that the internal auditor had checked the accounts and was happy, and that both Clerk and RFO recommended the approval of the Accounting Statements.

9.2 Proposed Cllr Candy, Seconded Cllr Winstanley, **RESOLVED** unanimously to approve the Accounting Statements for the year ended 31 March 2023.

Action: Clerk & Chair – to sign the Statements and return to the RFO for publication and submitting

10 To approve the statement of reserves as at 31st March 2023

10.1 The Statement of Reserves had been included with the document pack for this meeting. The Clerk noted two differences compared to the last time the statement had been approved. Firstly the closure of the Bishopstoke Cemetery Works reserve following payment of the final invoice and secondly the addition of a reserve of £25,000 earmarked for the Y-Zone and necessary as no invoice for 2022-23 had been received from the Borough Council.

Cllr Moore returned to the meeting at this point.

10.2 Proposed Cllr C McKeone, Seconded Cllr Winstanley, **RESOLVED** with 9 in favour and 1 abstention to approve the statement of reserves as at 31st March 2023.

Action: Clerk – to publish the statement

The RFO left the meeting at this point.

Initial: _____ Date: _____

11 Reports from Committees, Working Groups, Officers and Councillors

11.1 The resolutions from Council Committees were noted.

11.2 Proposed Cllr Winstanley, Seconded Cllr Moore, **RESOLVED** unanimously to adopt the Financial Regulations.

Action: Clerk – to publish the amended Financial Regulations

11.3 Cllr Francis requested a change in paragraph 2.2 of the Pensions Discretions Policy so that any decision on early retirement is not left to the chair. The Clerk suggested amending the second sentence to read “Agreement must be obtained from the Parish Council that use of this discretion is in the Council’s interest.”.

11.4 Proposed Cllr Francis, Seconded Cllr D McKeone, **RESOLVED** unanimously to amend the policy as described above in Minute 11.3.

11.5 Proposed Cllr Candy, Seconded Cllr Moore, **RESOLVED** unanimously to approve the amended Pension Discretions Policy.

Action: Clerk – to publish the amended policy

11.6 Cllr Tidridge noted the recent elections for Borough Council and welcomed independent candidate Karen Caws as the newest Eastleigh Borough Councillor for Bishopstoke.

Action: Clerk – to invite EBC Cllr Caws to attend the next Bishopstoke Parish Council meeting

11.7 In addition to the written report, the Clerk thanked all those involved in organising and setting up the Coronation Big Lunch – the first Carnival event of the year. Throughout the day around 90 to 100 people had attended including 7th Eastleigh 2nd Fair Oak Beavers Group, two of the local PCSO team and Cllrs Harris, Hillier-Wheal, Thornton, Tidridge and Winstanley. The Carnival Group were especially grateful to Twyford school who had loaned us the use of their groundskeeper and line painting machine.

It was noted that the Council has installed a new noticeboard at Underwood Road allotments.

Cllr Winstanley had asked the Clerk to investigate location codes for the defibrillators. The Clerk had contacted the Bishopstoke Community Fund but had not yet received a response on the codes.

Action: Clerk – to follow up with Bishopstoke Community Fund on location codes

Cllr Francis asked whether the Borough Council had produced either the minutes of the recent meeting to restart the Memorial Hall project, or the promised financial statement. The Clerk reported that they had not. Cllr Francis also informed the Council that all Glebe Meadow related documents are intended to be published on the Cllr section of the Council website.

Action: Clerk – to request the minutes and financial statement from Eastleigh Borough Council

The Clerk’s report was noted.

Cllr Thornton arrived at this point.

Initial: _____ Date: _____

12 To consider dissolving the Planning Committee and adding a quarterly Planning Working Group, and two Full Council meetings

12.1 A discussion document had been included in the supporting papers for the meeting. Cllrs generally agreed that the Planning Committee serves a valuable function for the residents of Bishopstoke.

12.2 Proposed Cllr Thornton, Seconded Cllr Daly, that the Planning Committee be dissolved, with other meetings being added. The proposal failed with 11 votes against.

13 To determine membership of Committees, Working Groups and other appointments

13.1 Absent members were still considered for appointments, on the understanding that they could choose to stand down if they so desired. Committee membership was confirmed as follows:

Finance: Cllrs Hillier-Wheal, Kirby, Lyon, C McKeone, Thornton and Winstanley.

Assets: Cllrs Francis, Harris, Hillier-Wheal, D McKeone and Winstanley.

Planning: Cllrs Candy, Daly, Hillier-Wheal, C McKeone and Moore

13.2 Working Group membership was confirmed as follows:

Communications: Cllrs Francis, D McKeone and Winstanley, plus the Clerk.

Glebe Meadow: Cllrs Francis, Harris, Hillier-Wheal and Winstanley.

Village Trails: Cllrs Hillier-Wheal and Tidridge.

Greening Campaign: Cllr Winstanley

Carnival: Cllrs Harris, Hillier-Wheal, Tidridge and Winstanley

The Clerk was requested to advertise for residents to join the Greening Campaign group.

Action: Clerk

13.3 Other appointments were confirmed as follows:

Neighbourhood Plan: Cllrs C McKeone and Tidridge

Airport Consultative Committee: Cllrs Harris and Winstanley

Bishopstoke Community Association: Cllr Winstanley

Parochial Charities: Cllr Winstanley

Passenger Transport Forum: Cllrs Francis and C McKeone

EDALC: Cllrs Hillier-Wheal and Winstanley

13.4 The Clerk informed the Council that this year, whilst all Cllrs will continue to receive the document packs for all committee meetings calendar invites will only be sent to committee members to help avoid any confusion.

Action: Clerk – to send calendar invites to all committee members for the year

Initial: _____ Date: _____

14 To consider pre-approving Cllr absence in certain circumstances

14.1 A discussion document had been included in the document pack for this meeting.

14.2 Cllr Tidridge requested that confirmation be sought from the Hampshire Association of Local Councils (HALC) confirming that the Council has the authority to act in this way and the Clerk indicated he was happy to do so.

14.3 Proposed Cllr Moore, Seconded Cllr Candy, **RESOLVED** unanimously to defer discussion until a reply has been received from HALC.

Action: Clerk – to contact HALC asking for their advice on the proposal

15 To draft and approve a letter to Hampshire County Council regarding highway maintenance

15.1 A draft of the letter regarding potholes had been included in the document pack for this meeting.

15.2 Proposed Cllr D McKeone, Seconded Cllr Candy, **RESOLVED** unanimously to approve the letter and send it.

Action: Clerk – to send the letter on potholes to County Councillor Parker-Jones

16 To agree a response to Bishopstoke & Fair Oak Football Club

16.1 In addition to the discussion document circulated with the supporting papers for this meeting, the Clerk noted that Blackberry Drive open space is sufficiently large to accommodate the smallest official football pitch, but that in his opinion the ground is unsuitable – being uneven and waterlogged for much of the year.

16.2 The Clerk was asked to respond to the Club confirming that Bishopstoke Parish Council has no suitable space, but that it would be willing to consider other ways to help if asked.

Action: Clerk – to write to Bishopstoke & Fair Oak Football Club

17 To agree rules for what is allowed on Parish Council noticeboards

17.1 Council agreed this item sat more appropriately with the Communications Working Group and the Clerk indicated he would include it on their next agenda.

Action: Clerk – to add discussion of noticeboard rules to the next Communications Working Group agenda

18 To approve the Freedom of Information Policy and Publication Scheme

18.1 The Freedom of Information Policy and Publication Scheme, amended for dates and contact numbers, had been included with the document pack for this meeting.

18.2 Proposed Cllr Moore, Seconded Cllr Thornton, **RESOLVED** unanimously to approve the Freedom of Information Policy and Publication Scheme.

Action: Clerk – to publish the Freedom of Information Policy and Publication Scheme

Initial: _____ Date: _____

19 To consider content for the next press release

19.1 The Council agreed that the next press release would include the Bishopstoke Champion, Coronation Big Lunch, Grant to Victim Support and appointment of the new Chair and Vice Chair.

Action: Clerk – to draft the press release and circulate it to the Communications Group for approval

20 To agree the date, time and place for the next meetings

20.1 The next meeting will take place on Tuesday July 11th 2023. It will take place at 7:30pm at the Bishopstoke Methodist Church, following the Parish Assembly. The Clerk requested any agenda items and supporting papers be with him by July 4th.

There being no further business, the Chair closed the meeting at 8:42pm.

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Full Council – 11th July 2023
Recommendations and Resolutions

Committee Resolutions – to note

Assets

23rd May – ASSETS_2324_M01

- Item 1.1 That Cllr Francis be elected Chair of the Assets Committee for the 2023-24 Council year.
- Item 2.1 That Cllr D McKeone be elected Vice Chair of the Assets Committee for the 2023-24 Council year.
- Item 4.2 That the minutes of the Assets Committee meeting held on 28 March be adopted as a true record.
- Item 7.3 That a disclaimer be added to each play area to the effect that the Council accepts no liability for anything untoward happening as a result of the rules being broken.
- Item 54.2 That the time needed to have lived in Bishopstoke to qualify for single [interment] fees, regardless of time spent elsewhere, be lowered from 50 years to 30 years.
- Item 55.4 That Cllrs be asked to take part in the bin mapping project, that all new bins be dual waste and that the full map be used to create a priority list and develop funding requirements.

Finance

13th June – FIN_2324_M01

- Item 1.1 That Cllr Winstanley be elected Chair of the Finance Committee for the 2023-24 Council year.
- Item 2.1 That Cllr Lyon be elected Vice Chair of the Finance Committee for the 2023-24 Council year.
- Item 4.2 That the minutes of the Finance Committee meeting held on 18 April be adopted as a true record.
- Item 6.4 That the reports on Council finances be approved.
- Item 7.2 That the Council has no conflicts of interest with BDO LLP.

Planning

23rd May – PLAN_2324_M01

- Item 1.1 That Cllr Moore be elected Chair of the Planning Committee for the 2023-24 Council year.
- Item 2.1 That Cllr C McKeone be elected Vice Chair of the Planning Committee for the 2023-24 Council year.
- Item 4.2 That the minutes of the Planning Committee meeting held on 11 April be adopted as a true record.
- Item 6.4 That the responses of the Planning Committee be submitted to the planning authority.
- Item 95.1 Confidential business.

13th June – PLAN_2324_M02

- Item 12.2 That the minutes of the Planning Committee meeting held on 23 May be adopted as a true record.
- Item 14.4 That the responses of the Planning Committee be submitted to the planning authority.
- Item 17.1 Confidential business.

27th June – PLAN_2324_M03

Item 20.2 That the minutes of the Planning Committee meeting held on 13 June be adopted as a true record.

Item 22.3 That the responses of the Planning Committee be submitted to the planning authority.

People

27th June – PPL_2324_M01

Item 2.2 That the minutes of the Finance Committee meeting held on 28 February be adopted as a true record.

Item 8.2 That the meeting scheduled for 24th October will be moved to 17th October, at 7:30pm, in Bishopstoke Methodist Church.

Committee Recommendations – to vote upon

Assets

23rd May – ASSETS_2324_M01

No recommendations

Finance

13th June – FIN_2324_M01

No recommendations

Planning

23rd May – PLAN_2324_M01

No recommendations

13th June – PLAN_2324_M02

No recommendations

27th June – PLAN_2324_M03

No recommendations

People

27th June – PPL_2324_M01

Item 5.3 That the Council approve the unchanged Mission Statement and Aims, and that the members of the People Committee work to create Objectives for each Aim. [The first part of this recommendation is on the agenda for Full Council on July 11th.

Working Group Recommendations

Communications Working Group

No recommendations

Carnival Working Group

No recommendations

Village Trail Working Group

No recommendations

Glebe Meadow Working Group

No recommendations

Full Council - Clerk's report 11th July 2023

Clerk's Report

Actions from previous meetings

FULL_2223_M01/Item 11.2 Regarding training on the audit process and financial reports
The RFO will be arranging this training.

FULL_2223_M05/Item 63.2 Regarding youth provision at the Y-Zone
I have received a copy of the contract between EBC and the service provider, but this does not detail how many hours of provision are targeted at Bishopstoke, nor what that provision will be. I have requested more detail from the Borough Council.

FULL_2223_M06/Item 77.2 Regarding the Greening Campaign
In the absence of any volunteers coming forward, the Council may have to consider abandoning its commitment to join the Greening Campaign.

FULL_2324_M01/Item 4.2 Regarding the Minutes
The minutes from the meeting on 9th May have been signed and published on the Council website.

FULL_2324_M01/Item 6.3 Regarding the BDO LLP Disclaimer
The power to approve completing the disclaimer was delegated to the Finance Committee and this item was added to their agenda for June 13th.

FULL_2324_M01/Item 7.2 Regarding the Internal Audit recommendations
All remaining recommendations have been implemented.

FULL_2324_M01/Item 8.2 Regarding the Annual Governance Statement
This was signed, returned to the RFO and has now been submitted.

FULL_2324_M01/Item 9.2 Regarding the Accounting Statements
These were signed, returned to the RFO and have now been submitted.

FULL_2324_M01/Item 10.2 Regarding the Statement of Reserves
This has been published on the website.

FULL_2324_M01/Item 11.2 Regarding the Financial Regulations
The updated regulations have been published.

FULL_2324_M01/Item 11.5 Regarding the Pensions Discretions Policy
The amended policy has been published,

FULL_2324_M01/Item 11.6 Regarding Borough Cllr Caws
Newly elected Borough Councillor Caws has been invited to the Full Council meeting on 11th July

FULL_2324_M01/Item 11.7 Regarding the defibrillators
Location codes are specific to a particular manufacturer and not universal. The postcode of each location is being added to that defibrillator.

FULL_2324_M01/Item 11.7 Regarding the Memorial Hall project
The minutes have now been received and distributed. We are still awaiting the financial statement.

FULL_2324_M01/Item 13.2 Regarding the Greening Campaign
A request for volunteers was placed on the Parish website. To date, no volunteers have come forward.

FULL_2324_M01/Item 13.4 Regarding meeting dates
Invitations were sent to all relevant Cllrs for all Council and Committee meetings.

FULL_2324_M01/Item 14.3 Regarding the pre-approval of absences
HALC have informed us that the approval of absences in the event of military call-up is already included in law. Given that, and the rarity of lengthy jury service, they have recommended that whilst the proposal to pre-approve certain absences is legal it is likely unnecessary.

FULL_2324_M01/Item 15.2 Regarding the letter to HCC
The letter was sent to Cllr Parker-Jones as requested. Cllr Parker-Jones has responded indicating that she would pass the letter on to the right people.

FULL_2324_M01/Item 16.2 Regarding the request from Bishopstoke and Fair Oak Football Club
The agreed response was sent to the club.

FULL_2324_M01/Item 17.1 Regarding rules for Parish Council noticeboards
This was considered by the Communications Working Group and the results will form part of the Communications Policy.

FULL_2324_M01/Item 18.2 Regarding the Freedom of Information Policy
The Policy and associated Publication Scheme have been published.

FULL_2324_M01/Item 19.1 Regarding the Media Release
The draft media release was polished by the Communications Group and published.

Other Items

Asset Transfers – Nothing new to report.

Allotments – The current waiting time for a plot at Underwood Road is seventeen months. For Jockey Lane there are a few people on the list who have been waiting several years but they all appear to be waiting for specific plots. The next on the list have been waiting 16 months.

Office – The Parish Office has now had all files and other items that are being kept moved into storage.

Burial Matters – There was one new burial and one ashes reopening in May 2023. June saw 2 new ashes interments and 1 ashes reopening. July currently has 1 ashes reopening booked. The total for the year so far is 8.

Play Areas – Repair and maintenance work identified in various inspections has now begun. This will include the removal of the remainder of the equipment at the skate park. This is because the equipment is now so dated that despite repeated attempts to repair it, the equipment is considered dangerous again by the next inspection.

Open Spaces – The full tree survey is booked for mid-August. Results should be available shortly after and then identified work will be offered to contractors to quote for.



BISHOPSTOKE PARISH COUNCIL

CODE of CONDUCT

(taken from the LGA Model Code of Conduct 2020)

**This Code of Conduct was adopted
by the Parish Council at its meeting on**

23rd February 2021

**D Wheal
Clerk to Bishopstoke Parish Council**

BISHOPSTOKE PARISH COUNCIL
CODE of CONDUCT

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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CODE OF CONDUCT FOR COUNCILLORS

Part 1 – Definitions, Principles and Application

1 Joint statement

- 1.1** 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 behaviours 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.
- 1.2** 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.
- 1.3** 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.
- 1.4** This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public’s trust in local government.

2 Introduction

- 2.1** 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.
- 2.2** All councils are required to have a local Councillor Code of Conduct.
- 2.3** 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.

3 Definitions

- 3.1** 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.

- b) Is a member of, and represents the authority on, any joint committee or joint subcommittee 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”.

- 3.2 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.

4 Purpose of the Code of Conduct

- 4.1 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.

5 General principles of councillor conduct

- 5.1 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.
- 5.2 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:

- 5.2.1 I act with integrity and honesty.
- 5.2.2 I act lawfully.
- 5.2.3 I treat all persons fairly and with respect.
- 5.2.4 I lead by example and act in a way that secures public confidence in the role of councillor.
- 5.3 In undertaking my role:
 - 5.3.1 I impartially exercise my responsibilities in the interests of the local community.
 - 5.3.2 I do not improperly seek to confer an advantage, or disadvantage, on any person.

5.3.3 I avoid conflicts of interest.

5.3.4 I exercise reasonable care and diligence.

5.3.5 I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

6 Application of the Code of Conduct

6.1 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.

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

6.2.1 You misuse your position as a councillor.

6.2.2 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.

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

6.3.1 At face-to-face meetings.

6.3.2 At online or telephone meetings.

6.3.3 In written communication.

6.3.4 In verbal communication.

6.3.5 In non-verbal communication.

6.3.6 In electronic and social media communication, posts, statements and comments.

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

6.5 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.

Part 2 – 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.

1 Respect

1.1 As a councillor:

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

1.1.2 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.

1.2 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.

1.3 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.

1.4 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

2.1 As a councillor:

2.1.1 I do not bully any person.

2.1.2 I do not harass any person.

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

2.2 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.

- 2.3 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.
- 2.4 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.
- 2.5 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

3.1 As a councillor:

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

3.2 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

4.1 As a councillor:

4.1.1 I do not disclose information given to me in confidence by anyone, or acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless:

- a) **I have received the consent of a person authorised to give it.**
- b) **I am required by law to do so.**
- c) **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.**
- d) **the disclosure is: reasonable and in the public interest; made in good faith; in compliance with the reasonable requirements of the local authority; and I have consulted the Monitoring Officer prior to its release.**

4.1.2 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.

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

4.2 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

5.1 As a councillor:

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

5.2 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 your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

5.3 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

6.1 As a councillor:

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

6.2 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

7.1 As a councillor:

7.1.1 I do not misuse council resources.

7.1.2 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.**

7.2 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 and 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

8.1 As a Councillor:

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

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

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

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

8.2 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.

9 Protecting your reputation and the reputation of the local authority: Interests

9.1 As a councillor:

9.1.1 I register and disclose my interests.

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

- 9.3** 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.
- 9.4** 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.
- 9.5** 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

10.1 As a councillor:

10.1.1 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.

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

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

10.2 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

1 Registering interests

1.1 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)**.

1.1.1 “**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.

1.1.2 "**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.

1.2 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.

1.3 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.

1.4 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.

2 Non-Participation in case of disclosable pecuniary interest

2.1 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.

2.2 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.

2.3 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.

3 Disclosure of Other Registerable Interests

3.1 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.

4 Disclosure of Non-Registerable Interests

4.1 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.

4.2 Where a matter arises at a meeting which *affects*:

4.2.1 Your own financial interest or well-being.

4.2.2 A financial interest or well-being of a friend, relative, close associate

4.2.3 A body included in those you need to disclose under Disclosable Pecuniary Interests as set out in **Table 1**

you must disclose the interest.

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

4.3.1 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.

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

4.5 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 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: (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. '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.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (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.

Securities	<p>Any beneficial interest in securities* of a body where—</p> <ul style="list-style-type: none"> (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either— <ul style="list-style-type: none"> (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (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 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

CCTV POLICY

**This CCTV Policy was adopted
by the Parish Council at its meeting on 24 November 2020**

**D Wheal
Clerk to Bishopstoke Parish Council**

BISHOPSTOKE PARISH COUNCIL
CCTV POLICY

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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CCTV Policy

As at July 2023 Bishopstoke Parish Council does not own or use any CCTV equipment. This policy will apply to any equipment purchased or used in the future.

1 Provenance

- 1.1** This Policy should be read with reference to the Data Protection Act 2018, Freedom of Information Act 2000 (FOIA), the Protection of Freedoms Act 2012 (PFA), the Human Rights Act 1998 (HRA), the Secretary of State's Surveillance Camera Code of Practice (SC code) and the Information Commissioner's Office (ICO) CCTV Code of Practice.

2 Background and Introduction

- 2.1** Under the Protection of Freedoms Act 2012 and Data Protection Act 2018 the processing of personal data captured by CCTV systems is governed (including images identifying individuals). The Information Commissioner's Office (ICO) has issued a Code of Practice on compliance with legal obligations. The use of CCTV is covered by the Act, regardless of the number of cameras or how sophisticated the equipment is and Bishopstoke Parish Council adheres to the ICO's Code of Practice.
- 2.2** Bishopstoke Parish Council is committed to informing its staff, volunteers and service users about the presence of and operation of CCTV. This Policy is available on the Bishopstoke Parish Council's website so that all stakeholders are clear about how CCTV is utilised.
- 2.3** Access to personal information recorded through CCTV cameras is restricted solely to the Data Protection Officer appointed by Bishopstoke Parish Council.

3 Objectives and Targets

- 3.1** This CCTV Policy explains how Bishopstoke Parish Council will operate its CCTV equipment and comply with the current legislation.
- 3.2** The Bishopstoke Parish Council uses CCTV equipment to provide a safer, more secure environment for its staff, volunteers and service users and to combat vandalism and theft. Essentially it is used for:
 - 3.2.1** The prevention, investigation and detection of crime.
 - 3.2.2** The apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings).
 - 3.2.3** Safeguarding public, volunteers and staff.
 - 3.2.4** Monitoring the security of the site.
 - 3.2.5** To protect members of the public and Council property.
- 3.3** The Bishopstoke Parish Council does not use the CCTV system for covert monitoring.

4 Location

- 4.1** Cameras are located in those areas where it has been identified there is a need and where other solutions are ineffective. The CCTV system is used solely for purpose(s) identified and is not used to routinely monitor staff, volunteers, or service users' conduct. Cameras will not be used in areas subject to a heightened expectation of privacy e.g., changing rooms or toilets. Signage alerts individuals to the use of CCTV in areas under surveillance.
- 4.2** Static cameras will not focus on private homes, gardens and other areas of private property.
- 4.3** Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.
- 4.4** Recordings will only be released to the media for use in the investigation of a specific crime and with the written authority of the Police. Recordings will never be released to the media for purposes of entertainment.

5 Maintenance

- 5.1** The CCTV system is maintained by Bishopstoke Parish Council and includes periodic maintenance inspections.
- 5.2** Bishopstoke Parish Council is responsible for:
 - 5.2.1** Ensuring that it complies with its responsibilities in relation to guidance on the location of the camera.
 - 5.2.2** Ensuring that the date and time reference are accurate.
 - 5.2.3** Ensuring that suitable maintenance and servicing is undertaken to ensure that clear images are recorded.
 - 5.2.4** Ensuring that the Data Protection Officer is trained in the use of the equipment.
 - 5.2.5** Ensuring that cameras are protected from vandalism in order to ensure that they remain in working order.

6 Identification

- 6.1** Where CCTV is being used the Council will ensure prominent signs are in place.
- 6.2** The signs will:
 - 6.2.1** Be clearly visible and legible.
 - 6.2.2** Contain details of the organisation operating the scheme, the purpose for using CCTV and who to contact about the scheme.
 - 6.2.3** Be an appropriate size depending on context.

7 Type of Equipment

- 7.1** Bishopstoke Parish Council will assess the needs of each site and select whether to record audio as well as video. The use of standard CCTV cameras, and web cameras, is covered by this policy.

8 Administration

- 8.1** Bishopstoke Parish Council is the Data Controller, and the Data Protection Officer has responsibility for the control of images and deciding how the CCTV system is used. The Council has notified the Information Commissioner's Office of both the name of the Data Controller and the purpose for which the images are used. Only the Data Protection Officer will have access to images and is aware of the procedures that need to be followed when accessing the recorded images. The Data Protection Officer is trained and is aware of responsibilities under the CCTV Code of Practice:

<https://ico.org.uk/for-organisations/guide-to-data-protection/encryption/scenarios/cctv/>.

- 8.2** Access to recorded images is restricted to the Data Protection Officer and recordings will be accessed as prescribed by the Council in the event of an incident.
- 8.3** Access to the medium on which the images are recorded is documented. All employees are aware of the restrictions in relation to access and security, and disclosure of, recorded images.

9 Image storage, viewing and retention

- 9.1** Recorded images will be stored in a way that ensures the integrity of the image and in a way that allows specific times and dates to be identified.
- 9.2** The Bishopstoke Parish Council reserves the right to use images captured on CCTV where there is activity that cannot be expected to be ignored such as criminal activity, potential gross misconduct, or behaviour which puts others at risk. The Data Protection Officer will retain images for evidential purposes in a locked area. Where images are retained, the Data Protection Officer will ensure the reason for its retention is recorded, where it is kept, by whom, any use made of the images and finally when it is destroyed.
- 9.3** The Bishopstoke Parish Council ensures that images are not retained for longer than is necessary. Once the retention period has expired, images are removed or erased.

10 Disclosure

- 10.1** Disclosure of the recorded images to third parties can only be authorised by the Data Controller.
- 10.2** Disclosure will only be granted:
- 10.2.1** If its release is fair to all individuals concerned.
 - 10.2.2** If there is an overriding legal obligation (e.g. information access rights).
 - 10.2.3** If it is consistent with the purpose for which the system was established.

- 10.3 All requests for access or for disclosure are recorded. If access or disclosure is denied, the reason is documented.
- 10.4 **N.B** Disclosure may be authorised to law enforcement agencies, even if a system was not established to prevent or detect crime, if withholding it would prejudice the prevention or detection of crime. Disclosure will be authorised to law enforcement agencies upon receipt of a formal request, or if, upon reviewing any images, the Data Controller believes that they might assist with any investigation.

11 Subject Access Requirements

- 11.1 Individuals whose images are recorded have a right to view images of themselves (with a Council Officer present) and, unless they agree otherwise, to be provided with a copy of the images. If the Bishopstoke Parish Council receives a Subject Access Request under the General Data Protection Regulations 2018 it will comply with requests within 1 month. The Council may charge a fee for the provision of a copy of images. If the Council receives a request under the Freedom of Information Act 2000 it will comply with requests within 20 working days of receiving the request.
- 11.2 As a general rule, if the viewer can identify any person other than, or in addition to, the person requesting access, it will be deemed personal data and its disclosure is unlikely as a Freedom of Information request.
- 11.3 Those requesting access must provide enough detail to allow the operator to identify that they are the subject of the images, and for the operator to locate the images on the system. Requests for access should be addressed to the Data Controller.
- 11.4 Refusal to disclose images may be appropriate where its release is:
 - 11.4.1 Likely to cause substantial and unwarranted damage to that individual.
 - 11.4.2 To prevent automated decisions from being taken in relation to that individual.

12 Monitoring and Evaluation

- 12.1 The Bishopstoke Parish Council undertakes regular audits to ensure that the use of CCTV continues to be justified. The audit includes a review of:
 - 12.1.1 Its stated purpose.
 - 12.1.2 The location.
 - 12.1.3 Any images recorded.
 - 12.1.4 Storage length.
 - 12.1.5 Deletion.

13 Period of Review

- 13.1 The efficacy of this Policy will be reviewed bi-annually by the Bishopstoke Parish Council. If the Council decides to change the way in which it uses CCTV, it will inform the Information Commissioner within 28 days.

14 Guiding Principles

System operators should adopt the following 12 guiding principles:

- 14.1 Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
- 14.2 The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- 14.3 There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
- 14.4 There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
- 14.5 Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
- 14.6 No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
- 14.7 Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
- 14.8 Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
- 14.9 Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
- 14.10 There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
- 14.11 When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
- 14.12 Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

Data Controller: Bishopstoke Parish Council

ICO Registration: Z6673569

Data Protection Officer

Mr D Wheal

Data Protection Officer

Bishopstoke Parish Council

Riverside

Bishopstoke

Hampshire

SO50 6LQ

Policy Proposed: 24th November 2020

Next Review: July 2023

Allotment dispensation – Item 7

There have been a number of occasions when Councillors who also happen to be allotment holders have declared an interest and abstained from votes, and even discussions, on matters concerning the allotment sites run by Bishopstoke Parish Council.

This has the effect of excluding Councillors with actual experience of the allotments from discussions about the allotments.

Councillors are entitled to ask for dispensations if they wish to take part in a discussion, and the Council has in other situations requested a Councillor remain in the room so that their experience can be drawn upon to ensure that the Council is better informed before it makes a decision.

The Council already has in place dispensations for Councillors to allow them to discuss the precept and Council Tax. It is the Clerk's recommendation that the Council adopt a similar recommendation allowing Councillor allotment holders to participate in both the discussion of, and the voting upon, matters pertaining to the allotments, including the annual fees charged for renting an allotment.

Recommendation: That the Council grant a dispensation, lasting until Monday 6th May 2024, allowing any Councillor holding an allotment tenancy in Bishopstoke to take part in discussions on agenda items pertaining to the allotments and further, to allow them to vote upon those items.



BISHOPSTOKE PARISH COUNCIL

MISSION STATEMENT AND OBJECTIVES

**These were last adopted
at the Parish Council at its meeting on 9 November 2021**

**D Wheal
Clerk to Bishopstoke Parish Council**

BISHOPSTOKE PARISH COUNCIL
MISSION STATEMENT AND OBJECTIVES
Amendment Sheet

Amendment No.	Date Incorporated	Subject
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Mission – To be the voice of the people of Bishopstoke to enhance our village as a great place to live, work and visit.

Aim 1 – To improve, and protect, our environment for residents and wildlife.

Aim 2 – To promote better health & well-being outcomes for all.

Aim 3 – To strengthen a sense of place.

Aim 4 – To encourage residents to become more involved in the life of the village.