



Bishopstoke Parish Council

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Email: clerk@bishopstokepc.org; Call: 07368 487464;
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**Members of the Parish Council are summoned to attend a meeting on
Tuesday 10th September 2024 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 9th July 2024
3. Declarations of Interest and Requests for Dispensations
4. Reports from Committees, Working Groups, Officers and Councillors
5. To approve and adopt the audited annual return for the year to 31 March 2024
6. To note the Council's insurance position and approve payment of the annual fee
7. To approve Standing Orders
8. To discuss improving access to becoming a Councillor and make decisions
9. To discuss suggestions for Council Objectives and make decisions
10. To approve Committee membership and appoint a Youth Champion
11. To re-adopt the allotment dispensation
12. To approve a statement on pension eligibility
13. To note a report on tree planting at Blackberry Drive and delegate the authority to approve the final plan to the Clerk
14. To discuss amendments to the Communications Policy and delegate the authority to approve it to the Communications Working Group
15. To discuss amendments to the Social Media Policy and delegate the authority to approve it to the Communications Working Group
16. To approve funding the Play Area Review
17. To consider content for the next press release
18. To agree the date, time and place for the next meetings

D L Wheal
Clerk to Bishopstoke Parish Council
4th September 2024

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.30pm on 9 July 2024**

Present: Councillor Louise Hillier-Wheal (Chair)
Councillor Andrew Daly
Councillor Mark Kirby
Councillor Andy Moore (up to para 17)
Councillor Mike Thornton
Councillor Anne Winstanley

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

Public Session 5 members of the public were present.

FULL_2425_M02/

Cllr Hillier-Wheal welcomed the members of the public, four of whom were present as candidates for co-option to the Parish Council.

14 Apologies for Absence

14.1 Apologies had been received and were noted from Cllrs Harris and Mignot. Cllrs Brown, Burcombe-Filer, Dajani and Scott were not present.

15 To adopt and sign Minutes of the Parish Council meeting held on 14 May 2024

15.1 The minutes of the meeting had been included with the supporting papers for this meeting.

15.2 Proposed Cllr Moore, Seconded Cllr Daly, **RESOLVED** unanimously that the minutes of the Parish Council meeting held on 14 May 2024 be adopted and signed.

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

16 To consider the co-option of new members of Bishopstoke Parish Council

16.1 The Council was considering applications to fill up to three vacant seats on the Council. Applications had been received from Gary Chaffey, Russell Kitching, Stewart MacLachlan, Sukhdev Raj and James Saunders. Mr Chaffey, Mr MacLachlan, Mr Raj and Mr Saunders were all present to speak to the Council regarding their application. The Clerk explained that the process would be that each candidate would be given time to speak to the Council and answer any questions they might have, whilst the others waited in another room. After each candidate had spoken, or in the case of Mr Kitching been considered, there would be a vote on whether they could potentially be suitable for a place on Bishopstoke Parish Council. If more than three candidates were considered suitable then there would be a second vote in which each person

voting could pick up to three of the candidates to be seated, and the three with the most votes overall would become Bishopstoke Parish Councillors.

16.2 Proposed Cllr Hillier-Wheal, Seconded Cllr Thornton, **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.

All members of the public, with the exception of Mr Chaffey, left the room at this point.

16.3 Mr Chaffey spoke briefly about his reasons for wanting to be a Bishopstoke Parish Councillor. This was followed by some questions from the Cllrs. Mr Chaffey then left the room and the Council discussed his application. The Council voted to accept Mr Chaffey's suitability to become a Bishopstoke Parish Councillor.

16.4 Mr Kitching had not signed his declaration of eligibility and as he was not present to do so the Council could not go forward with discussing his application.

Mr MacLachlan came back into the room at this point.

16.5 Mr MacLachlan spoke briefly about his reasons for wanting to be a Bishopstoke Parish Councillor. This was followed by some questions from the Cllrs. Mr MacLachlan then left the room and the Council discussed his application. The Council voted to accept Mr MacLachlan's suitability to become a Bishopstoke Parish Councillor.

Mr Raj came back into the room at this point.

16.6 Mr Raj spoke briefly about his reasons for wanting to be a Bishopstoke Parish Councillor. This was followed by some questions from the Cllrs. Mr Raj then left the room and the Council discussed his application. The Council voted to reject Mr Raj's application to become a Bishopstoke Parish Councillor.

Mr Saunders came back into the room at this point.

16.7 Mr Saunders spoke briefly about his reasons for wanting to be a Bishopstoke Parish Councillor. This was followed by some questions from the Cllrs. Mr Saunders then left the room and the Council discussed his application. The Council voted to reject Mr Saunders' application to become a Bishopstoke Parish Councillor.

16.8 There being only two candidates deemed suitable to be Bishopstoke Parish Councillors there was no need to proceed to a second vote. The Chair and Clerk then briefly left the meeting to inform the candidates of the results.

The Chair and Clerk returned to the meeting, along with the two successful candidates. The two unsuccessful candidates left the meeting, as did Cllr Moore. The fifth member of the public returned to the meeting at this point as well.

The Chair welcomed newly appointed Cllrs Chaffey and MacLachlan and informed them that the Clerk would be in touch with them to arrange all the necessary forms.

Initial: _____ Date: _____

17 Reports from Committees, Working Groups, Officers and Councillors

17.1 The report on resolutions made by Committees since the previous Council meeting had been included with the supporting papers for this meeting and was noted.

17.2 The Council considered the recommendation from the People Committee that there be no change to the process of electing the Chair and Vice Chair. Proposed Cllr Winstanley, Seconded Cllr Kirby **RESOLVED** to accept the recommendation.

17.3 The Clerk's report had been included in the supporting papers for this meeting and was noted. The Council thanked all those involved in the process of appointing three new Council Officers and welcomed the enthusiastic response of the new Carnival volunteers.

17.4 The Clerk also noted that there were three planning applications being considered at the next meeting of the Borough Council Bishopstoke, Fair Oak & Horton Heath Local Area Committee which takes place at 6:30pm on July 17 at the Woodside Community Centre in Fair Oak. Two of the applications relate to the Suitable Alternative Natural Greenspace proposals whilst the third is an application to build two new four bed dwellings with vehicle access on Spring Lane. Additionally, the Council has been notified that there has been a licensing application for 4-6 Spring Lane. Finally, two of the three Borough Councillors have agreed to either attend Full Council meetings or provide written reports, although there has been no response from the local County Councillor. The Chair asked the Clerk to contact the County Councillor again.

Action: Clerk – to contact the County Councillor and invite them to attend Parish Council meetings or provide a report on anything the County Council is doing that might be of interest to residents of Bishopstoke.

17.5 Cllr Winstanley reported that Twynams vacant property has been refurbished and has a new tenant. Also, Citizens Advice Eastleigh had recently been inspected and passed with a rating of "Green".

17.6 Cllr Thornton reminded the Council that Eastleigh Mela is taking place on Sunday 21 July with a good lineup of music and stalls. Cllr Thornton had also attended the Wyvern governors meeting recently and was able to report that although budgets are tight, the school is coping. Finally Cllr Thornton asked whether the Borough Council could be contacted regarding some of the verges that are being allowed to grow in Bishopstoke. Some of them have plants that are not particularly beneficial and a lot of them are looking untidy.

Action: Clerk – to contact the Borough regarding plans for the verges

17.7 The member of the public informed the Council that there is a lot of discussion about the grass verges and how to manage them. Residents were looking for more information from anyone involved and for an opportunity to talk with Councillors to find out who is in charge of what, and to pass along thoughts and concerns the residents might have. A monthly opportunity for residents to speak to Councillors outside the formal meeting timetable was suggested as a potential way to help bridge the gap between Council and residents.

Action: Clerk – to investigate and arrange a monthly meeting for Councillors and residents

Initial: _____ Date: _____

18 To agree the Mission, Aims and Objectives for Bishopstoke Parish Council

18.1 The Mission and Aims had been included with the supporting papers for this meeting. Also included had been a request for suggestions for Objectives. No new suggestions had been received.

18.2 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Mission and Aims be approved and the Objectives added to the next Full Council agenda.

Action: Clerk – Update the website and add Objectives to the Full Council agenda

19 To approve the terms of reference for the People Committee

19.1 The amended People Committee Terms of Reference had been included with the supporting papers for this meeting.

19.2 Proposed Cllr Thornton, Seconded Cllr Winstanley, **RESOLVED** unanimously that the People Committee terms of reference be adopted.

Action: Clerk – To publish the updated terms of reference

20 To approve the Code of Conduct

20.1 The Clerk noted that the Code of Conduct was unchanged since the last time it had been approved.

20.2 Proposed Cllr Winstanley, Seconded Cllr Kirby, **RESOLVED** unanimously that the Code of Conduct be approved.

21 To respond to the amended planning application for the proposed Suitable Alternative Natural Greenspace at Stoke Park Farm

21.1 The responses of the Borough Council to the questions from Bishopstoke Parish Council Assets Committee had been included with the supporting papers for this meeting.

21.2 After discussion it was agreed that it would be better for the Parish to work with the Borough on using the cemetery car park for the Suitable Alternative Natural Greenspace (SANG) however concerns remain regarding the provision of disabled parking on the site and whether that would require the bridleway to be widened.

21.3 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RESOLVED** unanimously to approve use of the Cemetery car park for the SANG, work with the Borough to secure proper funding for its maintenance and ask the Borough to provide information on disabled parking and the impact it may have on the bridleway.

Action: Clerk – to contact the Borough to pass on the response of Bishopstoke Parish Council

22 To respond to a proposal from the Borough Council for trees on Blackberry Drive

22.1 The outlines of the proposal from the Borough Council for trees on Blackberry Drive had been included with the supporting papers for this meeting.

Initial: _____ Date: _____

22.2 Cllrs were generally very pleased to see the proposals. They wanted more information about the location of the “statement trees at the entrance to the area” and also preferred the option of a community garden in the grassed area near the MUGA.

22.3 Proposed Cllr Hillier-Wheal, Seconded Cllr Winstanley, **RESOLVED** to approve the Blackberry Drive tree plan subject to receiving more information about the statement trees and requesting that no trees be planned in the area identified as a potential community garden.

Action: Clerk – to contact the Borough and inform them of the Council’s decision

23 Motion for confidential business

23.1 Proposed Cllr Hillier-Wheal, Seconded Cllr Kirby, **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.

The member of the public, as well as the two newly appointed Cllrs, left the meeting at this point.

24 To award the Open Space Grounds Maintenance contract for 2025-2028

24.1 A report on the results of the tender discussions and the recommendation of the group had been included with the supporting papers for this meeting.

24.2 Proposed Cllr Kirby, Seconded Cllr Daly, **RESOLVED** unanimously to award the Open Space Grounds Maintenance contract for 2025-28 to Green Smile.

25 To consider content for the next press release

25.1 The Council agreed that the next press release would include Bishopstoke Carnival, the award of the Open Space contract, the appointment of two new Parish Councillors and the postal address of the Parish Council.

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

26 To agree the date, time and place for the next meeting

26.1 The next meeting will take place on Tuesday September 10th 2024, at 7:30pm in Bishopstoke Methodist Church. Any Cllr wishing to have an item on the agenda should provide the item and any supporting papers to the Clerk by September 3rd.

There being no further business, the Chair closed the meeting at 9:30pm.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Full Council – 10th September 2024 Resolutions and Recommendations

Committee Resolutions – to note

Assets

23rd July – ASSETS_2425_M02

- Item 11.2 That the minutes of the Assets Committee meeting held on 28 May 2024 be adopted as a true record.
- Item 14.2 To continue the allotment deposit scheme.
- Item 14.3 To defer a decision on allotment competitions.
- Item 14.4 To proceed with obtaining quotes for the demolition of the machinery shed.
- Item 14.5 To publish plans for the new allotment building for consultation.
- Item 15.2 To raise the allotment rent to £12 per rod, with a discounted rate of £8 per rod for those over 70.

Finance

13th August – FIN_2425_M02

- Item 12.2 That the amended minutes of the Finance Committee meeting held on 11th June 2024 be adopted as a true record.
- Item 14.3 To award a grant of £1,221.67 to the Itchen Navigation Preservation Trust.
- Item 15.3 To approve the budget monitoring, statements of accounts and payments lists.
- Item 16.4 To request the MHA look again at the application form and send a representative to the next Finance Committee meeting.
- Item 18.3 That Carnival Group be given permission to choose the recipients of the street collection following approval from the Clerk, Chair of the Council and Chair of the Finance Committee.
- Item 20.3 To approve the changes to the Community Investment Programme list.
- Item 21.2 To accept a one year contract with the current internal auditor

Planning

9th July – PLAN_2425_M03

- Item 12.2 That the minutes of the Planning Committee meeting held on 28 May 2024 be adopted as a true record.
- Item 13.2 That the minutes of the Planning Committee meeting held on 25 June 2024 be adopted as a true record.
- Item 18.1 Motion for confidential business.

23rd July – PLAN_2425_M04

- Item 21.2 That the minutes of the Planning Committee meeting held on 9 July 2024 be adopted as a true record.
- Item 23.3 To that the responses of the Planning Committee be submitted as minuted.
- Item 26.1 Motion for confidential business.

13th August – PLAN_2425_M05

- Item 29.2 That the minutes of the Planning Committee meeting held on 23 July 2024 be adopted as a true record.
- Item 31.6 To that the responses of the Planning Committee be submitted as minuted.

- Item 33.2 To cancel the 27th August meeting unless applications come forward that
Committee members feel should be discussed
Item 34.1 Motion for confidential business.

27th August – PLAN_2425_M05

Meeting cancelled due to lack of business.

People

No meetings in this period

Committee Recommendations – to vote upon

Assets

23rd July – ASSETS_2425_M02

No recommendations

Finance

13th August – FIN_2425_M02

Item 17.2 This item is listed elsewhere on the agenda.

Item 19.4 This item is listed elsewhere on the agenda.

Planning

9th July – PLAN_2425_M03

No recommendations

23rd July – PLAN_2425_M04

No recommendations

13th August – PLAN_2425_M05

No recommendations

27th August – PLAN_2425_M05

Meeting cancelled due to lack of business.

People

No meetings in this period

Full Council - Clerk's report 10th September 2024

Actions from previous meetings

FULL_2425_M02/Item 15.2 Regarding minutes of the meeting
The minutes were published on the Parish Council website.

FULL_2425_M02/Item 17.4 Regarding County Councillor reports
The Clerk contacted the County Councillor again as requested. The Cllr indicated she would not be attending meetings and as she is providing information to the Clerk as it happens she saw no need for a report to be provided.

FULL_2425_M02/Item 17.6 Regarding grass verges
The Clerk spoke with Helen Brown regarding the verges as most are in the Tree and Bee project. The Borough are aware that the verges are considered unsightly by many and look and feel abandoned rather than managed. Helen is in contact with the relevant Borough teams to produce a better management plan for these verges.

FULL_2425_M02/Item 17.7 Regarding a monthly meeting for Cllrs and residents
The Admin (CCE) Officer will be working on the planning for this series of meetings and will be engaging with Cllrs to determine the best days and times for the meetings to happen.

FULL_2425_M02/Item 18.2 Regarding the Mission, Aims and Objectives of the Council
The updated version has been published on the website and the Objectives added to the agenda for this meeting.

FULL_2425_M02/Item 19.2 Regarding the People Committee terms of reference
The updated terms of reference have been published.

FULL_2425_M02/Item 21.3 Regarding parking for Suitable Alternative Natural Greenspace
The Parish Council's response has been passed to the Borough Council.

FULL_2425_M02/Item 22.3 Regarding Blackberry Drive tree planting
The Parish Council's response has been passed to the Borough Council.

FULL_2425_M03/Item 25.1 Regarding the Media Release
The media release was published on the Parish Council website.

Working Groups

Carnival

By the time this report is discussed at the Full Council meeting Carnival will have happened. A number of volunteers have come together over the last 5 months to make this happen and as a result of their hard work there was a parade, duck races, entertainment and various stalls and rides on the Meadow. There will be a verbal report on the day itself as well.

Glebe Meadow

The land registry have finally completed their work and the various parcels of land have been combined and registered in the Parish Council's name. The Borough Council are now putting the plans for the demolition of the Hall in motion. In addition there are options being considered for modifications to the construction planned for Glebe Meadow and potential other sites.

Dates are currently being sorted for the next meeting of the Glebe Meadow working group to discuss the whole project now that things are moving again.

Communications

A Communications meeting has been called for within two weeks of this meeting which will hopefully finalise the Communications and Social Media Policies and also progress the next Council newsletter.

War Memorial

The petition period has now ended and I have completed the Certificate of Publication as required by the Diocese. The Chancellor of the Diocese has now been informed of this and will issue their judgement shortly. I will be informing the various contractors that we are expecting to receive permission shortly.

Other Items

Asset Transfers – Bow Lake Gardens is now being split into two separate transfers. The orchard, allotment land and woodland are ready to be transferred to the Borough Council, and the remainder of the site will be completed later as there are still drainage issues to sort out. Sewall Drive still awaits the confirmation from the developer that they agree the figure to be transferred to cover shed costs. This has been escalated due to the lack of response from the developer.

Allotments – Our new Allotments & Cemeteries Office, Mr Tim Mellor, started working for the Council on 22nd July this year and has begun by taking responsibility for the allotments. Training is progressing well and Tim has contacted all those on our waiting lists to confirm they are still interested. During this process an update on the position regarding Sewall Drive and Bow Lake Gardens was provided as appropriate. The mid-summer inspections have been completed and any issues followed up on. A number of plots that were not being managed appropriately have been dealt with and a number of people on the waiting list are now in the process of taking on these plots.

Burial Matters – There was one full burial in June, with one new full interment and two ashes reopenings in July. There were no interments in August and there are currently two booked for September.

Play Areas – There has been an increase in vandalism in play areas, in particular with regard to the trampolines. Repairs for these have been ordered, as well as necessary maintenance identified in the latest quarterly reports.

Open Spaces – The potential of tree planting on Blackberry Drive is being discussed elsewhere on the agenda. The Tree and Bee project is going forward and is currently at the stage of selecting which sites will be used across both parishes in the area.



Full Council – 10th September 2024

Item 05 – Audit

BDO have completed their audit of the Bishopstoke Parish Council finances and I am pleased to report that they found no issues once again. The Council now needs to adopt the annual return for the year ending 31 March 2024 and the Clerk is happy to recommend that.

Recommendation: That the Council adopt the annual audit return for the year ending 31st March 2024

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Bishopstoke Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

| | Agreed | | | 'Yes' means that this authority: |
|---|--------|-----|-----|---|
| | Yes | No* | | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓ | | | has only done what it has the legal power to do and has complied with Proper Practices in doing so. |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✓ | | | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | | considered and documented the financial and other risks it faces and dealt with them properly. |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | | responded to matters brought to its attention by internal and external audit. |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | ✓ | | | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant. |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A | has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts. |
| | ✓ | | | |

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

30/04/2024

and recorded as minute reference:

FULL-2324-M07/95-2

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

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Section 2 – Accounting Statements 2023/24 for

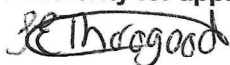
Bishopstoke Parish Council

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|---|
| | 31 March 2023 £ | 31 March 2024 £ | |
| 1. Balances brought forward | 270,056 | 229,182 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 281,271 | 332,920 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 40,524 | 57,382 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 118,415 | 119,365 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 244,255 | 220,289 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 229,182 | 279,830 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 223,978 | 276,115 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 367,004 | 334,805 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |

| For Local Councils Only | Yes | No | N/A | |
|--|-----|----|-----|---|
| 11a. Disclosure note re Trust funds (including charitable) | ✓ | | | The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (including charitable) | ✓ | | | The figures in the accounting statements above exclude any Trust transactions. |

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

23/04/2024

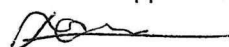
I confirm that these Accounting Statements were approved by this authority on this date:

30/04/2024

as recorded in minute reference:

FULL_2324_M07/96.2

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

Bishopstoke Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

None

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

BDO LLP - Southampton EXTERNAL AUDITOR

External Auditor Signature

DocuSigned by:
SIGNATURE REQUIRED
BDO LLP

Date

15 July 2024
DD/MM/YYYY



Full Council – 10th September 2024

Item 06 – Insurance

Having entered a three year contract with Clear Councils in November 2022, Bishopstoke Parish Council is about to enter the final year of this contract. The fee has remained fixed throughout the contract and there have been no issues with the insurer so the Clerk is happy to recommend payment of the final year.

It is also recommended that work on securing the next insurance contract begins well in advance of November 2025 to allow time for quotes to be sought from multiple providers.

Recommendation: That the Council approve paying the fee for the final year of the insurance contract.

Recommendation: That the RFO be asked to begin exploring potential quotes in May 2025.

Important (Material Circumstances)

If the information in The Schedule is incorrect or incomplete, or if the insurance does not meet Your requirements, please tell Us as soon as possible. You are reminded of the need to tell Us immediately of any circumstances or changes which We would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant circumstances may invalidate Your policy, or may result in the policy not operating fully.

Your Details

| | |
|---|--|
| Name of Council: | Bishopstoke Parish Council |
| Correspondence Address: | Riverside Bishopstoke Eastleigh Hampshire SO50 6LQ |
| Business: | Parish Council |
| Schedule produced on: | 31/10/2023 |
| The county association of local council you are affiliated to: | Hampshire |
| Population of Council Area: | Up to 10,000 |

Period of Insurance

| | | |
|-------------------------------|--------------|-------------------------------|
| Effective dates | From: | 22 November 2023 |
| | To: | 21 November 2024 |
| Renewal date: | | 22 November 2024 |
| Long Term Undertaking: | | Expiry Date: 21 November 2025 |

Your Insurance Adviser's Details

Clear Limited
AGM House
3 Barton Close
Grove Park
Enderby
Leicester
LE19 1SJ

The Schedule details for each Section are shown in the following pages.

Premium Details

| | |
|--|-----------|
| Annual Premium (excluding Terrorism): | £2,160.01 |
| Insurance Premium Tax: | £259.20 |
| Total Amount Due (excluding Terrorism): | £2,419.21 |
| <hr/> | |
| Overall Annual Premium: | £2,160.01 |
| Overall Insurance Premium Tax: | £259.20 |
| Policy Administration Fee: | £45.00 |
| Overall Amount Due: | £2,464.21 |



Full Council – 10th September 2024

Item 07 – Standing Orders

There are no material changes to standing orders since the last time they were approved. The Clerk has reformatted and renumbered the index page to correct minor errors and make it easier to follow. The amended index page is provided in the document pack and anyone wishing to view the full standing orders can do so on the Council website by visiting www.bishopstokepc.org/policies.

Recommendation: That the Council adopt the amended standing orders.

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Full Council – 10th September 2024

Item 08 – Becoming a Councillor

The Council has previously acknowledged the difficulties that could be faced by some residents of Bishopstoke who may wish to become a parish councillor but are prevented from doing so for various reasons.

It is known that simply providing a Councillor allowance will not solve this problem for everyone as those receiving benefits would simply have their benefit reduced by the amount of the allowance.

Councillors are invited to discuss the various obstacles that residents may face in becoming a councillor and consider possible solutions.

Examples of problems include (but are not limited to) difficulty of travelling to the meetings; childcare, particularly in single parent households; printing costs and meeting times.

One possible solution to some of the problems is to expand the use of expenses for councillors to include more than just petrol and subsistence expenses.

Should councillors feel it necessary, the Council could consider appointing a Task and Finish group to facilitate a more in depth discussion of the issue and provide a report with recommendations to a future Council meeting.



Full Council – 10th September 2024

Item 09 – Council Objectives

As agreed at the Full Council meeting in July, the discussion of the Council's Objectives (within its Mission and Aims) has been added to the September agenda.

Each Aim can have multiple objectives beneath it as there are many different ways that the Council could work towards achieving its Aims. Going forward, all new Council projects will be required to include a statement regarding how they meet the Aims and Objectives of the Council but this has not been the case for existing projects.

Councillors are invited to make suggestions for Objectives related to current projects that could be included, as well as suggesting other Objectives that may not be related to existing projects.



Full Council – 10th September 2024

Item 10 – Council Appointments

Committee membership

Newly co-opted Councillors Chaffey and MacLachlan are invited to volunteer for any of the Council's Committees and Working Groups. Please note that it is allowable for any Councillor to ask to join any Committee or Working Group throughout the year so if there are any Councillors who have come to the conclusion that they would like to join another Committee or Working Group, they are invited to step forward and be nominated.

Youth Champion

The Council has been requested to provide a Youth Champion as part of improving communications with the Borough Council and contracted group operating youth services at the Y Zone. Additionally, a youth champion could develop useful contacts with local schools and youth groups to help encourage youth participation in the Mission of the Council, and in particular with regard to the planned Play Area Review. Going forward, this position would become part of the appointments made at the Annual Meeting in May.



Full Council – 10th September 2024

Item 11 – Allotment Dispensation

Last year the Council adopted a resolution granting Councillors who also have an allotment in Bishopstoke a dispensation to discuss, and vote on, matters pertaining to the allotments to allow their experience to provide better insight for the Council prior to any decisions being made.

An exception was made stating that although such Councillors could discuss any allotment matter, including rent, they would not be permitted to vote on anything affecting their pecuniary interests.

Recommendation: That the Council grant a dispensation, lasting until the end of the current council cycle (8th May 2028) permitting Councillors who hold allotments to discuss all allotment related matters and vote on the same, with the exception of anything affecting their pecuniary interests.



Full Council – 10th September 2024

Item 12 – Pension Eligibility

As a “designated employer” the Council is required to provide a statement on the eligibility of its employees to access the Local Government Pension Scheme (LGPS).

Recommendation: That the Council approve offering admittance to the Hampshire LGPS to all employees, both current and future.



Full Council – 10th September 2024

Item 14 & 15 – Communications Policies

The Council's Communications and Social Media Policies have been in need of updating for some time, and draft versions of each are presented for Councillors to discuss and amend.

Ordinarily these policies would go first to the Communications Working Group who would discuss amendments and recommend a final version to Full Council. However, given the long-standing desire to provide greater freedom to the Council's use of social media and other forms of communication it is recommended that, on this occasion and to speed up the process, the final discussion of amendments, and the authority to adopt the policies be delegated to the Communications Working Group

Recommendation: That the Council recommend amended policies to the Communications Working Group and delegate to them the authority to make any final changes thought necessary and adopt the policies.



BISHOPSTOKE PARISH COUNCIL

COMMUNICATIONS POLICY

**This Communications Policy was adopted
at the Council meeting on dd/mmm/yyyy**

D Wheal

Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL

COMMUNICATIONS POLICY

Amendment Sheet

| Amendment No. | Date Incorporated | Subject |
|----------------------|--------------------------|----------------|
|----------------------|--------------------------|----------------|

COMMUNICATIONS POLICY

1 Introduction

- 1.1** Bishopstoke Parish Council (BPC) recognises its role within the community as a communicator to individual residents, local organisations and businesses.
- 1.2** BPC is committed to 'Provide excellent communications and transparency'.
- 1.3** This Communication Policy will lay out how the Council communicates and engages with the community. Communication is as much about listening to what residents think about the council and the needs of the community, as well as telling the community about the work of the parish council and its services.
- 1.4** Relevant Legislation:
- Freedom of Information Act 2000
 - Local Government Act 1986 and 1972
 - Local Government Finances Act 1972
 - Public Bodies (Admission to Meetings) Act 1960,
 - UK General Data Protection Regulation (UK GDPR)
 - Website Accessibility Guidelines 2.0
- 1.5** The Council cannot disclose confidential information or information that is prohibited under the terms of a court order, by legislation, the Council's standing orders, under contract or by common law.
- 1.6** Related Council Policies and Documents
- Code of Conduct
 - Financial Regulations
 - Document Retention Policy
 - Social Media Policy
 - Standing Orders
 - Complaints Procedure
 - Civility & Respect Pledge

2. Correspondence (email or letter)

- 2.1** All correspondence relating to the Council should be addressed to the Parish Clerk (or other appropriate Officer) in the first instance either via email at clerk@bishopstokepc.org or via post. This will ensure that the matter is recorded and passed to the relevant person or organisation as soon as practically possible. Anyone requesting a response from the Parish Council should ensure the Clerk is copied into the correspondence.
- 2.2** All Parish Councillors have their own Council email addresses which have the format firstname.surname@bishopstokepc.org .
- 2.3** The Clerk and other Officers are responsible for dealing with email received and passing on anything relevant to the appropriate people.

- 2.4** All communications on behalf of the Council will usually come from the Clerk or other Officers where relevant. In instances where this is not the case, the Clerk should be copied in.
- 2.5** Individual Councillors are at liberty to communicate directly with residents in relation to their own personal views, with a copy to the Clerk if appropriate.
- 2.6** It is important to note that any emails sent to Parish Council email addresses will be subject to The Freedom of Information Act requirements. These procedures will ensure that a complete and proper record of all correspondence is kept.
- 2.7** All new email requiring data to be passed on may be followed up with a data consent request before action is taken with that correspondence.
- 2.8** It is imperative that all correspondents never forward personal information on to other people or groups outside the Council, this includes names, addresses, email, IP addresses and cookie identifiers.
- 2.9** All correspondence to the Parish Council will normally be acknowledged within five working days of receipt. If email is used, then an acknowledgment will be sent via email.
- 2.10** Councillors will be notified of correspondence as necessary, but the addressee will not be named on minutes of meetings unless requested.
- 2.11** Anonymous correspondence in any form will not be responded to.
- 2.12** Email should be thought of in the same way as a letter. A subject line, the sender's name and the content should be in the main body of the email, not as an attachment.
- 2.13** Council regrets that, for reasons of computer security and virus protection, anonymous emails and those with no subject in the title may not be opened or actioned.
- 2.14** A resident may raise any issue directly with Officers or any Councillor. If the resident is not satisfied with the response, they may wish to address their concern to the Clerk, or Chair, as appropriate.
- 2.15** If appropriate the issue may be placed on the agenda for the attention of the Full Council.
- 2.16** The Clerk will acknowledge all Freedom of Information requests within five working days and will reply fully within 20 working days of receipt of the request. If this is not possible, a further holding letter/email will be sent with an expected completion date.

3 Events

- 3.1** The Council may decide to support or deliver events for the benefit of the community. Such events will be promoted within the community and using any appropriate, approved online methods.
- 3.2** Events will also be used to provide the Council an opportunity to raise awareness of its work within the community.

4 External representations

- 4.1** Each year Councillors are appointed to represent the council within village organisations. Councillors will use this opportunity to share information, provide support and to promote partnership working, to support the community.
- 4.2** Any requests for council representatives, or attendance at events or meetings should be made to the Clerk, in the first instance.

5 Newsletter

- 5.1** The Council will aim to produce a village newsletter three times a year. This will be edited, printed, and delivered to every residential property in Bishopstoke, and made available online from the Council's website www.bishopstokepc.org
- 5.2** Each issue will provide opportunities for the Parish Council, village organisations and residents to share news, articles, and updates.
- 5.3** This may be part-funded by paid for advertising space, made available to local businesses and organisations. This will be managed by the Clerk or other Officers.

6 Noticeboards

- 6.1** The Council have installed a number of general noticeboards within the Parish which will be used to display agendas, planning notices, formal documents and other information that may be useful to the public.
- 6.2** Charities and community organisations can also request to place notices and posters into the Parish noticeboards, subject to the space available. These requests should be directed to the Officer in charge of communications.
- 6.3** Council Officers will regularly monitor and, where necessary, remove out-of-date items.

7 Parish Council Meetings

- 7.1** The Council approves its meeting schedule at its first meeting of the council year (usually May). Upon approval the schedule will be available on the website. Agendas and summons are displayed at least three clear working days before meetings are scheduled to take place.
- 7.2** Members of the public are welcome to attend meetings. Each Full Council meeting facilitates an 'open session' where issues can be raised, and questions asked.
- 7.3** During other committee meetings, the public may be invited to speak during discussions. This will be at the discretion of the Chair.
- 7.4** Minutes from meetings are displayed in draft form, on the council's website as soon as possible after a meeting and updated once approved. Hard copies are available from the Clerk.

8 Parish Office

- 8.1** The Parish Office is permanently closed until such time as the new office is built within the New Memorial Hall building, or other temporary office location is arranged.
- 8.2** Until such time as new office premises are arranged, the Clerk and other staff are available to meet residents in other public meeting areas such as the allotments, burial grounds and have access to hiring rooms at the Methodist Church or at other local Parish Council facilities.
- 8.3** The Clerk will respond to any voice messages or correspondence as promptly as possible. An 'out of office' message will be used from Officer email accounts where appropriate.
- 8.4** Until such time as new permanent Parish offices are arranged, the Clerk's office mobile will be the main point of contact for telephone calls. In the event of holiday, sickness and other appointments, the calls will be forwarded to another member of staff.

9 Media releases

- 9.1** To raise awareness of the Council's activities and services, the council may choose to share positive news stories or other information through media releases.
- 9.2** A draft release will be written by the Clerk, with the subject matter being agreed at Full Council meetings. Drafts will be sent to the Lead Member of the Communications Working Group for approval, before being issued to the relevant media outlets and published online as appropriate.

10 Promotional Material

- 10.1** The Council may wish to promote events and activities using posters, or other imagery. Any images should have the owner's permission, or be from a reputable, recognised royalty free website.
- 10.2** Posters and adverts should be placed on council noticeboards, on social media platforms or used in other ways to raise awareness.
- 10.3** All material should be removed as soon as possible, after an event or deadline has passed.

11 Social Media

- 11.1** The Council's use of social media is covered in a separate Social Media policy.

12 Website

- 12.1** The Council will provide a website (www.bishopstokepc.org).
- 12.2** To ensure transparency the Council will arrange for the publication of the following documents:
- End of year accounts
 - Annual governance statement
 - Internal audit report
 - External audit report
 - Expenditure
 - Key documents and policies
 - Minutes, agendas, and papers of formal meetings
- 12.3** The website is hosted and supported by an externally appointed company but is managed on a regular basis by the Clerk and other Officers.

13 Annual Parish Meeting

- 13.1** The Annual Parish Meeting is convened by the Chair of the Parish Council and is generally held in April each year to provide parishioners with a summary of the activities of the Parish Council over the previous year and the opportunity to debate local issues and celebrate local events and activities.

14 Other Public Meetings

- 14.1** Throughout the year, there may be other public meetings arranged, to discuss village matters. These may or may not involve the Council.



BISHOPSTOKE PARISH COUNCIL

SOCIAL MEDIA POLICY

**This Social Media Policy was adopted
at the Council meeting on dd/mmm/yyyy**

D Wheal

Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL

SOCIAL MEDIA POLICY

Amendment Sheet

| Amendment No. | Date Incorporated | Subject |
|----------------------|--------------------------|----------------|
|----------------------|--------------------------|----------------|

SOCIAL MEDIA POLICY

1 Introduction

- 1.1** This policy is intended to help Councillors and Council Officers make appropriate decisions about the use of social media which includes (but is not limited to): blogs, wikis, social networking websites, podcasts, forums, message boards, comments on web-articles; and the use of services such as YouTube, X (formally known as Twitter), Facebook, LinkedIn, WhatsApp and other relevant social media providers.

The Council will encourage the use of social media for the purposes of:

- providing and exchanging information about services;
- delivering positive news stories about the council;
- delivering specific messages aligned with the Council's Mission Statement;
- supporting local democracy;
- gathering citizen insights and managing citizen relationships;
- promoting cultural events or tourism for the area;
- supporting community cohesion, neighbourliness and resilience; and
- creating internal communications and learning and development.

- 1.2** This policy outlines the standards the Council requires Councillors and Officers to observe when using social media, the circumstances in which the Council will monitor the use of social media and the action to be taken in respect of breaches of this policy.

1.3 Related Council Policies and Documents

- Code of Conduct
- Financial Regulations
- Document Retention Policy
- Communications Policy
- Standing Orders
- Complaints Procedure
- Civility & Respect Pledge

- 1.4** The Council has a corporate presence on the web and via email, which it uses to communicate with people who live in, work in and visit the Parish. The Council will always try to use the most effective channel for its communications and will regularly review which communications methods are best suited to its purposes. The use of these methods is covered in the Communications Policy.

- 1.5** This policy does not form part of any contract of employment and it may be amended at any time.

2 Who is covered by this policy

- 2.1** This policy covers all individuals working at all levels with the Council, including all elected and co-opted Councillors, the Clerk to the Council and all other employees and volunteers (collectively referred to as staff in this policy).

3 Compliance

- 3.1** All members and staff are expected to comply with this policy at all times to protect the reputation, privacy, confidentiality, and interests of the Council, its services, employees, partners and community.
- 3.2** Breach of the policy by volunteers will result in the Council no longer using their services and, if necessary, appropriate action will be taken.
- 3.3** Behaviour required by the Members' Code of Conduct (and the Civility and Respect Pledge) shall apply to online activity in the same way it does to other written or verbal communication. Members will bear in mind that inappropriate conduct can still attract adverse publicity, even where the code does not apply. Remarks are easily withdrawn, apologised for and forgotten when made in person, but posting them on the internet means that they have been published in a way that cannot be contained. Online content should be objective, balanced, informative and accurate. Members must be aware that their profile as a Councillor means the more likely it is they will be seen as acting in an official capacity when blogging or networking.
- 3.4** It must be remembered that communications on the internet are permanent and public. When communicating in a 'private' group it should be ensured that the Council would be content with the statement should it be made public.

4 Rules for using social media

- 4.1** Councillors and Staff are permitted to create accounts on social media using their official Council email address. Use of these accounts must be limited to Council business only. Both Councillors and Staff are strongly advised to have separate Council and personal email addresses. They are personally responsible for any online activity conducted via their published e-mail address, which is used for Council business.
- 4.2** Councillors and Staff must not allow their interactions online to damage their working relationships with others. They must not make any derogatory, discriminatory, defamatory or offensive comments.
- 4.3** Councillors and Staff must never post obscene material (publication of some obscene material is a criminal offence and subject to a custodial sentence).
- 4.4** Councillors and Staff must never conduct any online activity that violates laws, regulations or that constitutes a criminal offence.
- 4.5** Posts must not contain anyone's personal information, other than necessary basic contact details
- 4.6** If Councillors and Staff use social media in a personal capacity, and not in their Council role, they must not act, claim to act, or give the impression that they are acting as a representative of the Council. They should not include web links to official Council websites as this may give or reinforce the impression that they are representing the Council.

- 4.7** The Council will appoint a nominated person as moderator. They will be responsible for posting and monitoring of the content on Council pages, ensuring it complies with the Social Media Policy. The moderator will have authority to immediately, without notice or comment, remove any posts from the Council's social media pages if they are deemed to be inflammatory or of a defamatory or libellous nature. Such posts will also be reported to the Hosts (i.e. Facebook) and also the Clerk for Council records.
- 4.8** Council Officers will maintain and update the Parish Council Website. The website may be used to:
- Post notices and minutes of meetings
 - Advertise events and activities
 - Post good news stories
 - Link to appropriate websites or press page if those sites meet the Council's expectations of conduct
 - Advertise vacancies
 - Retweet or 'share' information from partners i. e. Police, Library, District Council, etc.
 - Announce new information appropriate to the Council.
 - Post or share information promoting bodies for community benefit such as schools, Scouts, sports clubs and community groups
 - Post other items as the Council see fit.
- 4.9** When participating in online communication Councillors and Staff must;
- Be responsible and respectful; be direct, informative, brief and transparent.
 - Always disclose their identity and affiliation to the Council.
 - Never give out personal data of others on social media, including home addresses and telephone numbers
 - Never use an individual's name in social media communications or post information about an individual unless replying to that individual or having been given written permission to do so (publishing personal data of individuals without permission is a breach of Data Protection legislation).
 - Never make false or misleading statements.
 - Not present themselves in a way that might cause embarrassment. They must protect the good reputation of the Council.
 - Be mindful of the information posted on sites and make sure personal opinions are not published as being that of the Council.
 - Keep the tone of comments respectful and informative, never condescending or "loud." i.e. use sentence case format, not capital letters, do not write in red to emphasise points.
 - Refrain from posting controversial or potentially inflammatory remarks. Language that may be deemed as offensive relating in particular to race, sexuality, disability, gender, age or religion or belief should not be published on any social media site.
 - Avoid personal attacks, online fights and hostile communications.

- Not post comments that you would not be prepared make in writing or face to face.
- Never name an individual third party unless you have written permission to do so.
- Seek permission to publish original photographs or videos from the persons or organisations in the video or photograph before they are uploaded. You must check that there is parental permission before photos of children are used.
- Respect the privacy of other Councillors, staff and residents.
- Never post any information or conduct any online activity that may violate laws or regulations, such as libel and copyright.
- Spell and grammar check everything.

4.10 Reports of any concerns regarding content placed on social media sites should be reported to the Clerk for referral to the moderator(s) and/or Council as required.

4.11 Bishopstoke Parish Council runs its social media pages so that it can pass information on to residents. The sites are not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people.

4.12 Though BPC is keen to hear resident's views, it will not be able to take comments made on its social media accounts as official comments, particularly on planning applications. In order to manage the messages received, residents will be asked – if necessary – to forward their comments to the Council by emailing the Parish Clerk or attending one of the Council Meetings.

5 Managing Social Media Accounts

5.1 The Parish Clerk or any Officer acting as moderator will also have the authority to block or ban access from an individual or company's account to Bishopstoke Parish Council's social media pages.

5.2 Passwords for the Council's social media accounts should be kept confidential. Parish Councillors and the Parish Clerk must take particular care where a computer, or other device, is used by more than one person in a household. Any Parish Councillor who is unsure about security should raise the issue with the Parish Clerk who will check the security arrangements or obtain advice from a specialist.

5.3 No Social Media account details may be changed without the permission of the Parish Clerk or Full Council.

5.4 Bishopstoke Parish Council reserves the right to suspend any or all of its Social Media accounts, without notice, should a localised extraordinary event occur.

5.5 All social media sites in use should be checked on a regular basis to ensure the security settings are in place.

6 Review of policy

- 6.1** This policy may be amended at any time and will be reviewed at least once per Council cycle.

7 Social Media use in Meetings

- 7.1** Councillors and Staff are permitted to use social media during meetings for the purposes of keeping residents informed of the proceedings.
- 7.2** The use of handheld devices is intended to improve communications and awareness of Council activities during meetings, not to interrupt or distract anyone taking part. All devices should be set to silence.
- 7.3** All such communications during meetings must refer to the discussions which are taking place at the meeting and must be respectful at all times. To do otherwise demonstrates to the public that one is not engaging properly in the meeting and risks bringing the Council into disrepute.

Full Council – 10th September 2024

Item 16 – Play Area Review

The estimated costs of using a professional consultant to provide the necessary information on current play area condition, cost of replacement, expected lifespan and age range suitability is £5,000. Whilst this is not an insubstantial sum the Clerk believes that it would represent good value for money as Council officers do not have the expertise to provide a similar assessment of the Council's play facilities that would have the same degree of reliability.

Using a consultant at this stage, and following up with consultations and discussions, will allow the Council to confidently produce a Play Space Strategy for the next 20 years which can be updated every Council cycle.

The Borough Council has indicated that there will be a reduction in their request for funding the Youth Options contract, with no expectation on Bishopstoke Parish Council to fund the maintenance of the Y Zone. This means there will be an underspend in the Youth Services budget heading and therefore the Clerk recommends that this budget be used to fund the Play Area Review.

Recommendation: That the Council approve using the Youth Services budget heading to fund the Play Area Review.