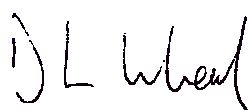


**Members of the Parish Council are summoned to attend a meeting
to be held online on Tuesday 22 September 2020 at 7.30pm
This Meeting is Open to the Public (contact clerk@bishopstokepc.org to obtain the link)**

AGENDA

1. Apologies for Absence
2. Councillors' Questions
3. To adopt Minutes of the Parish Council meeting held on 4 August 2020
4. To consider Matters Arising from the above Minutes not covered elsewhere in the agenda
5. Declarations of Interest and Requests for Dispensations
6. To note a report on, and resolutions from, the Planning Committee Meetings of 4 August, and 18 August, and to determine any Recommendations
7. To note a report on, and resolutions from, the Finance & General Purposes Committee meeting of 8 September 2020, and to determine any Recommendations
8. To note the RFO's Report, and to approve the Statements of Account to 31 August 2020
9. To adopt the Cemetery Regulations, and the Memorial Safety Policy
10. To discuss Community Speedwatch and other potential traffic calming measures and to approve any next steps (Cllr Winstanley)
11. To adopt the amended Financial Regulations
12. To adopt the amended Terms of Reference for both the Planning and Finance & General Purposes Committees
13. To discuss a potential subsidy for Councillor headsets and to approve any decisions
14. To amend and adopt the draft CCTV policy
15. To note reports from County, Borough and Parish Councillors on matters of interest
16. To note the Clerk's Report
17. To consider content for the July 2020 Press Release
18. Date, time, place and agenda items for next meeting – Tuesday 27 October 2020 at 7.30pm online



D L Wheal
Clerk to Bishopstoke Parish Council
16th September 2020

Minutes of a Meeting of the Bishopstoke Parish Council held online commencing at 7.30pm on 4 August 2020

Present: Councillor Sue Toher (Chair)
Councillor Geoff Harris (Vice Chair)
Councillor Peter Brown
Councillor Andrew Daly
Councillor Anne Dean
Councillor Chris Greenwood
Councillor Trevor Mignot
Councillor Andy Moore
Councillor Lou Parker-Jones
Councillor Mike Thornton
Councillor Gin Tidridge
Councillor Anne Winstanley

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

Public Session 0 members of the public were present.

FULL_2021_M01/

The Chair expressed the Council's thanks to all those who had, in any way, helped with volunteering through the lockdown and as we are emerging from it. In particular mention was made of Eastleigh Aid and the group delivering medicines and services from Wainwright's Chemist.

Public Session

1 Apologies for Absence

1.1 Apologies had been received and accepted from Cllr Francis.

2 Councillors' Questions

2.1 Cllr Brown asked whether anything could be done about the new yellow lines on Underwood Road as they do not seem to have been done very professionally. Cllr Parker-Jones informed the Council that she had reported it. The RFO noted that she had submitted comments, as requested, on Underwood Road and had received a reply earlier that day which she would circulate to the Council.

Action: RFO

2.2 Cllr Parker-Jones asked whether there were any signs placed warning of CCTV given the Council's use of a webcam at the Memorial Hall, and whether a policy had been agreed. The Clerk informed the Council that as the use of a webcam had been a temporary response to an emergency situation those things were not in place, but should the Council agree to continue their use then they would be done as a matter of urgency.

Initial: _____ Date: _____

2.3 Cllr Tidridge asked whether the Carnival had been cancelled and, if so, had this now been made public. The Clerk informed the Council that the Carnival was indeed cancelled but it is hoped there can be an event perhaps at Christmas in its place. Cllr Harris, as Chair of Bishopstoke Carnival, confirmed that notice of the cancellation was on the Carnival Facebook page.

2.4 Cllr Harris asked when food waste collection would be returning. Cllr Parker-Jones replied that the Borough Council is still not collecting separate food waste due to health and safety reasons. Cllr Parker-Jones offered to send the information she has round to the Council.

Action: Cllr Parker-Jones

3 To adopt and sign Minutes of the Parish Council meeting held on 25 February 2020

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

3.2 Proposed Cllr Harris, Seconded Cllr Moore, **RESOLVED** that the minutes of the Parish Council meeting held on 25 February 2020 be adopted as a true record.

4 To adopt and sign Minutes of the Parish Council decisions taken on lockdown arrangements on 24 March 2020

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

4.2 Proposed Cllr Toher, Seconded Cllr Greenwood, **RESOLVED** that the minutes of the Parish Council decisions taken on lockdown arrangements on 24 March 2020 be adopted as a true record.

5 To consider Matters Arising from the above Minutes

5.1 There were no matters arising.

6 Declarations of Interest and Requests for Dispensations

6.1 No declarations or requests made.

7 Report on Planning Committee Meetings of 25 February, 10 March and 14 July 2020 – to note Resolutions and to determine Recommendations

7.1 The relevant Planning Committee Minutes had been circulated prior to this meeting.

7.2 Proposed Cllr Brown, Seconded Cllr Greenwood, **RESOLVED** unanimously to note the resolutions of the Planning Committee meetings held on 25 February, 10 March and 14 July 2020.

7.3 Cllr Tidridge asked if the Planning Committee is planning to send a representative to the Eastleigh Local Area Committee meeting at which the Southampton Airport expansion will be discussed. Cllr Brown, as Chair of the Planning Committee, requested that the Clerk add this as an item on the next Planning Committee agenda.

Action: Clerk

Initial: _____ Date: _____

8 To note the end of year audit report and approve the Council's response

8.1 The audit report and Council response had been circulated prior to this meeting and were taken as read. Cllr Parker-Jones indicated that although she was pleased the Council accounts had been approved she was disappointed that VAT and website documents had been areas of concern.

8.2 Proposed Cllr Moore, Seconded Cllr Toher, **RESOLVED** unanimously that the end of year audit report be noted and the Council's response approved.

9 To approve the revised arrangements for earmarked reserves

9.1 The revised arrangements for earmarked reserves had been circulated prior to the meeting.

9.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** that the revised arrangements for earmarked reserves be approved.

10 To adopt the Annual Governance Statements for the year ended 31 March 2020

10.1 The annual governance statements, approved by the internal auditor, had been circulated prior to the meeting.

10.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** unanimously to complete and adopt the Annual Governance Statement for the year ending 31 March 2020.

11 To approve the Accounting Statements for the year ended 31 March 2020

11.1 The figures for the accounting statements, approved by the internal auditor, had been circulated prior to the meeting.

11.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to approve the Accounting Statements for the year ending 31 March 2020.

12 To receive the RFO's Report and approve the Statements of Account to 30 June 2020

12.1 The Statement of Accounts had been circulated prior to this meeting.

12.2 The RFO read her report to the Council. The report was noted and is included as Appendix A in these minutes.

12.3 Cllr Brown asked whether the insurance payment for the bus shelter covered the entire cost. The RFO informed the Council that there was a £250 excess to pay, but all other costs were covered.

12.4 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RESOLVED** unanimously to approve the Statements of Accounts to 30 June 2020.

13 To receive reports from County, Borough and Parish Councillors on matters of interest

13.1 Cllrs Thornton, Toher and Winstanley had all circulated written reports for the Council. These are included as Appendix B in the minutes. Cllr Winstanley added that both Citizens Advice and Twynams would both soon be looking for new trustees. Cllr Thornton indicated that he would be inviting Cllrs to add their comments to the campaign to keep a library of some sort in Fair Oak.

Initial: _____ Date: _____

13.2 Cllr Parker-Jones informed the Council that Eastleigh Borough Council meetings are now available on YouTube. The recent LAC meeting on 24 June discussed Traffic Regulation Orders and the Borough Council meeting on 23 July included discussions of the library closure in Fair Oak and the potential green belt in South Hampshire, which would include part of North Bishopstoke.

13.3 Cllr Tidridge informed the Council that pressure was being put on planning enforcement at the Borough because of the situation at The Chase. The allotment building at the new allotments in the Breach Lane development have now been temporarily boarded up to prevent further vandalism. A further parking study, this time of the upper part of Church Road, is expected soon. Cllr Toher indicated that Church Road had been discussed at the Planning Committee meeting earlier that evening and that a complaint from a resident was being forwarded on.

13.4 Cllr Harris informed the Council of sewage leaks being investigated by Southern Water just north of Bishopstoke. Additionally, Cllr Harris noted that the Bishopstoke Community Association had offered their car park to contractors to use to help with the situation on Church Road. Unfortunately, this has had to stop as other residents have now complained about the car park being used.

13.5 Cllr Greenwood had reported anti-social behaviour from near his home to the police on a regular basis in recent times, particularly in terms of speeding cars. Cllr Greenwood asked if the Council could look into technology that records decibel levels. Cllr Toher informed the Council that there would be an item on traffic problems, led by Cllr Winstanley, on the September agenda.

13.6 Cllr Daly informed the Council that he had seen children playing on top of the water systems at the Chase. Cllr Tidridge indicated that she would add that to the list of items for enforcement to look at.

14 To receive the Clerk's Monthly Report

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

14.2 The RFO informed the Council that the full claim for damages to the Bishopstoke Memorial Hall has not yet been made as there are still some costs yet to be included.

14.3 Cllr Tidridge asked if the current notices regarding safe use of the play areas during this current pandemic could be made more permanent, as they are likely to have to remain in place for some time. The Clerk indicated that he would investigate various options for discussion at the next Council meeting.

Action: Clerk

14.4 Cllr Brown added that it was with great regret that Carnival had been cancelled but all had agreed it was necessary. A Christmas event was being looked at and plans for next year are already being considered. Cllr Brown also asked whether Bishopstoke and Fair Oak Good Neighbours were back up and running. Cllr Thornton informed the Council that, apart from a couple of days when procedures were being organised, the Good Neighbours scheme had been running all through lockdown, with appropriate PPE measures being taken.

Initial: _____ Date: _____

15 To consider content for the July 2020 Press Release

15.1 It was agreed that the press release would include: thanking all the volunteers who have given so much during the pandemic; the cancellation of the Carnival; encouraging all residents if they see anti-social behaviour to report it to 101 and that the Parish Council will be holding all its meetings virtually for the time being and if anyone wishes to take part they should contact the Clerk.

Action: Clerk

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

16.1 The next meeting will be on Tuesday 22 September 2020, at 7:30pm online.

16.2 Agenda items for the meeting to the Clerk by Monday 14 September 2020 please.

There being no further business, the Chair closed the meeting at 8.40pm

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**Minutes of a Meeting of the Planning Committee
held online commencing at 7.00pm on 04 August 2020**

Present: Cllrs Brown (Chair), Dean (from para 18), Greenwood and Toher

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

Public Attendance: 0 members of the public were present

PLAN_2021_M02/

Public Session

11 Apologies for Absence

11.1 Apologies had been received and were accepted from Cllr Francis.

12 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 14 July 2020

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

12.2 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 14 July 2020 be adopted as a true record.

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

13.1 There were no matters arising.

14 Declarations of Interest and Requests for Dispensations

14.1 There were no declarations or requests.

15 Consideration of Planning Applications

15.1 T/20/88088 – Land to the rear of 6 Burrow Hill Place – 1 no. Oak (T1) - Crown reduce by 3 metres – The Committee had been notified of this application prior to the meeting due to the date by which a response was necessary. No comment had been received.

15.2 T/20/88089 – Land to the rear of 7 Burrow Hill Place – 1 no. Oak (T1) - Crown reduce by 3 metres – The Committee had been notified of this application prior to the meeting due to the date by which a response was necessary. No comment had been received.

15.3 T/20/88131 – 6 Bishops Court – 1 no. Sweet Chestnut (T1) - Remove epicormic growth to first branch. Branch growing over adjacent fence reduce by 2 metres. Remove lowest branch (approx. 55mm diameter) over garden 1 no. Scots Pine (T2) - Remove lowest branch (approx. 45mm diameter) – The Committee agreed to raise no objection to this application.

15.4 H/20/88280 – 2 Wilmot Close – Single storey front and side extension – The Committee agreed to raise no objection to this application.

15.5 X/20/88203 – 58-64 Stoke Common Road – Application to vary condition 1 (approved plans) of planning permission F/19/86348 – The Committee agreed to repeat their previous objection to this application and in addition to object further as the modifications make the plot even more crowded than had been the case. The Committee wished to ask whether this application was in effect a retrospective application resulting from the original plans not being adhered to.

Action: Clerk

15.6 Application NC/20/88247 had been received prior to the meeting but the Committee agreed to defer discussion of it until the next Planning meeting.

16 Report on recent planning decisions

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

17 Clerk's Report

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

17.2 Additionally, the Clerk reported that a resident had been in touch with a complaint regarding Church Road. Specifically the complaint notes the speed of vehicles using the road, especially in the section near St Mary's Church, the amount of parking on the road by developers vehicles and the associated lack of visibility – and therefore danger – suffered by residents as they try to leave their drives. The Committee agreed to forward the complaint to both the Borough Council and the County Council, as well as to the three Bishopstoke Borough Councillors.

Action: Clerk

17.3 The Clerk also noted that planning application NC/20/88247 was not considered by the Committee as it relates to a Parish Council application for tree maintenance work in Glebe Meadow resulting from the February tree survey. Finally, the question of the Borough Council deciding on its own applications had been sent to the Head of Housing at EBC.

Cllr Dean arrived at this point

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

18.1 It was agreed that the next meeting would take place online at 7:00pm on Tuesday 18th August.

18.2 Any agenda items for the meeting should be submitted in writing to the Clerk by Monday 10th August 2020.

19 Motion for Confidential Business

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

20 Reported Breaches of Development Control (Confidential Business)

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

20.2 Cllrs reported no additional items of confidential business.

There being no further business, the Chair closed the meeting at 7.28pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____



Planning
Planning Decisions report
4 August 2020

Recent Planning Decisions

H/20/87937 – 2 Whalesmead Road – Single storey side extension
Permitted by the Borough Council



**Planning
Clerk's report
4 August 2020**

Clerk's Report

There are no further planning matters to report on.

Minutes of a Meeting of the Planning Committee held online commencing at 7.00pm on 18 August 2020

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

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

Public Attendance: 0 members of the public were present

PLAN_2021_M03/

Public Session

21 Apologies for Absence

21.1 All Councillors were present at the meeting.

22 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 4 August 2020

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

22.2 Cllr Toher noted that minute 11.1 read "Cllrs" when it should read "Cllr".

22.3 Proposed Cllr Toher, Seconded Cllr Greenwood, **RESOLVED** that the minutes of the Planning Committee meeting held on 4 August 2020, as amended in 22.2, be adopted as a true record.

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

23.1 There were no matters arising.

24 Declarations of Interest and Requests for Dispensations

24.1 Cllr Greenwood declared an interest in application F/20/87971 as a near neighbour.

25 Consideration of Planning Applications

25.1 NC/20/88273 – 16 Church Road – Group of 4 Oak trees - Crown reduce by 3 metres – The Committee noted that this application had been withdrawn.

25.2 NC/20/88343 – Riverside Court, 75 Bishopstoke Road – Notification of intent, 1 Sycamore, Fell; 1 Cedar, Fell – The Committee agreed to raise no objection to the application but to ask whether the trees could be managed rather and felled, and if not then there should be the same or more replacement trees as are being felled.

25.3 F/20/87971 – 258 Fair Oak Road – Erection of attached two-storey bedroom dwelling – The Committee agreed to object to this application. Grounds for objection were that there is already a parking problem in the area and so adding two more bedrooms would do nothing but make the problem worse. This is particularly concerning as the parking has been so crowded that a Traffic Regulation Order was necessary to protect local green spaces from the excess vehicles. It is also a bus route and the bus often has difficulty in passing at the moment. More cars would equal more problems.

The additional dwelling would not be in keeping with the street scene and would change a row of semi-detached houses into some semi-detached houses and a mini terrace. The Committee also considered this to be overdevelopment.

25.4 T/20/88270 – 15 Bishops Court – Multiple Ash, Sycamore & Hawthorn (G1) - Reduction of overhang by 2-3 metres and back to boundary where applicable – The Committee agreed to raise no objection to this application, but wished to comment that they were concerned the work would leave the trees lopsided and request that the tree officer monitor to ensure the health and aesthetic value of the trees is preserved.

26 Report on recent planning decisions

26.1 The report on recent planning decisions had been circulated with the supporting documents and was noted by the Committee. It is included in the minutes as Appendix A. The Committee noted that the inclusion of the report with the supporting documents for the meeting was a useful change.

27 To decide whether to appoint a representative to speak on behalf of the Parish Council regarding the Airport expansion at the relevant Eastleigh LAC meeting

27.1 The Committee had received an offer from Cllr Harris, as the Council's representative on the Airport Consultative Committee, to attend on behalf of the Committee if desired. The Committee thanked Cllr Harris for his offer. The Committee requested that the Clerk produce a document detailing the Committee's position with regard to the Airport expansion. The Committee will approve that document at the next planning meeting. The Committee also wished to accept Cllr Harris' offer. Cllr Harris will be provided with the Committee's position document prior to the relevant Eastleigh Local Area Committee meeting.

Action: Clerk

28 To consider amending the Planning Committee terms of reference to include responsibility for responding to Traffic Regulation Orders

28.1 The proposed amendment and reasons for doing so had been circulated prior to the meeting.

28.2 Proposed Cllr Toher, Seconded Cllr Greenwood, **RECOMMENDED** unanimously that the Planning Committee terms of reference be amended to include responsibility for making decisions on the Parish Council response to Traffic Regulation Orders in Bishopstoke.

29 Clerk's Report

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

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

30.1 It was agreed that the next meeting would take place online at 7:00pm on Tuesday 8th September.

30.2 Any agenda items for the meeting should be submitted in writing to the Clerk by Monday 31st August 2020.

31 Motion for Confidential Business

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

32 Reported Breaches of Development Control (Confidential Business)

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

32.2 Cllrs reported one additional item of confidential business.

There being no further business, the Chair closed the meeting at 7.40pm

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____



Planning Planning Decisions report 18 August 2020

Recent Planning Decisions

H/20/87310 – 7 Oakgrove Road – Single storey rear extension including flue for log burner following demolition of existing garage, front porch, installation of flue and alterations to fenestration.

Planning Committee Decision: Raise No Objection

Borough Council Decision: Permit

H/20/87302 – 43 Oakgrove Road – Single storey rear extension following demolition of existing conservatory and detached garage and alterations to fenestration.

Planning Committee Decision: Raise No Objection

Borough Council Decision: Permit

NC/20/87992 – Manor Cottage, Church Road – Notification of intent. 2 no. Holm Oak (T1 & T2) - reduce height by 2 metres and lateral branches by 2 metres.

Planning Committee Decision: Raise No Objection

Borough Council Decision: Raise No Objection

T/20/88088 – Land to the rear of 6 Burrow Hill Place – 1 no. Oak (T1) - Crown reduce by 3 metres.

Planning Committee Decision: Raise No Objection

Borough Council Decision: Consent

T/20/88089 – Land to the rear of 7 Burrow Hill Place – 1 no. Oak (T1) - Crown reduce by 3 metres.

Planning Committee Decision: Raise No Objection

Borough Council Decision: Consent



**Planning
Clerk's report
18 August 2020**

Clerk's Report

Matters Arising:

From the meeting on 4 August 2020, minute 15.5:

“The Committee agreed to repeat their previous objection to this application and in addition to object further as the modifications make the plot even more crowded than had been the case. The Committee wished to ask whether this application was in effect a retrospective application resulting from the original plans not being adhered to.”

I emailed the planning officer responsible for the application on 10 August. The officer is away from the office until Monday 24 August and so we will not have a response until that week at the earliest.

From the meeting on 4 August 2020, minute 17.2:

The Clerk was asked to forward the complaint regarding Church Road traffic to the local Borough Councillors, the Local Area Manager, the Head of Housing and Hampshire Highways.

I have now sent an email including the complaint to those requested. I have also contacted the resident to let them know what is happening with their complaint.

Other Matters:

There are no other planning matters to report

Minutes of a Meeting of the Finance and General Purposes Committee held virtually commencing at 7.30pm on 8 September 2020

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

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

Public Attendance: 0 members of the public were present

FGP_2021_M01/

1 Apologies for Absence

1.1 Apologies had been received and were accepted from Cllrs Harris, Thornton and Winstanley.

2 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Committee Meeting held on 10 March 2020

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

2.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on 10 March 2020 be accepted as a true record.

3 To consider Matters Arising from the above Minutes

3.1 Minute FGP_1920_M11/116.1

Councillor Tidridge informed the Committee that in the recent work at the Sewall Drive junction by Hampshire County Council the water pipes had been damaged causing Southern Water to have to come out to repair them.

3.2

Councillor Tidridge asked if there was any news on the insurance payment for the bus shelter. The RFO replied that she had reported to the August meeting of the Full Council that the payment from the insurance company had been received. The only cost to Bishopstoke Parish Council had been the excess.

4 Declarations of Interest and Requests for Dispensations

4.1 There were no declarations or requests.

5 To receive the RFO's Report, and approve Budget Monitoring and Payments Reports for March 2020

5.1 The RFO's report had been included in the document pack for the meeting. It is included in the minutes as Appendix A. The Committee agreed to note the report. Cllr Parker-Jones asked for an update on the Memorial Hall reopening. The RFO informed the Committee that a risk assessment was in place and was being updated as new information comes to light. Additionally, each hirer has to provide their own risk assessment over and above the Council requirements. The building is currently only being hired out to existing hirers.

5.2 The Budget Monitoring and Payments Report for March 2020 had been included in the document pack. Proposed Cllr Toher, Seconded Cllr Tidridge, **RESOLVED** that the Committee approve the Budget Monitoring and Payments Report for March 2020.

6 To approve the Budget Monitoring and Payments Reports for the 1st quarter of 2020-21

6.1 The Budget Monitoring and Payments Report for the first quarter of 2020-21 had been included in the document pack. The RFO informed the Committee that various styles of reports were available from the new software package and that we would be investigating different ones to determine which one best suits the needs of the Council.

6.2 Proposed Cllr Toher, Seconded Cllr Tidridge, **RESOLVED** that the Budget Monitoring and Payments Reports for the first quarter of 2020-21 be approved.

7 To approve the current list of direct debit payees

7.1 The direct debit payee list had been included in the document pack.

7.2 Proposed Cllr Parker-Jones, Seconded Cllr Tidridge, **RESOLVED** unanimously that the direct debit payee list be approved.

8 To receive the Clerk's Report, including an update on Parish Council assets

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

8.2 Cllr Tidridge asked whether, in light of recent events on Otter Close open space, the Council should consider having a policy on encampments. The RFO noted that Colden Common council have such a policy and she offered to forward it to the Clerk for inspection and adaption. Cllr Toher added that Bishopstoke Parish Council should always be a compassionate council first, only seeking a legal option if absolutely necessary.

Action: RFO

8.3 Cllr Tidridge also noted various issues with Church Road Play Area. These are included, with the current update, as Appendix C in the minutes. Cllr Parker-Jones noted there is a tree by the play area which may be a cause for concern. The Clerk was asked to determine whether any work to this tree may be necessary.

Action: Clerk

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

9.1 The next meeting is scheduled to be on Tuesday 13th October 2020 at 7:30pm online. Agenda items for this meeting should be received by the Clerk no later than Monday 5th October.

There being no further business, the Chair closed the meeting at 8.20pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____



Bishopstoke Parish Council

David Wheal BSc (Hons)
PGCE
Clerk to the Parish Council
Bishopstoke Parish Office
Riverside
Bishopstoke
Eastleigh
Hants SO50 6LQ

Contact for Cemetery:

Mrs Cheryl Taylor, Assistant Clerk, Tel: 07521 735539
e-mail: cemeteries@bishopstokepc.org

Tel: 02380 643428
e-mail: clerk@bishopstokepc.org

BISHOPSTOKE CEMETERY REGULATIONS IN RESPECT OF INTERMENTS AND MEMORIALS

These regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate laws or statutes currently in force. Bishopstoke Parish Council, hereinafter known as the 'Council', reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

Interpretation of terms:

'The Cemetery' means the Cemetery maintained by the Parish Council known as 'Bishopstoke Cemetery'.

'The Parish Clerk' means the person for the time being holding the office by that designation under the Parish Council, hereinafter known as the Clerk with respect to the Cemetery, and any other Parish Council officer acting for the Clerk in matters relating to the Cemetery.

'Grave' means a burial place formed in the ground by excavation and without any internal walls of brickwork or stonework or any other artificial lining. Burials are not permitted in any form of brick or concrete vault or cell. All graves shall be allocated a number according to the Cemetery plan.

'Cremation Plot' means a place formed in the ground by excavation for the purpose of interring ashes and their containers. Such a place shall measure not more than 2 feet by 2 feet (0.61m by 0.61m). All plots shall be allocated a number according to the Cemetery plan.

'Purchased Grave or Cremation Plot' means a grave or cremation plot wherein the Exclusive Right of Burial (subject to these regulations) has been granted by the Parish Council. The Exclusive Right of Burial grant is hereinafter known as the burial grant. Ownership of this grant allows the owner to determine who can be buried into the grave and allows the right to erect or change/add a memorial onto the grave. The owner of a burial grant also has the automatic right to be buried into the grave, provided that there is space available.

1. Times of Notice of Interment. Notice of interment shall be given to the Clerk at least 2 clear working days in advance of the day of interment, excluding weekends and public holidays. Where possible burials will be accommodated at this short notice but the Council reserves the right to refuse. This regulation shall not apply upon production of a medical certificate stating that an early interment is necessary or when exceptional religious reasons exist.
2. Insurance requirements. Funeral directors and gravediggers must provide evidence to Bishopstoke Parish Council of public liability insurance before carrying out any work in Bishopstoke Cemetery.
3. Proof of ownership required before re-opening. No grave or plot for which the Exclusive Right of Burial has been purchased may be re-opened without the written consent of the owner, or their personal representative. If the burial grant has not been purchased relatives must request permission from the Parish Council to re-open a grave.
4. Fees and Charges for Interment. The fees and charges payable to the Parish Council in respect of interments in the Cemetery, or for purchase of burial grants, or for memorials, or otherwise in connection with the Cemetery, shall be those detailed in the Table of Fees and Charges, which shall be subject to review with fee changes taking effect from 1st April each year, or at any other time at the discretion of the Parish Council. The Table of Fees applies to all residents of the Parish or to those recently resident who qualify under those circumstances as listed in the Table. Double fees and charges are payable by all other persons. These fees contribute towards the upkeep of

the Cemetery and for regular inspections of the memorials. Those being interred who come from outside of the Parish pay higher fees as they are not contributing to the Parish Council precept which pays for the upkeep of the Cemetery. All fees and charges shall be paid in advance to the Clerk, except where the burial is for a child under 18 years of age, where fees are normally payable by the Children's Funeral Fund.

5. Graves and Cremation Plots sold subject to Regulations. All graves and cremation plots shall be sold subject to the regulations currently relating to the Cemetery.
6. Selection of Graves and Cremation Plots. Pre-purchase of graves or cremation plots is not permitted. Graves and cremation plots will be allocated in sequence unless exceptional circumstances apply when the decision of the Clerk on behalf of the Parish Council shall be final.
7. Certificate of Disposal. A legal 'Certificate for Burial or Cremation', or in the case of an inquest the Coroner's Order, shall be delivered to the Clerk before a burial takes place. A certificate of cremation shall be delivered to the Clerk in the case of cremated human remains. The appropriate document must be delivered with the notice of interment.
8. Grantee of Right of Burial. If a personal representative from outside the Parish applies to bury a resident of the Parish the fee payable shall be the same as an application from a local representative.
9. Digging of Graves and Cremation Plots. All graves and cremation plots shall be dug and reinstated under arrangements made by the undertakers. Shoring is required at all times due to the nature of the soil structure. Surplus spoil is to be placed as advised by the Council, and no spoil is to be deposited on an adjacent grave or plot at any time if there is available non grave space nearby. The memorials and grave goods on adjacent graves must be protected at all times during the interment. At the conclusion of the interment originally turfed graves are to be re-turfed, and any paving slab originally present on a cremation plot must be replaced in its original position.
10. Interment in Graves. In all graves there shall be at least 3 feet (0.92m) of earth between the surface of the ground and the top of the coffin and no coffin shall be buried in a grave in which an interment has already taken place unless the coffin containing the body is effectively separated from any coffin already placed and remaining in the grave by a layer of earth not less than 6 inches (15.3cm) in thickness and no human remains interred therein shall be disturbed nor shall any soil which is offensive be removed. The minimum depths for plots are to be 5 feet (1.53m) for single depth and 6ft 6ins (1.98m) for double depth. Coffins shall be made of suitable biodegradable materials and no metal or other non-biodegradable coffins, caskets or containers will be allowed.
11. Interment of Ashes in cremation plots. In all cremation plots there shall be at least one foot (0.31m) of earth between the surface of the ground and the ashes or top of the container and each plot shall be of a depth suitable for the interment of two sets of ashes.
12. Interment of Ashes into Adult Graves. A maximum number of 6 cremation burials shall be permitted into an adult grave. These shall be as 3 rows down the length of the grave of 2 cremation burials side-by-side.
13. Interment of more than one body in the same grave at the same time. Only the body of one adult, or the bodies of 2 children each under the age of 12 years, may be buried in any grave at the same time, unless the bodies be those of the same family.
14. Death from Infectious Diseases. In all cases of death from infectious diseases the body shall be taken directly from the hearse to the grave.
15. Coffins of Still Born Children. No body shall be received unless decently covered and placed in a coffin of suitable biodegradable material with the name of the deceased child or that of the child's parents indelibly affixed.
16. Arrival at the Cemetery. The time of any proposed interment shall first be arranged by the Funeral Director and the Clerk to the Parish Council. The time agreed shall be the expected arrival time at the Cemetery. All interments shall take place on Mondays to Saturdays between the hours of 0900 and 1530. Interments shall take place outside of these times at the discretion of the Clerk. (The exception as in clause 1 to apply.)
17. Carrying of Coffin at the Cemetery. If persons other than the staff of the Funeral Director wish to carry the coffin then they must all sign the necessary disclaimer **prior** to the carrying of the coffin. It is the responsibility of the Funeral Director to ensure that such disclaimers are completed prior to the carrying of the coffin. The disclaimer form is available on the Council website and all forms must be returned to the Council by the Funeral Director after the burial has taken place.

18. Backfilling by mourners. Backfilling is expected to be carried out by the staff of the Funeral Director. If the funeral director allows mourners to backfill the grave, all necessary health and safety precautions should be taken, and only one mourner allowed to backfill at any time.
19. Private Work. No private work shall be undertaken by visitors to the Cemetery other than general grave or plot tidying. No employee of the Parish Council is to be engaged to execute any private work in the Cemetery.
20. Exclusion or Removal of Persons from the Cemetery. The Parish Council may, at any time, remove or exclude any person from the Cemetery who shall be guilty of any breach of the regulations being in force at that time.
21. Admission of Dogs. The admission of dogs, unless on a lead, is prohibited. Dogs shall not be allowed to foul within the Cemetery.
22. Release of Balloons, Lanterns or Doves. The release of balloons, lanterns, or doves, is not permitted in the Cemetery.
23. Exclusive Right of Burial. The Exclusive Right of Burial in any grave or cremation plot shall be entered in the Register of Grants of Right kept by the Clerk. After the interment of the owner of the grave or plot, the personal representative shall produce to the Clerk the Grant of Probate or Letters of Administration, and/or other documentation as required by the Clerk, so that proof of change in ownership may be duly registered. Until satisfactory proof of ownership is given, the grave or plot cannot be re-opened and no memorial or tablet or other article may be installed or work carried out on an existing memorial, including additional inscriptions. The Exclusive Right of Burial shall last for a period of 30 or 60 years, at the expiry of which time it shall either be renewed at the appropriate fee or ownership shall revert to the Parish Council. The Exclusive Right of Burial will not be issued to persons under the age of 18.
24. State of General Maintenance (not including memorials). Every grave/ cremation plot shall be maintained by the burial grant owner, or family members, in good order. Should this not be the case then one month's notice in writing will be sent to the burial grant owner/any known family member, or to the occupier of the address of the last person interred if there are no known contact details, requesting that work be carried out to return the grave to good order. One month's notice will also be placed adjacent to the affected grave concerning the work required. Where no response is received, or the work has not been carried out, a further letter will be sent by recorded delivery for the Council to take over general maintenance of the plot within 14 days (excluding responsibility for the memorial if one is present). If no response is received from the recorded delivery letter the Council will carry out work to return the grave to good order. Where the burial grant is owned the cost of the work will be recorded against the grave or plot. The Council will seek to recover costs expended on behalf of the grant owner/family members at the time of the next interment or any future work to a memorial on the plot.

Where the state of general maintenance falls into such disrepair that the Council takes over maintenance of the grave plot, any items other than at the normal headstone position will be removed back to the headstone position. In such situations the Council will also level a neglected mound or make a sunken grave up to ground level.

If the burial grant owner or family members require the Council to properly maintain the grass on a particular grave/cremation plot no grave items should be placed elsewhere other than at the headstone position. If any grave items are placed elsewhere then the grass will not be maintained on that particular plot if it is not safe to do so.

Persons tending graves or plots shall be required to dispose of any rubbish removed from the grave or plot in the waste bins provided for that purpose.

25. Personal effects – items that are not permitted within the Cemetery grounds. These items will be removed from the Cemetery without prior notice.

Broken or damaged items (e.g. broken glass/ceramics) *(for health and safety reasons)*

Tea lights and candles which are not in containers *(for fire safety reasons)*

Immediately offensive items

Any items that are deemed an immediate health and safety risk (e.g. sharp metal, broken shards, damaged unauthorised enclosures)

Items of food and drink (e.g. full drink miniatures, beer cans, chocolate bars) *(to ensure the safety of children and to discourage rats from entering the Cemetery)*

The following may also be disposed of without notice.

Dead flower arrangements

Mouldy artificial flowers and any other mouldy items

Written items that can no longer be read

Balloons that are no longer inflated (*Note that balloons found to be flying at a level higher than the surrounding memorials may be retied at a lower height.*)

26. Personal effects – items that are not permitted within the Cemetery grounds for health and safety reasons. If found in the Cemetery during an inspection these items will be removed from the grave and placed near the waste bins for collection by the grant owner or family members within 14 days of notification, and will then be disposed of if the person contacted does not collect them within the stated time. No subsequent letters will be sent if similar items are found again on the same grave, however, such items will still be placed into the collection box for collection within 14 days, and will be disposed of if not collected in the given time.

Candles and tea lights within a container (e.g. within a glass, or a glazed lantern) (*for fire safety reasons. Please note that The Council will not remove any solar or battery powered lanterns or lights, provided that they are well maintained and designed for outdoor use.*)

Unbroken glass items (*for safety reasons*)

Covers for flowers made out of wire mesh which have protruding pieces of metal wire (*for safety reasons, as they may cause injury to any person, or animals coming into contact with them as they attempt to eat flowers*). If more practical, the cover may be left on the grave concerned whilst attempts are made to contact the burial grant owner/family members.

27. Personal effects – items to be discouraged from placement in the Cemetery, and for which removal will be considered on a case-by-case basis. Where possible any items removed by the Council will be placed near the waste bins for collection by the grant owner or family members within 14 days of notification, and will then be disposed of if the person contacted does not collect them within the stated time.

Any easily breakable items (excluding glass, which is covered under regulation 26.) (*for health and safety reasons*)

Shrubs, plants and flowers (*these are to be discouraged on graves as they attract deer to the Cemetery, which will eat both the living plants and cut flowers, and the roots can damage adjacent memorials or prevent future burials*). The Parish Council reserves the right to remove, prune and cut down any previously planted shrubs, plants or flowers, which in its opinion have become unsightly, overgrown or dangerous.

Items which may cause upset or offence - the Cemetery is an area for quiet reflection for many persons and unusual adornments such as balloons, plastic attractions or other personal effects, placed upon the grave or plot of a deceased may cause upset or offence to other visitors. Consequently, such items are to be discouraged and the Parish Council reserves the right to remove any items which in its opinion may cause offence in any way. Example items include wind chimes or any items above the acceptable height of the surrounding headstones.

Wooden crosses no longer installed in the ground but left horizontally on the grave. This can cause upset to other visitors and the Council will write to the burial grant owner/family members to request that the cross either be removed or correctly installed back into the ground. Any wooden cross found to be rotting, or deteriorating to the extent that it is about to become a danger for health and safety reasons, will be removed by the Council after 14 days notice of removal has been given to the burial grant owner/family members.

Items placed on the grave which are deemed likely to cause injury - these will be removed from the grave by the Council and placed for collection by the waste bins. The Council will give 14 days' notice for collection to the grant owner/family members, and will dispose of the items if they are not collected within the stated time. An example of such an item would be a metal hook at such height that it may come into contact with people's faces.

Any other item which the Council deem should be removed from the grave and placed for collection by the waste bins – in such cases the decision of the Council shall be final.

28. Christmas items and wreaths. Christmas items will be removed at the general annual tidy up of the Cemetery, for which one month's prior notice will be given by means of a notice placed on the Cemetery noticeboard.

After the notice period all items obviously related to Christmas will be placed for collection in or around the collection box if artificial (e.g. tinsel or Christmas decorations) for a period of 14 days before disposal. All Christmas decorated miniature fir trees will also be placed around in or around the collection box for a period of 14 days before disposal. All wreaths will be gradually disposed of when the majority of the living part has died. Artificial wreaths will be left on the plot unless the contents are obviously related to Christmas when they will be placed in or around the collection box for a period of 14 days before disposal.

Any living wreaths or flower arrangements which could be interpreted as a winter flower arrangement rather than a Christmas flower arrangement, will be left on the grave. Any miniature fir trees that have not been specifically decorated for Christmas will also be left on the grave.

29. Grave Enclosures. From 1st June 2020 no form of grave enclosure will be permitted for new interments except for authorised kerbsets – this will include interments where an existing unauthorised enclosure is removed for the reopening of the grave. Authorised kerbsets are stone memorials installed by a suitably qualified memorial mason after a memorial permit has been issued by Bishopstoke Parish Council. Unauthorised enclosures include those made from plastic, metal, wood, any other form of stone not purchased through a memorial mason, and any other materials which have been used to enclose all or part of a grave and which have not been installed by a suitably qualified memorial mason under a memorial permit. Examples of unauthorised enclosures include wooden fencing, metal railings, chain, and garden stone edging.

All unauthorised enclosures on graves where interments have been carried out on or after 1st June 2020 will be removed by the Council following notification to the burial grant owner or family members at their last known address. Where there is no known address for a specific person, and the burial grant owner is deceased, a letter will be sent to the address of the last person interred to ask for details of family members if known by the current occupier.

One month's notice will be given to remove the unauthorised enclosure. If no response is received within this period, a recorded delivery letter will be sent to any last known address of the burial grant owner/family members, informing them that if no contact is made within 14 days the unauthorised enclosure will be removed. The letter will indicate that the removal cost will be recorded against the plot with the aim of resolving full or partial payment at the time of a further interment or when further work is requested to be carried out on a memorial. If there is no reply as a result of the recorded delivery letter the Council will arrange for the removal and record the costs against the plot concerned. The recorded delivery letter will also indicate that the enclosure will be held for collection, if practical, by the grant owner/family members within 14 days of the advised removal date, and will then be disposed of if not collected within that time. Enclosure contents (such as stone or wood chippings, pebbles or artificial grass) or broken, rusting or otherwise damaged enclosures, will not be kept for collection. The Parish Council will seek to recover removal costs at the time of the next interment or future work to a memorial on the affected grave.

Unauthorised enclosures on graves where interments were carried out prior to 1st June 2020 will be permitted to remain on the graves until such time as the enclosure becomes a health and safety risk, when the Council will follow the same procedure as outlined in the preceding paragraph for unauthorised enclosures on graves where interments have been carried out on or after 1st June 2020.

30. Trees. Trees, including dwarf trees, shall not be planted into the ground of graves or cremation plots, as such trees can encroach on the graves, and the tree roots can damage adjacent memorials or prevent future burials. One month's notice will be given to the burial grant owners/family members to remove the tree. Where there is no known address for a specific person, and the burial grant owner is deceased, a letter will be sent to the address of the last person interred to ask for details of family members if known by the current occupier. If no response is received the Council will remove the tree after the notice period.

Dwarf fir trees planted into a suitable container with no roots into the ground, are permitted, provided that the height of the dwarf tree remains below 2 feet (60cm).

The planting of young trees in memory of a deceased is no longer allowed.

31. Memorial seats. The placing of a memorial seat in memory of a deceased is no longer allowed. If an existing memorial seat needs replacing the Council will make every effort to contact the family concerned to discuss arrangements for a replacement.
32. Work to be executed to the satisfaction of the Parish Council. All work in the Cemetery shall be executed to the satisfaction of the Parish Council and undertaken by suitably qualified persons.
33. Regulations for the Erection of Memorials. Memorials can only be erected upon issue of the necessary permit from the Parish Council and with the written consent of the burial grant owner for the grave or plot concerned. The purchaser of any grave or cremation plot shall, when erecting a memorial, place such memorial in the position determined by the Parish Council. Regulations for the erection of memorials are at Annex A and shall be complied with by all memorial masons executing work on memorials.
34. State of Repair and Removal of Memorials. Every memorial shall be kept in good repair by the owner. On default by the said owner (if the owner fails to keep the memorial in a good state of repair), and after two months'

notice having been given in writing of the need for work to be carried out, the Council reserves the right to have the memorial put in good and safe order at the expense of the owner. Where the owner of the Exclusive Right of Burial cannot be traced at the time of carrying out the work, any costs expended in order to make safe the memorial shall be borne by the Parish Council and attached to the grave or plot. The Parish Council will seek to recover such costs at the time of the next interment or future work to a memorial on the plot. Regulations relating to memorial inspections and repairs are shown in further detail in the Council's 'Policy on Memorial safety in Council cemeteries and maintained closed churchyards'.

The Parish Council reserves the right to refix, realign or remove any memorial as may be required. Any such work shall only be carried out by an approved memorial mason. Broken cement beds for chippings shall be removed and the enclosed turfed over.

35. Register. Applications to search the Register of Burials shall be made to the Clerk. Searches can also be made on Eastleigh Borough Council website's Cemetery database for details more than two years old, if recorded.
36. Exhumations. Exhumations are only permitted by lawful permission from the appropriate authorities.
37. Clauses. In cases where any question or controversy arises from the foregoing clauses, or anything omitted therefrom, the decision of the Burial Authority shall be final and binding.

By Order of Bishopstoke Parish Council
dd mmm 2020

Annex A

REGULATIONS FOR THE ERECTION OF MEMORIALS AND FOR WORK TO BE CARRIED OUT ON AN EXISTING MEMORIAL IN BISHOPSTOKE CEMETERY

1. Memorials may only be erected upon issue of the necessary permit from the Parish Council and with the written consent of the owner of the Grant of Exclusive Right of Burial for the grave or plot concerned. Any work carried out on an existing memorial will also require a Parish Council permit and the written consent of the owner of the Grant of Exclusive Right of Burial for the grave or plot concerned. This grant is also known as the 'burial grant'.

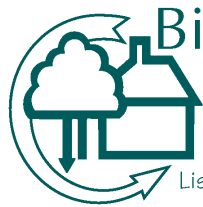
Where the burial grant has not been purchased the Council will not give permission for a new memorial to be erected, or for an existing memorial to be either amended or replaced (an example of an amendment is to add an additional inscription). Permission will only be given to replace an existing memorial if no changes have been made to the memorial before it is replaced. Alternatively, the burial grant can be purchased from the Council when submitting the application to erect/amend a memorial on a grave for which the burial grant has not previously been purchased.

2. All new memorials and memorial maintenance work shall only be undertaken by suitably qualified masons and to the satisfaction of the Parish Council. Memorial masons must provide evidence to the Council of public liability insurance of at least £5 million.
3. All memorials shall be erected and remain at the sole risk of the owner. Those seeking to place a memorial in our Cemetery should be aware that any items placed in our Cemetery may be affected by soil movement or animal activity, as this is a rural cemetery with a largely sandy soil structure. A sketch of each proposed memorial giving full details and dimensions, together with the owner's consent, is to be submitted to the Parish Council on the application form supplied by the Clerk. **No memorial may be erected in the Cemetery without the written consent of the Clerk.** No memorial shall be removed or altered without the written consent of the owner and the Clerk except as otherwise provided (for example on health and safety reasons).
4. All memorials are to be of natural stone and no Bath, Caen, or other soft stone, or reconstituted stone, shall be allowed in the construction of any memorial. All monumental work shall be finished prior to the erection of any memorial, excepting the execution of a second inscription for which permission must be obtained. Exceptionally, hard wood crosses may be installed at a height not to exceed three feet (0.91m) and wooden crosses may be installed temporarily pending erection of a stone memorial on a grave. No memorial of any design shall exceed 3 feet 6 inches (1.07m) in height. Permitted sizes for memorials for different sized grave plots are shown on the back of the memorial application form.
5. Ground anchors used must meet the BS8415 standard and be suitable for the sandy soil conditions. This includes ground anchors where a memorial is to be reinstated.

6. If jointed memorials are erected, joints should be able to withstand a force of 25 kg against the memorial, and be fitted using mechanical bolting/lock down systems or new jointing resins, and as prescribed in the most up-to-date appropriate industry code of practice.
7. Memorial masons and others, prior to fixing memorials, shall furnish themselves with all appropriate tools and necessary appliances and comply with any regulations issued by the Parish Council.
8. Memorial masons and others employed on any kind of work in connection with memorials in the Cemetery are to remove all spare soil and leave the ground clean after completing their work and each grave is to be re-turfed to an acceptable standard. Memorial masons will be held responsible for any damage caused by them either on the ground or to the memorials erected thereon.
9. All memorials and any parts or part thereof which have to rest in or upon the ground, or upon any brick, stone or other foundations, shall be fairly squared and bedded off. The Parish Council reserves the right to reject applications for memorials with stones of uneven thickness or with corners knocked.
10. The top surface of every foundation stone shall be at least 2 inches (5.1cm) below the level of the highest point of the surrounding turf.
11. All work on memorials shall be completed during the hours of 8.00 am and 5.00pm on weekdays excepting Saturdays when work must cease at 12.00pm. No work shall be undertaken during an interment or on Public Holidays.
12. The erection of memorials will not be allowed during unsuitable weather or whilst the ground is in an unfit state.
13. No rails, wooden edging, chains of any description, or glass wreath cases shall be allowed as part of any memorial.
14. For cremation plots, the minimum thickness of a memorial up to 20inches (50.8cm) high shall be 2 inches (5.1cm).
15. Second bases shall be securely fastened to the bottom by dowels or other approved methods.
16. No advertising boards, tablets or cards, shall be placed on or around any monumental erection nor shall any form of advertising be displayed in any part of the Cemetery.
17. The memorial mason shall mark the reverse of the memorial in the lower right corner with the plot number in letters no higher than 2 inches (5.1cm). The memorial mason may also inscribe the name of the company on the reverse of the memorial in the lower left corner in letters no higher than 2 inches (5.1cm). Any inscription on kerbs/posts for a kerb set must be specified on the application form. Placement of the grave number and name of the memorial mason is only acceptable on the back of the headstone and is not acceptable on the kerbs/posts of the kerb set.
18. Where the owner applies for an inscription which refers to a person who is not interred within the Cemetery, that inscription must contain the words 'resting elsewhere' or their equivalent.
19. **All memorials shall be fixed according to BS8415 and the relevant Codes of Practice or Guidance that are fully compliant with this standard (including the BRAMM blue book and the National Association of Memorial Masons Code of Working Practice). Memorials being re-fixed must also be re-fixed to BS 8415. All memorial masons undertaking work in the Cemetery shall be suitably qualified.**
20. Clauses. In cases where any question or controversy arises from the foregoing clauses, or anything omitted therefrom, the decision of the Burial Authority shall be final and binding.

By Order of Bishopstoke Parish Council

dd mmm 2020



Bishopstoke Parish Council

Listening to you

BISHOPSTOKE PARISH COUNCIL

POLICY

on

MEMORIAL SAFETY IN COUNCIL CEMETERIES AND MAINTAINED CLOSED CHURCHYARDS

**This policy and procedures document on memorial safety
in Council cemeteries and maintained closed churchyards
was adopted by the Parish Council at its meeting on **dd mmm 2020****

D Wheal

Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL

POLICY

on

MEMORIAL SAFETY IN COUNCIL CEMETERIES

AND MAINTAINED CLOSED CHURCHYARDS

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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DRAFT

MEMORIAL SAFETY POLICY AND PROCEDURES

FOR COUNCIL CEMETERIES AND MAINTAINED CLOSED CHURCHYARDS

1 General

- 1.1** Bishopstoke Parish Council recognises that it has a duty of care to ensure the safety of employees, contractors and visitors who come into contact with memorials in Council operated cemeteries.
- 1.2** A 'memorial' is a permanent structure that commemorates a deceased person and may include kerbs, plaques and separate memorial vases. The results of this inspection program will be recorded, with the identification of all dangerous or unstable memorials. Force testing equipment will not be used.
- 1.3** All other items placed on a grave, which are not authorised permanent memorials, will be reviewed during ongoing regular inspections during the year. They will be dealt with as detailed in the 'Bishopstoke Cemetery Regulations in Respect of Interments and Memorials' (hereinafter known as the Cemetery Regulations), under clauses 24 to 30.
- 1.4** Memorials in cemeteries may be old, neglected and in poor repair. In such condition they may pose a threat to safety. Bishopstoke Parish Council is authorised to introduce memorial safety policy and procedures under the provisions of the Local Government Act 1972, Local Authorities' Cemeteries Order 1977, and the Health and Safety at Work Act 1974.
- 1.5** This document details the policy and procedures adopted by Bishopstoke Parish Council for the management of memorial safety in cemeteries under the Council's control.
- 1.6** Council staff involved in cemetery management should follow these procedures designed to implement the Council's policy on memorial safety.
- 1.7** Council staff involved in cemetery management should have a copy of the risk assessment for the Cemetery and comply with any actions necessary to reduce risks.

2 Policy on Memorial Safety

- 2.1** It is the policy of Bishopstoke Parish Council to ensure that the condition of memorials in cemeteries under the Council's control does not pose a significant hazard to anyone who works in, or visits the cemetery.

3 Responsibility For Memorial Safety

- 3.1** The following parties have responsibility for memorial safety in Council cemeteries:-
 - (a) Bishopstoke Parish Council has health and safety responsibilities to its employees, contractors and visitors to our cemeteries.
 - (b) A monumental mason has the responsibility to work in accordance with the Council's conditions and specifications for memorials, and to safely erect the memorial in accordance with current standards available within the industry.
 - (c) An owner of a memorial has the responsibility to maintain it in a good condition and to ensure that it does not present a hazard.

4 Notice of Intent

4.1 Prior to any memorials being inspected, reasonable steps will be taken to inform grave owners and members of the public of the intention to inspect memorials and remove the danger from unsafe memorials.

4.2 This will involve:-

- (a) Placing a notice on Bishopstoke Cemetery's noticeboard, or elsewhere as appropriate.
- (b) Advertising the inspection on the Council's website and Facebook page.
- (c) Providing a notice to the church authorities to display inside St Mary's church.
- (d) Placing a notice on the front gate at St Mary's churchyard.
- (e) Announcements where possible in any appropriate Parish newsletter or press release.

Publicity to be arranged 3 months in advance of the intended date of inspection.

5 Procedures for Memorial Inspection and Remedial Action

5.1 These procedures have been formulated with due regard to the guidance issued by the Institute of Cemetery and Crematorium Management (ICCM) on 'The Management of Memorials', dated August 2019.

5.2 The management of memorial safety in Council controlled cemeteries is based on a risk assessment approach. As a priority, this will involve attempting to identify those memorials that present an immediate and significant hazard and making them safe.

A risk assessment approach for Bishopstoke Cemetery has resulted in the following:

Inspections should start with the oldest sections, which are assessed as being likely to have more failures due to age of the memorials (this will include sections P, P(c), V and T) and with memorials which are adjacent to the internal Cemetery road, which are assessed as being more likely to be damaged by a vehicle.

There are no particular memorials which are more attractive to visitors than others, and no known famous person memorials. There are no memorials of significant height, the largest memorial being 48 inches (1220mm) in height. There are no areas which are significantly more out of public sight than others, which might make them more subject to vandalism.

A risk assessment approach for the Old St Mary's churchyard has resulted in the following:

Memorials are assessed as equally likely to fail due to age. Most memorials are embedded into the ground around the edge of the churchyard, the largest height memorial for an individual being 46.5 inches (1180mm). Single tombstones in the lawn area and the large height general memorial cross (height 3m) are assessed as being more likely to suffer from vandalism, as they are more attractive and isolated memorials. There are no known famous person memorials, and no memorials which are at more risk due to proximity to pathways or roads.

A risk assessment approach for St Mary's churchyard has resulted in the following:

Significant height memorials exist in this churchyard, and should be inspected first. The largest height memorial in this churchyard being 76.5 inches (1945mm). There are no known famous person memorials. Memorials adjacent to the embankment at the entrance driveway

to the front door of the church, and adjacent to the pathways through the churchyard, are assessed as being at greater risk due to pedestrian or vehicular traffic.

- 5.3** Action will be taken to deal with memorials identified as being unstable but not an immediate hazard, in order to prevent these memorials becoming a risk to safety in the future.
- 5.4** Appropriately trained staff may inspect memorials less than 2 metres in height. The inspection will comprise a visual assessment and a hand test, if considered safe to do so. Priority will be given to those that are older, jointed or that appear unstable. The age of the memorial, ground conditions, and local knowledge will be other factors used to guide inspecting staff in determining the priority of memorial inspections.
- 5.5** The general memorial cross in the Old St Mary's churchyard, being 3 metres in height, will be inspected by a structural engineer at a minimum of every 5 years.
- 5.6** A visual assessment of each memorial will include the following:
- overall visual assessment
 - review of whether the joints are intact
 - review of whether the kerbs etc are breaking apart, or crack/faults present
 - review of whether the memorial has an excessive lean
 - review of the foundations, and whether they are intact
 - review of any intrusion of vegetation
 - review of the presence of any cavities below ground level

This will identify potential risks, and where safe to do so will be followed by a physical inspection.

- 5.7** The inspecting officer will identify memorials in one of three categories:

- Category 1 – requires immediate attention
- Category 2 – unstable but unlikely to cause immediate danger
- Category 3 – not dangerous

- 5.8** Bishopstoke Parish Council expects to schedule an annual memorial inspection, however, all memorials will be inspected at a minimum of every 2 years.
- 5.9** Memorials temporarily made safe pending necessary repairs will be made permanently safe within 18 months.

6 Action to deal with Category 1 Memorials (memorials requiring immediate attention)

- 6.1** For all types of Category 1 memorials, the following action will be taken without delay:

Cordoning off of the memorial using staked hazard tape.

Placing a notice in a suitable position at the grave to warn of the immediate hazard posed by the memorial.

Photographs are to be taken of the memorial at the time of the inspection and following the memorial being laid down or remedial work being completed. Photographs are to be

retained with the inspection records.

If the memorial is dangerous on inspection the hazard posed by the memorial must be remedied where possible by laying the memorial down immediately. A supporting stake may be used as a temporary solution to the need for a repair. Where it is thought that, for health and safety reasons, a full repair should be made urgently, a stonemason should be contacted to make an urgent repair - such cases would include where it has been necessary to cordon off the memorial using staked hazard tape because the memorial is immediately dangerous and cannot be laid flat.

Attempts will be made to contact the burial grant owner, or family members, as per 9.
Action to be taken to contact burial grant owners/family members.

When a Category 1 memorial has been repaired, the completed repair must be inspected by the Council's officer, and the results recorded. A completed 'Record of Memorial Repair' form should be forwarded to the Council by the monumental mason carrying out the repair. This will provide signed confirmation that the repair has been carried out in accordance with the Council's Cemetery Regulations.

7 Action to deal with Category 2 Memorials (memorials that are unstable but unlikely to cause immediate danger)

7.1 For all types of Category 2 memorials, the following action will be taken without delay:

Placing a notice in a suitable position at the grave to warn of the unstable condition of the memorial.

Photographs are to be taken of the memorial immediately following the inspection. These should be retained with the inspection records.

If the memorial can be laid flat this should be done.

Attempts will be made to contact the burial grant owner, or family members, as per 9.
Action to be taken to contact burial grant owners/family members.

When a Category 2 memorial has been repaired, the completed repair must be inspected by the Council's officer, and the results recorded. A completed 'Record of Memorial Repair' form should be forwarded to the Council by the monumental mason carrying out the repair. This will provide signed confirmation that the repair has been carried out in accordance with the Council's Cemetery Regulations.

8 Category 3 Memorials (memorials that are not dangerous)

8.1 The results of the inspection of all memorials will be recorded by Council staff. Those memorials found to be Category 3 will be subject to re-inspection as part of the normal programme of re-inspections carried out by the Council at a minimum of every 2 years.

9 Action to be taken to contact burial grant owners/family members

9.1 Notices will be placed to try to contact families – where possible these will be small unobtrusive coloured notices, except in cases where visitors need to be warned away from the memorial when an A4 sized white warning notice will be placed. The action that will

then be taken will depend on whether or not the exclusive right of burial grant for the grave has been purchased.

9.2 Action to be taken for memorials which need repair where the burial grant has NOT been purchased.

An attempt will be made to locate family members by sending a letter to the next of kin (NOK) if known, or to the address of the last person interred if there are no NOK records, asking for a response within 30 days. A 'Record of Memorial Repair' form should be enclosed with the letter. A notice will also be placed at the graveside to give 2 months' notice of work to be carried out. If no response is received by the end of the notice period a basic repair will be carried out at the Parish Council's expense. A notice will be placed on the grave to explain the removal of the memorial if this is necessary in order to carry out the repair.

If a family member responds they, and other family members, can be given the option of purchasing the exclusive right of burial grant, after which the memorial can be repaired or replaced as necessary by the new owner(s). If the family do not wish to purchase the burial grant, the Council will permit them to make the necessary repair to bring the memorial into its original condition (to include cleaning or re-lettering, as necessary), however, they will not be permitted to replace the memorial with a new memorial unless they choose to purchase the burial grant. They will be requested to carry out any grant purchase or memorial repairs within a period of 2 months, after which the Council will take action if they have not complied. If the family do not wish to make a repair they will be informed that the Parish Council will still go ahead with a basic repair. A basic repair is corrective only, with no other work being carried out - a basic repair does not include cleaning the memorial or refurbishing the lettering.

9.3 Action to be taken for memorials which need repair where the burial grant HAS been purchased.

If the burial grant owner is not deceased a letter will be sent to the grant owner's last known address asking for a response within 30 days. If the owner is deceased the letter will instead be sent to the next of kin (NOK) if known, or to the address of the last person interred if no NOK details are known, as an attempt to contact the family. A 'Record of Memorial Repair' form should be enclosed with the letter. A notice will also be placed at the graveside to give 2 months' notice of work to be carried out.

If a response is received the burial grant owner will be requested to carry out the work within a period of 2 months, or the family will be requested to complete a transfer to a new burial grant owner and to carry out the work within a period of 2 months, after which the Council will take action if they have not complied. The burial grant owner should also be given the option of giving up grant ownership, following which the Parish Council would carry out a basic repair as the new owner (no refund will be given for the remaining period of the grant).

If no response is received from the owner or NOK, or the owner/NOK fails to comply within the given time period, a recorded delivery letter will be sent to the last known

address of the owner/NOK, reserving the right to take over maintenance and to repair the memorial if the repair has not been carried out within 30 days. The letter will indicate that the repair cost will be recorded against the plot with the aim of resolving full or partial payment at the time of a further interment or when further work is requested to be carried out on the memorial. If there is no reply as a result of the recorded delivery letter the Council will arrange for a basic repair and record the costs against the plot concerned.

At the time of a further interment, or when further work is requested to be carried out on the memorial, the issue of payment will be addressed and resolved. Full payment will be requested but a reduced payment or no payment can be accepted dependant on the family's circumstances. The letter will reflect this by firstly inviting the family to discuss the issue of the costs that have previously been expended on the burial grant owner's behalf.

Where a letter is sent to an occupier of an address, rather than a known contact, the letter will state that if no response is received within 30 days the Council will assume that there are no relatives living at that address. A recorded delivery letter will not then be sent if no response is received.

9.4 Action to be taken for memorials which it is determined should not be repaired, and for which no one can be contacted.

Where it has been determined that the memorial should not be repaired, and for which no one can be contacted, the memorial will be staked until it is possible to lay it flat, and then it will be permanently laid into the ground as a flat ledger stone. A record will be kept of the inscriptions of any headstones which have been permanently laid flat. Where possible to do so any plinth no longer serving a useful purpose will be removed from the Cemetery and disposed of in a safe way.

Memorials which cannot be repaired will not be removed from the Cemetery if the burial grant owner cannot be contacted. However, Bishopstoke Parish Council reserves the right to remove such memorials where the burial grant remains unpurchased.

9.5 Action to be taken for kerbsets that have become broken or are falling apart and for which no one can be contacted.

As per Cemetery regulation 34. broken cement beds for chippings shall be removed and the enclosed area turfed over. Where the burial grant for the plot is unpurchased and the next of kin cannot be contacted then the damaged part of the kerbset will be removed leaving the headstone (or any part containing an inscription) intact. For plots where the burial grant has been purchased, and still within the period of the grant, action will be taken as necessary to make the kerbset safe, with any costs expended recorded against the plot with the aim of resolving full or partial payment at the time of a further interment, or when further work is requested to be carried out on the memorial.

9.6 Extent of enquiries to contact burial grant owners or family members.

It is the responsibility of the burial grant owner, or the next of kin, to advise Bishopstoke Parish Council of a change in address. The Council will attempt to trace relatives

according to records held, but will not attempt to trace owners by obtaining further documentation such as will records, or by making further enquiries using information received which does not provide a specific forwarding address.

10 New Memorials and Reinstated Memorials

- 10.1** To ensure that new memorials in Council cemeteries, or memorials which have been reinstated following an interment in Council cemeteries, do not pose a safety hazard, the Council's Cemetery Regulations contain regulations for the construction and installation of new memorials. All memorial masons installing memorials in Council controlled cemeteries will be required to construct and install memorials that meet these regulations.
- 10.2** All new memorials and reinstated memorials will be inspected by the Council following notification from the monumental mason that the work has been carried out. Where permits have been issued, but no notification has been received that the work has been completed, progress will be periodically checked by the Council.
- 10.3** The Council does not authorise new memorials or additional inscriptions, or any other change to a memorial in the closed churchyards of St Mary's churchyard and the Old St Mary's churchyard. Changes to the memorials in these closed churchyards are dealt with by the church authorities.

11 Staff Training

- 11.1** All staff employed in memorial safety work will be trained to ensure competency and consistency in carrying out their duties.

12 Closed Churchyards

- 12.1** Inspection of and maintenance work to memorials within the consecrated area of Bishopstoke Cemetery will be carried out in accordance with Faculty No. 2020 from the Diocese of Winchester, dated 8th June 2004.

13 Commonwealth War Grave memorials

- 13.1** Following inspection, any observable defects on the Commonwealth war grave memorials in St Mary's churchyard will be reported immediately to the Commonwealth War Graves Commission.

14 Review of this Policy and Procedures Document

- 14.1** This policy and procedures document will be regularly reviewed by the Council.



BISHOPSTOKE PARISH COUNCIL

FINANCIAL REGULATIONS

**These Financial Regulations were adopted
by the Parish Council at its meeting on**

22nd October 2019

**D Wheal
Clerk to Bishopstoke Parish Council**

BISHOPSTOKE PARISH COUNCIL
FINANCIAL REGULATIONS

Amendment Sheet

Amendment No.	Date Incorporated	Subject
1 (para 7.5)	Proposed 22/09/20	Oversight of hours worked

Bishopstoke Financial Regulations

1 General

- 1.1** These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council.
- 1.2** The Council is responsible in law for ensuring that its financial management is adequate and effective and that there is a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.
- 1.3** The Council's accounting control systems must include measures – for the timely production of accounts that provide for the safe and efficient safeguarding of public money to prevent and detect inaccuracies and fraud and identifying the duties of employees and councillors.
- 1.4** At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.5** A breach of these regulations by an employee is gross misconduct, and a councillor failing to follow instructions within these regulations brings the office of the Councillor into disrepute.
- 1.6** The Responsible Finance Officer (RFO) is a statutory officer and is appointed by the Council. The RFO, acting under the policy direction of the Council and Proper Officer, if the latter is a separate appointee, within the terms of the RFO's job description, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the Council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
- 1.7** The RFO shall produce financial management information as required by the Council.
- 1.8** All financial information prepared shall comply with the Accounts and Audit Regulations (England) 2015.
- 1.9** Within these regulations, the Council is not empowered to delegate specific decisions. In particular, any decision regarding setting the budget, approving accounting statements, approving the annual governance statement, borrowing, writing off bad debts, declaring eligibility for the general power of competence or addressing recommendations in any report from the internal or external auditor.
- 1.10** The Council must keep the bank mandate under regular review.

2 Accounting and Audit (Internal and External)

- 2.1** All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2** At each meeting of the Finance & General Purposes Committee, an appointed member of the Committee shall verify the bank reconciliation statements and sign the reconciliations and bank statements as evidence of verification. At the halfway point of each financial year, this must be completed by the Chair of the Committee, and at the end of the financial year by the Chair of the Parish Council.
- 2.3** The RFO shall complete the annual statements of account, annual report and any related documents as soon as practicable after the end of the financial year.
- 2.4** The Council shall ensure there is an effective system of internal audit of its accounting records and of the system of internal control in accordance with proper practices. Councillors and employees shall make available such documents and records which appear to the Council to be necessary for the purpose of the audit and shall provide such explanations as might be necessary.
- 2.5** The internal auditor shall be competent and independent of the financial operations of the Council. They shall report in writing and be free of any perceived conflicts of interest and have no involvement in the financial decision making, management or control of the Council.
- 2.6** Internal and external auditors may not perform any operational duties for the Council, or initiate or approve accounting transactions or direct the activities of any employee, except to the extent such employees have been assigned to assist the internal auditor.

3 Annual Estimates (Budget) and Forward Planning

- 3.1** Detailed estimates of all payments and receipts including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the Council.
- 3.2** The Council shall review the budget not later than the end of December each year and in January shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the Precept to the billing authority and shall supply each member with a copy of the approved budget.
- 3.3** The approved annual budget shall form the basis of financial control for the ensuing year.
- 3.4** The Council shall consider the need for appropriate longer-term financial forecasts and objectives, having regard to planned projects and expenditure.
- 3.5** The Finance and General Purposes Committee shall produce a three year forecast of revenue and capital receipts and payments which shall form the basis upon which budget proposals for the following year shall be made.

4 Budgetary Control

- 4.1** No expenditure may be incurred that will exceed the amount provided in the revenue budget plus £500 for that class of expenditure except that during the budget year, and with the approval of Council having considered fully the implications for public services, unspent budget headings and available sums from reserves may be vired to other budget headings or to an earmarked reserve, as appropriate.
- 4.2** The RFO shall provide the Council with a statement of payments and receipts to date under each budget head, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements will normally be prepared monthly, but must be prepared at least at the end of each financial quarter.
- 4.3** The Clerk, or in their absence the Assistant Clerk, may incur expenditure on behalf of the Council that is necessary to carry out any repair, replacement or other work that is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500 per emergency. The Clerk shall report the action to the Council as soon as practicable thereafter.
- 4.4** Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Council.
- 4.5** No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 4.6** All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

5 Banking arrangements

- 5.1** The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be reviewed annually for efficiency.
- 5.2** A schedule of the payments required to be authorised, forming part of the agenda for the meeting, shall be prepared by the RFO and be presented to every meeting of the Council. If the schedule is in order it shall be authorised by a resolution of the Council and shall be initialled by the Chair of the meeting. A copy of the schedule will be attached to and form a part of the Minutes of the meeting.
- 5.3** Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 of this Appendix (above) shall be signed by two authorised signatories, one of whom is to be a Councillor and the other an Officer.
- 5.4** To indicate agreement of the details shown on the cheque with the counterfoil and any supporting documentation, the signatories shall each also initial the cheque counterfoil.
- 5.5** The RFO may effect transfers of funds between accounts up to a maximum of £20,000. The Chair, or other appointed Councillor, should be notified of the transfer. Transfers above this amount require joint authorisation by the RFO and the Chair or other appointed Councillor.

6 Payment of accounts

- 6.1** All payments shall be effected by BACS, CHAPS, internet banking transfer, debit cards, cheque, direct debit or other order drawn on the Council's bankers.
- 6.2** The Council will employ safe and efficient arrangements for making payments.
- 6.3** Following authorisation under section 5 of this Appendix (above), the Council, or Finance and General Purposes Committee or, if so delegated, the Clerk or RFO, shall give instruction that a payment shall be made.
- 6.4** All payments shall be noted and approved by a resolution of Council or the Financial and General Purposes Committee.
- 6.5** If thought appropriate by the Council, payment for utility supplies (energy, telephone and water), national non-domestic rates and subscription / affiliation fees, or any other regular payment, may be made by variable Direct Debit provided that the instructions are signed by a Council Officer and authorised by Council. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.
- 6.6** If thought appropriate by the Council, payment for certain items may be made by Banker's Standing Order provided the instructions are signed or otherwise evidenced by the Clerk or RFO, are retained and any payments made are reported to Council. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the Council at least every two years.
- 6.7** If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided the instructions for each payment are signed or otherwise evidenced by the Clerk or RFO, are retained and any payments made are reported to the Council. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.8** If thought appropriate by the Council, payment for certain items may be made by internet banking transfer provided evidence showing the payment is retained and any payments made are reported to Council.
- 6.9** Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and passwords and shall be handed to and retained by the Chair of Council in a sealed, dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all Councillors immediately, and formally at the next available meeting of the Council.
- 6.10** No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.11** Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question. The Clerk, the Assistant Clerk and the Chair of the Parish Council should be kept informed as to their location.
- 6.12** The Council, and any Councillors or employees using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic

updates, together with a high level of security including a secured internet connection, is used.

- 6.13** Where internet banking arrangements are made with any bank, the Clerk or RFO shall be appointed as the Service Administrator.
- 6.14** Access to any internet banking accounts will be directly to the access page and not through a search engine or e-mail link.
- 6.15** Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier. The RFO should follow a programme of regular checks of standing data with supplier.
- 6.16** All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy themselves that the work, goods or services to which the invoice relates, shall have been received, carried out, examined and approved.
- 6.17** The RFO shall examine invoices for arithmetical accuracy and shall allocate them to the appropriate expenditure heading. The RFO shall take appropriate steps to settle all invoices submitted, and which are in order, at the next available Council meeting.
- 6.18** If payment is necessary before the next scheduled meeting of Council, the Clerk may, notwithstanding paragraph 6.17 of this appendix (above), take appropriate steps to settle such invoices provided that such payments are included in the schedule referred to in paragraph 5.2 of this appendix (above).
- 6.19** The Council will not maintain any form of cash float. All cash received shall be banked intact. Any payments made in cash by staff shall be refunded on a regular basis.
- 6.20** Debit cards will be issued to the Clerk and the Assistant Clerk solely for use in making payments required for Bishopstoke Parish Council. Use of the debit card shall be restricted to a single transaction maximum value of £500, unless authorised by Council or Finance and General Purposes Committee in writing before any order is placed. Purchases placed by debit card will be reported to the next Finance and General Purposes Committee meeting.

7 Payment of salaries

- 7.1** As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.
- 7.2** Payment of salaries and payment of deductions from salaries such as may be made for tax, national insurance and pension contributions, will be made in accordance with the payroll records and on appropriate dates stipulated in employment contracts, provided that such payments are approved by the Finance and General Purposes Committee and reported to the next available Council meeting.
- 7.3** No changes to employees' pay, emoluments, or terms and conditions of employment shall be made without the prior consent of the Council.
- 7.4** Payments to employees are confidential and such records are not open to review under the Freedom of Information Act 2000, or otherwise, other than by a Councillor who demonstrates a need to know, or the internal or external auditor.
- 7.5** The RFO will sign off on all hours claimed for payment except the RFO's own hours, which will be signed off by the Clerk, and the Clerk's hours, which will be signed off by the Chair.

8 Loans and investments

- 8.1** All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy. Negotiations will be undertaken by the Clerk or RFO and will be subject to approval by the Council.
- 8.2** The Council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any policy shall be reviewed at least annually.
- 8.3** All investments of money under the control of the Council shall be in the name of the Council.
- 8.4** All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by the Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.
- 8.5** All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9 Income

- 9.1** The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges annually, following a report by the RFO.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and, if agreed, shall be written off in that financial year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. All receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall complete promptly any VAT Returns required. Any repayment claim due in accordance with VAT Act 1994 Section 33 shall be made quarterly and to coincide with the financial year-end.
- 9.9 Where any significant sums of cash are received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10 Orders for works, goods and services

- 10.1 An official order by letter or e-mail shall be issued for all work, goods and services unless a formal contract is to be prepared. In cases where the value of the order is greater than £1,000 exclusive of VAT, and is for work, goods or services not specified in the budget, then a formal purchase order must be issued before any work is undertaken or goods and services are provided.
- 10.2 Order books, if in use, shall be controlled by the RFO.
- 10.3 All Councillors and employees are responsible for obtaining value for money at all times. An employee issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, for example by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Section 11 of this appendix (below).
- 10.4 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority for such payments shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.
- 10.5 A Councillor may not issue any official order or enter into any contract on behalf of the Council.

11 Contracts

11.1 Procedures as to contracts are laid down as follows:

- 11.1.1** Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than by resolution of the Council or in an emergency, provided that these regulations shall not apply to contracts which relate to items 11.1.1.1 to 11.1.1.6 below.
- 11.1.1.1** For the supply of utility services.
- 11.1.1.2** For specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.
- 11.1.1.3** For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment.
- 11.1.1.4** For work to be executed or goods or materials supplied which constitute an extension of an existing contract by the Council.
- 11.1.1.5** For additional audit work of the External Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chair and Vice-Chair of Council).
- 11.1.1.6** For goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- 11.1.2** Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are expected as set out in paragraph 11.1.1 of this appendix (above) the Clerk shall invite tenders from at least three contractors.
- 11.1.3** When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation approved by the Council.
- 11.1.4** Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state the tenders must be addressed to the Clerk in the ordinary course of post. Each tendering contractor shall be supplied with a specifically marked envelope in which the tender is to be sealed until the prescribed date for opening tenders for that contract.
- 11.1.5** All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- 11.1.6** If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- 11.1.7** Any invitation to tender issued under this regulation shall contain a statement to the effect that any canvassing by or of a Councillor shall disqualify that contractor from the tendering process. (Bribery Act 2010)

- 11.1.8** When the Council is to enter into a contract less than £60,000 but greater than £10,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph 11.1.1 of this appendix (above), the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply), if appropriate, otherwise, Regulation 10.3 in this appendix shall apply.
- 11.1.9** The Council shall not be obliged to accept the lowest, or any, tender, quote or estimate.

12 Insurance

- 12.1** Following the annual risk assessment (as per Financial Regulation 1.4 above), the Clerk shall effect all insurances and negotiate all claims on the Council's insurers.
- 12.2** The Clerk shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 12.3** The Clerk shall be notified of any loss, liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 12.4** All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance, which shall cover the maximum risk exposure as determined by the Council.

13 Assets, Properties and Estates

- 13.1** The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The Clerk shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase, details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 13.2** No tangible movable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.
- 13.3** No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.4** No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

13.5 Subject only to the limit set in paragraph 13.2 in this appendix (above), no tangible movable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case, as appropriate.

14 Risk Management

14.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

14.2 When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

15 Revision of Financial Regulations

15.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

16 Suspension of regulations

16.1 The Council may, by resolution of the Council, duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risk arising has been drawn up and presented in advance to Councillors.



BISHOPSTOKE PARISH COUNCIL

PLANNING COMMITTEE

TERMS OF REFERENCE

**These Terms of Reference were last adopted
by the Parish Council at its meeting on**

25th June 2019

D Wheal

Clerk to Bishopstoke Parish Council

**BISHOPSTOKE PARISH COUNCIL
PLANNING COMMITTEE**

TERMS OF REFERENCE

Amendment Sheet

Amendment No.	Date Incorporated	Subject
1 (Para 5.5)	Proposed 22/09/20	Traffic Regulation Orders

TERMS OF REFERENCE FOR THE PLANNING COMMITTEE

1 Meetings

- 1.1** Meetings of the Committee shall be held twice monthly on the second and fourth Tuesdays at 7:00pm in the evening unless otherwise decided at a previous meeting of either the Planning Committee or the Full Council, or if no applications are tabled for consideration.

2 Quorum

- 2.1** The Committee membership shall comprise up to seven members, three of whom shall constitute a quorum.

3 Planning Applications

- 3.1** The Clerk shall maintain a record of each planning application received showing the date of receipt, the reference number, the place to which the application relates and a summary of the nature of the application.
- 3.2** The Clerk shall produce and circulate to each Committee Member a copy of the Agenda for each meeting, together with the Minutes of the previous meeting at least three clear working days in advance.
- 3.3** The Clerk shall ensure that any objections relating to those applications to be discussed at the meeting are made known to the Committee members before a decision is taken.
- 3.4** The Clerk shall ensure that all Planning Applications on the Agenda and to be considered at that meeting are available for inspection by members at the meeting venue fifteen minutes before the scheduled start of the meeting.
- 3.5** The Clerk or other duly appointed person shall take Minutes of the meeting and any follow-up actions as directed.
- 3.6** The Clerk shall notify the decision reached to Eastleigh Borough Council Planning Directorate within the deadline specified unless reasonable circumstances prevent this.
- 3.7** Any comments and/or objections the Committee wishes to make regarding planning briefs / structure plans, whether in draft or final form, or any other reports other than planning applications, are to be ratified by the Parish Council.
- 3.8** The Chair, or, in their absence, the Vice-Chair, shall present a report at each Parish Council meeting on decisions made by the Planning Committee and decisions made by Eastleigh Borough Council on applications considered within the Parish boundary since the previous Parish Council meeting. Alternatively, this may be effected by the circulation of the relevant minutes with other agenda papers before the meeting.

4 Planning Consultations

- 4.1** The Committee will make recommendations to the Parish Council on any Planning Consultation.

5 Other Responsibilities

- 5.1** The Committee will monitor, receive reports on and make recommendations on any development of 10 dwellings or more within the Parish. The Chair, or nominated representative, will be invited to any relevant meetings concerning such developments.
- 5.2** The Committee will monitor, receive reports on and recommend responses to the progress of the Local Plan and any subsequent Strategic Growth Option within the Parish.
- 5.3** The Committee will make recommendations regarding any road names required by development within the Parish.
- 5.4** The Committee will monitor, and consider the impact on Bishopstoke of, major developments in nearby parishes.
- 5.5** The Committee will respond, on behalf of Bishopstoke Parish Council, to any Traffic Regulation Orders proposed within the parish.



BISHOPSTOKE PARISH COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

TERMS OF REFERENCE

**These Terms of Reference were adopted
by the Parish Council at its meeting on**

28th November 2017

D Hillier-Wheal

Clerk to Bishopstoke Parish Council

**BISHOPSTOKE PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE**

TERMS OF REFERENCE

Amendment Sheet

Amendment No.	Date Incorporated	Subject
1 (Para 3.3.4)	Proposed 22/09/2020	Amending which consultations come to F&GP

**TERMS OF REFERENCE FOR THE
FINANCE AND GENERAL PURPOSES COMMITTEE**

1 Meetings

- 1.1** Meetings of the Committee shall be held once monthly on the second Tuesday at 7:30pm in the evening unless otherwise decided at a previous meeting of the Committee or of the Full Council.

2 Quorum

- 2.1** The Committee membership shall comprise up to seven members, three of whom shall constitute a quorum.

3 Consideration of Business

- 3.1** Business shall be conducted in the order stated on the Agenda unless otherwise directed by the Chair.

- 3.2** The Committee shall have the autonomy to pass resolutions and report upon such resolutions to the next full meeting of the Parish Council on:

3.2.1 Relevant matters that do not directly commit to expenditure.

3.2.2 Expenditure for sums under £5,000 that are within agreed annual budgets and to have discretion to exceed such budgets by up to £500.

3.2.3 Payments made to staff including mileage and reimbursement of out of pocket expenses.

- 3.3** The Committee shall make recommendations only on:

3.3.1 Expenditure exceeding £5,000 or exceeding annual budgets by more than £500.

3.3.2 Virement of sums from reserve where a budget is to be exceeded by more than £500 or a new budget head to be created.

3.3.3 All Grant Aid applications.

3.3.4 All ~~non-planning~~ consultations addressed to the Parish Council **with the exception of those specified by the Terms of Reference of other Committees and Working Groups.**

- 3.4** The Clerk or other duly appointed person shall take minutes of the meeting and take any follow-up action as directed.

- 3.5** The Chair, or, in their absence, the Vice-Chair or other nominated member of the Committee, shall present a report at each meeting of the Parish Council on resolutions passed and recommendations made by the Committee since the last meeting. Alternatively, this may be effected by the circulation of the relevant minutes with other agenda papers before the meeting.

4 Financial Regulations

- 4.1** Detailed financial regulations governing the management and control of funds are contained within a separate document.



Bishopstoke Parish Council

Listening to you

BISHOPSTOKE PARISH COUNCIL

CCTV POLICY

(Draft)

**This CCTV Policy was proposed
by the Parish Council at its meeting on 22 September 2020**

D Wheal

Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL

CCTV POLICY (Draft)

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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DRAFT

CCTV Policy

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 private 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 on entrance to the Parish Office and Memorial Hall area.

- 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. Tapes 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** In areas of Parish Office and Memorial Hall site and building, 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, 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.

11 Subject Access Requirements

- 11.1** Individuals whose images are recorded have a right to view images of themselves 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: 22nd September 2020

Next Review: September 2022

**Full Council
Clerk's report
22 September 2020**

Clerk's Report

Actions from previous meetings

FULL_2021_M01/7.3 Regarding the airport expansion

The planning committee agreed to send a representative to the relevant meeting of the Eastleigh Local Area Committee to present the Council's objections to the Airport expansion. The exact content of the presentation was on the agenda for Planning on 22/09/2020.

FULL_2021_M01/14.3 Regarding notices on safe use of play areas

More permanent notices for play areas have been ordered. The offending ball games sign at Church Road play area has been requested to be removed.

Coronavirus

With the return of restrictions a review of hiring the Memorial Hall has taken place. It is clear that provided groups hiring the Hall observe social distancing we can continue our policy of hiring to existing hirers only with a maximum capacity of 21 people. All hirers are required to submit a risk assessment for approval and where necessary we work with them to ensure it is suitable.

In the meantime, work on the Hall has continued with improvements made to fire exits and escape routes as well as repairs to the ceiling and many other items.

Parish Office

The company who provided the Office have confirmed that it is out of warranty. They have requested video of the fire exit being forced which they will use to make recommendations on making it secure again. Failing that, we will look at contacting local companies that provide fire doors to see if there is a bespoke solution that can be found.

Other Items

There are no other items of interest at the time of writing.