

# BISHOPSTOKE PARISH COUNCIL

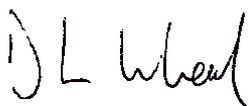
**Members of the Parish Council are summoned to attend a meeting to be held at the Parish Office,  
Riverside, Bishopstoke on Tuesday 26 February 2019 at 7.30pm  
This Meeting is Open to the Public (7.30pm – Question Time)**

*An invitation to attend all meetings of Bishopstoke Parish Council is extended to relevant: Hampshire County  
councillors; Eastleigh Borough councillors; and, the Eastleigh East Safer Neighbourhood Team*

## AGENDA

### Public Session

1. Apologies for Absence
2. Councillors' Questions
3. To adopt and sign Minutes of the Parish Council meeting held on 22 January 2019
4. To consider Matters Arising from the above Minutes
5. Declarations of Interest and Requests for Dispensations
6. Report on Planning Committee Meetings of 22 January and 5 February 2019 – to note Resolutions and to determine Recommendations
7. Report on Finance and General Purposes Committee Meeting of 5 February 2019 – to note Resolutions and to determine Recommendations
8. To receive the RFO's Report and approve the January 2019 Statement of Accounts
9. To approve Financial Systems Risk Assessment
10. To approve the Complaints Procedure
11. To adopt the model publication scheme for Freedom of Information requests
12. To adopt the Freedom of Information Policy
13. To adopt the Data Protection Policy
14. To adopt the Privacy Notice
15. To receive reports from County, Borough and Parish Councillors on matters of interest
16. To receive the Clerk's Monthly Report
17. To consider content for the February 2019 Press Release
18. Date, time, place and agenda items for next meeting – Tuesday 26 March 2019 at 7.30pm in the Parish Office, Riverside, Bishopstoke



*D L Wheal  
Clerk to Bishopstoke Parish Council  
19<sup>th</sup> February 2019*

*Members: Cllrs Toher (Chair), Dean (Vice-Chair), Brown, Daly, Francis, Greenwood, Harris,  
Mignot, Moore, Parker-Jones, Roling, Thornton, Tidridge and Winstanley*

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 22 January 2019

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

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

**Public Session** 0 members of the public were present.

**FULL\_1819\_M09/**

**Public Session**

### 122 Apologies for Absence

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

### 123 Councillors' Questions

123.1 Cllr Daly reported progressing the Borough Council removing out of date road signs, Hampshire County Council moving a bus stop sign, and dealing with litter in Spring Lane. Cllr Daly asked whether anything could be done about the out of use phone boxes, in particular the one in Scotter Road. The Clerk was requested to contact BT to ask if they have finalised a schedule for their removal.

**Action: Clerk**

### 124 To adopt and sign Minutes of the Parish Council meeting held on 27 November 2018

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

124.2 Proposed Cllr Tidridge, Seconded Cllr Greenwood, **RESOLVED** unanimously to adopt as a true record the minutes of the Parish Council meeting held on 27 November 2018.

### 125 To consider Matters Arising from the above Minutes

125.1 Minute 108.1 The Clerk reported that neither the bus stop, nor the bin, belong to the Parish Council. The Borough have been contacted to ask if they can lower the bin.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

125.2 Minute 118.4 The Clerk reported that the installation of dragon's teeth at Old St Mary's had been discussed with the Chair and Assistant Clerk Taylor. There is strong anecdotal evidence that underground services prevented a similar plan a few years ago. The matter has been passed to the Assistant Clerk to include on a future Cemetery Working Group agenda.

## **126 Declarations of Interest and Requests for Dispensations**

126.1 None declared or requested.

## **127 Report on Planning Committee Meetings of 11 December 2018 and 8 January 2019 – to note Resolutions and to determine Recommendations**

127.1 The Planning Committee Minutes from 11 December 2018 and 8 January 2019 had been circulated prior to this meeting.

127.2 The resolutions of the Planning Committee meetings held on 11 December 2018 and 8 January 2019 were noted.

## **128 Report on Finance and General Purposes Committee Meeting of 11 December 2018 and 8 January 2019 – to note Resolutions and to determine Recommendations**

128.1 The Finance and General Purposes Committee Minutes from 11 December 2018 and 8 January 2019 had been circulated prior to this meeting.

128.2 Cllr Parker-Jones asked, regarding the advice on whether the Parish has the authority to carry out the proposed weedkilling, whether double taxation is a legal or civil issue. The Clerk replied that although double taxation was a consideration in the original discussion around weedkilling, the clear advice from HALC is simply that the Parish do not have the legal authority to fund this activity.

128.3 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RESOLVED** unanimously that the resolutions of the Finance and General Purposes Committee meeting held on 11 December 2018 be noted.

128.4 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RESOLVED** unanimously that Bishopstoke Methodist Church be granted £706.84.

128.5 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RESOLVED** unanimously that the amendment to standing orders be approved.

128.6 The remaining two recommendations, being concerned with staff pay, were moved to the end of the meeting for discussion under Confidential Business.

128.7 Proposed Cllr Winstanley, Seconded Cllr Brown, **RESOLVED** unanimously that the resolutions of the Finance and General Purposes Committee meeting held on 8 January 2018 be noted.

128.8 The Clerk noted that the recommendation regarding the budget has been included on the agenda.

## **129 To receive the RFO's Report and approve the November and December 2018 Statements of Accounts**

129.1 The Clerk reported the RFO continues to work on the bank mandate and further VAT returns.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

129.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously to receive the RFO's report and approve the November and December 2018 Statements of Accounts.

**130 To approve the expenditure budget for the year 2019-20**

130.1 The proposed budget had been circulated with the supporting papers for the meeting.

130.2 Proposed Cllr Mignot, Seconded Cllr Moore, **RESOLVED** unanimously that the proposed expenditure budget for 2019-20 be approved.

**131 To approve the precept request for the year 2019-20**

131.1 A selection of precept illustrations had been circulated with the supporting papers for the meeting.

131.2 The Clerk reported that the proposed funding for the budget comes from estimated income from Parish sources such as the Burial Board and Allotments (£18,700), an element of Council Tax Support Grant (£9,162.08) and the use of £45,856.10 from reserves. This would then leave £219,889.82 of the £293,608 budget to be funded by the precept. This would be achieved by a 15% rise in Council Tax which would mean that the annual amount for Bishopstoke for a Band D house would rise from £55.15 to £63.42, an increase of £8.27. This is equivalent to 69 pence per month, or 16p per week. The Clerk also noted that the increase in the tax base had meant that the rise necessary to fund the pans of the Council had come down from at least 19% to 15%.

131.3 Cllr Thornton asked if this would bring the Council into surplus in the next 3-4 years. The Clerk replied that future spending and future income are not guaranteed, but that this recommendation gives the Council the best chance of achieving its goals of having the precept covering ongoing spending, Parish income covering one off items, and reserves sitting between 25% and 40%, by 2023. Cllr Thornton also asked where this would put Bishopstoke in relation to other local Parish Councils. The Clerk replied that although he did not know yet what the other Parishes are doing with their precept request, it was his belief that Bishopstoke would still be comfortable by in the lower half of local parish Council Tax.

131.4 Proposed Cllr Harris, Seconded Cllr Dean, **RESOLVED**, with Cllr Tidridge voting against, that the increase in Council Tax for the year 19/20 over the year 18/19 for Bishopstoke Parish Council be set at 15%.

**132 To approve the installation of smoke free signage at Bishopstoke play areas, funded by Hampshire County Council**

132.1 The Clerk reminded the Council that Hampshire County Council are considering funding "smoke-free" signs across play areas in the County and that this item is merely to allow the Clerk to respond quickly in the event the County Council comes to a conclusion.

132.2 Proposed Cllr Parker-Jones, Seconded Cllr Winstanley, **RESOLVED** unanimously to approve the installation of smoke free signage at Bishopstoke play areas, funded by Hampshire County Council.

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

133.1 Cllr Winstanley reported there has been a recent meeting of the Carnival Group and things are progressing well for this year's Carnival.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

133.2 Cllr Tidridge reminded Cllrs that the latest litter pick run by a resident would be taking place on Sunday 27<sup>th</sup> January, beginning at Sayers Road play area. Cllr Tidridge also reported that she would be attending the BIFOHH LAC meeting the following evening, although it was disappointing that the latest round of Traffic Regulation Orders would not be able to be discussed as planned. At the LAC team meeting the removal of funding for flower towers was discussed, and Cllr Tidridge asked anyone who had any thoughts on the subject to contact her so they could be fed into the discussion.

133.3 Cllr Thornton reported on the work of the Hampshire Learning Disability Cluster, which works to ensure that disabled people are able to have a say and are respected. This has led to the formation of Local Information Groups and Cllr Thornton offered a booklet on their work to anyone who is interested. Cllr Thornton also reported that the Sustainability and Transformation NHS group were making progress with an Integrated Care Partnership for Hampshire. Staff numbers including doctors and health visitors are down due to vacancies not being able to be filled. The Cllr has also attended a meeting between the Bishopstoke Community Association, Hampshire County Council and residents and management of Anchor Homes to discuss the need for scaffolding to go up to allow work on the Community Centre tower. Finally, Wyvern school is making some changes due to their low class sizes not being economically viable.

133.4 Cllr Parker-Jones reported that she had attended the meeting to discuss architectural options for the Memorial Hall. Cllr Parker-Jones had also attended the 6<sup>th</sup> Annual Community Safety Partnership for Eastleigh at which it had been agreed to form a small team to meet weekly to enable a swift reaction to problems. Cllr Parker-Jones had also attended an awards ceremony at which the Street Pastors, among others, were given an award. The Cllr noted that a number of those present, including several award winners, had had elements of their funding cut recently by the County Council. Finally, Cllr Parker-Jones reported that there had been a recent meeting of the YZone management group. A number of repair or renovation jobs have been completed recently. Still to come are the deep clean and the redecoration.

133.5 Cllr Dean reported attending a meeting of the Memorial Hall committee. The committee were pleased that the original charity documents have now been provided by the Charity Commission and are hopeful this means the process can be concluded soon.

133.6 Cllr Harris reported he had attended a Health and Safety course which focussed on the responsibility of Councils to undertake risk assessments. It was mentioned at the course that anyone hiring Council facilities also needs their own risk assessment and policies. Cllr Harris also advised the Council that the Community Centre is currently closed at Hampshire's instruction. The tower is considered unsafe and until it can be secured the building will remain closed. It is hoped that this will take place in time to reopen in mid-February. The work on the tower itself can only take place in April or October due to the presence of bats, so the scaffolding could be up for a couple of months, or 10 months, or even 16 months depending on how much work there is to do. Cllr Harris was asked whether the County still intends divesting itself of the building by the end of March and indicated that he had not been formally told things are on hold, but that he would advise the Parish Council not to proceed anyway until the building is sound.

133.7 Cllr Brown added that these issues had been found during planned works that would not have taken place were it not for the hard work and diligence of Cllr Harris, and the fact that things are moving forward at all is down to him. Cllr Brown also noted that it was good that residents had been involved in the decision-making process, not just informed of it. Cllr Winstanley also noted that this validates the concerns that the BCA have been raising for at least a year about the tower.

133.8 Cllr Toher had attended the Bishopstoke / Eastleigh liaison meeting, the Memorial Hall project meeting, the Memorial Hall committee meeting and the YZone management meeting.

## **134 To receive the Clerk's Monthly Report**

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

134.1 The Clerk reported that further advice had been received regarding DBS checks which supports and reinforces the previous advice that they are not well suited for the purpose of attempting to remove or at least mitigate risk to both vulnerable residents and Cllrs. Instead the strong advice is to put in place sound policies and procedures to prevent circumstances in which problems can arise.

134.2 Cllr Moore indicated that he still believed DBS checks to be useful. This was agreed by Cllr Parker-Jones. Cllr Toher reminded the Council that it had been agreed to proceed without DBS checks for the time being, and to put strong policies and procedures in place. It was agreed that risk assessments and safeguarding would be regularly monitored to ensure that the Parish Council is doing the best it can to remove risk from the work of Councillors and the Council.

134.3 The next Beat Surgery is this Friday, the 25<sup>th</sup>, from 2:30pm to 3:30 pm, starting as usual in the Parish Office and then transferring to the Memorial Hall. The following Beat Surgery is March 22<sup>nd</sup>.

133.4 The Clerk reported that the new noticeboards for the Cemetery and the Memorial Hall / Parish Office have arrived and will hopefully be installed soon.

133.5 The Borough Council have now indicated that they are able to provide tree survey services, which will take place over the coming weeks.

133.6 Surveys have begun taking place on the Memorial Hall as the process of providing the different options for the future of the Hall commences. The 1932 charity document is now in the hands of the solicitor so it is hoped things will move swiftly now.

### **135 To consider content for the January 2019 Press Release**

135.1 It was agreed that the press release would include the grant to the Methodist Church, the Precept, a reminder that Travel Tokens are available and the usual Beat Surgery information.

**Action: Clerk**

### **136 Date, time, place and agenda items for next meeting**

136.1 The next meeting will be on Tuesday 26 February 2019, at 7:30pm in the Parish Office.

136.2 Agenda items for February's Full Council meeting to the Clerk by Monday 18 February 2019 please.

### **137 Motion for Confidential Business**

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

137.2 Proposed Cllr Toher, Seconded Cllr Moore, **RESOLVED** unanimously that the recommendation regarding the Assistant Clerks' pay scale be approved.

137.3 Proposed Cllr Moore, Seconded Cllr Winstanley, **RESOLVED** with two abstentions that the recommendation regarding the Clerk's pay scale be approved.

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*There being no further business, the Chair closed the meeting at 8.35pm*

DRAFT

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 22 January 2019

### Resolutions approved by the Full Parish Council

124.2 to adopt as a true record the minutes of the Parish Council meeting held on 27 November 2018.

128.3 that the resolutions of the Finance and General Purposes Committee meeting held on 11 December 2018 be noted.

128.4 that Bishopstoke Methodist Church be granted £706.84.

128.5 that the amendment to standing orders be approved.

128.7 that the resolutions of the Finance and General Purposes Committee meeting held on 8 January 2018 be noted.

129.2 to receive the RFO's report and approve the November and December 2018 Statements of Accounts.

130.2 that the proposed expenditure budget for 2019-20 be approved.

131.4 that the increase in Council Tax for the year 19/20 over the year 18/19 for Bishopstoke Parish Council be set at 15%.

133.2 to approve installation of smoke free signage at Bishopstoke play areas, funded by Hampshire County Council.

137.1 that, in view of the confidential nature of the business about to be discussed relating to employees' remuneration, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

137.2 that the recommendation regarding the Assistant Clerks' pay scale be approved.

137.3 that the recommendation regarding the Clerk's pay scale be approved.

### Actions arising from this meeting

123.1 The **Clerk** was requested to contact BT to see if there is a timetable for the removal of phone boxes.

135.1 The **Clerk** was requested to include the Methodist Church grant, the Precept, a Travel Token reminder and Beat Surgery information in the press release.

117.5 The **Clerk** was requested to contact the Borough Council and Green Smile to inform them that access to the waste bin at the BCA is currently not available.

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Planning Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.00pm on 22 January 2019

**Present:** Cllrs Brown (Chair), Dean, Greenwood, Harris, Mignot and Toher

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

**Public Attendance:** 0 members of the public were present

**PLAN\_1819\_M17/**

### Public Session

#### 165 Apologies for Absence

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

#### 166 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 8 January 2019

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

166.2 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** that the minutes of the Planning Committee meeting held on 8 January 2019 be accepted as a true record.

#### 167 To consider Matters Arising from the above Minutes

167.1 There were no matters arising from the Minutes.

#### 168 Declarations of Interest and Requests for Dispensations

168.1 There were no declarations or requests.

#### 169 Consideration of Planning Applications

169.1 H/18/84691 – 11 Whalesmead Road – Single story extension and additional dormer to the front elevation. Two storey rear extension with alterations to roof creating a gable end with 3no. rooflights – The Committee were of the opinion that this represents overdevelopment and would also result in a loss of parking spaces. Additionally, it was noted that a similar application had been previously refused. The Committee agreed to object on the grounds of overdevelopment, loss of parking and the reasons given by the Borough for refusing the previous application.

169.2 A/18/84372 – The Welcome Inn, 154 Fair Oak Road – Display of 2 externally illuminated fascia signs, 1 externally illuminated freestanding pictorial pub sign and 2 amenity signs – The Committee agreed to raise no objection but wished to comment that they had concerns over the brightness of the proposed lights and whether they would be illuminated throughout the night.

169.3 T/19/84695 – 9 Horton Way – 1 Oak (T1) Full crown reduction by up to two metres – The Committee agreed to Raise No Objection to the planning application.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

## **170 Report on recent planning decisions**

170.1 RM/18/84195 – Fair Oak Lodge – Reserved matters for the construction of 49 dwelling units pursuant to outline permission O/17/81864 for residential development of up to 50 dwellings. (Details of appearance, landscaping, layout and scale of development only for consideration) – The Committee noted that at Outline stage there was a condition that a scheme to protect the amenity be part of the Reserved Matters application and that did not appear to be there. The Committee would prefer to see a dwelling where the pumping station is in the south-east corner of the development to avoid the suggestion that the road is being left open to enable future development in the wooded area. The Committee also recommend looking at where the change from 30 mph speed limit to 40 mph occurs on Allington Lane – The Borough Council approved this application.

170.2 H/18/84305 – 3 Bishops Court – Single storey front extension – The Committee agreed they had no objection to the application generally. However, the application form has “invalid” written on it and the Committee wished to check with the Planning Officer the status of the application before responding – the Borough Council permitted this application.

170.3 H/18/84475 – 5 Shears Road – Erection of shed in rear garden – The Committee were concerned by the description of this application as being for a shed. Particularly the inclusion of roof tiles matching the main dwelling and PVC windows were considered unusual for a shed. It was felt therefore that the application is misleading and as such the Committee requested that it be denied so that it can be resubmitted properly. If this application were to be passed the Committee would like there to be a condition preventing future conversion to residential use – the Borough Council permitted this application.

170.4 T/18/84525 which was to remove a low branch and remove poorly pruned shrubs on Land North of Church Road. – the Borough Council consented to this application.

## **171 Clerk’s Report**

171.1 The Clerk reported he was still awaiting a response from the Borough regarding whether the routine extensions granted to Parish Councils with planning applications still apply. In the meantime plans are being drawn up to schedule extra meetings to cover longer gaps between currently planned meetings.

## **172 Date, time, place and agenda items for next meeting**

172.1 The next meeting will be on Tuesday 12 February 2019, at 7:00pm. The doors will be open at 6:45pm for viewing of applications.

172.2 Any agenda items should be submitted in writing to the Clerk by Monday 4<sup>th</sup> February 2019.

## **173 Motion for Confidential Business**

173.1 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.

**174 Reported Breaches of Development Control (Confidential Business)**

174.1 The Clerk reported two new alleged breaches of Development Control.

174.2 The Clerk reported one concluded breach of Development Control.

174.3 Cllrs reported no additional items of confidential business

*There being no further business, the Chair closed the meeting at 7.16pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Planning Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.00pm on 12 February 2019

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

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

**Public Attendance:** 0 members of the public were present

### PLAN\_1819\_M18/

#### 175 Apologies for Absence

175.1 Apologies had been received and were accepted from Cllr Mignot.

#### 176 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 22 January 2019

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

176.2 Proposed Cllr Toher, Seconded Cllr Greenwood, **RESOLVED** that the minutes of the Planning Committee meeting held on 22 January 2019 be accepted as a true record.

#### 177 To consider Matters Arising from the above Minutes

177.1 There were no matters arising from the Minutes.

#### 178 Declarations of Interest and Requests for Dispensations

178.1 There were no declarations or requests.

#### 179 Consideration of Planning Applications

179.1 H/18/84667 – 12 Sydney Road – Single storey side and rear extension, part garage conversion and alterations to front door and new canopy – The Planning Committee agreed to Raise No Objection to this application.

179.2 H/19/84746 – 15 Sydney Road – Single storey front extension with 2no. roof lights, single-storey side extension and conversion of garage to habitable accommodation – The Planning Committee agreed to Raise No Objection to the application, but wished to comment on the loss of parking.

179.3 H/19/84774 – 5 Dartington Road – Two storey rear extension, first floor rear and side extensions, alterations to fenestration and external timber cladding – The Planning Committee agreed to Raise No Objection to this application.

#### 180 Report on recent planning decisions

180.1 T/19/84695 – 9 Horton Way – 1 Oak (T1) Full crown reduction by up to two metres – The Committee agreed to Raise No Objection to the planning application – The Borough consented to the tree works.

180.2 F/18/84241 – Land off West Horton Close behind 146 Fair Oak Road – Erection of detached two bedroom bungalow – The Borough Council Local Area Committee permitted the application.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

180.3 H/18/84290 – Itchen House – Erection of a triple garage – The Committee stands by its objection to the previous application (H/18/83640). Additionally, it was noted that the application form states this application affects neither trees nor parking, when clearly both are central to the application. The Committee agreed to object on the original grounds, plus the incorrect application form. If the application were to be passed again then Committee request a similar condition be applied as before regarding ensuring this cannot be converted to residential use – The Borough Council permitted the application.

180.4 H/18/84623 – 15 Rosehip Close – Single storey rear extension to link to detached garage, garage conversion to disabled persons annexe with single storey rear extension – The Committee agreed to Raise No Objection to the planning application although they wished to comment on the loss of parking for the dwelling – The Borough Council Permitted the application.

180.5 H/18/84527 – 65 East Drive – Single storey front, side and rear extensions, Provision of parking to front of property requiring dropped curb (amended description) – the application was permitted by the Borough Council.

## **181 Clerk's Report**

181.1 The Clerk reported he had received a reply from the Borough regarding Glebe Meadow. The Clerk advised that Hampshire County Council would now be contacted regarding the use of the parking spaces.

181.2 The Clerk also reported that investigations had revealed at least 5 planning applications over the preceding six months that had been intended for consideration by Bishopstoke Parish Council but had never been received by the Clerk. Cllr Toher offered to take the list, and a message of the Planning Committee's anger and disappointment at this circumstance to the next meeting of the Local Area Committee in March. The Clerk was asked to provide the list to Cllr Toher.

**Actions: Cllr Toher and the Clerk**

## **182 Date, time, place and agenda items for next meeting**

182.1 The next meeting will be on Tuesday 26<sup>th</sup> February 2019, at 7:00pm. The doors will be open at 6:45pm for viewing of applications.

182.2 Any agenda items should be submitted in writing to the Clerk by Monday 18<sup>th</sup> February 2019.

## **183 Motion for Confidential Business**

183.1 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.

## **184 Reported Breaches of Development Control (Confidential Business)**

184.1 The Clerk reported no new alleged breaches of Development Control.

184.2 The Clerk reported two concluded breaches of Development Control.

184.3 Cllrs reported no additional items of confidential business

*There being no further business, the Chair closed the meeting at 7.30pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Finance and General Purposes Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 12 February 2019

**Present:** Cllrs Harris (Chair), Brown, Dean, Thornton, Tidridge and Toher

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

**Public Session** 0 members of the public were present

**FGP\_1819\_M10/**

**Public Session**

### 119 Apologies for Absence

119.1 Apologies had been received and were accepted from Cllr Winstanley.

### 120 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 8 January 2019

120.1 The draft minutes had been circulated with the supporting papers for this meeting.

120.2 Proposed Cllr Toher, Seconded Cllr Dean, **RESOLVED** with Cllr Tidridge abstaining due to absence that the Minutes of the Finance and General Purposes Meeting held on 8 January 2019 be accepted as a true record.

### 121 To consider Matters Arising from the above Minutes

121.1 Minute FGP\_1819\_M09/112.1 – The Clerk reported that this is ongoing.

121.2 Minute 112.2 – Cllr Toher reported that she had written the letter.

121.3 Minute 116,1 – The Clerk reported this had been done.

121.4 Minute 117.5 – The Clerk reported this had been done.

### 122 Declarations of Interest and Requests for Dispensation

122.1 None declared or requested.

### 123 To receive reports from working groups

123.1 Cllr Dean reported that the Neighbourhood Plan working group had met to discuss the proposed wording of the policies that it is hoped will form the basis of the Plan. Cllr Toher added that Planet have been invited to the next meeting on 28<sup>th</sup> February to advise on policies, building the structure of the Plan and gathering evidence.

123.2 Cllr Brown reported that the Carnival group had met and that things are moving along nicely for Carnival 2019. There is a planned Easter Egg Hunt at Blackberry Drive on Saturday 13<sup>th</sup> April.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**124 To receive the RFO's report and approve the Budget Monitoring and Payments reports for January 2019**

124.1 The Clerk reported that the bank mandate has now been returned complete. Additionally, the Clerk informed the Committee that the Internal Audit had been completed and the Auditor was satisfied with the financial state of the Council.

124.2 The Budget Monitoring and Payments reports for January 2019 had been circulated with the supporting documents for this meeting.

124.3 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the Committee approve the Budget Monitoring and Payments reports for January 2019.

**125 To amend if necessary and adopt the Byelaw for Play Areas, Public Walks and Open Spaces**

125.1 The Clerk reported that the previously adopted byelaws did not appear to have been put into law. After discussion, the Committee requested that the Clerk investigate Fair Oak Parish Council's byelaws to determine if similar byelaws would be helpful in restarting the process.

**Action: Clerk**

**126 To approve the request for a Memorial Bench at Underwood Road allotments**

126.1 Proposed Cllr Toher, Seconded Cllr Tidridge, **RESOLVED** unanimously that the request for a Memorial Bench at Underwood Road allotments be approved.

**127 To amend if necessary and adopt the Allotment Memorial Seating Policy**

127.1 Proposed Cllr Harris, Seconded Cllr Toher, **RESOLVED** with Cllr Tidridge voting against that the Allotment Memorial Seating Policy be adopted.

**128 To recommend approval of the Financial Systems Risk Assessment**

128.1 The Clerk noted that new requirement for purchase orders for amounts over £1,000 needed to be added, and that the document should be revisited closer to the time of taking over the Memorial Hall.

128.2 Proposed Cllr Brown, Seconded Cllr Toher, **RECOMMENDED** unanimously that, subject to the purchase order requirement being added, that the Financial Systems Risk Assessment be approved.

**129 To make recommendations on the grant request from EBS Counselling**

129.1 Proposed Cllr Toher, Seconded Cllr Thornton, **RECOMMENDED** unanimously that EBS Counselling be awarded a grant of £100.

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

130.1 Brookfield – The Clerk reported that the final issues remaining before the transfer of Brookfield are all now for the Borough to address and that the Parish Council solicitor has been contacted.

130.2 Memorial Hall – The Clerk reported that the first meeting of the Memorial Hall user group had taken place and that it had been a very positive meeting. The majority of those present had expressed a preference for rebuilding and they had been reassured that their requirements would be taken into account.

130.3 Bins – The Clerk reported that the new bins had finally been installed. The Glebe Meadow bin was vandalised within 24 hours of being installed. The Clerk was then requested to investigate what the cost would be of removing the shelter in the skate park area.

**Action: Clerk**

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

130.4 Allotments – The Clerk reported that there is still no information on when the year-long maintenance period for the new allotments at Sewall Drive and Breach Lane would begin. The Clerk also reported that Underwood Road allotments had received its first two applicants from Fair Oak.

130.5 Cemetery – The Clerk reported that the railings at St Mary’s have now been removed with the exception of those railings near asbestos. The Church is contacting the householders to arrange for the asbestos to be removed. There has been 1 new burial in January, 1 re-opening in February, 2 new ashes interments in January, 2 ashes re-openings in January and 2 in February, giving a total number of interments in the year to the end of January of 24.

130.6 Noticeboards – The Clerk reported that the new noticeboards for the Cemetery and the Office / Memorial Hall have now been installed. The name board from the original outside the Parish Office has been retained and added to the new board.

**131 Date, time, place and agenda items for the next meeting**

131.1 The next meeting is scheduled to be on Tuesday 12 March 2019 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

131.2 Agenda items for this meeting should be received by the Clerk no later than Monday 4<sup>th</sup> March 2019.

*There being no further business, the Chair closed the meeting at 8:35pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **BISHOPSTOKE PARISH COUNCIL**

## **Minutes of a Meeting of the Finance and General Purposes Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 12 February 2019**

### **Resolutions to be noted by the Full Parish Council**

120.2 that the Minutes of the Finance and General Purposes Meeting held on 8 January 2019 be accepted as a true record.

124.3 that the Committee approve the Budget Monitoring and Payments reports for January 2019.

126.1 that the request for a Memorial Bench at Underwood Road allotments be approved.

127.1 that the Allotment Memorial Seating Policy be adopted.

### **Recommendations for consideration by the Full Parish Council**

128.2 that, subject to the purchase order requirement being added, that the Financial Systems Risk Assessment be approved.

129.1 that EBS Counselling be awarded a grant of £100.

### **Actions arising from this meeting**

125.1 The **Clerk** was requested to investigate the byelaws in place at Fair Oak.

130.3 The **Clerk** was requested to investigate the cost of removing the shelter at Glebe Meadow skate park.

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARISH COUNCIL MEETING ON 26 February 2019**  
**MONTHLY STATEMENT OF ACCOUNT (January 2019)**

**ITEM 8**

Fund Movements						
Bank Accounts	Money In			Money Out		Closing Balance
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	
Co-op	£ 13,586.71	£ 1,190.00	£ 15,000.00	£ 17,578.29		£ 12,198.42
EBC	£ 166,099.90				£ 15,000.00	£ 151,099.90
<b>Total</b>	<b>£ 179,686.61</b>	<b>£ 1,190.00</b>	<b>£ 15,000.00</b>	<b>£ 17,578.29</b>	<b>£ 15,000.00</b>	<b>£ 163,298.32</b>

Receipts in detail	
Burial Board	£ 1,150.00
Allotments	£ 40.00
Carnival	
VAT refund	
Misc.	
<b>Total</b>	<b>£ 1,190.00</b>

VAT	
Previously Claimed	£ 18,705.59
Claimed in Jan	
Unclaimed	

EBC Loan Account Summary						
	Money In				Money Out	Current Balance
	1 April 2017 Balance	Precept	Support Grant	Interest	Transfer to BPC	
Prior to Jan	£ 127,591.03	£ 184,463.51	£ 13,336.38	£ 708.98	£ 160,000.00	£ 166,099.90
Jan					£ 15,000.00	£ 151,099.90

Notes	

**Bishopstoke Parish Council - Financial Risk Management Record**

**BISHOPSTOKE PARISH COUNCIL**

**Financial Risk Assessment  
2018 / 19**

**This Financial Risk Assessment was approved  
by the Parish Council at its meeting on DD MMMM YYYY**

**D Wheal  
Clerk to Bishopstoke Parish Council**

## Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Level of risk (H/M/L)	Management of Risk	Action required	Review date
<b>Section One : Areas where there may be scope to use insurance to help manage risk</b>					
Property and contents owned by the council	Loss or damage	H	An up to date register of assets and investments	Renewal date 22/11/19, inspected quarterly, maintained as necessary	
Damage to third party property or individuals	Public liability claims	H	Property maintenance and insurance cover	Insurance held with Came & Co., renewal date of 22 Nov 2019, reviewed by IA	
Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party	Public liability claims	H	Annual review of risk and the adequacy of cover	Value of insurance: £10,000 (business interruption), held with Came & Co, reviewed annually by council and by IA	
Cash	Loss of cash through theft or dishonesty	L	Fidelity guarantee Insurance cover	Level £250,000, with Came & Co., internal controls checked by council and IA	
Legal liability as a consequence of asset ownership	Public liability claims	H	Property maintenance and insurance cover	£10 million, reviewed annually by Council	
<b>Section Two - Working with others to help to manage Risk</b>					
Security for vulnerable buildings, amenities or equipment	Theft, damage, health and safety	M	Regular inspections of Council property by council staff being introduced	Full play area inspection quarterly by qualified contractor Play area hazard inspection weekly by grounds contractor Allotment equipment maintained annually.	
The provision of services being carried out under agency / partnership agreements with principal authorities	Default, or partnership failure, failure to follow contracts	L	Standing orders and financial regulations dealing with the award of contracts	No such agreements in place	
Banking arrangements, including borrowing or lending	Fraud or corruption	L	Monthly checks carried out by F&GP committee	Financial regs and IA review	

## Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Level of risk (H/M/L)	Management of Risk	Action required	Review date
Ad hoc provision of amenities / facilities for events to local community groups	Public Liability claims	L	Hire forms reviewed annually, risk assessment for amenities & facilities	Ask for hirers insurance, financial regulation, require risk assessments of group activities	
Vehicle or equipment lease or hire	Theft or damage	L	Follow all procedures from lease / hire company	Hire from reputable companies, monitor by council	
Trading units (leisure centres, playing fields, burial grounds, etc.)	Public Liability claims	L	External contractors for maintenance Monitor work throughout	Budget monitoring, employment law followed	
Professional services (architects, accountancy, design, etc.)	Default, or partnership failure, failure to follow contracts. Adequacy of Standing Orders	L	Standing orders, Financial regs and policies deal with the awarding of contracts. Annual review	HALC for legal IA reviewed regularly, others based on best available advice No such services currently being used	
<b>Section Three - Self Managed Risk</b>					
Proper financial records	Fraud Error Corruption	L	Keep up to date with best practice and law ensuring records are in accordance with statutory requirements	Review half yearly by Cllrs, annually by IA	
Business activities	Not within the legal powers of councils	L	Ensuring that they are within the legal powers of councils	IA review and regular reference to legislation and guidance	
Borrowing	Defaulting	L	Complying with restrictions No current borrowing Only use PWLB loans	IA review (no borrowing currently)	
Employment law and Inland Revenue regulations	Breach of requirements	L	Keep up to date with best practice and law	IA review	

## Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Level of risk (H/M/L)	Management of Risk	Action required	Review date
VAT	Breach of regulations Fines Loss of refund	L	Ensuring that requirements are met under HMRC regulations	IA review	
Annual precept	Non-compliance with timing and regulations	L	Ensuring adequacy within sound budgeting arrangements, prepared early	IA review	
Monitoring of performance	Council not functioning	L	Cllrs review budget twice per year and policies every two years		
Grants	Not giving to appropriate organisations. Fraud	L	Ensuring proper use of funds granted to local community bodies under specific powers, s137 or GPC	All grants based on approved form and supporting information, minuted and checked by IA	
Council Minutes	Inaccurate reporting of council business Lack of transparency	L	Proper, timely and accurate reporting of council business in the minutes	Posted on website for public to see and IA review	
Rights of public inspection of documents	Documents not available Lack of transparency	L	Make documents available	Website / policies	
Document control	Incorrect information	L	Proper systems	Policies approved and published	
Register of Members' Interests and Gifts and Hospitality	Not in place Council reputation	L	In place, complete, accurate and up to date	IA and district council review	
Compliance with Transparency Code	Fines Lack of transparency	L	Follow code	Stay up to date with legislative changes	
Parish Records	Fire / Water damage	L	Backups	Create business continuity plan	

## Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Level of risk (H/M/L)	Management of Risk	Action required	Review date
<b>Section Four – Internal Control Areas</b>					
Bookkeeping	Fraud Error Corruption	L	Cashbook up to date and accurate. Bank rec and accounts checked by Council monthly		
Standing Orders and Financial Regulations	Not kept in line with best practice and legal requirements	L	Follow best practice and legal requirements. Annual review of documents		
Purchase Orders	Work being completed without being fully approved	M	Require a purchase order for all work valued at £1,000 or greater	Ensure staff are aware of process and any contractors / service providers are also aware	
Payment Controls	Fraud Error Corruption	L	Payment matches invoices, VAT claimed properly, Grants recorded, Accounts checked monthly, VAT reclaimed quarterly. Recorded separately		
Risk Assessments	Not done Out of date	L	For all Council properties Annual review of risk assessments	In addition to external checks, Council should have its own risk assessments	
Budgetary Controls	Fraud Error Corruption Controls insufficient	L	Budget prepared, monitored and evaluated Checked monthly by Council		
Income Controls	Lack of finance	L	Recorded properly. Bank Rec checked		

## Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Level of risk (H/M/L)	Management of Risk	Action required	Review date
Payroll	Do wages paid match expected wages. Is HMRC / LGPS being operated correctly	L	Checked each month by Clerk and HMRC software		
Asset Control	No asset register kept	L	Keep up to date	Annual review by Council	
Bank reconciliation	Cash discrepancies	L	Checked monthly and signed by F&GP Chair and other Cllr		
Year end	Finances not kept in order	M	Ensure training up to date. Ensure accounting practices are suitable		

# **BISHOPSTOKE PARISH COUNCIL**

## **COMPLAINTS PROCEDURE**

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

**28<sup>th</sup> November 2017**

**D Hillier-Wheal  
Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL**  
**COMPLAINTS PROCEDURE**

**Amendment Sheet**

<b>Amendment No.</b>	<b>Date Incorporated</b>	<b>Subject</b>
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## **COMPLAINTS PROCEDURE**

### **1 General**

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

### **2 Before the meeting**

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

### **3 At the meeting**

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

### **4 After the meeting**

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



# **BISHOPSTOKE PARISH COUNCIL**

## **FREEDOM OF INFORMATION POLICY**

### **MODEL PUBLICATION SCHEME**

**This Freedom of Information Policy Model Publication Scheme was adopted  
by the Parish Council at its meeting on mm dddd yyyy**

**D Wheal**

**Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL  
FREEDOM OF INFORMATION POLICY  
MODEL PULICATION SCHEME**

**Amendment Sheet**

<b>Amendment No.</b>	<b>Date Incorporated</b>	<b>Subject</b>
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# FREEDOM OF INFORMATION POLICY

## MODEL PUBLICATION SCHEME

### 1 General

- 1.1** This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.
- 1.2** This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.
- 1.3** The scheme commits an authority:
- 1.3.1** To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below;
  - 1.3.2** To specify the information which is held by the authority and falls within the classifications below;
  - 1.3.3** To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme;
  - 1.3.4** To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public;
  - 1.3.5** To review and update on a regular basis the information the authority makes available under this scheme;
  - 1.3.6** To produce a schedule of any fees charged for access to information which is made proactively available;
  - 1.3.7** To make this publication scheme available to the public;
  - 1.3.8** To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
- 1.4** The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act. The term ‘relevant copyright work’ is defined in section 19(8) of that Act.

### 2 Classes of Information

#### 2.1 Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

- 2.2 What we spend and how we spend it**  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- 2.3 What our priorities are and how we are doing**  
Strategy and performance information, plans, assessments, inspections and reviews.
- 2.4 How we make decisions**  
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- 2.5 Our policies and procedures**  
Current written protocols for delivering our functions and responsibilities.
- 2.6 Lists and registers**  
Information held in registers required by law and other lists and registers relating to the functions of the authority.
- 2.7 The services we offer**  
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.
- 2.8 The classes of information will not generally include:**
  - 2.8.1** Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
  - 2.8.2** Information in draft form.
  - 2.8.3** Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

### **3 The method by which information published under this scheme will be made available**

- 3.1** The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- 3.2** Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.
- 3.3** In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
- 3.4** Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.
- 3.5** Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **4 Charges which may be made for information published under this scheme**

- 4.1** The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.
- 4.2** Material which is published and accessed on a website will be provided free of charge.
- 4.3** Charges may be made for information subject to a charging regime specified by Parliament.
- 4.4** Charges may be made for actual disbursements incurred such as:
  - 4.4.1** Photocopying;
  - 4.4.2** Postage and packing;
  - 4.4.3** The costs directly incurred as a result of viewing information.
- 4.5** Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.
- 4.6** Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.
- 4.7** If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## **5 Written Requests**

- 5.1** Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.



# **BISHOPSTOKE PARISH COUNCIL**

## **FREEDOM OF INFORMATION POLICY**

### **MODEL PUBLICATION SCHEME**

#### **(INFORMATION AVAILABLE)**

**This Freedom of Information Policy Model Publication Scheme  
(Information Available) was adopted**

**by the Parish Council at its meeting on mm dddd yyyy**

**D Wheal**

**Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL**  
**FREEDOM OF INFORMATION POLICY**  
**MODEL PULICATION SCHEME**  
**(INFORMATION AVAILABLE)**

**Amendment Sheet**

<b>Amendment No.</b>	<b>Date Incorporated</b>	<b>Subject</b>
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## FREEDOM OF INFORMATION POLICY

### MODEL PUBLICATION SCHEME (INFORMATION AVAILABLE)

#### 1 Class 1 – Who we are and what we do

<b>INFORMATION TO BE PUBLISHED</b>	<b>HOW IT CAN BE OBTAINED</b>	<b>COST</b>
Organisational information, structures, locations and contacts (This will be current information only)	Website or hard copy	Free 10p per A4 sheet
Who's who on the Council and its Committees	Website/hard copy	As above
Contact details for Parish Clerk and council members	Website/hard copy	As above
Location of main Council office and accessibility details	Website/hard copy	As above
Staffing structure	Hard copy	10p per A4 sheet

#### 2 Class 2 – What we spend and how we spend it

<b>INFORMATION TO BE PUBLISHED</b>	<b>HOW IT CAN BE OBTAINED</b>	<b>COST</b>
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. (Current and previous financial year as a minimum)	Hard copy	10p per A4 sheet
Annual return form and report by auditor	Hard copy	Free/
Finalised budget	Hard copy + Annual Report	10p per A4 sheet
Precept	Annual Report	Free
Borrowing approval letter	Website/hard copy	Free
Financial Standing Orders and Regulations	Hard copy (if applicable)	10p per A4 sheet
Grants given and received	Hard copy	10p per A4 sheet
List of current contracts awarded and value of contract	Annual Accounts hard copy	Free and/or 10p per A4 sheet
Members' allowances and expenses	Hard copy	10p per A4 sheet

### 3 Class 3 – What our priorities are and how we are doing

<b>INFORMATION TO BE PUBLISHED</b>	<b>HOW IT CAN BE OBTAINED</b>	<b>COST</b>
Strategies and plans, performance indicators, audits, inspections and reviews	Hard copy or Website	10p per A4 sheet
Parish Plan	Not applicable	Free
Annual Report to Parish meeting (current and previous year as a minimum)	Website/hard copy	Free
Quality status	Hard copy	10p per A4 sheet
Local charters drawn up in accordance with DCLG guidelines with Hampshire County Council	Hard copy	10p per A4 sheet

### 4 Class 4 – How we make decisions

<b>INFORMATION TO BE PUBLISHED</b>	<b>HOW IT CAN BE OBTAINED</b>	<b>COST</b>
Decision making processes and records of decisions (current and previous council year as a minimum)	Hard copy for current and previous year Website current year only	10p per A4 sheet free
Timetable of meetings (Council, any committee sub-committee meetings and Annual Parish meeting)	Website/hard copy	As above
Agendas of meetings (as above)	Website/hard copy	As above
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting	Website/hard copy	As above
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting	Hard copy	10p per A4 sheet
Responses to consultation papers	Hard copy	10p per A4 sheet
Responses to planning applications	Website/hard copy	Free/10p per A4 sheet
Bye-laws	Hard copy	10p per A4 sheet

**5 Class 5 – Our policies and procedures**

<b>INFORMATION TO BE PUBLISHED</b>	<b>HOW IT CAN BE OBTAINED</b>	<b>COST</b>
Current written protocols, policies and procedures for delivering our services and responsibilities (current information only)	Website/hard copy	Free/10p per A4 sheet
Policies and procedures for the conduct of council business:		
Procedural standing orders	Hard copy	10p per A4 sheet
Committee and sub-committee terms of reference	Hard copy	10p per A4 sheet
Delegated authority in respect of officers	Hard copy	10p per A4 sheet
Code of Conduct	Hard copy	10p per A4 sheet
Policy statements	Hard copy	10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard copy	10p per A4 sheet
Equality and diversity policy	Hard copy	10p per A4 sheet
Health and safety policy	Hard copy	10p per A4 sheet
Recruitment policies (including current vacancies)	Hard copy	10p per A4 sheet
Policies and procedures for handling requests for information	Hard copy	10p per A4 sheet
Complaints procedures (including those covering requests for information and opening the publication scheme)	Hard copy	10p per A4 sheet
Information security policy	Hard copy	10p per A4 sheet
Records management policies (records retention, destruction and archive)	Hard copy	10p per A4 sheet
Data protection policies	Hard copy	10p per A4 sheet
Schedule of charges for the publication of information	Website/hard copy	Free/10p per A4 sheet

## 6 Class 6 – Lists and Registers

<b>INFORMATION TO BE PUBLISHED</b>	<b>HOW IT CAN BE OBTAINED</b>	<b>COST</b>
Currently maintained lists and registers only	Hard copy or website; some information may only be available by inspection	
Any publicly available register or list (allotment holders persons buried in cemetery)	Hard copy	10p per A4 sheet
Assets Register	Hard copy	10p per A4 sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy	10p per A4 sheet
Register of members' interests	Hard copy	10p per A4 sheet
Register of gifts and hospitality	Hard copy	10p per A4 sheet

## 7 Class 7– The services we offer

<b>INFORMATION TO BE PUBLISHED</b>	<b>HOW IT CAN BE OBTAINED</b>	<b>COST</b>
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (current information only)	Hard copy or website; some information may only be available by inspection	Free
Allotments – plans, standard tenancy agreements	Hard copy	10p per A4 sheet
Burial ground and closed churchyard	Hard copy	10p per A4 sheet
Community centres	Not applicable	
Parks, playing fields and recreational facilities	Hard copy	10p per A4 sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per A4 sheet
Bus shelters	Hard copy	10p per A4 sheet
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Hard copy	10p per A4 sheet
Parish Newsletter	Hard copy	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g burial fees)	Website/hard copy	Free



# **BISHOPSTOKE PARISH COUNCIL**

## **FREEDOM OF INFORMATION POLICY**

**This Freedom of Information Policy was adopted  
by the Parish Council at its meeting on mm dddd yyyy**

**D Wheal  
Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL  
FREEDOM OF INFORMATION POLICY**

**Amendment Sheet**

<b>Amendment No.</b>	<b>Date Incorporated</b>	<b>Subject</b>
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# FREEDOM OF INFORMATION POLICY

## 1 Policy Statement

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

## 2 The Freedom of Information Act (2000)

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

## 3 Responsibilities

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

## **4 Dealing with Requests**

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

## **5 Exemptions**

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

### **5.4 Data Protection Act 2018**

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

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

## **5.5 Vexatious Requests**

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

## **5.6 Repeated Requests**

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

## **5.7 Confidentiality**

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

## **5.8 Legal Privilege**

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

## **5.9 Cost Limit**

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

**5.9.1** Determining whether we hold the information requested;

**5.9.2** Locating the information or documents containing the information;

**5.9.3** Retrieving such information or documents;

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

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

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

**5.10.1** Information already reasonably accessible;

**5.10.2** Information intended for future publication;

**5.10.3** Research information;

**5.10.4** Security bodies and national security

**5.10.5** Court records;

**5.10.6** Parliamentary privilege;

**5.10.7** Communications with the Royal family;

**5.10.8** Endangering health and safety;

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

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

**5.11.1** Is not allowed under law;

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

## **6 Charges**

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

### **6.2**

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

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

## **7 Publication Scheme**

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

## **8 Complaints**

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

## **9 Contact Details**

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

David Wheal, Clerk  
Bishopstoke Parish Council  
Parish Office  
Riverside  
Bishopstoke  
Hampshire  
SO50 6LQ

email: [clerk@bishopstokepc.org](mailto:clerk@bishopstokepc.org)

phone: 02380 643428



# **BISHOPSTOKE PARISH COUNCIL**

## **DATA PROTECTION POLICY**

**This Data Protection Policy was adopted  
by the Parish Council at its meeting on dd mmmm yyyy**

**D Wheal  
Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL**  
**DATA PROTECTION POLICY**

**Amendment Sheet**

<b>Amendment No.</b>	<b>Date Incorporated</b>	<b>Subject</b>
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# DATA PROTECTION POLICY

## 1 Scope

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

## 2 Processing Personal Data

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

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

### **3 Security and Registration**

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

### **4 Agents, Partner Organisations and Contractors**

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

### **5 Disclosure of Personal Data**

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

### **6 Access Rights by Individuals**

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

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

## **7 Disclosure to and about Third Parties**

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

## **8 Inaccurate Data**

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

## **9 Requests by Individuals to Stop Processing Information**

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

## **10 Complaints**

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



# Bishopstoke Parish Council

**David Wheal**  
BSc (Hons) PGCE  
Clerk to the Parish Council

Bishopstoke Parish Office  
Riverside  
Bishopstoke  
Eastleigh  
Hampshire  
SO50 6LQ

Tel: 02380 643428  
email: [clerk@bishopstokepc.org](mailto:clerk@bishopstokepc.org)

## Privacy Notice

### Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

### Who are we?

This Privacy Notice is provided to you by Bishopstoke Parish Council which is the data controller for your data.

Other data controllers the council works with:

- Local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

**The council will process some or all of the following personal data where necessary to perform its tasks:**

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

### **How we use sensitive personal data**

- We may process sensitive personal data including, as appropriate:
  - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
  - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
  - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
  - In limited circumstances, with your explicit written consent.
  - Where we need to carry out our legal obligations.
  - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

### **Do we need your consent to process your sensitive personal data?**

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

**The council will comply with data protection law. This says that the personal data we hold about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.

- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

**We use your personal data for some or all of the following purposes:**

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

**What is the legal basis for processing your personal data?**

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

### **Sharing your personal data**

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading “Other data controllers the council works with”;
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

### **How long do we keep your personal data?**

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

### **Your rights and your personal data**

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- 1) The right to access personal data we hold on you
  - At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
  - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

- 2) The right to correct and update the personal data we hold on you
  - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 3) The right to have your personal data erased
  - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
  - When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4) The right to object to processing of your personal data or to restrict it to certain purposes only
  - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5) The right to data portability
  - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
  - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7) The right to lodge a complaint with the Information Commissioner's Office.
  - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

### **Transfer of Data Abroad**

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

**Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on:  
[www.bishopstokepc.org](http://www.bishopstokepc.org)

This Notice was last updated in Feb 2019.

**Contact Details**

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

Address: David Wheal, Parish Clerk, Bishopstoke Parish Council, Parish Office, Riverside,  
Bishopstoke, Hampshire, SO50 6LQ

Telephone: 02380 643428

Email: [clerk@bishopstokepc.org](mailto:clerk@bishopstokepc.org)

Adopted on dd mmmm yyyy