# Minutes of the Ordinary Meeting of Ockbrook and Borrowash Parish Council.

# Held at the Ashbrook Centre, on Wednesday 3rd November 2021 at 19:00.

## Public Speaking.

### Members of Public

No questions were asked.

### Derbyshire County Council Report.

Councillor R Parkinson submitted a report, see appendix 1

### Erewash Borough Council Report.

* The climate change strategy document has been produced with some quite ambitious targets. Funding has come in from central Government for E/F rated homes to be improved, this will cover about 90 homes.
* Ilkeston Fair was a great success
* Household bulk waste collections have restarted.
* The full council at Erewash approved the Neighbourhood plan for Little Eaton Parish Council.
* The Core Strategy is coming up, EBC need to make the difficult decision of producing a five-year land supply plan or someone else will do this for them. The next stages are a consultation on the merging core strategy, where all can have their say, an inspector then comes to look at the core strategy where interested partied can make their case if they are unhappy with EBC’s decisions.

Councillor M White opened the meeting back up to questions from member of public and Councillors on this matter.

Councillor G Maskalic queried if the Prime Minister said to not build on green belt land how can EBC justify looking at green belt land, and what about using empty houses? Councillor R Parkinson commented that we need our housing allocations to be reduced, EBC are trying to get a meeting with the Secretary of State to reduce the allocation by 4,000 houses then we will not need to build on green belt land. Councillor W Major commented that EBC do not have enough empty houses to fulfil the quota neither do they have enough money to refurbish empty houses.

 A member of public commented on the Stanton consultation being a good site for houses, not just for commercial development. Councillor W Major explained that the consultation is being run by a consortium of landowners, this has nothing to do with EBC.

### Derbyshire Constabulary Report.

Nothing was submitted.

### Ashbrook Trustees.

Councillor R Locke updated members on:

* CCTV and internet have been installed.
* Had a meeting with a grant specialist who will help the centre obtain funding for the outstanding projects.

### Ashbrook Youth Group.

A report was submitted, see appendix 2.

## Present.

Councillors M White (Chairman), A-M Stevenson (Vice chair), T Holbrook, J White, P Fisher, R Locke, C Millward and G Maskalick.

## Also, Present.

S Kitchener (Clerk and RFO), Councillors R Parkinson and W Major and 7 members of public.

## 208/11/21 Accepted Apologies for Absence.

Councillors D Webster, J Kennedy and M Wallis.

## 209/11/21 Declarations of Members Interests.

None.

## 210/11/21 Dispensations.

 None.

## 211/11/21 Variation of Order of Business.

None

## 212/11/21 Approve the Parish Council Minutes of the Ordinary Meeting Held on the 6th. October 2021.

Proposed by Councillor R Locke, seconded by Councillor J White all unanimously agreed that the minutes be approved as a true record and were signed by the Chairman at the meeting.

## 213/11/21 Items to be Taken into Private Session.

None.

## 214/11/21 Report of the Parish Clerk and RFO.

* Chased DCC Highways regarding the deterioration of the pink tarmac outside the Ashbrook School as per the request at Octobers meeting, no update yet I will continue to chase this.
* Outstanding jobs with DCC Highways include:
	+ Pavement deterioration on the jitty near All Saints Church, Ockbrook started this in August and still chasing.
	+ Tree stump needs removing on the corner of Elm Street, Victoria Avenue, Borrowash started this in June and will continue to chase
* 17 Christmas trees sold so far.
* Wreath making courses – 6 booked for the 2nd. December and 1 on the 3rd December.

## 215/11/21 Report of the Chairman.

* Contacted Councillor Athwal again regarding the school crossing, we don’t meet the criteria.
* Councillor J White contacted someone who is interested in the school crossing role.
* Councillor M White proposed to fly the Pride flag in the month of June, seconded by Councillor R Locke, one abstained and five in favour.

## 216/11/21 The Queens Platinum Jubilee Celebrations.

Councillor J White updated members on:

* Met with Andy from the cricket club. Will meet again February to look at placement of rides/stalls.
* The fireworks quote has been accepted, with the request of red, white and blue colours.

## 217/11/21 General Purposes.

### Annual Policy Reviews.

* Freedom of information and data protection Policy – see appendix 3.
* Dignity at work/bullying and harassment Policy – see appendix 4.
* Communication Policy – see appendix 5.
* Safeguarding Policy – see appendix 6.
* Vexatious Complaints Policy– see appendix 7.
* CCTV Policy – see appendix 8
* Recording of meetings Policy – see appendix 9

**RESOLVED** Proposed by Councillor R Locke to accept these policies, seconded by Councillor J White and all unanimously agreed.

## 218/11/21 Finance and HR

### Accept accounts for Payment.

**RESOLVED** Councillor T Holbrook proposed to accept the payment list, seconded by Councillor J White and all unanimously agreed . See appendix 10.

### Accept the Bank statement Reconciliations. – see appendix 11

* September Ashbrook Community Group Account.
* September HSBC Account.
* September Unity Trust Account.

**RESOLVED** Councillor C Millward proposed to accept the bank statement reconciliations and all unanimously agreed.

### Accept the Grant Request from Borrowash in Bloom.

**RESOLVED** proposed by Councillor P Fisher, seconded by Councillor C Millward and all unanimously agreed to give a grant of £200.00

Councillor M White proposed to give the youth group £250.00 for a Christmas Party, seconded by Councillor R Locke and all in favour.

## 219/11/21 Contractors.

The minutes for the meeting on the 27th. October 2021 were noted.

## 220/11/21 Recreation.

Councillor J White updated members on:

* Remembrance Sunday - bench has been installed

Piper and cornet player now sourced

Parade starting at the COOP at 10:30 with the Ambassadors leading the parade.

The Coop Funeral directors have printed the order of service.

Rev Tim Sumpter will lead the service.

* The plinth to commemorate Sir Captain Tom Moore has been installed.
* Deans Drive play equipment is being manufactured which should take 10-12 weeks, a meeting will be arranged just before installation to check the placement of the equipment and installation should take 2 weeks.
* Ockbrook light switch on is the 19th. November at the Royal Oak, Santa will be giving out sweets, the Silver Prize band will be playing carols, Paw Patrol characters for the children.
* The Borrowash Christmas light switch on is the 26th. November at the Ashbrook Centre, with a market and fair rides, Santa’s grotto, the Silver Prize band playing carols and Dynamicmotif will be performing.
* Tree and lights will still be installed at the COOP.

## 221/11/21 Burials.

Councillor P Fisher updated member on:

* Topple testing has been postponed, a new date to be organised.
* Topping up of graves and reseeding, Wayne will be installing the new path soon, giving spare spoil which he will use to top up the graves, therefore there is no need to obtain quotes for this job.

## 222/11/21 Halls.

The minutes for the meeting on the 27th. October 2021 were noted.

The Hall committee recommended accepted the quote from Newbold for the refurbishment of the Parish Hall, Councillor R Locke proposed to agree with the committee, seconded by Councillor C Millward and all unanimously agreed

## 223/11/21 Allotment.

Councillor P Fisher updated members on the allotment inspection, 6 plots need to be chased, given a month then they will be evicted.

## 224/11/21 Environment and Neighbourhood Plan.

Councillor A-M Stevenson commented on:

* The Queens Green Canopy
	+ Councillor A-M Stevenson will take the lead on this with the support of the Councillors.
	+ A site visit will be arranged in a few weeks, all Councillors are invited to this.
	+ An Environment committee meeting will be called before the end of the year to take this further.
* Wayne will continue with the snow warden job this year.
* Quotes are being obtained for a neighbourhood planning expert to help advise the Council.

## 225/11/21 Correspondence Received.

The correspondence received and listed in the agenda were available at the meeting, see appendix 12.

## 226/11/21 Date and Time of Next Meeting.

The next Parish Council meeting is scheduled to take place in the Parish Hall, Ockbrook on Wednesday 1st December 2021, commencing at 19:00. There will be mince pies and Christmas drinks served after.

## 227/11/21 Exclusion of Press and Public.

Nothing to report.

There being no further business the meeting concluded at 20:05.

### **Appendix 1**

**Ockbrook & Borrowash Parish Council**

**Wednesday 3rd November 2021**

**DCC Report**

**(Cllr Robert A Parkinson)**

**Extra support for vulnerable people leaving hospital**

Derbyshire Home from Hospital Service provides practical support for vulnerable people leaving hospital, or those living at home but at risk of being
admitted.  The service is provided by a combination of staff and volunteers and is free of charge.

The service is for anyone who lives in Derbyshire (except the city) or is registered with a GP in Derbyshire and has limited support from family or friends.

The service offers things like:

* doing basic shopping
* making sure the home is warm and comfortable
* arranging key safes, community alarms or telecare
* collecting prescriptions
* signposting to other statutory, voluntary sector and community organisations.

Anyone can make a referral, including the patient themselves.  Please call 01283 817417 Monday to Friday, 8.30am - 4.30pm (an answerphone
is available outside these hours) or email home@dhfh.org.uk

**Journey to net zero Derbyshire**

With UN climate change conference COP26 currently taking place in Glasgow, DCC has launched a social media campaign to highlight what the council and partners are doing to help tackle climate change.

The campaign, called ‘Journey to net zero Derbyshire,’ aims to:

•        highlight the council’s practical action on climate change

•        recognise green initiatives by individuals, community groups and businesses

•        dovetail with the national #onestepgreener campaign by encouraging nominations of ‘climate leaders’ in Derbyshire

•        inspire local people and organisations to reduce their carbon footprint

It is all part of a drive to reduce emissions generated by the County Council to net-zero by 2032 or sooner and to help the rest of Derbyshire reduce carbon emissions generated within the county to net zero by 2050 or sooner.  This is in line with national Government targets.  Net zero means reducing carbon emissions right down to the lowest possible level and offsetting those that cannot be cut through measures such as planting more trees and other forms of habitat creation to absorb excess carbon from the atmosphere, making the overall net emissions zero.  One can find out more about the work DCC is doing in the climate change section of the website.

**Taking action on single-use plastic**

DCC is working to cut the use of single-use plastic with a commitment expected to reduce drastically the amount of unnecessary waste produced.

It is planned to:

•        recognise and avoid buying and using single-use plastics for use in council buildings and services, where possible

•        look for more sustainable alternatives

•        where suitable alternatives aren’t available, make sure that single-use plastic products contain a recycled content of at least 30% or can themselves be recycled.

### **Appendix 2**

Monday 1st November

**Ashbrook Youth Group Monthly Report**

Another month has flown by with increasing numbers of young people attending youth group. This has allowed the young people to socialise and build different life skills throughout the sessions. The group has well and truly become a second home to the young people where they feel safe and included.

We have 35-42 young people attending each night. For our Halloween session we had an amazing turnout of 50 young people.

The young people have started to participate in the planning and creating for the Christmas Market that we are participating in. As a team they have created a huge Christmas sign together as a team.

The young people’s favourite memories of this month are;

* Pick a mix
* Hot chocolate with cream and marshmallows
* Clay making and painting
* Playing pool
* The Halloween special with fancy dress, hotdogs, spooky music and pumpkin carving for every child to ensure all children have the opportunity to be included with festive celebrations.

This past month has been fulfilled with fun, laughter and new experience for the young people attending youth group. Parents and careers have been engaging well with us to ensure the safety and well-being of others. We have had positive comments and appreciation from parents too. We are looking forward to the seasonal celebration in the upcoming weeks with lots of plans for the young people.

Jess and Liz (Group Leaders)

### **Appendix 3**

# **Ockbrook and Borrowash Parish Council.**

## Freedom of Information and Data Protection Policy.

### Introduction:

Under the Freedom of Information Act, Ockbrook and Borrowash Parish Council has a duty to adopt and maintain a Publication Scheme describing:

* The classes of information it publishes
* How and where such information is published (e.g. website, paper copy, etc.) and
* If a charge is made for such information

The purpose of the Ockbrook and Borrowash Parish Council Information Guide is to let everyone know what information will be automatically or routinely published by Ockbrook and Borrowash Parish Council and to ensure that a significant amount of information is available to the public, without the need for a specific request to be made. Other information is of course available from the Ockbrook and Borrowash Parish Council by individual request, under the Freedom of Information Act 2000 and the Data Protection Act 1998, however as many requests are for routine information, this Policy should assist the public in quickly and efficiently locating the information they require.

If there is any information required that does not appear in our Information Guide or you have any comments or suggestions on how it can be improved, please contact:

Mrs Sarah Kitchener

Clerk and RFO

Ockbrook and Borrowash Parish Council

Village Hall

Church Street

Ockbrook

Derby

DE72 3SL

Email: clerk@ockbrookandborrowashparishcouncil.gov.uk

### Obtaining Information

Much of the information listed in our Information Guide is supplied free of charge and can be downloaded from our website at <http://www.ockbrookandborrowashparishcouncil.gov.uk> and where this is the case, the appropriate link is shown. Where information is available only in paper format, this is stated within our Scheme and can be viewed by appointment with the Ockbrook and Borrowash Parish Council Clerk or copies can be collected / posted (at the appropriate charge).

### Information not contained within the scheme and Exemptions

Although the Freedom of Information Act creates a general right of access to information, it also sets out information that we do not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of Ockbrook and Borrowash Parish Council, our staff, systems, services or property.

If information is requested but is covered by an exemption, the Clerk to Ockbrook and Borrowash Parish Council will tell the applicant in writing why Ockbrook and Borrowash Parish Council has turned down the request, quoting any relevant exemptions.

If the information requested is not disclosed, the applicant can ask the Information Commissioner to review Ockbrook and Borrowash Parish Council’s decision. The Information Commissioner’s Office is the Government department that oversees and enforces FOI. They can be contacted by the following link: www.ico.gov.uk/

### Data Protection

A great deal of the information that Ockbrook and Borrowash Parish Council holds is personal and private to Individuals. However, the Freedom of Information Act, will not make public Private and Confidential information. Under the Data Protection Act 1998, individuals have the right to see any information we hold about them. However, the right is subject to exemptions which will affect whether information is provided, and requests will be dealt with by Ockbrook and Borrowash Parish Council on a case-by-case basis.

Please send any data protection requests, providing as much detail as possible about the information required to:

Mrs Sarah Kitchener

Clerk and RFO

Ockbrook and Borrowash Parish Council

Village Hall

Church Street

Ockbrook

Derby

DE72 3SL

Email: clerk@ockbrookandborrowashparishcouncil.gov.uk

### Charges

Ockbrook and Borrowash Parish Council Fees and Charges are stated at the end of our Information Guide.

Unless otherwise stated, publications listed in our Information Guide are usually supplied free of charge.

If administration costs exceed £450, to enable a Freedom of Information request to be met, then Ockbrook and Borrowash Parish Council can charge the requestor for the administration costs in meeting the request.

A charge will be made for photocopies as per the Schedule of Charges.

### Management of the Ockbrook and Borrowash Parish Council Parish Council’s Information Guide

Ockbrook and Borrowash Parish Council is responsible for the adoption and maintenance of this Policy and our Information Guide.

### **Appendix 4**

# **Ockbrook and Borrowash Parish Council**

## Dignity at Work / Bullying and Harassment Policy

### Purpose and Scope

#### **Statement**

In support of our value to respect others Ockbrook and Borrowash Parish Council will not tolerate bullying or harassment by, or of, any of its employees, officials, members, contractors, visitors to the council or members of the public from the community which we serve. The council is committed to the elimination of any form of intimidation in the workplace.

This policy reflects the spirit in which the council intends to undertake all of its business and outlines the specific procedures available to all employees in order to protect them from bullying and harassment. It should be read in conjunction with the council’s policies on Grievance and Disciplinary handling and the Elected Members Code of Conduct.

The council will issue this policy to all employees as part of their induction and to all Members as part of their Welcome Pack. The council may also wish to share this policy with contractors, visitors and members of the public.

#### **Definitions**

**Bullying**

*“Bullying may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress.”*

**Harassment** is

*“unwanted conduct that violates a person’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.” This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.*

These definitions are derived from the ACAS guidance on the topic.

Bullying and Harassment are behaviours which are unwanted by the recipient. They are generally evidenced by a pattern of conduct, rather than being related to one-off incidents.

Bullying and harassment in the workplace can lead to poor morale, low productivity and poor performance, sickness absence, mental health issues, lack of respect for others, turnover, damage to the council’s reputation and ultimately, legal proceedings against the council and payment of legal fees and potentially unlimited compensation.

**Examples of unacceptable behaviour are as follows**; (this list is not exhaustive)

Spreading malicious rumours, insulting someone, ridiculing or demeaning someone, exclusion or victimisation, unfair treatment, overbearing supervision or other misuse of position or power, unwelcome sexual advances, making threats about job security, making threats of physical violence against a person or their family, deliberately undermining a competent worker by overloading work and/or constant criticism, blaming a person for others’ mistakes, preventing an individual’s promotion or training opportunities.

Bullying and harassment may occur face-to-face, in meetings, through written communication, including electronic communication such as e-mail or on social media, by telephone or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.

#### **Penalties**

Bullying and harassment by any employed persons can be considered examples of gross misconduct which will be dealt with through the Disciplinary Procedure at Gross Misconduct level and may result in summary dismissal from the council. If elected Members are bullying or harassing employees, contractors, fellow councillors, others then a referral through the Standards process in place at the time reported as a contravention of the Member’s Code of Conduct could be an appropriate measure. If an employee is experiencing bullying or harassment from a third party the council will act reasonably in upholding its duty of care towards its own employees. In extreme cases harassment can constitute a criminal offence and the council should take appropriate legal advice, often available from the council’s insurer, if such a matter arises.

#### **The Legal position**

Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim ‘constructive dismissal’ at an Employment Tribunal Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the Act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability) can be considered unlawful discrimination which could lead to an Employment Tribunal claim for discrimination against the corporate employer, the council and the perpetrator(s) as individual named Respondents.

In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination.

The 1997 Act was originally designed to assist in stalking situations but case law has demonstrated that it can be relevant to employment disputes, for instance; employers can be vicariously liable for harassment received in the workplace, that the conduct is viewed as ‘serious’, or ‘oppressive and unacceptable’, that a ‘course of conduct’ needs to be established but that this can link incidents which are separated by long time periods and that damages for personal injury and distress can be awarded under the Act.

### Process for dealing with complaints of Bullying and Harassment

#### **Informal approach**

Anyone; employee, contractor, member or visitor, who feels he or she is being bullied or harassed should try to resolve the problem informally, in the first instance. It may be sufficient to explain to the person(s) involved in the unwanted behaviour, or an intermediary, that their conduct is unacceptable, offensive or causing discomfort. Anyone concerned about being bullied or harassed is encouraged to maintain a journal or other record of the incidents.

#### **Formal approach**

* **Employees**: Where the employee feels unable to resolve the matter informally any complaint about harassment or bullying can be raised confidentially and informally, initially with the Chair of the HR committee or another Councillor if more appropriate. It may be appropriate for the complaint to be put in writing after the initial discussion, as this will enable the formal Grievance Procedure to be invoked. The employee will be expected to provide evidence of the conduct about which s/he is complaining.
* **Others :** Any other party to the council, other than an employee, who feels he or she is being bullied or harassed should raise their complaint with the council, where possible, if an informal notification to the alleged perpetrator has been unsuccessful at eliminating the problem. The complaint should then be investigated, and a meeting held to discuss the facts and recommend the way forward. A member of the public who feels s/he has been bullied or harassed by any Members or officers of a council should use the council’s official Complaints Procedure. It is important that the Officer(s) or Member(s) being complained about do not prevent the council operating impartially in its investigation and decision-making in this regard.

#### **Grievance – Employees only**

 A meeting to discuss the complaint with the aggrieved party will normally be arranged within five working days of a written complaint being received and will be held under the provisions of the council’s Grievance Procedure. This meeting will be to discuss the issues raised and a way forward for the member(s) of staff involved. Employees have a right to be accompanied by a work colleague or a trade union representative at this meeting. A full investigation of the complaint will be held by an officer, or other duly appointed person as appointed by the committee of the council which is handling the process. It may be appropriate for an external investigator to be involved in order to maintain objectivity and impartiality. The Hearing Panel will publish its recommendations following deliberation of the facts. An action plan should be made available to the aggrieved employee to demonstrate how the problem is to be resolved. It may be decided that mediation or some other intervention is required, and the council should contact NALC, an employer’s body or ACAS to this effect, or the council may offer counselling. The employee will have a right of appeal. At all times the confidentiality of the grievance will be of paramount importance in order to maintain trust in the process hence details of the full grievance will not be shared with the full council without prior approval by the aggrieved party. The council will commit not to victimize the aggrieved for raising the complaint once the appropriate dispute resolution process has been concluded.

#### **Disciplinary Action**

Following a Grievance Hearing or investigation into allegations of bullying or harassment a full report will be made to all parties, and this may result in disciplinary action being taken against the perpetrator of the alleged action/behaviour.

For an **Employee** found to have been bullying/harassing others this will follow the council’s Disciplinary procedure under the ACAS Code of Practice and would normally be treated as Gross Misconduct.

For **Members** who the council reasonably believe have been bullying or harassing another person(s) whilst undertaking council activities the range of sanctions available to the council, are limited and must be reasonable, proportionate and not intended to be punitive. In some cases, counselling or training in appropriate skill areas e.g. inter-personal communication, assertiveness, chairmanship etc. may be more appropriate than a penalty. Sanctions may include; admonishment, issuing an apology or giving an undertaking not to repeat the behaviour, removal of opportunities to further harass/bully such as removal from a committee(s) where direct contact with the employee or decision-making about that employee will take place, or removing the right to representation on any outside bodies where there will be contact with the employee who has raised the complaint. A referral under the Code of Conduct to the relevant reviewing body is usually an appropriate step and there may be further disciplinary sanctions available as a result of the Standards Committee (England) or Ombudsman (Wales) reviewing the evidence under the Code in place at the time.

A referral to the Police under the Protection from Harassment Act 1997 may also be appropriate in the more extreme cases.

This list is not exhaustive.

False or malicious allegations of harassment or bullying which damage the reputation of a fellow employee/Member will not be tolerated and will be dealt with as serious misconduct under the Disciplinary Procedure or a referral to the Standards process.

### Responsibilities

All parties to the council have a responsibility to ensure that their conduct towards others does not harass or bully or in any way demean the dignity of others. If unacceptable behaviour is observed, then each individual can challenge the perpetrator and ask them to stop. There needs to be agreement about how “robust people management” and “bullying” differ; effective management of performance will usually include feedback based on objective evidence, delivered by a committee specifically designated and often trained to manage and appraise staff, with dialogue occurring on a face-to-face basis in confidential surroundings. Bullying is more likely to be complained about when individual Members criticise staff, often without objective evidence, without the mandate from the corporate body of the council and in environments which are open to the public or other employees or by way of blogs, social media comments, or in the pub or local playground.

The council undertakes to share its policy with all members and workers and request that each party signs to demonstrate acceptance of its terms. All new members and employees will be provided with a copy of this policy.

A review of the policy shall be undertaken each year (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to the full council for approval.

The Council will undertake to ensure that its members and workers are trained in the processes required by this policy as deemed appropriate.

###  Useful contacts

* ACAS [www.acas.org.uk](http://www.acas.org.uk) and Tel no: 0300 123 1100
* Local Government Ombudsman for Wales [www.ombudsman-wales.org.uk](http://www.ombudsman-wales.org.uk) and Tel: 0300 790 0203
* Local Government Ombudsman for England [www.lgo.org.uk](http://www.lgo.org.uk)

Tel: 0300 061 0614

* Equalities and Human Rights Commission [www.equalityhumanrights.com](http://www.equalityhumanrights.com)
* SLCC [www.slcc.co.uk](http://www.slcc.co.uk)
* DirectGov website [www.GOV.uk](http://www.GOV.uk)

### **Appendix 5**

# **Ockbrook and Borrowash Parish Council**

## COMMUNICATION POLICY

### Introduction

Each Parish Councillor has a duty to represent without bias the interests of the whole community.

They will always try and do their best and are available to help parishioners with regard to matters relating to the Parish of Ockbrook and Borrowash.

Parish Councillors may be contacted via the Clerk.

If it is felt by the villager that the matter is important, then a letter or email to the Parish Clerk will ensure that it is dealt with in a timely and professional manner (also see the Correspondence section below).

It is the Parish Council's intention to meet the timescales detailed below but there could be occasions when this is not possible. When this happens the Parish Council will review their procedures and where necessary make changes to the policy or procedures.

### Aims

To establish clear, easy to use channels of communication between the Parish Council and Parishioners, and vice versa.

To provide information on important matters in a timely manner so as to facilitate and encourage informed comment from interested individuals and groups.

### Parish Council Meetings

The Parish Council meets on the first Wednesday of every month, except in January and August when we do not hold a meeting.

The Parish Council will alternate meetings between Ockbrook Village Hall and the Ashbrook Centre, Borrowash. All meetings will commence at 19:00.

Public participation will be held from 19:00 to enable discussion on agenda items. Members of the public wishing to address the Council during the formal meeting or wishing to record the meeting must make the Chairman aware of their intention before the meeting starts.

### Notice Boards

The following items will be displayed on the five Parish Council noticeboards.

* Parish Council meeting dates for the year
* Contact details for the Clerk and Councillors
* The Parish Council's meeting agenda - which will be posted with the minimum three clear days notice, this does not include the day on which the agenda was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day at the Easter break or a bank holiday or a day appointed for public thanksgiving or mourning.

The information displayed on the Parish Notice Board will be kept up to date.

### Correspondence

All correspondence relating to the Parish should be addressed to the Parish Clerk in the first instance either via email at clerk@ockbrookandborrowashparishcouncil.gov.uk or via post. This will ensure that the matter is recorded and passed to the relevant person or organisation as soon as practically possible.

All correspondence to the Parish Clerk will be acknowledged within one week of receipt if at all possible. If email is used then an acknowledgment will be sent via email.

Councillors will be notified of correspondence, but the addressee will not be named on minutes of meetings unless requested. Anonymous correspondence in any form will be recorded as received but not responded to.

Email should be thought of in the same way as a letter. A subject line, the sender’s name and the content should be in the main body of the email, not as an attachment. Attachments will not be opened unless the Clerk has prior knowledge of the subject. The Council regrets that, for reasons of computer security and virus protection, anonymous emails will not be opened or actioned.

A parishioner may raise any issue directly with the Parish Clerk or any Councillor. If a satisfactory answer cannot be given immediately, the issue may be placed on the agenda for the attention of the full Council.

The Clerk will acknowledge all Freedom of Information requests within seven working days and will reply fully within 20 working days of receipt of the request. If this is not possible, a further holding letter/email will be sent with an expected completion date.

### Website

The Parish Clerk will arrange for the Agenda and associated papers to be posted on the Ockbrook and Borrowash Parish Council Website [www.ockbrookandborrowashparishcouncil.gov.uk](http://www.ockbrookandborrowashparishcouncil.gov.uk) If possible the agenda will be on the website with at least three clear days before the meeting, the draft Minutes will be posted as soon as possible after the meeting and the final Minutes will be posted once approved.

In order to comply with the Transparency Code for Smaller Authorities, the Clerk will arrange for the annual publication of the following documents no later than 1 July each year:

1. end of year accounts
2. annual governance statement
3. internal audit report
4. list of councillor or member responsibilities
5. Minutes, agendas and meeting papers of formal meetings.

The Parish Clerk is the Webmaster for the Parish Council website.

The Parish Clerk will ensure that the Parish Council email address is publicised.

### Social Media

The use of social media does not replace existing forms of communication but is used to enhance communication with a wider range of the population.

A full social media policy has been adopted.

### Annual Parish Meeting

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

### Related policies and procedures

Councillor Code of Conduct

Data Protection Policy

Document Retention and Disposal Policy

Freedom of Information Publication Scheme

Press and Media Policy

Recording of Meetings Policy

Social Media Policy

### **Appendix 6**

# **Ockbrook and Borrowash Parish Council.**

## Safeguarding Policy – Personal Safety, a Guide for Councillors and the Parish Clerk.

### Introduction.

An important role of Councillors and Parish Clerks is to keep in touch with members of the community.

This normally includes helping individuals or groups of people with any problems they may have, and these contacts are usually rewarding and non-confrontational.

The following guidance is to raise the awareness of personal safety and outline the measures that you can take to minimise any risk you may be exposed to.

The risks are thankfully small, but a little time given to preparation and planning can reduce them even further.

A definition of a ‘lone worker’ could be as follows…. Those who work by themselves with close or direct supervision.

**Councillors and Parish Clerks should always assess the level of risk and consider their own safety.**

### General Consideration.

A few general points to consider include:

* Treat people with respect
* Be conscious of people’s body language
* Be aware of the ways to calm a person down if they are angry or frustrated due to the lack of action from elsewhere, this may come with experience or from learning from other colleagues
* Do not isolate yourself
* Where possible, do not arrange to meet an unknown constituent in an isolated placer,
* Inform someone where you are, how to contact you, who you are meeting and what time you are expecting to be back.

### Home Visit Safety.

Councillors will sometimes be asked to visit constituents in their homes, especially if they are elderly, disabled and have mobility or other issues that prevent them attending a ward surgery. It may also be the case that the person is known to them.

Before arranging a home visit, however, Councillors should always consider alternative options:

* Can contact be made by phone or email?
* Can a meeting be arranged in a public place such as the Pariah Hall or café?
* Can another Parish Councillor or another person accompany you if a home visit takes place?

If a home visit is undertaken, the following personal safety issues should be considered and planned before going:

* Arrange the visit in daylight hours if possible.
* Make sure someone knows where you are going and what time to expect you back
* After knocking or ringing the bell, stand back and to the side of the door
* Never be tempted to look through the letterbox
* Ask for dogs or other pets to be secured, where appropriate
* Consider and note how you would leave the room or property if felt threatened at any time, e.g. Sit near to the exit door, are there any other ways out of the room or property
* **If in any doubt or you feel threatened do not enter. Make an excuse and leave**
* Note any other people in the property and their mood
* Only sit down when the resident does
* Where possible sit in an upright chair or sit on the edge of an armchair or sofa
* **If the situation changes and you feel threatened, make an excuse and leave**
* Back out rather than turning your back on the resident.

### Personal Safety in Other Situations.

### Attending Meetings.

Councillors often have to attend meetings in the hours of darkness. It is possible that, depending on the nature and outcomes of a particular meeting, members of the public may leave feeling angry or upset. In these circumstances, Councillors may wish to be accompanied to their car or nearest bus stop by a colleague who is also attending the meeting.

### Parking and General Car Safety.

* Try not to park in dark areas, deserted streets or isolated car parks.
* Park where possible under street lighting
* Always reverse into a parking space so that you can be ready to leave quickly if necessary
* Always lock your vehicle when entering and leaving it
* Do not keep valuables, your briefcase, paperwork etc on display in the vehicle.
* If you have to use a multi-storey car park, try to park on the ground floor away from the stairs and lifts. Always have the correct change ready for the machine and do not linger longer than necessary staying alert.
* Carry a torch with you.
* Hold keys in your hand so that you can get straight into the vehicle.
* Look closely at your vehicle as you approach in case someone is crouching down.
* Look inside the vehicle before entering to ensure nobody is hiding there, even if the vehicle was locked.
* If you are followed in your vehicle, do not stop. Drive to an area where there are people about. Then stop, flash you lights and sound your horn to attract attention.
* Always make sure your vehicle has sufficient fuel for the journey.

### Reporting Incidents.

Depending on the severity of the incident you should always contact the police. Even if an incident is not considered serious enough to involve the police, it should always be reported.

Remember that by taking appropriate action you may help to prevent a similar evet reoccurring.

### **Appendix 7**

# **Ockbrook and Borrowash Parish Council**

##  Vexatious Complaints Policy

A policy for dealing with abusive, persistent or vexatious complaints and complainants

### Introduction

This policy identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered to be habitual or vexatious. The following clauses form the Council policy for ways of responding to these situations.

In this policy the term habitual means ‘done repeatedly or as a habit.’ The term vexatious is recognised in law and means ‘denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant.’ This policy intends to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.

The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and reference to the Complaints Procedure is, where relevant, to be interpreted as meaning a request under those Acts.

Habitual or vexatious complaints can be a problem for Council staff and members. The difficulty in handling such complainants is that they are time consuming and wasteful of recourses in terms of Officer and Member time. While the Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.

Raising of legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled vexatious or unreasonably persistent.

The aim of this policy is to contribute to the overall aim of dealing with all complainants in ways which are demonstrably consistent, fair and reasonable.

### Habitual or Vexatious Complainants

For the purpose of this policy the following definitions of habitual or vexatious complainants will be used: The repeated and/or obsessive pursuit of: (1) unreasonable complaints and/or unrealistic outcomes; and/or (2) reasonable complaints in an unreasonable manner.

Prior to considering its implementation the Council will send a summary of this policy to the complainant to give them prior notification of its possible implementation.

Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in Section 3, the Parish Council shall consider the item in private session and resolve by a simple majority vote to declare a case of habitual and/or vexatious complaint exist and for an appropriate course of action to be taken. Section 4 details the options available for dealing with habitual or vexatious complaints.

The Parish Clerk on behalf of the Council will notify complainants, in writing, of the reasons why their complaint has been treated as habitual or vexatious and the action that will be taken. District/ County /Unitary Councillors for Ockbrook and Borrowash Parish Council will also be informed that a constituent has been designated as an habitual or vexatious complainant.

The status of the complainant will be kept under review for a minimum period of one year. After which the status can be withdrawn or not by the Parish Council by considering the item in private session and resolved by a simple majority vote. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

### Criteria for Determining Habitual or Vexatious Complainants/Contacts.

Complainants/contacts (and/or anyone acting on their behalf) may be deemed to be habitual or vexatious where previous or current contact with them shows that they meet one of the following criteria. Where complainants/contacts:

* Persist in pursuing a complaint where the Councils complaints process has been fully and properly implemented and exhausted.
* Persistently change the substance of a complaint/enquiry or continually raise new issues or seek to prolong contact by continually raising further concerns or questions whilst the complain/enquiry is being addressed. (care must be taken, however, not to disregard new issues which are significantly different from the original complaint/enquiry as they need to be addressed as separate complaints/enquiries).
* Are repeatedly unwilling to accept documented evidence given as being factual or deny receipt of an adequate reason in spite of correspondence specifically answering their questions or do not accept that facts can sometimes be difficult to verify when a long period of time has elapsed.
* Repeatedly do not clearly identify the precise issues which they wish to be investigated, despite reasonable efforts of the Parish Council to help them specify their concerns, and/or where the concerns identified are not within the remit of the Parish Council to investigate.
* Regularly focus on a trivial matter to an extent which is out of proportion to its significance and continue to focus on this point. It is recognised that determining what a trivial matter is, can be subjective and careful judgement will be used in applying this criteria.
* Have threatened to/or used physical violence towards employees at any time. This will, in itself, cause personal contact with the complainant and/or representatives to be discontinued and the complaint will, thereafter, only be continued through written communication. The Parish Council has determined that any complainant/contact that threatens or uses actual physical violence towards employees will be regarded as a vexatious complaint.
* Have, in the course of addressing a registered complaint/enquiry, had an excessive number of contacts with the Parish Council – placing unreasonable demands on employees. A contact may be in person, be telephone or email. Judgement will be used to determine excessive contact taking onto account the specific circumstances of each individual case.
* Have harassed or been verbally abusive on more than one occasion towards employees dealing with the complaint/enquiry. Employees recognise that complainants/contacts may sometimes act out of character in times of stress, anxiety or distress and will make reasonable allowances for this. Some complainants/contacts may have a mental health disability and there is a need to be sensitive in circumstances of that kind.
* Are known to have electronically recorded meetings and conversations without the prior knowledge and consent of the other person(s) involved
* Make persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant (an example of this could be a complainant who insists on immediate responses to questions, frequent and/or complex letters, faxes telephone calls or emails)
* Make unreasonable complaints/enquiries which impose a significant burden on the human resources of the Parish Council and where the complaint/enquiry:
	+ Clearly does not have any serious purpose or value; or
	+ Is designed to cause disruption or annoyance; or
	+ Has the effect of harassing the Public Authority; or
	+ Can otherwise fairly be characterised as possessive or manifestly unreasonable.
* Make repetitive complaints, enquiries and allegations which ignore the replies which Parish Council Officers have supplied in previous correspondence.
* Having by continuous, persistent and repetitive contact with a single employee, be classes as harassing, victimising, bullying or causing mental anguish to that employee to a point that their work for the Parish Council is impaired.

### Options for Dealing with Habitual or Vexatious Complainants/Contacts.

The Council will ensure that the complaint is being, or has been, investigated properly according to the adopted complaints procedure.

 In the first instance the Clerk will consult with the Chairman of the Council prior to issuing a warning to the complainant. The Clerk will contact the complainant in writing, or by email, to explain why this behaviour is causing concern and ask them to change this behaviour and outline the actions that the Council may take if they do not comply.

If the disruptive behaviour continues, the Clerk will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact the Council in future will be restricted. The Clerk will make this decision in consultation with the Chairman of the Council and inform the complainant in writing of what procedures have been put in place and for what period.

Any restriction that is imposed on the complainant’s contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time over which that the restriction will be in place.

Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:

* banning the complainant from making contact by telephone except through a third party e.g. a solicitor, a Councillor or a friend acting on their behalf
* banning the complainant from sending emails to individuals and/or all Council Officers and insisting they only correspond by postal letter
* requiring contact to take place with one named member of staff only
* restricting telephone calls to specified days and/or times and/or duration
* requiring any personal contact to take place in the presence of an appropriate witness
* letting the complainant know that the Council will not reply to or acknowledge any further contact from them on the specific topic of that complaint (in this case, a designated member of staff will be identified who will read future correspondence).

When the decision has been taken to apply this policy to a complainant, the Clerk will contact the complainant in writing to explain:

* why the decision has been taken
* what action has been taken
* the duration of that action.

The Clerk will enclose a copy of this policy in the letter to the complainant.

Where a complainant continues to behave in a way that is unacceptable, the Clerk, in consultation with the Chairman of the Council may decide to refuse all contact with the complainant and stop any investigation into his or her complaint.

Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered, e.g. the reporting of the matter to the police or taking legal action. In such cases, the complainant may not be given prior warning of that action.

### Record Keeping

The Clerk will retain adequate records of the details of the case and the action that has been taken. Records will be kept of:

* the name and address of each member of the public who is treated as abusive, vexatious or persistent, or any other person who so aids the complainant
* when the restrictions came into force and ends
* what the restrictions are
* when the person and Council were advised.

Full Council be provided with a regular report giving information about members of the public who have been treated as vexatious/persistent as per this policy.

### **Appendix 8**

# **Ockbrook and Borrowash Parish Council**

## Policy Document – CCTV

### Introduction

This policy controls the management, operation, use and confidentiality of the CCTV camera system in the Parish Hall, Ockbrook.

It has been prepared after taking due account of the Code of Practice published by the Information Commissioner (May 2015).

The installation will be operated, and data produced managed to achieve the stated purposes only.

This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

The Parish Council accept the principles of the 988 Act based on the Data Protection Principles as follows:

* Data must be fairly and lawfully processed
* Processed for limited purposes and not in any manner incompatible with those purposes
* Adequate, relevant and not excessive
* Accurate
* Not kept for longer than is necessary
* Processed in accordance with individuals’ rights, and
* Secure.

### Statement of Purpose and Scope of Operation.

The primary purpose of the installed system is to deter and detect criminal activity and maintain public order within the Parish Hall.

The secondary purpose of the installation is to increase security by monitoring of activity within the building.

The third purpose is to help prevent incidents of assault or abuse to Parish Council staff and Councillors who may be present in the building.

The fourth purpose is to provide information, if requested, to the Police for use as evidence in criminal prosecution proceedings, where alleged criminal acts occurred within the building and in range of the CCTV system.

The Parish Council will ensure all hall users are made aware that they are in an area where a surveillance system is being operated. This will be achieved by using prominently placed signs at each entrance to the Parish Hall and reinforcing this with further signs inside the building.

These objectives will be achieved by:

* Collection and electronic storage of data, collected by cameras in the system, for a specific period of time ( a minimum of 28 days) after which period the data will be destroyed.
* Viewing of this recorded data, by authorised persons only to enable identification of persons within the range of any camera within the building.
* Provision of data, from recordings, on transferable medium (DVD) to the Police, if requested, for use as evidence in criminal proceedings, which such relates to activities within the Parish Hall cartilage.
* Limited monitoring, as required, of a designated area as and when requested by the Police.

### Statement of Principle.

### Fair and Lawful

* This CCTV system will be operated fairly within all applicable law, and for the purposes stated in this Code of Practice.
* Any intended use of the data for any other use can only be authorised by full Council or, where the intended use is for covert surveillance by the Police Force, written confirmation is needed from the Police that authorisation has been granted by the Parish Council Chairman after consultation with full Council. Any such extension of its use must, after such authorisation, be written into this Code of Practice, which, as a Parish Council document is to be made available on request, in accordance with the requirements of the Freedom of Information Act 2000.

### Privacy of Individuals.

* The CCTV system is intended to view and monitor activity within the Parish Office and external areas, the area of coverage reflects this.
* If a decision is made to view or retrieve data recorded of any particular individual, groups of people or property then it must be for a justifiable cause, and this can only be conducted in accordance with all relative legislative requirements.
* Covert surveillance is NOT within the stated purpose of the installation.
* CCTV cameras will be positioned so as not to be able to read data on the desk of the Parish Clerk and Post Office Staff, to include data or information on their PC display screens.

### Access to Images.

Access to images is restricted to authorised persons only. Authorised persons include the Parish Clerk, the Chairman of the Parish Council, the Police and one named Parish Councillor. With prior written consent of the Parish Council, images may be released to the media via the Police for the purpose of crime detection.

Images of areas under surveillance are not monitored continuously but are accessible as required by the Parish Clerk or by authorised persons as defined above.

Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act. Any request from an individual to view their own recorded images must be made in writing as a ‘subject access request’ to the Parish Clerk who must confirm the identity of the applicant by means of a valid passport, driving license or similar Government produced identity document.

A standard fee for retrieving the images is payable, currently £10.00. The images will normally be provided within the 28-day timescale stipulated in the collection and storage of data rules above. The Parish Council will use appropriate image editing software to protect the identity of those persons shown in the images but not covered within the subject access request themselves.

The Parish Council reserve the rights to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

The Parish Clerk in conjunction with the Chairman of the Parish Council or two or more other Councillors will decide whether to allow requests by third parties in accordance with the Parish Councils disclosure policy.

The viewing or recorded images must take place in a secure area to which only authorised persons will have access.

Viewing or removal of the medium by Ockbrook and Borrowash Parish Council on which images are recorded e.g., DVD or HDD for viewing purposes must be documented as follows:

* Name(s) of authorised person(s) viewing the images
* The date and time of the request
* The purpose of the viewing
* The date and time of viewing
* Action taken (if any) and
* The date and time the images were destroyed or returned to the system or secure place.

Police requests to view images and information relating to the viewing and copying of images at the request of the Police must be recorded as follows:

* The name (and rank if applicable) and address of the requester
* The date and time of the request
* The reason for the viewing
* The name(s) pf the person(s) viewing/copying the images
* The outcome, if any, of the viewing
* The date and time the images were returned to the Parish Clerk for destruction.

### Maintenance of the System.

The Clerk to the Parish Council keeps a maintenance log for the system.

A record is kept of the date and time, item number and description, fault/servicing description and confirmation of the date and time the engineer was called out and the date and time the fault was rectified.

The log may be used as a check that the cameras/recording equipment are properly maintained and serviced to ensure that clear images are recorded.

The Clerk to the Parish Council should check the monitor on opening the office to ensure that all cameras are operational. In the event that they are not, the Chairman of the Parish Council should be informed as soon as possible.

### Access and Disclosure to Third Parties.

All requests should be recorded and the reasons for allowing or refusing the request should be documented.

Any viewing of a recording should not necessarily require the agreement of the Police. Any enquiry concerning the CCTV system must be actioned through at least two members of the Parish Council and may involve the Police.

Where viewing of a recording is granted a *viewing agreed form* should be competed. A record of the below must be kept.

* time and date of the viewing
* name and signature of the person authorising the viewing
* name and address of the person viewing the recording
* The reason for viewing
* Date and time of the recording to be viewed
* Outcome (if any) of the viewing.

Viewing should be undertaken with only designated persons having access to the equipment. As owners of the system the Parish Council reserves the rights to have a representative present to view the recording. Owing to the sensitive and confidential nature of some of the matters dealt with in the Parish Office this must be by arrangement with the Parish Council.

### **Appendix 9**

# **Ockbrook and Borrowash Parish Council**

## Recording of Meetings Policy.

Ockbrook and Borrowash Parish Council is committed to being open and transparent in the way that it conducts its decision making.

The right to record, film and to broadcast meetings of Ockbrook and Borrowash Parish Council was established under the Openness of Local Government Bodies Regulations 2014. This is in addition to the rights of the Press and public to attend such meetings.

Recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media is permitted at any Parish Council meeting which is open to the public provided that the Chairman of the meeting does not consider that there is disruption to the proceedings of the meeting and subject to the following procedure.

### Procedure

Anyone wishing to record a meeting is requested to let the Chairman of the meeting know prior to, or at the start of, the meeting. The recording should be overt (i.e., clearly visible to anyone at the meeting) and must take place from a fixed position in the meeting room approved by the Chairman to reduce disruption to the proceedings.

At the beginning of the meeting, the Chairman will make an announcement that the meeting may be filmed or recorded, and the Council will ensure that signage at Council meetings makes it clear that recording can take place. If anyone speaking at the meeting does not wish to be recorded, they should let the Chairman of the meeting know.

Anyone visually recording a meeting is requested to only focus on recording Councillors, officers and the public who are directly involved in the conduct of the meeting. People seated in the public area should not be photographed, filmed or recorded without the consent of the individuals concerned. Any children present at the meeting should not to be filmed unless they and their parents/guardians have given their consent. Any request made by the Chairman regarding respecting the public’s right to privacy must be complied with.

Any person wishing to record Council meetings will be responsible for ensuring that any cabling, or electrical equipment they use has been properly tested and installed and adheres to health and safety requirements. The Council will not be held liable for any injuries to the individual or members of the public caused by the recording of its meetings.

The Chairman of the meeting has absolute discretion to request that a person stop or suspend recording if, in the Chairman’s opinion, continuing to do so would prejudice proceedings at the meeting because:

* recording is disrupting the proceedings of the meeting.
* there is public disturbance or a suspension of the meeting.
* the meeting has resolved to exclude the public for reasons of confidential business.

For these purposes recording equipment must not be left unattended at meetings.

The Council cannot accept liability for any equipment that is lost, stolen or damaged at its public meetings.

The recording should not be edited in any way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council’s values or in a way that ridicules or shows a lack of respect for those in the recording.

If the Council resolves to discuss confidential information, and the public are excluded from the meeting, all recording equipment must be removed immediately from the room.

The use of flash photography or additional lighting will not be allowed unless this has been discussed with the Clerk in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

If the Clerk records the meetings, this will be to aid the writing of the minutes and the recording will be deleted after the minutes have been produced.

### Guidance Notes

The Parish Clerk should be contacted prior to the meeting if the recording involves large equipment or special requirements.

Recording and reporting the Council’s meetings is subject to the law and it is the responsibility of those who undertake the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act, the Public Order Act Part III (1986 as amended), the Equality Act 2010, the laws of libel and defamation and any subsequent legislation or regulations.

The Council may itself photograph, film, record or broadcast its meetings and may retain, use or dispose of such material in accordance with its retention and disposal policies.

Parish Clerk email address: clerk@ockbrookandborrowashparishcouncil.gov.uk

### **Appendix 10**

|  |  |  |  |
| --- | --- | --- | --- |
| **Invoices to be paid** | - | - | minute agreed |
| Wayne Peapell | £3710.12 | Oct works and purchases | - |
| Ashbrook Youth Group | £280.00 | Monthly donation | 24/04/21 |
| Christiana J Fitness | £125.00 | Chair based Oct | - |
| Lisa’s | £350.00 | Oct Parish Clean | - |
| Sarah Kitchener | £27.73 | Expenses Oct | - |
| Ihome CCTV | £1483.92 | CCTV Ashbrook Centre | - |
| EBC | £4119.60 | Oct wages | - |
| Streetscape | 72.00 | Deans drive repairs | - |
| The Royal British Legion | £18.00 | OBPC Wreath | - |
| Simply Sparkle | £15.00 | Parish hall windows | - |
| Local Councils Update | £100.00 | Subs | - |
| ICCM | £162.00 | EROB training course | - |
|  |  |  |  |
| **Monthly Direct Debits** | - | - | - |
| Engie | £79.55 | Gas Sept | - |
| Virgin | £79.84 | Broadband and phone | - |
| O2 | £27.48 | Mobile | - |
| Engie | £139.07 | Elec sept | - |
| Lloyds Bank | £309.72 | Poppies, stationary, cleaning products, training | - |
| EBC | £20.00 | Cemetery rates | - |
| Everflow | £115.03 | Water Nov | - |
| EBC | £263.64 | Oct-dec waste balmoral | - |
| British Gas | £13.30 | Elec oct | - |
| - | - | - | - |
| **Invoices already paid**  | - | - | - |
| Blackfish | £357.60 | Large parish flags x 6 | - |
| 6pence design | £87.00 | b/w switch on poster | - |
| Community Speed Watch Group | £675.11 | Grant request | 184/10/21 |

### **Appendix 11**

**September Bank Reconciliation – Ashbrook Community Group**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Balance** | - | - | - |
| Bank s/m bal as at 01/04/21 | - | 1,286.69 | - |
| + total cash book receipts | - | 30.00 | - |
| - total Cashbook payments | - | 36.00 | - |
| **Cashbook Closing Balance** | - | 1,280.69 | - |
| - | - | - | - |
| **Bank Balance at 30/09/21** | - | **1,280.69** | - |
| - outstanding payments | - | 0 | - |
| + outstanding receipts | - | **0** | - |
| **Net Balance** | - | **1,280.69** | - |
| - | - | - | - |
| **-** | - | **-** | **Difference: 0.00** |

**September Bank Reconciliation HSBC Account.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Balance** | - | - | - |
| Bank s/m bal as at 01/04/21 | - | 62,000.00 | - |
| + total cash book receipts | - | 18,000.00 | - |
| - total Cashbook payments | - | 16.50 | - |
| **Cashbook Closing Balance** | - | **79,983.50** | - |
| - | - | - | - |
| **Bank Balance at 04/10/21** | - | **79,983.50** | - |
| - outstanding payments | - | 0 | - |
| + outstanding receipts | - | **0** | - |
| **Net Balance** | - | **79,983.50** | - |
| - | - | - | - |
| **-** | - | **-** | **Difference: 0.00** |

**September Bank Reconciliation Unity Trust Account**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bank Balance** | - | - | - |
| Bank s/m bal as at 01/04/20 | - | 60,385.54 | - |
| Less items related to 20/21 | - | 34,128.08 | - |
| - | - | 26,257.46 | - |
| + total cash book receipts | - | 171,145.08 | - |
| - total Cashbook payments | - | 124,252.19 | - |
| **Cashbook Closing Balance** | - | **73,150.35** | - |
| - | - | - | - |
| **Bank Balance at 01/10/21** | - | **55,455.01** | - |
| - outstanding payments | - | 17,544.91 | - |
| + outstanding receipts | - | 35,240.25 | - |
| **Net Balance** | - | **73,150.35** | - |
| - | - | - | - |
| **Balance per Cashbook** | - | **73,150.35** | **Difference: 0.00** |
| - | - | - | - |
| Charity Accounts included in bank total: | - | - | - |
| Parochial Charities | 1484.53 | - | - |
| S Alcock | 1,204.70 | - | - |
| A Potter Dole | 346.56 | - | - |
| Burial Ground | 65.60 | - | - |

### **Appendix 12**

# CORRESPONDENCE RECEIVED. – UP TO 28/10/21

Emails received from members of public:

* Christmas trees. (1)
* Christmas wreath making workshop. (2)
* Regarding Remembrance. (3)
* Allotment enquiries, issues and thanks (4)
* Regarding the decision to not allow kerbs in the cemeteries. (5)
* Hall bookings/enquiries/issues. (6)
* Payment list request. (7)
* Update on East Midland Homes request. (8)
* Request to remove a dog waste bin. (9)
* Anti-social behaviour/noise complaint. (10)
* Notice board enquiry. (11)

Email received from Draycott Parish Council RE: Temporary closure for essential bridge repairs at St Chads Nature Reserve. (12)

Email received from Citizens Advice RE: 6-month report. (13)

Email received from flood resilience RE Flood warden. (14)

Email received from Keep Britain Tidy. (15)

Emails received from EBC RE:

* Concurrent function audit questions. (16)
* Response to a resident’s concern of Ash dieback near Bare Lane. (17)
* Community Household waste collections. (18)

Documents received from EBC RE:

* October Agenda. (19)
* Minutes. (20)

Emails received from DCC RE:

* Stoptober campaign. (21)
* Update on drain being cleared on Cole Lane, Borrowash. (22)
* Applicants for the School Crossing. (23)
* Response regarding a resident’s concern of the pavements on Priors Barn Close. (24)
* Cultivation license on Nottingham Road/Barrons Way. (25)
* Community News. (26)

Emails received from DALC inc. Octobers Newsletter – Forwarded to Cllrs (27)

Numerous informative emails received from NALC. (28)

Rural Action newsletters. (29)

National Allotment Society Newsletter. (30)

ICCM newsletters. (31)

Magazines:

* BRAMM News. (32)

Publication -Local Councils update October. (33)