

**From:** Timothy Leathers <Timothy.Leathers@staffordshire.police.uk>  
**Sent:** 21 September 2023 16:03  
**To:** Ed Sharkey <edsharkey@btinternet.com>; clerk@bartonunderneedwood-pc.gov.uk  
**Subject:** Wales lane - Brookside Road, Barton under Needwood

Good afternoon both,

Thank you for your patience, I understand this has been a long standing issue and needs to be addressed correctly. I understand that the junction where Brookside Road meets Wales Lane in Barton under Needwood is a difficult junction. Cars often park all the way on the opposite side of the road which can lead to situations where vehicles struggle to pull out from Brookside Road, and oncoming traffic is unable to pull in for other vehicles if they encounter one another. I will note, however, that visibility between both ends of this straight is clear from end to end (in most situations, I appreciate this is not always the case). Most vehicles park considerably and there are often spaces for vehicles to move out of the way of oncoming traffic. This can be evidenced by the 3 and a bit years I have used the road and junction.

In terms of a Policing overview of the issue, I do not believe that there is enough evidence to support traffic calming/enforcement action in this area at this time. There are no traffic offences being caused. Obstruction of the highway would be dealt with on a case by case basis and will be as a result of a driver choosing to push into the traffic rather than have patience and wait for a space. Yes this will be exacerbated by the parked vehicles however they are legally allowed to park in those locations. Furthermore, I have gone back through our STORM logs to verify any RTCs or Transport related incidents in this area. There are only a few going back that last few years (to 2021) and these have been caused by careless driving, youths causing damage to parked vehicles, and drink/drug driving. None of these incidents have been caused by the junction or vehicles parked in the vicinity. In addition, as observed when viewing the site, there are other locations where traffic calming/enforcement should be considered first. Most notably the junction of Arden Road and Efflinch lane. This road sees considerably more traffic and the curving of the road makes it hard to see oncoming vehicles when approaching from Main Street end.

I would personally recommend that this be reviewed based on evidence and followed up with supporting data rather than basing it off of a perceived issue. I believe it could indeed cause an issue, however the stats do not back this up. I appreciate it is a concern but would stress there are higher priorities that should be addressed long before any action is taken on the junction of Brookside Road and Wales Lane.

Many thanks,

Tim

PCSO 27951 Timothy Leathers  
Barton and Needwood PCSO  
East Staffordshire Neighbourhood Policing Team – Shift 3  
Uttoxeter  
Tel 101

**Barton under Needwood Parish Council - Receipts and Payments Monthly Summary**

2023-24

Receipts	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Budget Balance
Rents	900.00	387.50	450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,737.50		
Interest	55.49	64.21	74.91	75.75	75.60	76.00	0.00	0.00	0.00	0.00	0.00	0.00	421.96		
ESBC	40,500.00	0.00	0.00	0.00	0.00	40,500.00	0.00	0.00	0.00	0.00	0.00	0.00	81,000.00		
LA Other	932.50	0.00	0.00	0.00	0.00	932.50	0.00	0.00	0.00	0.00	0.00	0.00	1,865.00		
Burial Ground	2,630.00	1,830.00	900.00	1,275.00	2,375.00	825.00	0.00	0.00	0.00	0.00	0.00	0.00	9,835.00	12,000	2,165
Fishpond	275.00	1,125.00	0.00	907.00	329.00	201.00	0.00	0.00	0.00	0.00	0.00	0.00	2,837.00	3,000	163
VAT	0.00	0.00	0.00	0.00	0.00	4,424.89	0.00	0.00	0.00	0.00	0.00	0.00	4,424.89		
Car Park	0.00	0.00	0.00	0.00	0.00	10,107.94	0.00	0.00	0.00	0.00	0.00	0.00	10,107.94		
BVH Sal, Tax & NIC	979.88	936.90	1,118.91	1,099.99	1,092.65	1,084.86	0.00	0.00	0.00	0.00	0.00	0.00	6,313.19		
Other	0.00	0.00	57.90	35.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132.90		
Grants/donations	50.00	1,463.99	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	1,563.99		
<b>Total Income</b>	<b>46,322.87</b>	<b>5,807.60</b>	<b>2,601.72</b>	<b>3,392.74</b>	<b>3,912.25</b>	<b>58,202.19</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	120,239.37		

Payments	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Budget Balance
Bank Charges	0.00	11.97	44.12	0.00	17.98	18.47	29.25	0.00	0.00	0.00	0.00	0.00	121.79		
Salaries	3,033.75	3,033.47	3,299.35	3,033.75	3,287.75	3,023.29	0.00	0.00	0.00	0.00	0.00	0.00	18,711.36		
HMRC	1,310.06	1,118.40	2,509.48	1,092.98	1,476.88	1,348.48	0.00	0.00	0.00	0.00	0.00	0.00	8,856.28		
Nest Pensions	183.99	367.98	0.00	184.57	184.53	186.76	186.00	0.00	0.00	0.00	0.00	0.00	1,293.83		
Admin	1,215.39	1,857.42	437.93	693.50	1,012.26	689.30	0.00	0.00	0.00	0.00	0.00	0.00	5,905.80		
Burial Ground	1,821.58	16.67	848.27	183.34	318.65	166.67	0.00	0.00	0.00	0.00	0.00	0.00	3,355.18	2,250.00	-1,105.18
Allotments	310.00	0.00	0.00	0.00	113.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	423.88	1,460.00	1,036.12
Fishpond	124.61	2,432.33	1,012.54	13,645.27	550.36	98.00	0.00	0.00	0.00	0.00	0.00	0.00	17,863.11	18,500.00	636.89
Donations	0.00	25.00	0.00	570.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	595.00		
P&OS	145.60	2,086.63	3,340.66	85.33	2,235.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,893.88	17,500.00	9,606.12
Capital Exp	0.00	0.00	0.00	583.33	0.00	141.92	0.00	0.00	0.00	0.00	0.00	0.00	725.25		
Maintenance	125.65	470.53	24.07	29.57	663.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,312.82		
Car Park	83.36	83.36	965.63	83.36	759.20	83.36	0.00	0.00	0.00	0.00	0.00	0.00	2,058.27		
Lengthsmen	208.40	208.40	260.50	208.40	260.50	208.40	0.00	0.00	0.00	0.00	0.00	0.00	1,354.60		
General payments	0.00	146.01	6.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	152.28		
Projects	0.00	1,270.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,270.00		
BVH Contra	835.76	793.98	972.01	975.17	887.70	962.72	0.00	0.00	0.00	0.00	0.00	0.00	5,427.34		
VEC	189.96	603.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	793.95	1,590.00	796.05
VAT	168.67	964.12	1,036.02	175.24	946.13	61.71	0.00	0.00	0.00	0.00	0.00	0.00	3,351.89		
<b>Total Spend</b>	<b>9,756.78</b>	<b>15,490.26</b>	<b>14,756.85</b>	<b>21,543.81</b>	<b>12,714.49</b>	<b>6,989.08</b>	<b>215.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>81,466.52</b>		

<b>Barton under Needwood Parish Council</b>			<b>Bank Reconciliation as per statements at:</b>		04-Oct-23
Lloyds Current A/C			£	2,055.00	
Lloyds Deposit (Instant Access) A/C			£	125,962.47	
National Savings			£	73,922.73	
Petty Cash			£	150.00	
<b>Total Bank Balances</b>					<b>£ 202,090.20</b>
<u>Add Credits not on Statement</u>					
				£0.00	<b>£ 202,090.20</b>
<u>Less unrepresented payments:-</u>					
				96.00	
				96.00	
				108.00	
		3485		513.90	
				£813.90	<b>£ 201,276.30</b>
<b><u>Opening Balances :-</u></b>			<b><u>Bank Statements as at 31st March 2023</u></b>		
Lloyds Current A/C		£	2,001.00		
Lloyds Deposit A/C		£	87,522.39		
National Savings		£	73,922.73		
Petty Cash		£	150.00		
Parish Council -			<b>Total</b>	<b>£ 163,596.12</b>	
<i>Add Receipts to date</i>		£	120,279.37		
<i>Less Expenditure to date</i>		£	82,599.20		
Total Cash and Investments as at -				<b>£ 201,276.29</b>	
				<b><u>Difference</u></b>	£ 0.01
<u>RFO, S. Rumsby</u>					

**Barton under Needwood Parish Council -  
Scheduled Payments presented to Full Council**

05/10/2023

<b>Payee</b>	<b>Description</b>	<b>£ Value Gross</b>	<b>£ VAT</b>	<b>£ NET</b>
Salaries total		4,238.67		4,238.67 HR
Nest Pension Scheme		186.76		186.76 HR
HMRC		1,224.79		1,224.79 HR
S Gaynor	Autumn planting	250.00		250.00 P&OS
RBL Barton Branch	Poppy Appeal	63.00		63.00 Donations
RBL	Wreath	37.00		37.00 Admin
Barton Fields	Pea Gravel for War Memorial	55.00	9.17	45.83 Maintenance
JPS Invs15 & 16	Grounds Maintenance Sep & Oct	2,682.80	447.14	2,235.66 P&OS
Barton Village Hall	Office & Meeting room rent	510.00		510.00 Admin
Vision ICT	Website Hosting Dec 23-Nov 24	240.00	40.00	200.00 Admin
S Harley	Reimbursement garden equip	22.98	3.83	19.15 Maintenance
Hulls Environmental	Pest control	98.00		98.00 Fishpond
Burton Skip Hire	Skip	180.00	30.00	150.00 B Ground
Welters	Memorial tablet	225.13	37.52	187.61 B Ground

**9,446.47**

Scheduled Payments

Authorised Chairman .....

PLANNING – All matters have been referred to the Planning Committee and their comments appear in italics below, the Committee meet fortnightly 5pm, in the Douglas Room, Barton Village Hall. Please contact the clerk for dates should you wish to attend any Planning Meetings

1. 00921 - Midlands Co-operative Society, Crowberry Lane : Application under Section 73 to vary condition 22 attached to planning application P/2010/01451/MB for the erection of supermarket with associated car parking, delivery area and formation of a vehicular access to vary the opening hours to 06:30 until 23:00 Monday to Saturday and 06:30 until 22:00 Sundays and Bank Holidays – *no objections*
2. 01029 - Peel Cottage, 6 Main Street : Felling of one Fir tree  
*We believe this tree lies within the conservation area but is not subject to a TPO. The applicants confirm that it is not diseased or dangerous and is not causing damage to any property.*  
*It is a well-established tree and clearly visible from Main Street and makes a valuable contribution to the visual amenity of the area.*  
*It would withstand pollarding, to which we would have no objection, and continue to be an attractive feature of the area. We see no justification for felling. We ask that the ESBC Tree Officer liaise with the applicants over this application prior to a decision being made.*  
*We object to this application in its current form.*
3. 01030 - Peel Cottage, 6 Main Street : Reduce the height of one Laburnum tree to 3 metres (10ft)  
*We believe this tree lies within the conservation area but is not subject to a TPO. The applicant refers to advice from a tree surgeon. It would be helpful if this was in a written report attached to the application.*  
*Rather than a laburnum this tree is more likely to be some type of poplar. As such it will continue to grow vigorously if pruned as described in the application. In view of the problems described by the applicant it would seem to be a better option to remove it. If this were done it could, and in our opinion should, be replaced with a tree more suited to this location, such as a decorative crab apple.*  
*We ask that the ESBC Tree Officer liaise with the applicants over this application prior to a decision being made.*
4. 00727 - Yew Tree House, Yoxall Road, Woodhouses : Change of use from Class C3 dwellinghouse to form a small-scale childrens care home Class C2 (Amended Plans Received)
5. 01058 - Utterhill House, 8 Main Street : Canopy reduction of two Silver Birch trees by 40% and removal of overhanging branches

#### ESBC Decisions – Permissions Granted

1. 00895 - 55 Sutton Crescent : Crown reduction by 1.5 meters, crown clean to remove dead and potential disease bearing limbs, reduce eastern structural limb to 1.5m stub and western structural limb to 1m stub of one Oak Tree (TPO 318)
2. 00700 - 55 Wales Lane : Demolition of existing garage and erection of a detached building to form Annex to be used as ancillary dwelling

## BARTON UNDER NEEDWOOD PARISH COUNCIL – Human Resources Committee

7pm Small Meeting Room, Barton Village Hall, 27 September 2023

Present: Cllrs Charley Walker, Ed Sharkey, Derek Lord, Chris Allcock  
Siobhan Rumsby (parish clerk)

Apologies: Stephen Naylor

Actions from previous meeting on 19 June 2023:

1. Appraisals:

- Appraisal documentation discussed at meeting and amendments agreed upon for Self-appraisal documentation and Appraisal form for employees. Completed draft to be circulated to HR Committee for final approval. Documentation to be agreed upon for Clerk
- Online Appraisal training circulated by the Clerk, produced by SLCC. Agreed to be completed by Appraisers, before carrying out Appraisals.

2. Litter Picker accepted permanent employment status

3. Bailiffs Terms of Reference:

- Charley has had a meeting with the Fish Pond Committee and two of the Bailiffs. There was general agreement to develop a Role Description for the Bailiffs. This would be developed with the Fish Pond Committee and the Bailiffs to ensure that it was fit for purpose.

Meeting Attendance Policy:

- After the full Council Meeting in July it was apparent that there was some misunderstanding relating to apologies for nonattendance. To help clarify this and improve administration of meetings a Meeting Attendance Policy has been developed. This was discussed, amended and accepted at the HR meeting. Completed draft to be circulated to HR Committee and then presented to full Council for approval.

Code of Conduct for Volunteers:

- This was discussed, amended and accepted. Completed draft to be circulated to HR Committee and then presented to full Council for approval.

Policies:

- These were discussed in general terms in the meeting. The Clerk has drawn up a list of the Council Policies. Some of these need to be updated and amended. It was decided by the HR Committee to use a priority system to identify those which needed review more urgently. This would be initiated by the Clerk and then circulated to the HR Committee, for comment and approval.
- To facilitate the review process of the policies it was agreed to set up a Working Party. This will consist of the Council Chair, HR Chair and interested members of the Council
- Further discussion around Policies included the Health and Safety Policy, which needs to include the Fish Pond. It was agreed that the Social Media Policy needed further thought and would be discussed again at the next meeting.

Safeguarding:

- A Safeguarding Officer needs to be appointed. This was discussed and it was decided that the Clerk would contact East Staffs Borough Council to find out about their provision regarding Safeguarding and if links could be made with their service. Part of the role of the Safeguarding Officer is to provide training, which the Committee wanted to know more about.

Next Meeting: Wednesday, 18 October to bring forward above items.

- Committee ask that these minutes and recommendations be noted and approved by full Council.

Meeting finished at 9.00pm

# BARTON UNDER NEEDWOOD PARISH COUNCIL

## DRAFT - CODE OF CONDUCT FOR VOLUNTEERS

This Code of Conduct has been drawn up to clarify what is expected from Barton-under-Needwood Parish Council volunteers whilst in their role. The Code of Conduct demonstrates what is considered to be appropriate behaviour, to help keep everyone safe, and ensure volunteers have a meaningful volunteer experience.

The Code of Conduct sets out the expectations of Barton-under-Needwood Parish Council and should be treated accordingly.

All Barton-under-Needwood Parish Council volunteers are asked to sign the Code of Conduct to show they commit to follow the rules of the organisation.

### **Volunteers have the right:**

- ☐ To be treated with respect, dignity and courtesy at all times
- ☐ To receive an adequate induction, information and training session wherever appropriate to enable you to meet the needs of the role
- ☐ To volunteer in a safe and friendly environment
- ☐ To have the freedom to inform staff of any concerns or opportunities for improvement within the role
- ☐ To have access to communication links relevant to Barton-under-Needwood Parish Council
- ☐ To be safe in every aspect of the role
- ☐ Have the right to be provided with appropriate safety equipment/personal protection equipment (PPE) and the necessary equipment to undertake the role

### **Volunteers commit to abide by the following:**

- ☐ To fulfil the role as outlined in the Role Description and to request further training if needed
- ☐ To only carry out activities approved by the Parish Council
- ☐ To follow the organisational policies and procedures that apply to the volunteer role
- ☐ To always be in sight of at least one other Volunteer at any one time, except where there is a specific agreement in place and lone working is explicitly covered in a separate policy
- ☐ To wear/use appropriate safety equipment as provided by the Parish Council
- ☐ To give suitable notice to Barton-under-Needwood Parish Council when not available or are unable to attend
- ☐ To show respect and consideration, at all times, for fellow volunteers and members of the public, in line with the culture of the organisation
- ☐ To follow the Role Description associated with the volunteer role

### **Public Profile**

Volunteers are expected to commit to the aims and objectives of Barton-under-Needwood Parish Council while both inside and outside the organisation. Invitations to speak on behalf of the Organisation must be discussed and agreed with the allocated contact within Barton-under-Needwood Parish Council.



# BARTON UNDER NEEDWOOD PARISH COUNCIL

## DRAFT - MEETING ATTENDANCE POLICY

This policy is designed to promote efficient administration of meetings, avoid inquorate meetings and permit timely rescheduling of meetings where necessary. It will also provide accountability for Members.

### **Apologies for Absence**

Members shall give as much advance notice as possible of absence from all meetings either by mentioning at a previous meeting, email or telephone to the Parish Clerk.

The deadline for receipt of an apology for absence shall be the end of office hours on the same day as the meeting.

Apologies for absence shall be made directly in advance and not via a third person such as another Member at the meeting.

### **Extended Periods of Absence**

A Councillor who does not attend any meetings, which includes Committees and Sub-committees, for a period of six consecutive months will automatically cease to be a Member of the Council unless the reason for absence is approved by the Council before the end of the period<sup>1</sup>.

If absence becomes necessary for extended periods, Councillors are advised to submit a request to the Parish Clerk giving the reason for absence, for approval by the Council.

### **Recording and Publishing Attendance**

For all meetings of the Council, the Clerk will record Members' attendance, or nonattendance with or without apologies, in a centrally held spreadsheet kept for that purpose.

The Minutes of these meetings will show Members in attendance and Members absent with and without apologies.

<sup>1</sup> - Local Government Act (1972), section 85

## Barton under Needwood Parish Council – Allotment Committee Report

The current allotment lease from Staffordshire County Council is due to terminate in September 2024. SCC have confirmed that they are willing to offer a new lease running for 7 years at an annual rent of £1,150 pa. This is a significant increase on the current rent of £310 pa. SCC note that there has not been an increase in rent since 2014 and this is intended to bring the rent up to modern levels.

The lease is stated to be similar to the current lease but has yet to be provided.

Councillors are requested to confirm that in principle and subject to final negotiation the Council wishes to extend the lease.

The Allotment Committee will consider any increase in plot rental taking into account this increase in the cost of the lease as part of budget setting for 2024/25.

An Allotment Committee Terms of Reference has been drafted. Councillors are requested to approve the Terms of Reference as attached.

Barton under Needwood Parish Council	
	<p>Clerk to the Council:  Siobhan Rumsby  Parish Council Office  Village Hall  Crowberry Lane  Barton-under-Needwood  Burton upon Trent  DE13 8AF  01283 716059  <a href="mailto:clerk@bartonunderneedwood-pc.gov.uk">clerk@bartonunderneedwood-pc.gov.uk</a>  <a href="http://www.bartonunderneedwood-pc.gov.uk">www.bartonunderneedwood-pc.gov.uk</a></p>
Allotments Committee Terms of Reference	
September 2023	

## Introduction

This Terms of Reference sets out the purpose of the Allotments Committee, how it will operate and its delegated responsibilities.

## Purpose of Committee

The purpose of the Committee is to:

- Oversee the general management of the Parish Council Allotments on Efflinch Lane
- Oversee the financial management of the Allotments and prepare an annual revenue budget for approval by the Parish Council
- Monitor the condition of communal Allotment assets including but not limited to gates, fences, access roads and water supply infrastructure and keep a maintenance schedule
- Support the Lettings Officer in monitoring and ensuring allotment holders comply with the terms of their leases
- Where necessary seek full council approval for the issue of warning letters or termination letters to allotment holders in breach of the terms of their leases
- When need is identified, develop a business case for capital improvement projects and submit to the full council for approval
- Liaise with allotment holders, dealing with issues and complaints as required
- Where relevant consider the provision of additional Allotments for Parishioners and make recommendations to the full Council

## Delegated Authority

To incur revenue expenditure on behalf of the Council up to the approved revenue budget and excluding any items incurring capital expenditure, on matters connected with the Council's role and functions in regard to the allotments on Efflinch Lane. To approve the letting of vacant plots to persons on the waiting list as recommended by the Lettings Officer.

## Frequency of Meetings

Schedule meetings as necessary. These will normally be held either on-site at the Allotments or in a meeting room in the Village Hall.

## Membership

The committee shall consist of three Councillors, as agreed and minuted in a Barton under Needwood full council meeting.

The Lettings Officer will attend meetings but not have voting rights. The Clerk may attend meetings as requested.

A quorum at each meeting shall be 3 Councillors with voting rights.

## Record of Meetings

The committee shall ensure that an agreed written record of each of their meetings is forwarded to full Council for the next normal meeting.

## Attendance

It is expected, that where possible, all members of the committee should attend all meetings.

## Chair

The Chair of the Committee shall be decided at the first meeting of the Committee in each new financial year or following a Parish Council election after the annual election of the Parish Council Chair in May by a simple majority. The Chair shall be a Councillor.

## External Attendees

Meetings will be open to the public.

**Working Parties** The committee may organise or authorise specific time-limited tasks for the benefit of the allotments as required.

**Barton under Needwood Parish Council**

**VEC MEETING SEPTEMBER 23RD 2023. @ 11am, Barton under Needwood Village Hall**

**Present:** Jeannette Taylor. Charley Walker, Kevin Mcinerney Ed Sharkey (Parish Council Chair).  
British Legion representatives: Sue van Daesdonk (Secretary) and Gerry Taylor (Vice Chair).  
Vicar, Andy Simpson.

**Apologies:** Lindy Young.

**We discussed November 10/11/ and 12th.**

**November 10th:**

**Infant & Junior Schools will lay their posies. The vicar will do a small reading.  
The Junior School will also do a reading. Mic's & Boom Box required.**

**November 11th:**

**The Royal British Legion will lay their wreath. Traffic will be stopped for the two minutes  
silence, by four army cadets. Vicar will do a reading and say prayers.**

**November**

**12th:**

**We will meet at 10.am, at JTHS Car Park.**

**The March will commence at around 10.15 am. We do have drummer to lead off the march.**

**Marshals:**

**They will meet at 9.45 am, in their positions for closing the roads. We are looking for an  
additional two marshals.**

**The Royal British Legion: They will run the service on the square.**

**Christmas Tree:**

**The tree is ordered, and is being delivered on: Saturday November 25th, at 10.am. When it will  
be erected and decorated.**

**Thomas Russell junior School: They will be doing the "Wishes" again.**

**Lights: these will be turned on by Father Christmas on December 2nd at 6.pm.**

**Road Closed: From Church Lane to Dunstall Road.**

**Councillors required, to Marshal.**

**The meeting closed at 12.50 pm**

**Jeannette Taylor Chair, VEC.**

## CORRESPONDENCE

### GENERAL

1. Barton Family Festival – thanks from organisers for assistance with road closure and signs.
2. Holland Sports Club – interest in Mill Lane land to use as 2 pitches for Barton Rovers, Barton RUFC
3. Resident report of blocked brook on Potters Way with photos – *forwarded to Cllr Taylor*
4. Barton Rugby Club – interest in Mill Lane land for use as 2<sup>nd</sup> pitch and facilities
5. Residents reports of blocked gullies – added to report submitted to SCC
6. Resident report of school coach using route along Bar Lane – *Clerk responded*
7. Resident report of blocked gullies in Efflinch Lane along with speeding issue and blind corner at Arden Road jct – *Clerk responded*
8. Correspondence with Maritime Transport following RTC outside St James Church
9. RBL arrangements for Remembrance events and inviting all Cllrs to parade on 12 November

### SCC/HIGHWAYS

10. Cllr Jessel: reports and communications circulated.
11. Offer of new tenancy to BPC, Efflinch Lane allotment land at increased rent – *forward to allotments committee*

### ESBC

12. Notice of Review of Polling Districts and Places – consultation to 30/11/23
13. Details of Ward Enhancement Programme – *forwarded to all Cllrs.*

### POLICE

14. C I Ison response to invitation to Parish Council Meeting
15. PCSO T Leathers notification of change of role effective 24/10/23 and introduction of PCSO 30170 Chris Edwards as replacement PCSO on the Needwood patch -*forwarded to all Cllrs*
16. PCSO T Leathers feedback on Brookside Road/Wales Lane junction - *forwarded to all Cllrs.*

### SPCA/NALC/SLCC

17. SPCA – Newsletters;

## **Barton under Needwood Parish Council Communications Group**

**Meeting – Wednesday 9 August 2023 2.00 p.m. SMR – Village Hall**

**Present:** Ed Sharkey (ES), Charley Walker (CW), James Brookes (JB), Kevin McInerney (KM)

**Apologies:** None

**Notes:**

### **1. Purpose of the meeting:**

- a. To have an initial general discussion on Communications issues within and without the Parish Council,
- b. To approve the issue of a previous PC 'Social Media Policy' as a draft for consideration by Councillors.
- c. To approve text for inclusion in the August edition of 'The Chime' – to be distributed to every household in the Parish.

### **2. PC Communications:**

#### **a. Internal:**

- i. **Minutes of PC meetings** – Can minutes be issued sooner after a PC meeting to flag 'Matters Arising' and 'Actions' to Councillors as prompts for those bringing any updates, e.g. results of investigations, to fellow Councillors in good time ahead of the next PC meeting avoid allow time for adequate consideration?
- ii. **PC Meeting Documents** - How can we get some of the information usually distributed in the 'Meeting Documents' out earlier than at to allow more through consideration by Councillors for dissuasion at the forthcoming PC meeting? E.g. Committee reports being issued earlier within 'x' days of any Committee meeting?
- iii. **Holidays/'Out of Office'** – Cllrs advise Clerk of holiday absences and who may be secondary point of contact for any subject queries arising in their absence that they normally deal with. Ensure there is a proper procedure for dealing with enquiries when the Clerk or Chairman is on holiday (recent occasion of an urgent request for an interment in the Burial Ground). Role of Deputy-Chair in absence of Chair? Liaison with Vision ICT about 'out of office' messages using webmail and info for Cllrs on how to do so.
- iv. **Website & Public Access Documents** – need to review website and make sure material is up-to-date and that e.g. BPC Policies and Committee ToRs are available and signposted for users to find readily. [KM & JB to audit website from 'Member of the Public' viewpoint.
- v. **Confidentiality of internal PC communications** – e.g. use of BPC email addresses only (resolve any access issues with Vision ICT), sharing of confidential BPC info over multiple devices (PCs/Tablets/Phones). Access by non-Councillors. GDPR issues – Data protection, what personal information on people is held by PC, rights of access to that and implications for how the

PC and Councillors conducts itself/themselves. Review & consideration by both Comms group & HR Committee

**b. External:**

- i. **Social Media** – Not clear if previous BPC document on ‘Social Media Policy’ ever formally adopted by PC. Agreed to mark as ‘Draft’ and circulate to Cllrs for comment and then review by Comms group for final version to be formally adopted (copy of draft policy attached). Pending final adoption of policy only Chairman and Clerk to post on social media on behalf of PC.
- ii. **Attending meetings on behalf of PC – Members of Public** - wherever possible two Cllrs to attend meetings with members of the public for personal safety and to ensure corroboration of points arising from any discussion; especially if needing any actions by PC. Make notes of meeting and copy to Clerk, Chair of PC, and relevant Chairs of any committees.
- iii. **Attending meetings on behalf of PC – Outside organisations/Agencies** – Review best practice e.g. 2 BPC attendees where possible and provide notes afterwards as above. .
- iv. **‘Lone worker’ issues** – consider any need for advice to Cllrs on personal safety when going about PC business alone.

**c. Text for inclusion in ‘The Chime’:**

- i. **Draft text** - ES tabled draft text of article for issue of ‘The Chime’ (St James Parish Magazine) next issue to be circulated to all households in the Parish thanks to grant from BDKT. Discussion on revisions and CW to circulate revised text for agreement. ES to then circulate to all Cllrs for comment before issuing to Chime editor.

**d. DONM:** To be arranged

Prepared by Cllr E Sharkey

07-09-23





## **BARTON UNDER NEEDWOOD PARISH COUNCIL**

### **Social Media Policy**

#### **Policy statement**

- 1.1. This policy is intended to help employees including clerks, RFO's, Executive Officers, part-time, fixed-term and casual employees (collectively referred to as employees in this policy), volunteers and members make appropriate decisions about the use of social media such as blogs, social networking websites, forums, message boards, or comments on web-articles, such as Twitter, Facebook and LinkedIn.
- 1.2. This policy outlines the standards we require employees and volunteers to observe when using media, the circumstances in which we will monitor your use of media and the action we will take in respect of breaches of this policy.

#### **2. The scope of the policy**

- 2.1. All employees, volunteers and members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of our council.
- 2.2. Breach of this policy by employees may be dealt with under the Disciplinary Rules referred to in the employee's contract of employment and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

#### **3. Responsibility for implementation of the policy**

- 3.1. The council has overall responsibility for the effective operation of this policy.
- 3.2. The clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our work.
- 3.3. All employees, volunteers and members should ensure that they take the time to read and understand it. Any breach of this policy should be reported to the Chairman or the Parish Clerk.
- 3.4. Questions regarding the content or application of this policy should be directed to the Chairman or the Parish Clerk.

#### **4. Using social media sites in our name**

- 4.1. Only the Chairman and Parish Clerk are permitted to post material on a social media website in the council's name and on our behalf.

#### **5. Using social media**

- 5.1. We recognise the importance of the internet in shaping public thinking about our council and community. We also recognise the importance of our employees, volunteers and members joining in and helping shape local government conversation and direction through interaction in social media.
- 5.2. Before using social media on any matter which might affect the interests of the council you must:
  - a) have read and understood this policy and

- b) employees and volunteers must have sought and gained prior written approval to do so from the Chairman.

## **6. Rules for use of social media**

Whenever you are permitted to use social media in accordance with this policy, you must adhere to the following general rules:

- 6.1. Do not upload, post or forward a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.
- 6.2. Any employee, volunteer or member who feels that they have been harassed or bullied, or are offended by material posted or uploaded by a colleague onto a social media website should inform the Chairman or Parish Clerk.
- 6.3. Never disclose commercially sensitive, personal private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with the Chairman or Parish Clerk.
- 6.4. Do not upload, post or forward any content belonging to a third party unless you have that third party's consent.
- 6.5. Before you include a link to a third party website, check that any terms and conditions of that website permit you to link to it.
- 6.6. When making use of any social media platform, you must read and comply with its terms of use.
- 6.7. Be honest and open, but be mindful of the impact your contribution might make to people's perceptions of the council.
- 6.8. You are personally responsible for content you publish into social media tools.
- 6.9. Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
- 6.10. Don't discuss employees without their prior approval.
- 6.11. Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion.
- 6.12. Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.

## **7. Monitoring use of social media websites**

- 7.1. Employees should be aware that any use of social media websites (whether or not accessed for council purposes) may be monitored and, where breaches of this policy are found, action may be taken against employees under the Disciplinary Rules referred to in the employee's contract of employment
- 7.2. Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and us.
- 7.3. In particular a serious case of uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will probably amount to gross misconduct (this list is not exhaustive):
  - a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
  - b) a false and defamatory statement about any person or organisation;
  - c) material which is offensive, obscene
  - d) criminal, discriminatory, derogatory or may cause embarrassment to the council, members, or our employees;
  - e) confidential information about the council or anyone else

- f) any other statement which is likely to create any liability (whether criminal or civil, and whether for you or the council); or
- g) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.

Any such action will be addressed under the Disciplinary Rules referred to in the employee's contract of employment and for employees may result in summary dismissal.

7.4. Where evidence of misuse is found we may undertake a more detailed investigation in accordance with the Disciplinary Rules referred to in the employee's contract of employment, involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the investigation. If necessary such information may be handed to the police in connection with a criminal investigation.

7.5. If you notice any use of social media by other employees or volunteers in breach of this policy please report it to the Chairman or Parish Clerk

## **8. Monitoring and review of this policy**

8.1. The Chairman and the Parish Clerk shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and reflects best practice.