



To:

Councillor George Papadakis

Councillor Julie Hooson (Vice Chairperson)

Councillor Julian Grimshaw

Councillor Florence Edgar

Dear Councillor

As a member of the Lower Slaughter Parish Council, you are summoned to attend a parish council meeting on Wednesday 16 September 2026 at 6.00 pm in the Village Hall, Lower Slaughter.

The Press and Public are welcome to attend this meeting.

Alison Robinson

Lower Slaughter Parish Clerk

11 September 2026



LOWER SLAUGHTER COUNCIL FULL COUNCIL

16 September 2026

Public Participation – To receive questions from members of the public in accordance with Standing Order No 3.

Each person is allowed to speak for 3 minutes. The maximum amount of time allowed for public participation is 15 minutes. The Chairperson of the meeting shall not allow any question that is in his / her opinion

- *defamatory, frivolous or offensive, or*
- *requires the disclosure of exempt or confidential information, or*
- *relates to complaints about individual members or officers.*

The Openness of Local Government Bodies Regulations 2014 permits the audio and visual recording and photography of the Council and Committee meetings by the general public and/or media. Persons wishing to take photographs or to record a meeting should, wherever possible, notify the Parish Clerk before the relevant meeting. For more information on permitted recordings please refer to the Council's policy.

AGENDA

1. Election of the Chairperson

To **CONFIRM** the election of the Chairperson

2. Apologies

To **RECEIVE** or **NOTE** apologies.

3. Declarations of Interest

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Parish Council on 23 February 2025. Members are reminded that, in accordance with the Parish Council's Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. Members may also decide, in the interests of clarity and transparency, to declare at this point in the meeting any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.



4. Minutes (attached to this agenda for reference)

To **CONFIRM** as a true record the Minutes of the council Extraordinary Meeting of the Parish Council held on 15 June 2026.

To **NOTE** the Thames Water engagement and actions

5. Chairperson's Announcements

6. To RECEIVE applications and co-opt to fill the casual vacancy – Councillors to **APPROVE** the co-option of a new member.

7. Principal Authority updates (attached to this agenda for reference)

7.1 County Councillor report – verbal update – to **RECEIVE** and **NOTE**

7.2 District Councillor report – verbal update – to **RECEIVE** and **NOTE**

8. Highways and Village Maintenance

8.1 Parking enforcement and village parking issues to **RECEIVE** an update from an officer from Gloucestershire County Council

8.2 River clean to **RATIFY** the cost of skip hire. The clean ups will take place on the 19th September, the 26th September and the 3rd October to **RATIFY** the cost of skip hire. The skip will be collected on 5th October.

8.3 Mill Lane road markings – update

8.4 Road sign repair – to **RECEIVE** an update

8.5 Wooden bridge handrail – to **RECEIVE** an update

8.6 Collapsed riverbank – to **RECEIVE** an update on the repairs

8.7 Roadbridge concerns – to **RECEIVE** an update

8.8 Becky Hill Lay-by – to **RECEIVE** an update regarding ownership and overnight parking/campervan use.

9. Update from Cotswold District Council

9.1 Local Plan – to **AGREE** a response to the Regulation 19 consultation

9.2 Dog waste/litter bin replacement – to **RECEIVE** an update

9.3 Grass verge reseeding – to **RECEIVE** an update from idverde

9.4 No Fishing signage installation – to **AGREE** to location of this sign

9.5 Street Trading, The Old Mill – to **DISCUSS** the renewal of the license at this site



10. Giga Clear update:

To **NOTE** the following update. Andrew Lipski is the new community Engagement Manager. He has provided the following update.

The build programme covering 220 premises continues to progress well, with 29 properties now Ready for Service (RFS) and a further 58 expected to be completed by the end of the month. The construction team has been working in the Mill Lane and Copse Hall areas and is currently addressing a blockage within the existing duct network caused by silt build-up. The project remains on schedule, with completion still planned for December, and we are on target to meet this milestone.

11. Planning

11.1 Planning applications live – Council to **NOTE** the following responses: -

September 2026

Planning Application	Location	Details	Comments
S.26/00998/FUL	Ivy Cottage, The Square, Lower Slaughter	Erection of garden room	Withdrawn
S.26/01743/TCONR	Bay Trees Mill Lane, Lower Slaughter	Conifer pruning	No observations
S.26/01922/TCONR	4 Wells Copse Hill Road, Lower Slaughter	Sycamore reductions, maple reduction	No observations
S.26/02110/TCONR	Manor Farm, lower Slaughter	Lime – reduction pruning away from road and roof	No observations
S.26/02401/TCONR	Halford Copse Hill Road, Lower Slaughter	Beech hedges reduce by 0.5m, mahonia prune, laurel prune,	No observations
S.26/01943/CONR	Hammersley Hatch Mill Lane, Lower Slaughter	Conifer and sycamore tree pruning	No observations
S.26/02301/TCONR	Mill Meadow House Mill lane, Lower Slaughter	Oak Fell due to chronic decline	No observations
S.26/02197/COMPLY	Copse Hill, Lower Slaughter	Erection of annexe outbuilding and pool house, erection of garden orangery, extension and associated work	No observations



12. Finance Report

12.1 To **NOTE** and Council to **RATIFY** these payments

The folders with all invoices and monthly accounting statements will be available for inspection at the meeting.

(since the last report in May 2026)

PAID

Date	Payee	Description	Amount	Payment measure
13/05/26	HMRC	Salary matters	£216.20	BACS
18/05/26	Hugofox	Website	£11.99	DD
18/05/26	Lloyds	Service charge	£4.25	DD
20/05/26	GALC	County Membership	£100.00	BACS
20/05/26	Mijan Ltd	EasyPC Accounts	£60.00	BACS
20/05/26	Gallagher	Insurance	£546.73	BACS
20/05/26	TreeTech	Treeworks	£165.00	BACS
27/05/26	Hugofox	Email accounts	£11.99	DD
16/06/26	Lloyds	Service charge	£4.25	DD
17/06/26	Hugofox	Website	£11.99	DD
22/06/26	A. Robinson	Salary (Feb+Mar)	£471.68	BACS
22/06/26	Per Pro	Audit services	£180.00	BACS
22/06/26	Finemow	Grass cutting	£220.00	BACS
13/07/26	A Robinson	Salary (April-June)	£558.75	BACS
13/07/26	PATA	Payroll	£36.95	BACS
13/07/26	HMRC	Salary	£372.00	BACS
13/07/26	Finemow	Grass cutting	£220.00	BACS
17/07/26	Hugofox	Website	£11.99	DD
20/07/26	Lloyds	Service charge	£4.25	DD



21/07/26	Castlewater	Water costs	£13.00	DD
27/07/26	Hugofox	Emails	£11.99	DD
17/08/26	Hugofox	Website	£11.99	DD
18/08/26	Finemow	Grass cutting	£220.00	BACS
18/08/26	Lloyds	Service charge	£4.25	DD
20/08/26	Castlewater	Water costs	£60.33	DD
27/08/26	Hugofox	Emails	£11.99	DD

12.2 NOTE and Council to **RATIFY** these receipts

(From 1st April to 31st August 2026)

Date	From	Description	Amount	Payment measure
07/04/26	Plot 37	Allotment	£26.00	BACS
07/04/26	Plot 13	Allotment	£13.00	BACS
16/04/26	CDC	Precept	£7,500.00	BACS
19/06/26	Plot 32/33	Allotment	£22.00	BACS
21/06/26	C Dix	Allotment	£20.00	FPI

12.3 To **NOTE** and **APPROVE** detailed statement of accounts to the end of March 2026 report (**attached to this agenda for reference**)

12.4 To **NOTE** and **APPROVE** bank reconciliation report (**attached to this agenda for reference**)

13.Digital and Data Compliance

14.1 Data Protection and Information Management Policy – to **APPROVE** this policy (**attached to this agenda for reference**)

14. Cricket pitch path resurfacing project

To **DISCUSS** as a potential project to be developed in readiness for budget setting.

15.Weir Project

To **RECEIVE** an update on the project.



16. Warden Reports

- a. Neighbourhood Watch
- b. Rights of Way
- c. River matters
- d. Tree matters
- e. Other warden updates

17. Date of Next Meeting

To **NOTE** the date of the next Parish Council meeting is 18th November 2026.

Agenda items (for November) include:

- Budget setting
- Elections 2027
- Policy review



Agenda item 4

LOWER SLAUGHTER PARISH COUNCIL Full Council Extraordinary Meeting Minutes

Date: 15 June 2026

Start Time: 6.04 pm

Venue: Lower Slaughter Parish Hall

Present

- Councillor Florence Edgar
- Councillor Julie Hooson (Deputy Chair)
- Councillor Julian Grimshaw
- Alison Robinson – Parish Clerk
- Saffron (Thames Water – Area Network Manager)
- Sophie Thomas (Thames Water – Customer Liaison)
- 21 members of the public

Public Participation

In accordance with Standing Order No. 3, it was agreed that questions from members of the public would be taken following the Thames Water presentation under Item 5.

1. Apologies for Absence

Apologies were received and noted from Councillor George Papadakis.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of Previous Meeting

The Minutes of the Parish Council meeting held on 18 May 2026 were confirmed as a true and accurate record.

Resolved: All members agreed.

4. Chair's Announcements

There were no Chair's announcements.

5. Flooding and Drainage Issues Affecting Lower Slaughter

The Council received an update from Thames Water regarding actions undertaken and planned to mitigate and manage issues affecting the sewage network.

Thames Water Update

Sophie (Customer Liaison) and Saffron (Area Network Manager) provided the following update:



- A site visit has been undertaken to gather information and understand the history of works carried out within the village.
- Thames Water has also been investigating issues in Upper Slaughter, as the Upper Slaughter network impacts the Lower Slaughter system. Upper Slaughter does not experience the same level of groundwater infiltration as Lower Slaughter.
- Sewer lining work has been undertaken. This process creates an internal lining within the sewer, preventing infiltration from surface and groundwater.
- The lining installed has an estimated lifespan of approximately 20 years. Additional technologies, including "top hat" lining, are also being considered. This method seals the connection between lateral drains and the main sewer.
- Since 2020, approximately 1.24 km of the sewer network has been lined, representing around 40% of the Lower Slaughter network.
- The twin section of sewer adjacent to the river has been inspected. The northern section is lined, while the opposite side remains unlined.
- Forty-three manholes were sealed during works completed in 2020 and 2021.
- CCTV investigations were carried out during the previous week. Thames Water identified locations where river water is entering the sewer network, including through private laterals serving properties and businesses.
- Thames Water intends to undertake CCTV surveys of the entire Lower Slaughter network using its contractor, Terrar. This work is scheduled for the week commencing 22 June 2026.
- The surveys will identify areas where groundwater infiltration is occurring and where lining or re-lining works may be required.
- Any future lining programme will require a business case to be submitted within Thames Water. This will include full costings and consideration of:
 - Frequency of property flooding;
 - Climate change impacts; and
 - Future development pressures.
- Timescales for investment will depend on procurement processes, risk assessments, and any road closures required to facilitate works.
- On 16 June 2026, Thames Water will investigate the pumping station. The work will focus on monitoring levels within the wet well and identifying the point at which network issues occur before alarm thresholds are reached.
- A SIM card monitoring system will be installed to provide improved remote monitoring.
- Thames Water confirmed that no freshwater is intentionally discharged into the river and that any outflows are part of the designed system.



Questions from Members of the Public

Q: Is there calibration between the Upper Slaughter and Lower Slaughter pumping stations?

Action: Thames Water to investigate and report back.

Q: How often are the pumping stations serviced?

Action: Thames Water to investigate and report back.

Q: What is the capacity of the outflow system?

Action: Thames Water to investigate and report back.

Q: Is there provision to install a monitor at the Island Junction?

Response: Yes; however, the planned monitoring upgrade at the pumping station should remove the need for monitoring at Island Junction.

Q: Could privately owned drains be impacting the network?

Response: Yes. Thames Water confirmed that private laterals may contribute to infiltration and will be investigated as part of the ongoing work.

Q: Is the field through which the sewer lines run contributing to the problem?

Response: This is considered a potential source of water infiltration and will form part of the wider investigation.

Next Steps

Saffron agreed to provide regular updates as the project progresses, including network information and drawings relating to:

- Upper Slaughter;
- Lower Slaughter; and
- Bourton-on-the-Water.

Thames Water will continue to communicate progress and may be invited to attend future Council meetings, towards the end of 2026.

6. Date of Next Meeting

The next meeting of the Parish Council will take place on **Wednesday 15 July 2026 at 6.00 pm** at Lower Slaughter Parish Hall

Meeting Closed - The meeting closed at **7.02 pm**



Agenda item 7.2

District Councillor Report Summary for Lower Slaughter Parish Council

August 2026 – Cllr Len Wilkins (Bourton Ward)

Local Plan Review (Most Significant Issue)

Cotswold District Council has published its draft revised Local Plan for 2026-2043, which proposes delivery of approximately 18,900 new homes across the district in response to increased national housing targets.

Key points:

- Public consultation is expected to run from 24 August to 5 October 2026, subject to Council approval.
- Around 90% of new housing is proposed on 10 strategic sites, primarily around Cirencester, Moreton-in-Marsh and other larger settlements.
- The Council argues that progressing the Local Plan is essential to reduce the risk of speculative development and successful planning appeals.
- Strong concerns have been raised locally regarding infrastructure capacity, environmental impacts and the scale of development proposed across the district.

Parish Councils are encouraged to review the consultation documents and submit representations where appropriate.

Planning and Enforcement

- Cabinet approved funding for a temporary Planning Enforcement Leadership role to help address enforcement backlogs and improve service performance.
- A further performance update on planning enforcement will be presented to Cabinet in January 2027.

Recent Planning Appeals

Recent planning decisions highlight continuing pressure for housing development:

- CDC lost an appeal relating to a 54-home development in Lechlade.
- The Planning Inspectorate approved a distillery proposal at Birdlip.



- CDC withdrew from defending an appeal for 195 homes in Moreton-in-Marsh, reflecting national policy support for housing development near railway stations.

Local Government Reorganisation (Devolution)

The Government has confirmed that Gloucestershire will move to a single unitary authority from 1 April 2028, replacing the current county, district and borough council structure.

Key dates:

- May 2027: Elections to a Shadow Authority.
- April 2028: New unitary authority comes into operation.

The transition programme includes work on strengthening relationships between the new authority and parish and town councils. Gloucestershire Association of Local Councils (GALC) is actively involved in these discussions.

A key concern remains how rural communities such as Lower Slaughter will be represented effectively within a much larger authority serving approximately 700,000 residents.

Council Performance and Finance

Cabinet received and noted:

- Quarter 4 Service Performance Report (2025/26).
- Quarter 4 Financial Performance Report.
- Strategic Risk Register and mitigation measures.

The Council's financial position for 2025/26 was reported as stable, with approved transfers to reserves and carry-forward of capital funding into 2026/27 projects.

Highways and Roadworks

Parish councillors and residents are reminded to:

- Report potholes and highway defects via FixMyStreet.
- Check Gloucestershire County Council and National Highways websites for roadworks and closures, particularly those associated with the A417 Missing Link project.



For highways matters affecting Lower Slaughter, the Gloucestershire County Councillor is Cllr Paul Hodgkinson, Cabinet Member for Highways.

Contacts

- District Councillor: Len Wilkins – len.wilkins@cotswold.gov.uk
- County Councillor (Lower Slaughter): Paul Hodgkinson – paul.hodgkinson@gloucestershire.gov.uk
- MP for North Cotswolds: cliftonbrownc@parliament.uk

Overall: The principal issue affecting parish councils at present is the revised Local Plan and the district-wide response to significantly increased housing targets. The ongoing move to a single Gloucestershire unitary authority also remains a major area of change for local government and parish council representation.



Agenda item 12.3

Lower Slaughter Parish Council

April to Aug - 2026-2027

Figures include VAT

All reserves

Payments

April	May	June	July	August	TOTAL
This year	This year	This year	This year	This year	This year

Other Payments

Miscellaneous

Payments

PAYE

0	1,076	0	37	0	1,113
0	216	0	372	0	588

TOTAL Other

Payments

0	1,292	0	409	0	1,701
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Administration

Subscriptions

Audit

Training

Postage and

stationary

Website

Bank Charges

0	160	0	0	0	160
0	0	180	0	0	180
0	0	0	0	0	0
0	0	0	0	0	0
24	24	24	24	24	120
4	4	4	4	4	21

TOTAL Administration

28	188	208	28	28	481
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Clerk

Clerk Salary

Clerk Expenses

0	0	472	559	0	1,030
46	270	0	0	0	316

TOTAL Clerk

46	270	472	559	0	1,346
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Allotments

Water charges

Fuel

Maintenance

0	0	0	13	60	73
0	0	0	0	0	0
0	0	0	0	0	0

TOTAL Allotments

0	0	0	13	60	73
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Insurance

Insurance

0	547	0	0	0	547
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TOTAL Insurance

0	547	0	0	0	547
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Civic Maintenance

Grass maintenance

Tree maintenance

Defibrillator

General

Maintenance

0	220	220	220	220	880
0	2,023	0	0	0	2,023
0	0	0	0	0	0
0	165	0	0	0	165



Highways and Footpaths	0	0	0	0	0	0
TOTAL Civic Maintenance	0	2,408	220	220	220	3,068
River and Weir						
River maintenance	0	0	0	0	0	0
TOTAL River and Weir	0	0	0	0	0	0
Accounts						
TOTAL Accounts						0
TOTAL Payments	74	4,704	900	1,229	309	7,216
Receipts						
	April	May	June	July	August	TOTAL
	This year	This year	This year	This year	This year	This year
Other Receipts						
VAT Repayments	0	0	0	0	0	0
Miscellaneous Receipts	0	0	0	0	0	0
Wayleaves	0	0	0	0	0	0
Grant	0	0	0	0	0	0
TOTAL Other Receipts	0	0	0	0	0	0
Precept						
Precept	7,500	0	0	0	0	7,500
TOTAL Precept	7,500	0	0	0	0	7,500
Allotments						
Allotments rental	41	0	22	20	0	83
TOTAL Allotments	41	0	22	20	0	83
Bank Interest						
Interest	19	19	17	18	19	92
TOTAL Bank Interest	19	19	17	18	19	92
TOTAL Receipts	7,560	19	39	38	19	7,675



Agenda item 12.4

Bank Reconciliation

Financial year ending 31/03/2027

Council name

Lower Slaughter Parish Council

**Balances per bank statements at
31/08/2026**

Main current account

3,119.81

Reserves

43,898.67

Total bank balances

47,018.48

Total net balances at 31/08/2026

47,018.48



Agenda item 14.1

Lower Slaughter Parish Council

DATA PROTECTION & INFORMATION MANAGEMENT POLICY

1 ABOUT THIS POLICY

1.1 This policy outlines the standards of Lower Slaughter parish council ('the Council') it intends to observe in relation to its compliance with the General Data Protection Regulation (GDPR) and subsequently revised UK Data Protection law.

1.2 The policy is applicable to all councillors and any employees, partners, voluntary groups, third parties and agents authorised by them.

1.3 The Council shall ensure that all users fully understand its obligations and have undertaken the necessary training to demonstrate compliance with this policy.

1.4 This policy applies to all personal information created or held by the Council, in whatever format. This includes, but is not limited to paper, electronic, mail, microfiche and film.

2 RESPONSIBILITIES

2.1 To operate efficiently, the Council must collect and use information about people with whom it works. This may include members of the public, current, past and prospective employees, customers, contractors, suppliers and partner organisations.

2.2 The Council regards the lawful and correct treatment of personal information as critical to its successful operations, maintaining confidence between the Council and those with whom it carries out business. The Council will, therefore, ensure that it treats personal information correctly in accordance with the law.

2.3 The Council as a whole is accountable for ensuring compliance with this policy. The day-to-day responsibilities are delegated to the clerk, who will undertake information audits and manage the information collected by the Council including the issuing of privacy notices, dealing with requests and complaints raised and the safe disposal of information.

2.4 Councillors who process personal data on an individual basis and are not acting on behalf of the council are likely to be considered data controllers and therefore required to notify the Information Commissioner's Office.



2.5 All councillors and officers who hold or collect personal data are responsible for compliance with data protection legislation and must ensure that personal and/or sensitive information is kept and processed in accordance with this policy.

3 BREACH OF THIS POLICY

3.1 Breach of this policy may result in disciplinary action in accordance with the Council's Conduct or Capability procedures and, in certain circumstances may be considered to be gross misconduct, resulting in dismissal. It should also be noted that breach of the policy could also lead to criminal or civil action if illegal material is involved or legislation is contravened. Councillors found to be in breach of this policy may also be deemed to have breached the Code of Conduct and referred to the Principal Council's Monitoring Officer.

4 PRIVACY BY DESIGN

4.1 The GDPR requires data controllers to put measures in place to minimise personal data processing and that they only process data that is necessary for the purposes of processing and stored for as long as is necessary.

4.2 The Council will have the appropriate measures in place to determine the basis for lawful processing and will undertake risk assessments to ensure compliance with the law. These measures include the use of Data Protection Impact Assessments (DPIAs).

5 CONTRACTS

5.1 Data protection law places requirements on both the Council and its suppliers to ensure the security of personal data, and to manage individuals' privacy rights. This means that whenever the Council uses a supplier to process individuals' data on its behalf it must have a written contract in place.

5.2 The law sets out what needs to be included in the contract so that both parties understand their responsibilities and liabilities.

5.3 The Council is liable for its compliance with data protection law and must only appoint suppliers who can provide 'sufficient guarantees' that the requirements of the law will be met, and the rights of individuals protected.

5.4 If a contractor, partner organisation or agent of the Council is appointed or engaged to collect, hold, process or deal with personal data on behalf of the council, or if they will do so as part of the services they provide to the Council, the relevant lead



Councillor or Council officer must ensure that personal data is managed in accordance with data protection law and this Policy.

5.5 Security and data protection requirements must be included in any contract that the agent, contractor or partner organisation enters into with the Council and reviewed during the contract's life cycle.

5.6 Council officers will use the appropriate processes, templates and DPIAs when managing or issuing contracts.

6 INFORMATION SHARING

6.1 The Council may share information when it is in the best interests of the data subject and when failure to share data may carry risks to vulnerable groups and individuals.

6.2 Information must always be shared in a secure and appropriate manner and in accordance with the information type. The Council will be transparent and as open as possible about how and with whom data is shared; with what authority; and for what purpose; and with what protections and safeguards.

6.3 Any Councillor or officer dealing with telephone enquiries must be careful about disclosing personal information held by the Council. In order to manage this the enquirer will be asked to put their request in writing in the first instance.

7 INDIVIDUALS' RIGHTS

7.1 An individual may request a copy of any data held about them, or information about the reasons for which it is kept and processed. This is called a Subject Access Request (SAR). Information on how an individual can make a SAR can be found [input where this information can be found]

7.2 Individuals also have other rights under the Data Protection Act 2018 which are set out in the Council's privacy notices. The Council must respond to individuals exercising their rights within one month.

8 DISCLOSURE OF PERSONAL INFORMATION TO THIRD PARTIES

8.1 Personal data can only be disclosed about a third party in accordance with the Data Protection Act 2018.

8.2 If a user believes it is necessary to disclose information about a third party to a person requesting data, they must seek specialist advice before doing so.



9 BREACH OF INFORMATION SECURITY

9.1 The Council understands the importance of recognising and managing information security incidents. This occurs when data or information is transferred to somebody who is not entitled to receive it. It includes losing data or theft of information, unauthorised use of the Council's system to process or store data by any person or attempted unauthorised access to data or information regardless of whether this was successful or not.

9.2 All users have an obligation to report actual or potential data protection compliance failures as soon as possible and take immediate steps to minimise the impact and to assist with managing risk. The Council will fully investigate both actual and potential failures and take remedial steps, if necessary, maintain a register of compliance failures. If the incident involves or impacts personal data, it must be reported to the ICO within 72 hours.

10 IT AND COMMUNICATIONS SYSTEMS

10.1 The Council's IT and communications systems are intended to promote effective communication and working practices. This policy outlines the standards users must observe when using these systems and the action the Council will take if users breach these standards.

10.2 Breach of this policy may be dealt with under the Council's Disciplinary Procedure and, in serious cases, may be treated as gross misconduct.

11 EQUIPMENT SECURITY AND PASSWORDS

11.1 Councillors and officers are responsible for the security of the equipment allocated to or used by them and must not allow it to be used by anyone other than in accordance with this policy. Passwords must be set on all IT equipment, and passwords must remain confidential and be changed regularly.

11.2 Users must only log onto Council systems using their own username and password. Users must not use another person's username and password or allow anyone else to log on using their username and password.

12 SYSTEMS AND DATA SECURITY

12.1 Users should not delete, destroy or modify existing systems, programs, information or data (except as authorised in the proper performance of their duties).

12.2 Users must not download or install software from external sources.



Downloading unauthorised software may interfere with the Council's systems and may introduce viruses or other malware.

12.3 Users must not attach any device or equipment including mobile phones, tablet computers or USB storage devices to our systems.

12.4 Users should exercise particular caution when opening unsolicited e-mails from unknown sources. If an e-mail looks suspicious do not reply to it, open any attachments or click any links in it.

12.5 Users must inform the clerk immediately if they suspect a computer may have a virus.

13 E-MAIL

13.1 Users should adopt a professional tone and observe appropriate etiquette when communicating with third parties by e-mail.

13.2 It should be noted that e-mails can be used in legal proceedings and that even deleted e-mails may remain on the system and be capable of being retrieved.

13.3 Users must not send abusive, obscene, discriminatory, racist, harassing, derogatory, defamatory, pornographic or otherwise inappropriate e-mails.

13.4 For the purposes of council business, users must use a designated email account (or only use the email account provided) in order to receive or send email correspondence.

14 USING THE INTERNET

14.1 Users should not access any web page or download any image or other file from the internet which could be regarded as illegal, offensive, in bad taste or immoral. Even web content that is legal in the UK may be in sufficient bad taste to fall within this

prohibition. As a general rule, if any person (whether intended to view the page or not) might be offended by the contents of a page, or if the fact that our software has accessed the page or file might be a source of embarrassment if made public, then viewing it will be a breach of this policy.

15 PROHIBITED USE OF COUNCIL SYSTEMS

15.1 Misuse or excessive personal use of our telephone or e-mail system or inappropriate internet use will be dealt with under the Council's Disciplinary Procedure. Misuse of the internet can in some cases be a criminal offence.



15.2 Creating, viewing, accessing, transmitting or downloading any of the following material will usually 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) offensive, obscene, or criminal material or material which is liable to cause embarrassment to us or our local community;

(c) a false and defamatory statement about any person or organisation;

(d) material which is discriminatory, offensive, derogatory or may cause embarrassment to others (including material which breaches our Equal Opportunities Policy or our Anti-harassment and Bullying Policy);

(e) confidential information about the Council or any of our staff or our community (except as authorised in the proper performance of your duties);

(f) unauthorised software;

(g) any other statement which is likely to create any criminal or civil liability; or

(h) music or video files or other material in breach of copyright.

16 SOCIAL MEDIA

16.1 This policy is in place to minimise the risks to our Council through use of social media.

16.2 This policy deals with the use of all forms of social media, including Facebook, LinkedIn, Twitter, Google+, Wikipedia, Instagram and all other social networking sites, internet postings and blogs. It applies to use of social media for Council purposes as well as personal use that may affect our business in any way.

17 PROHIBITED USE

17.1 Users must avoid making any social media communications that could damage the Council's interests or reputation, even indirectly.

17.2 Users must not use social media to defame or disparage us, Council staff or any third party; to harass, bully or unlawfully discriminate against staff or third parties; to make false or misleading statements; or to impersonate colleagues or third parties.

17.3 Any misuse of social media should be reported to the clerk or the chairperson.



18 GUIDELINES FOR RESPONSIBLE USE OF SOCIAL MEDIA

18.1 Users should make it clear in social media postings, or in their personal profile, that they are speaking on their own behalf.

18.2 Be respectful to others when making any statement on social media and be aware that they are personally responsible for all communications which will be published on the internet for anyone to see.

18.3 A data protection breach may result in disciplinary action up to and including dismissal.

18.4 Members or staff may be required to remove any social media content that the Council believes constitutes a breach of this policy. Failure to comply with such a request may in itself result in disciplinary action.

19 BRING YOUR OWN DEVICE (BYOD)

The Council must take appropriate technical and organisational measures against accidental loss or destruction of or damage to personal data. Councillors using their own devices raises a number of data protection concerns due to the fact that these are owned by the user rather than the data controller. The risks the controller needs to assess are:

- The type of data held.
- Where the data may be stored.
- How the data is transferred.
- Potential data leakage.
- Blurring of personal and business use.
- The device's security capacities.
- What to do if the person who owns the device leaves the Council and
- How to deal with the loss, theft, failure and support of a device.

Councillors and officers using their own devices shall have the following responsibilities:

- Users will not lend their device to anybody.
- Users will inform the Council should they lose, sell, recycle or change their device.
- Users will enable a security pin to access their device and an automatic lock every 5 minutes requiring re-entry of the pin.



- Users will ensure security software is set up on their device and kept up to date.
- Users will not use their device to store Council emails, files and data.

20 RECORDS MANAGEMENT

20.1 It is necessary for the Council to retain a number of data sets as part of managing council business. The Council shall apply the following framework:

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
☐ Minute books	Indefinite	Archive
☐ Scales of fees and charges	6 years	Management
☐ Receipt and payment account(s)	Indefinite	Archive
☐ Receipt books of all kinds	6 years	VAT
☐ Bank statements, including deposit/savings accounts	Last completed audit year	Audit
☐ Quotations and tenders	6 years	Limitation Act 1980 (as amended)
☐ Paid invoices	6 years	VAT
☐ VAT records	6 years generally but 20 years for VAT on rents	VAT
☐ Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
☐ Wages books	12 years	Superannuation
☐ Insurance policies	While valid	Management



☐ Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management.
☐ Investments	Indefinite	Audit, Management
☐ Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
☐ Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
For Allotments		
☐ Tenancy Agreement, register and plans	Indefinite	Audit, Management