



To:

Councillor Cornelius O'Boyle (Chairperson)

Councillor George Papadakis

Councillor Julie Hooson

Councillor Ann Classen

Councillor Julian Grimshaw

Dear Councillor

As a member of the Lower Slaughter Parish Council, you are summoned to attend a parish council meeting on Monday 16 March 2026 at 6.00 pm in St Mary's Church, Lower Slaughter.

The Press and Public are welcome to attend this meeting.

Alison Robinson

Lower Slaughter Parish Clerk

9 March 2026



LOWER SLAUGHTER COUNCIL FULL COUNCIL

16 March 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 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. Apologies

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

2. 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.

3. Minutes

To **CONFIRM** as a true record the Minutes of the council meeting of the Parish Council held on 19 January 2026.



4. Chairperson's Announcements – Farewell to Jane Carter and official welcome to Alison Robinson.

5. Principal Authority updates

5.1 County Councillor report – written/verbal update – to **RECEIVE** and **NOTE**

5.2 District Councillor report – written/verbal update – to **RECEIVE** and **NOTE**

6. Highways and Village Maintenance

6.1. Progress of Gloucestershire County Council works –

6.1.1 Re-painting of yellow lines in village **UPDATE**

6.1.2 To **NOTE** any blocked gulleys – and remind residents to report issues to www.FixMYStreet.co.uk

6.1.3 Road sign repair – in middle of village - to **AGREE** next steps

6.2. Update from Cotswold District Council

6.2.1 Litter bin capacity and collection frequency **UPDATE**

6.2.2 Additional dog excrement bins at the end of Mill Dam Lane - **UPDATE**

6.3. Maintenance matters arising

6.3.1 Broken handrail on wooden bridge – to **NOTE** a temporary repair has taken place

6.3.2 Collapsed riverbank, following a lorry reversing into it – the site has now been fully surveyed and measured. The Construction Design and Management (CDM) pack, including the detailed engineering drawing, is complete. Ecology surveys have also been finished, and the environmental assessments are currently being finalised. Once these are signed off, the scheme will go through a principal design check. The full design package will be issued to Ringway (the highway maintenance contractor) for on-site delivery. The Local Highways Officer (from North Cotswold) will keep us updated as the project progresses and will share timeline details as soon as they are confirmed.

6.3.3 Reseeding of grass verge along the river between the Slaughter Hotel and Slaughter Inn - to **AGREE** how and when this will take place, including the resources required.



6.3.4 The “No Fishing” signs have arrived – to **NOTE when** these signs will be installed.

6.3.5 To discuss a litter picking party alongside the verges of Pike Lane – and **AGREE** a time and date for this to take place.

6.3.6 Replacement of cherry tree – to **AGREE** the replacement of the tree that has been vandalised. A quotation for the work has been obtained from TreeTech at £297.50 (including VAT). It should be **NOTED** that money would be taken from reserves.

7. Allotments:

7.1. Maintenance update – to provide an **UPDATE** on the maintenance person working on the allotment site.

7.2. Number of renewals and vacant plots – to provide an **UPDATE** and **AGREE** the allotment terms and conditions.

8. Flooding - to **DISCUSS** the matter of drainage and flooding in the village and agree a plan/options to raise with the Thames Water Board.

9. Planning

9.1 Planning applications live – Council to **DISCUSS** and **AGREE** a response

9.1.1 Full Application for Erection of a single-storey equestrian barn to replace a stable block at Bourton Vale Equestrian Centre College Farm Stow Road Bourton-on-the-Water, Cheltenham

Ref.No: 26/00250/FUL 3rd February

Status: Awaiting decision

9.1.2 Full Application for Installation of soil pipe to east of property at Greyholme Copse Hill, Road Lower Slaughter Cheltenham Gloucestershire

Ref no: 26/00100/FUL 30th January

9.2. Aldi Store development – to **NOTE** that council would support a request for a contribution to improving HSL10 (the path by the river that villagers would use to walk to Aldi) as part of the planning process.

9.3 Previous applications – an Update



Lavandula Becky Hill Lower Slaughter Cheltenham Gloucestershire GL54 2HS	
Proposal	Erection of 2 natural limestone pier supports to existing planted wooden garden trellis
Status	Decided
Decision	Application Refused
Decision Issued Date	Fri 13 Feb 2026
Appeal Status	Not Available

10. Finance Report

10.1 . To **AGREE** that Alison Robinson is added as a new user to the Lloyds Bank account, and to remove Jane Carter.

10.2. **NOTE** and **APPROVE** payments and receipts

PAID

Date	Payee	Description	Amount	Payment measure
04/03/26	Sign Shed	No Fishing signs	£33.45	VISA (Clerk)
05/03/26	CastleWater	Water rates	£12.39	VISA (Clerk)

Council to NOTE and AGREE to reimburse clerk for the payments made.

DIRECT DEBIT

Date	Payee	Description	Amount	Payment measure
17/03/26	ICO	Annual Fee	£52.00	DD

Council to NOTE upcoming payment

OUTSTANDING



Date	Payee	Description	Amount	Payment measure
26/02/26	PATA	Payroll	£24.55	BACS
26/02/26	J Carter	Salary	£432.05	BACS
09/02/26	TreeTech	Replacement of tree	£297.60	BACS

Council to AGREE payments

10.3. To **NOTE** and approve bank reconciliation: current account

10.4. To **NOTE** and approve bank reconciliation: reserves accounts

10.5 To **NOTE** the internal auditor will undertake work in April

11. Digital and Data Compliance (Assertion 10)

From 2025–26 onwards, councils must confirm they have taken proper steps to ensure digital and data compliance, including:

11.1 Using a council-owned domain (e.g. clerk@lowerslaughterparishcouncil.gov.uk) rather than personal Gmail/Outlook accounts. Noting org.uk is also acceptable. To AGREE generic council emails for the clerk and the chairperson - AR has followed this up and waiting for a response.

11.2 Ensuring websites are compliant with Accessibility Regulations 2018 (WCAG 2.2 AA). The website was examined according to various WCAG criteria to assess usability and accessibility. There were 15 mistakes found. There are 7 in the category 'not fulfilled'. The clerk will investigate what action needs to be taken to increase accessibility of the website.

11.3 Publishing required documents under the Freedom of Information Act 2000 and Transparency Code. – **To AGREE a draft**

11.4 **AGREE** and **ADOPT** an updated IT and Email policy covering both council owned and personal devices. A draft policy is attached.

11.5 Complying with the General Data Protection Act GDPR 2018 for all personal data. Lower Slaughter PC is registered with the Information Commissioners Office (ICO). The Clerk is nominated as the Data Processor and Data Controller. It is noted that Lower Slaughter Parish Council is signed up to the ICO, an annual fee of £52 is paid via Direct Debit – this will be paid on 17 March 2026.

11.6 A Data Risk Assessment will be developed and is presented below to Council for discussion and approval in **May 2026**.



12. Parish Council equipment

Council to **AGREE** to provide up to £750 for the purchase of a laptop for the Clerk to undertake council business. In accordance with Financial Regulations three quotations have been sought. Funding will include the cost of Microsoft subscription.

13. Reports and Recommendations

13.1 Weir Project

To provide an **UPDATE** on progress – this includes that funding has been secured from GCC for the entire project (excluding VAT), and that a contractor has been agreed at a price of £16,932.50 plus VAT. A B Hull will deliver this. Work will commence when water levels have subsided in the river. Council to **AGREE** upon commissioning an arborist's report on the site before work begins, as per the request of Brownsword Hotels. Laurence King (Publica, CDC) will be the day-to-day project manager.

13.2 Warden updates

13.2.1. Neighbourhood Watch

13.2.2. River

13.2.3. Rights of Way

13.2.4 Trees – **UPDATE** on the call to action to residents to help cut back the epicormic growth on the village lime trees. Richard Godwin has undertaken the work.

13.2.5 Flood and Snow

14. Temporary Road Closure notice – Special Event

Well Run (10K) at Hawkstone on Wednesday 8th July 2026 from 6.30pm to 9.00pm.

To **NOTE** a request for temporary road closure and **CONFIRM** whether you have any objections.

15. Resignation of Cllr Ann Classen

Ann Classen has submitted her written resignation to the Chairperson. To **ACCEPT** the resignation and **NOTE** our thanks to Cllr Classen for her commitment and support over the years to Lower Slaughter Parish Council.



16. Day of council meetings

Lower Slaughter Parish Council meets bi-monthly on the third Monday of the month. It is **PROPOSED** to change this date.

To **AGREE** from July 2026 that all parish meeting will be held on the 3rd WEDNESDAY every second month, and the attached twelve-month calendar of meetings be **APPROVED** and published on the Parish Council website.

17. Date of the Next Meeting

Members to **NOTE** that the next scheduled meeting will take place on:

Monday 18 May 2026, at Lower Slaughter Village Hall, at 6pm.

This will be the Annual Meeting of the Council



Agenda item 3. Minutes of the last meeting

LOWER SLAUGHTER PARISH COUNCIL

Minutes of the Parish Council Meeting held January 19th, 2026, at the Village Hall.

Present: Cllrs Cornelius O'Boyle (Chair), Ann Classen, Julian Grimshaw, Julie Hooson

Attending: Clerk Jane Carter; 7 members of the public, District Councillor Len Wilkins, County Councillor Paul Hodgkinson

Minutes Agenda Items Actions

260119/1 To receive and consider apologies for absence: George Papadakis

260119/2 To Receive Declarations of Interest on agenda items (Localism Act 2011):

None

260119/3 Public Session: A resident asked if a dog bin or signs directing people to the nearby dog bin could be considered at the Mill Dam footpath. The clerk would enquire with CDC and report back. A resident asked when yellow line painting would be carried out. The county councillors were chasing this with highways.

260119/4 To approve the Minutes: The minutes of the Parish Council meeting held November 17th, 2025, were approved and signed as a true record.

260119/5 To receive report from Cotswold District Councillor Len Wilkins: His report had been circulated and was noted. He updated the meeting on the proposal for one single authority which had been agreed and sent to government for final decision. This was expected in the next four months with a timeline to be implemented by 2028.

There was now a county wide fraud reporting website run by all agencies

<https://cfeu.org.uk/glassjar/>.

260119/6 To receive report from County Councillor Paul Hodgkinson: Gloucestershire County Council had voted for one combined unitary authority, and the proposal had been sent to Government for final decision. This would be followed by a public consultation. A budget of £2m had been earmarked for speed reduction projects in the county. More than 170 parish councils had expressed an interest, including Lower Slaughter.

260119/7 Highways and Village Maintenance

Progress of matters with Gloucestershire Highways



- I. The design package for the repairs to the riverbank was now complete and final sign off awaited by the environment agency.
- II. Planning permission was required for repairs to the coping stones on the footbridge. Permission was being sought.
- III. The yellow line repainting had not been scheduled. Details would be sent to Cllr Hodgkinson to chase.

Village Maintenance

- i. Residents had complained about overflowing waste bins during the busy holiday season. Collections were made daily. Larger bins at the top of Scare Lane and by the Church would be investigated with CDC. She would also enquire about additional dog bins.
- ii. Resident David Barnes was thanked for arranging replacement pads for the defibrillator.
- iii. Steve Randles was thanked for completing an inventory of the contents of sheds on the allotment for the council's assets and insurance. The clerk would review and report back on insurance cover. There was a second wooden shed, Clerk and it was agreed this be cleared and items sold or disposed of.

260119/8 Allotments: The clerk had prepared a scope of works and contract for the regular maintenance of the allotments. This includes getting the allotments back to a base line level and then ongoing maintenance programme to keep them tidy. Cllr Classen would speak to the village grounds contractor to see if he was available for the work and agree a schedule and monthly hours rate. It was agreed that a priority list and timelines be agreed with the contractor.

Allotment invoices had been issued and there were some nonpayers. The clerk and Cllr Classen would chase.

260119/9 Memorial Bench Request: The Council considered a request for the installation of a memorial bench opposite the entrance to the Manor Hotel. It was noted that it did not meet the criteria set out in the Council's memorials policy, as there were no close or longstanding associations with the village. The Clerk was asked to write to the family, thanking them and explaining the Council's decision to decline their request.

260119/10 Weir Reprofiling: Cllr O'Boyle updated the meeting on progress. Three quotes had been received. The council unanimously awarded the tender to BA Hull at a cost of £16,978 plus VAT. Discussions were going with GCC about the cost of the works



and the council had offered £5k as its contribution. County Councillor Hodgkinson was asked for his support in speaking to GCC and helping to bring the matter to a conclusion so works could start. The Chair would update Cllr Hodgkinson on the latest correspondence.

260119/11 Planning Applications:

25/03800/FULL Erection of an Aldi food store, a Costa drive-thru, associated car parking and other associated works, Bourton Industrial Park Bourton-on-the-Water Gloucestershire GL54 2HQ: OBJECTION The council had objected to the application. The inclusion of the Costa Drive-thru is the principal reason for objection. The Drive thru coffee shop will lead to increased congestion and traffic issues. Vehicles idling and stop-start driving cause greater emissions and takeaway packaging and coffee cups will result in increased litter in the AONB. A Drive-thru food and drink take-away site is inappropriate to the local context and there is already plentiful provision of alternative coffee options in the area from independent retailers.

260119/12 Finance

- I. To note and approve payments and receipts: APPROVED
- II. To note and approve bank reconciliation: current account: APPROVED
- III. To note and approve bank reconciliation: reserves accounts: APPROVED
- IV. The quarterly budget October- December was NOTED

260119/13 Reports from Wardens:

- I. Neighbourhood Watch: No report
- II. River: No report
- III. Tree Warden: tree works would be carried out on February 5th
- IV. Rights of Way report: Hedge trimming had not taken place. The clerk would again raise with Hambro Estates. HSL4 the cricket club path was impassable due to flooding. Cotswold Wardens had removed several fallen trees from footpaths.

Flood and snow: 'No litter' signs had been placed on the grit bins. Cllr Hooson would be reimbursed for the cost of the signage.



260119/14 For Information Only: New windows were being installed in the Village Hall. It was hoped works would be completed for the next PC meeting and this would be monitored.

260119/15 Meeting closed at 7.10 p.m. The date of the next meeting was confirmed as Monday March 16th 2026 at 6 p.m.

By _____

Date _____



Agenda item 5.1. County Councillors written update

MARCH 2026

Cllr Len Wilkins, Bourton Vale District Councillor

len.wilkins@cotswold.gov.uk

07970 668849

Bourton Vale Ward

Forthcoming Committee Meetings (underlined texts are linked)

Monday 2 March 4.00 pm Meeting of Overview and Scrutiny Committee

Thursday 5 February 4.30 pm Meeting of Performance and Appointments Committee

Thursday 5 March 6.00 pm Meeting of Cabinet

Wednesday 11 March 2.00 pm Meeting of Planning and Licensing Committee

Monday 18 March 2.00 pm Meeting of Council

Thursday 26 March 2.00 pm Meeting of Licensing Sub-Committee (Taxis, Private Hire, and Street Trading)

Recent Committee Meetings

Monday 2 February 4.00 pm Meeting of Overview and Scrutiny Committee

Thursday 5 February 4.30 pm Meeting of Performance and Appointments Committee

Thursday 5 February 6.00 pm Meeting of Cabinet

Wednesday 11 February 2.00 pm Meeting of Planning and Licensing Committee

Monday 23 February 6.00 pm Meeting of Budget Council, Council

Thursday 26 February 2.00 pm Meeting of Licensing Sub-Committee (Taxis, Private Hire and Street Trading)

CABINET MEETING DECISIONS - 5 FEBRUARY

Issue(s) Arising from Overview and Scrutiny and/or Audit and Governance

Cabinet noted that the Overview and Scrutiny Committee had pre-scrutinised the item on Retail and Hospitality Sectors in the Cotswold District. As a result of this scrutiny five recommendations were made which are set out in a supplementary paper. Cabinet support was confirmed for four of the five proposed elements and a willingness to write to the Government to highlight the local impact of national policy decisions was indicated.



200 Asbestos Management Plan

To submit an Asbestos Policy to Cabinet for approval, ensuring compliance with statutory duties and clarity regarding the Council's responsibilities as both an employer and a property owner.

The proposal was agreed by Cabinet

Contract for Waste, Street Cleansing and Grounds Maintenance Services

To seek Cabinet approval to proceed with negotiations and to enter into a Common Service Agreement with Ubico Limited for the delivery of waste collection, street cleansing, and grounds maintenance services, with the new agreement proposed to replace the current contract which was due to expire on 31 March 2027.

The proposal was put to the vote and agreed by Cabinet.

Revenue Budget 2026-27, Capital Programme and Medium-Term Financial Strategy

To present the Revenue Budget for 2026/27, Capital Programme and Medium-Term Financial Strategy for 2026/27 to 2029/30 to Cabinet.

The Council proposed to increase Council Tax by £5 for a Band D property
As of 28 January 2026, the forecast for business rates had increased by £178,000 due to retained renewable energy schemes

The final government finance settlement, due on 9 February 2026, could pose a small risk of change.

Substantial capital investment of almost £8.5 million in the waste vehicle fleet.

The benefits of digital transformation and AI to improve service efficiency, reduce administrative workload, and enhance resident services were noted.

Free two-hour parking in high streets like Bourton-on-the-Water to support local shops and maintain vibrant community centres.

Cabinet considered the budget report and approved for recommendation to Council:

1. the Medium-Term Financial Strategy
2. the Budget Pressures and Savings for inclusion in the budget
3. the Council Tax Requirement of £7,419,716 for this Council
4. the Council Tax level for Cotswold District Council purposes of £163.93 for a Band D property in 2026/27 (an increase of £5)
5. the Capital Programme,
6. the Annual Capital Strategy 2026/27,
7. the Annual Treasury Management Strategy and Non-Treasury Management Investment Strategy 2026/27,
8. the Strategy for the Flexible use of Capital Receipts,
9. that £2m is set aside in a new earmarked reserve Council Priority: LGR Transition through the releasing of £2m of the balance currently held in the Financial Resilience Reserve.
10. the balances and reserves forecast for 2026/27 to 2029/30 as set out in Section 7 of the report.



Cabinet approved delegation to the Council's Deputy Chief Executive, in consultation with the Chief Executive, Leader, and Cabinet Member for Finance
11. To agree changes to the General Fund Summary arising from the Final Local Government Finance Settlement and the Business Rates Retention Scheme estimates prior to submission to Council.

DEVOLUTION - GLOUCESTERSHIRE LGR

The government opened its consultation on proposals for LGR in Gloucestershire on Thursday **5 February**. This will be open for seven weeks. This follows the submission of three proposals to the Ministry of Housing, Communities & Local Government last November.

The consultation will ask for views on all three proposals submitted:

- One single county-wide unitary council
- Two unitary councils (east/west split)
- Two unitary councils (Greater Gloucester and Gloucestershire Unitary)

Respondents will be asked to what extent the proposals:

- Are based on sensible geographies and economic areas
- Will deliver the outcomes described in the proposals
- Are the right size to be efficient, improve capacity, and withstand financial shocks
- Will deliver high quality, sustainable public services
- Have been informed by local views and will meet local needs
- Will support devolution arrangements
- Will enable stronger community engagement and give the opportunity for neighbourhood empowerment

Additionally, there will be a question in relation to the Greater Gloucester and Gloucestershire unitaries proposal, asking to what extent consultees agree or disagree that it sets out a strong public services and financial sustainability justification for boundary change.

Consultees will also be able to leave free text to explain or expand on the answers they provide or leave general comments. The consultation will be via an online survey. Additionally, we are arranging for hard copies to be made available in all council-owned user centres (i.e libraries, area centres, offices etc).

MHCLG has made provision for consultation responses to be made by post and email. Details are on the consultation page, linked below.



A link to the consultation can be found at:
<https://www.gov.uk/government/consultations/local-government-reorganisation-in-gloucestershire>

Details on all three proposals are available at: [Future Gloucestershire : Devolution and Local Government Reorganisation in Gloucestershire](#)

You are encouraged to share the information and links with your own networks and contacts.

Who will be consulted?

In notifying councils that the consultation will start on Thursday, MHCLG confirmed the list of stakeholders that it will be consulting directly. We have added those organisations or contacts that MHCLG will not consult with directly to a local list, to ensure we leave no stone unturned in reaching out to every corner of your communities over the coming seven weeks.

Although this is a government consultation, we are activating a thorough communications and engagement plan to ensure we reach as many stakeholders and residents as possible, and encourage them to share their views. To achieve this, we will be engaging town and parish councils, community organisations and partners across the county, sharing materials that they can use to promote the consultation, while leveraging our own online and offline channels.

What happens after the consultation closes?

As a recap, feedback from the consultation will help the government assess which option best meets its criteria for effective local government.

A decision is expected in summer 2026, with elections for the new unitary authority or authorities planned for May 2027. Any new structure will come into effect no earlier than April 2028.

FUNDING FOR VILLAGE HALLS

With the end of the UK Shared Prosperity Fund and Rural England Prosperity Fund, it is one funding source still open for these projects, albeit at a maximum of 20% - but it all helps.

<https://acre.org.uk/village-halls-small-grants-fund/>



BY-ELECTION

A by- election to fill the vacancy in The Beeches Ward will take place on Thursday 12 March 2026, following the resignation of Councillor Nigel Robbins in February.

WOULD YOU LIKE TO HOST A RETROFIT ROADSHOW?

Justine Mallinson is the Retrofit Engagement Officer at CDC and she has contacted me to say that the Retrofit Engagement Scheme has been extended until August 2026 and she is planning to run Retrofit Roadshows across the district between February and the middle of April.

These events provide residents with practical advice and information on home energy efficiency improvements, helping them reduce energy costs and carbon emissions. She is looking for new locations, as well as returning to areas that hosted events last summer.

Would your Parish be interested in hosting a roadshow event? She would like to discuss this further with you if your village hall might be a suitable location. Please get in touch with me if you are interested.

FAKE PARISH.UK PAGES

They are operated by a private company that aggregates publicly available data about parishes; they are not an official parish council website nor part of the government.

Because they republish open public data, they are acting lawfully and cannot be compelled to remove their sites unless they publish inaccurate information.

The best parish councils can do is make clear to residents which website is the official one eg: [https:// templeguitingparishcouncil.co.uk](https://templeguitingparishcouncil.co.uk)

There is concern about misleading content; however, unless any such content appears, there is no formal action the parish council can take. However out-of-date content might appear and be misleading.

BINS AND MISSED COLLECTIONS

PLEASE continue to keep me informed if a bin collection is missed. Many of you are reporting that your green waste bins are not being collected and I have been told that some green bins have been replaced with new, smaller ones in some areas. As you pay a licence for these which should cover the cost of the collection, I asked if there are grounds for compensation and I have been told there are none.



ROAD WORKS UPDATES

Check the National Highways website for updates and other works in the region.

All roadworks and planned road closures on motorways and major A roads, including the A417, are published here: <https://www.trafficengland.com/Road-Closure-Reports>, which includes a seven day look ahead of planned road closures, are updated twice daily, Monday to Friday except for bank holidays: <https://nationalhighways.co.uk/travel-updates/road-closure-report/>

To find the latest information about local road closures, please visit:

<https://www.gloucestershire.gov.uk/highways/roads/roadworks/>

Webpage: <https://nationalhighways.co.uk/our-roads/south-west/a417-missing-link/>

Please report highway issues, such as potholes, and track their progress online at www.gloucestershire.gov.uk/fixmystreet Or download the app: FixMyStreet

Cllr "HODGKINSON, Cllr Paul" <paul.hodgkinson@gloucestershire.gov.uk>Paul Hodgkinson is your Gloucestershire County Council councillor, responsible for Highways – paul.hodgkinson@gloucestershire.gov.uk

*If you are contacting me as a local constituent please be aware I may need to share your personal information when contacting District Council officers or other agencies relevant to your query. *

* For more information on how I and the District Council use personal data visit <http://www.cotswold.gov.uk/about-the-council/information-data/data-protection/> <<http://www.cotswold.gov.uk/about-the-council/information-data/data-protection/>

<https://www.cotswoldconservatives.com/>



11.3 Lower Slaughter

Freedom of Information Publication Scheme

Lower Slaughter Parish Council

1. Introduction

This publication scheme sets out the information that Lower Slaughter Parish Council routinely makes available to the public.

The scheme follows the model publication scheme for local councils and complies with the Freedom of Information Act 2000.

The purpose of the scheme is to ensure that information about the council's activities, finances, and decision-making processes is easily accessible to residents and the wider public.

2. How to Access Information

Most information listed in this scheme is available on the Parish Council website.

Website: www.lower-slaughter.com

If you are unable to access the information online, you may request a copy from the Parish Clerk.

Contact:

Alison Robinson - Parish Clerk

Email: clerk1spc@gmail.com

Tel: 07443476299

The council will normally respond within 20 working days.

3. Charges

Most information is available free of charge via the website.

Where printed copies are requested, the council may charge:

- Printing: 10p per page
- Postage: At cost

The council will confirm any charges before processing a request.

4. Information Routinely Published

The following classes of information are published.

Class 1 – Who We Are and What We Do

Information about the council and its structure.

Documents available:

- List of councillors



- Councillor contact details
- Parish Clerk contact details
- Roles and responsibilities of councillors
- Parish council meeting schedule

Class 2 – What We Spend and How We Spend It

Financial information relating to projected and actual income and expenditure.

Documents available:

- Annual budget
- End-of-year accounts
- Annual Governance and Accountability Return (AGAR)
- Internal audit reports
- List of council payments
- Grants awarded to community organisations (where applicable)

Class 3 – What Our Priorities Are and How We Are Doing

Information about council plans and performance.

Documents available:

- Annual reports (if produced)
- Community or parish plans (if available)

Class 4 – How We Make Decisions

Information relating to decision-making processes.

Documents available:

- Meeting agendas
- Meeting minutes
- Reports presented to council meetings

Agendas are normally published at least three clear days before meetings.

Class 5 – Our Policies and Procedures

Current written protocols, policies and procedures for delivering council services and responsibilities.

Documents available:

- Standing Orders
- Financial Regulations
- Councillor Code of Conduct
- Complaints Procedure



- Freedom of Information Policy
- Data Protection / Privacy Policy

Class 6 – Lists and Registers

Information held in registers required by law.

Documents available:

- Asset register
- Register of members' interests
- Land and property owned by the council

Class 7 – Services We Offer

Information about services provided by the council.

Documents available (where applicable):

- Community facilities information
- Burial grounds or allotments
- Grants to community organisations
- Maintenance of public spaces

5. Freedom of Information Requests

If information you require is not included in this publication scheme, you may submit a request under the Freedom of Information Act 2000.

Requests should be sent to the Parish Clerk.

Please include:

- Your name
- Contact details
- A clear description of the information requested

The council will normally respond within 20 working days.

6. Review of Publication Scheme

This publication scheme will be reviewed periodically to ensure that information remains accurate and up to date.

Approved by: Lower Slaughter Parish Council

Date adopted: 16/03/26

Next review: Annually



11.4 Lower Slaughter IT Policy

IT and Email Policy

1. Introduction

Lower Slaughter Parish Council recognises the importance of effective, secure, and responsible use of information technology (IT) and email in supporting its business, operations, statutory duties, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by councillors, employees, volunteers, contractors, and any other individuals authorised to access Council IT systems.

2. Scope

This policy applies to all individuals who use Lower Slaughter Parish Council's IT resources, including computers, networks, software, devices, data, cloud services, and email accounts.

3. Acceptable Use of IT Resources and Email

Lower Slaughter Parish Council IT resources and email accounts are to be used primarily for official Council-related activities and tasks.

Limited personal use is permitted, provided that it:

- Does not interfere with Council duties or responsibilities
- Does not incur additional cost to the Council
- Does not breach any part of this policy or relevant legislation

All users must:

- Adhere to ethical standards
- Respect copyright and intellectual property rights
- Avoid accessing, storing, or distributing inappropriate, offensive, defamatory, or unlawful content

4. Device and Software Usage

Where possible, authorised devices, software, and applications will be provided or approved by Lower Slaughter Parish Council for work-related tasks.

- Unauthorised installation of software on Council devices, including personal software, is strictly prohibited.
- Council data must not be stored on personal devices unless expressly authorised and secured appropriately.
- All devices used for Council business must have up-to-date security software and system updates installed.

5. Data Management and Security



Lower Slaughter Parish Council is committed to protecting sensitive and confidential information in accordance with the Data Protection Act 2018 and UK GDPR.

- All sensitive and confidential Council data must be stored and transmitted securely using approved methods.
- Personal data must only be processed where lawful and necessary.
- Regular data backups should be performed to prevent data loss.
- Secure data destruction methods must be used when disposing of confidential or personal data.

6. Network and Internet Usage

Lower Slaughter Parish Council's network and internet connections must be used responsibly and efficiently for official purposes.

Users must not:

- Download or share copyrighted material without proper authorisation
- Access unlawful, harmful, or inappropriate content
- Introduce malicious software or attempt to bypass security controls

7. Email Communication

Email accounts provided by Lower Slaughter Parish Council are for official communication.

Users must:

- Ensure emails are professional, respectful, and appropriate in tone
- Not send confidential or sensitive information unless appropriate safeguards (such as encryption) are in place
- Exercise caution with attachments and links to avoid phishing and malware
- Verify the source before opening attachments or clicking on links

Emails may be subject to Freedom of Information requests and should always be written with this in mind.

8. Password and Account Security

Users are responsible for maintaining the security of their accounts and passwords.

- Passwords must be strong and unique
- Passwords must not be shared with others
- Multi-factor authentication should be used where available
- Passwords should be changed periodically and immediately if compromised

9. Mobile Devices and Remote Working

Mobile devices provided by Lower Slaughter Parish Council must be secured with passcodes and/or biometric authentication.



When working remotely, users must:

- Follow the same security practices as when working in a Council setting
- Avoid using unsecured public Wi-Fi for accessing sensitive Council information
- Ensure devices are not left unattended in public places

10. Email Monitoring

Lower Slaughter Parish Council reserves the right to monitor email communications and IT usage to ensure compliance with this policy and relevant legislation.

Monitoring will be conducted in accordance with the Data Protection Act 2018, UK GDPR, and other applicable laws.

11. Retention and Archiving

Emails and electronic records must be retained and archived in accordance with legal, regulatory, and Council record retention requirements.

Users should:

- Regularly review and delete unnecessary emails
- Ensure important Council records are stored in the appropriate shared or archived location

12. Reporting Security Incidents

All suspected security breaches, data breaches, or IT incidents must be reported immediately to the Clerk to Lower Slaughter Parish Council (or designated IT contact).

Prompt reporting enables investigation, mitigation, and compliance with statutory reporting requirements.

13. Training and Awareness

Lower Slaughter Parish Council will provide appropriate training and resources to educate councillors and employees about:

- IT security best practices
- Data protection and privacy responsibilities
- Email security and phishing awareness
- Relevant technology updates

All councillors and staff are expected to participate in relevant training as required.

14. Compliance and Consequences

Failure to comply with this IT and Email Policy may result in:

- Suspension of IT access
- Disciplinary action where appropriate



- Referral to relevant authorities if unlawful activity is suspected

15. Policy Review

This policy will be reviewed annually by Lower Slaughter Parish Council to ensure its continued relevance, compliance with legislation, and effectiveness.

Updates may be made to address changes in legislation, technology, or security risks.

16. Contacts

For IT-related enquiries, assistance, or to report incidents, users should contact:

The Clerk to Lower Slaughter Parish Council

Date adopted: ___16 March 2026_____

Signed: _____

Role: _____



Agenda 14. Temporary Road Closure notice – Special Event

Well Run at Hawkstone

