



District Councillor Update

Lombard Street

There is a significant number of parked cars along Lombard Street that haven't moved for many days.

14 vehicles were reported to DVLA and SDC for either having no tax, no MOT or a SORN registered.

Kent Police were also informed and following a site inspection two vehicles were removed.

Two residents from Lombard Street and The Street have also complained about the numerous vehicles.

Bollards

A number of bollards along Lombard Street were reported for being knocked out of position by vehicles. No sooner were these repaired that a couple have been knocked out of position again which has necessitated further reporting to KCC to be resolved.

There are still bollards being knocked out of position.

Community Litter Pick

A community litter pick has been scheduled for Sunday 22nd March.

Volunteers are invited to meet at 10am outside the Parish Hall.

Cllrs Gurr and Hollands will be offering support. It would be great to have further support from Councillors.

Many thanks

Cllr Alan White

Sevenoaks District Councillor for Farningham, Horton Kirby and South Darent (9th May 2023)

Committees:

Cleaner and Greener
Development and Conservation
Innovation and Improvement
Community Infrastructure Levy
People and Places

Mobile: [07841410147](tel:07841410147)

E-mail: Cllr.White@sevenoaks.gov.uk

Recurring flooding along Darent Valley Path between Franks Lane towards Westminster Field

Risks & Concerns:

- Safety of users of the path (PROW & Priority Route) and carpark as fast flowing 1-2 foot deep water
- Sections look passable but are deep, water is not clear and trip/safety hazard
- July 2024 SDC Level 1 Strategic Flood Risk Assessment Section 11.3.4 ([link](#))

In the case of weirs, whilst removal should be investigated in the first instance, in some cases it may be necessary to modify a weir rather than remove it. For example, by lowering the weir crest level or adding a fish pass. This will allow more natural water level variations upstream of the weir and remove a barrier to fish migration.

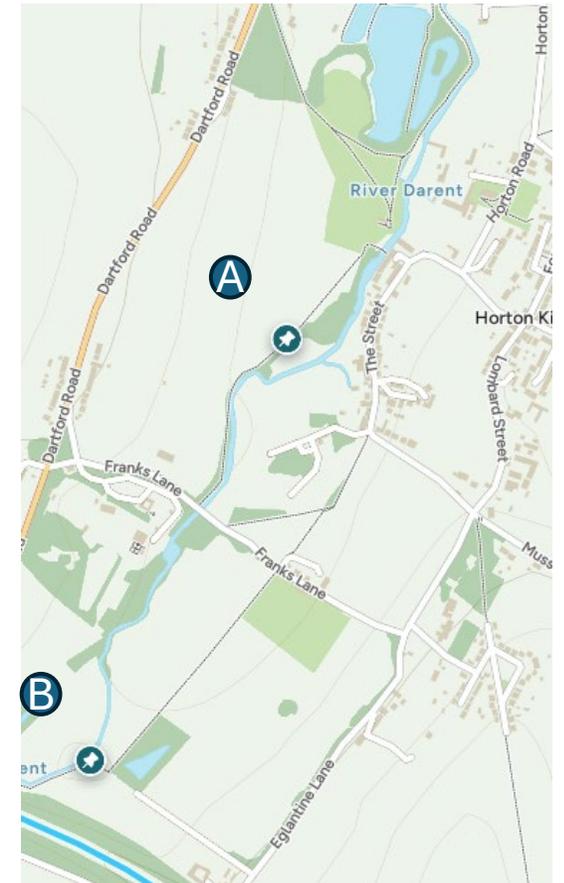
- Increased flow of the Darent is being encouraged by many organisations
- Misinformation and frustration by residents around the cause and solution

Evidence & Locations:

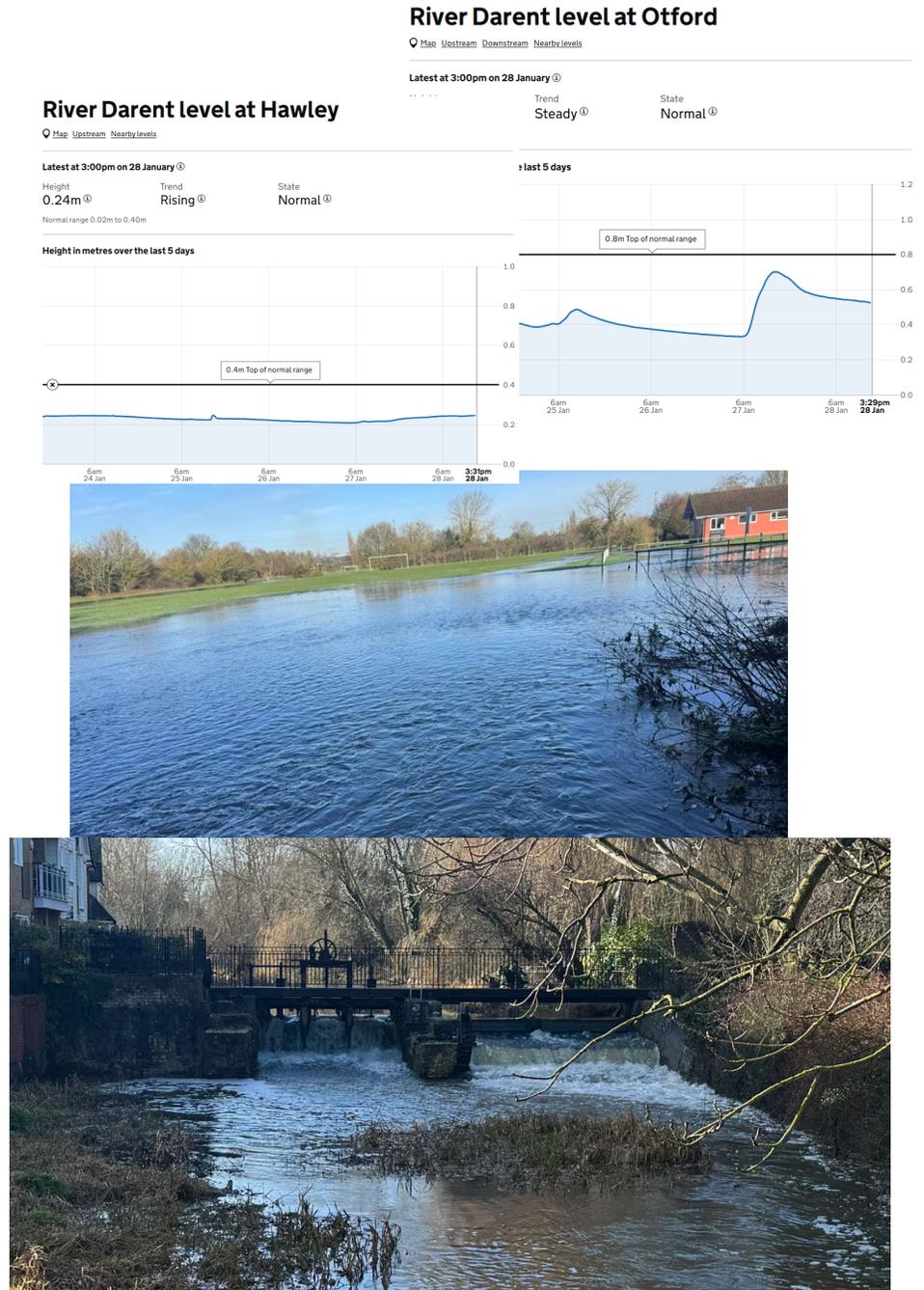
- Multiple occurrences over many years/decades and getting worse
- Occurs often when no EA issued Flood Warnings are published
- (A) 30 m along SD151 from TQ 55796 68243 towards and along Westminster Field
- (B) 10m along SD154 from TQ 55290 67295 between roman villa and balancing pond
- Example photos taken on 28th January 2026 (next page)

Suggestions & Next Steps:

1. Could HK&SD PC use their powers to ensure the sluices are opened at Westminster Wier?
2. Could HK&SD PC commission a survey to check if riverbank erosion is also contributing factor?
3. Could HK&SD PC consider remedial work so the river uses its natural floodplain with less impact on public paths & spaces?
4. Could HK&SD PC publish information on cause, recommendations and next steps?



Photos taken on 28th January 2026



29/01/2026

**Horton Kirby & South Darenth PC Current Year
Annual Budget - By Centre (Actual YTD Month 8)**

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Note: Budget & Precept 2026-2027

		<u>April 24 - March 25</u>		<u>April 25 - March 26</u>					<u>April 26 - March 27</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
110	<u>Parish Council Income</u>											
1076	Precept	128,087	128,087	0	0	154,133	0	154,133	154,133	159,500	0	0
1080	Bank Interest Received	600	831	0	0	350	0	350	320	400	0	0
1150	Garden Sack Income	2,000	2,544	0	0	2,000	0	2,000	1,536	2,000	0	0
1155	Garden Sack Sale - DNU	0	-60	0	0	0	0	0	0	0	0	0
1160	St George Day Income	0	654	0	0	350	0	350	612	650	0	0
1170	Firework Income	7,000	0	0	0	7,000	0	7,000	6,539	7,000	0	0
1348	Donation	1,690	441	0	0	0	500	0	0	0	0	0
1450	Newsletter Advertising	0	50	0	0	0	0	0	60	0	0	0
1500	Miscellaneous Income	0	23,073	0	0	0	0	0	0	0	0	0
	Total Income	139,377	155,620	0	0	163,833	500	163,833	163,200	169,550	0	0
	Movement to/(from) Gen Reserve	139,377	155,620			163,833		163,833	163,200	169,550		
150	<u>Parish Council Expenditure</u>											
1500	Miscellaneous Income	0	-23,073	0	0	0	0	0	0	0	0	0
	Total Income	0	-23,073	0	0	0	0	0	0	0	0	0
4115	Bank Charges	475	322	0	0	100	0	100	259	200	0	0
4118	Card Payment Charges	675	643	0	0	550	0	550	394	600	0	0
4280	Professional fees	1,750	1,540	0	0	1,750	0	1,750	0	1,000	0	0
	Direct Expenditure	2,900	2,505	0	0	2,400	0	2,400	654	1,800	0	0
4000	Payroll Net Salaries	47,721	48,249	0	0	51,000	0	51,000	34,809	56,460	0	0
4030	NI Employer	4,348	4,785	0	0	6,793	0	6,793	4,568	8,423	0	0

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		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4035	PAYE /NI Employee	11,511	9,763	0	0	9,309	0	9,309	6,746	11,920	0	0
4040	Pension Employer	1,469	1,515	0	0	1,321	0	1,321	1,027	1,633	0	0
4045	Pension Employee	2,033	2,020	0	0	2,201	0	2,201	1,372	2,682	0	0
4110	Subscriptions	1,600	1,412	0	0	1,600	0	1,600	1,339	1,500	0	0
4120	Office Supplies	600	433	0	0	500	0	500	541	500	0	0
4130	Councillors Out of Pocket Expe	900	500	0	0	500	0	500	0	0	0	0
4140	Telephone/Internet	400	394	0	0	350	0	350	299	480	0	0
4150	IT Support/Software	2,500	606	0	0	2,500	1,800	4,300	3,023	3,000	0	0
4160	Postage	20	34	0	0	20	0	20	7	20	0	0
4180	Chairmans Allowance	250	50	0	0	100	0	100	30	100	0	0
4185	Chairman's Hospitality	0	25	0	0	0	0	0	0	0	0	0
4190	Newsletter	1,300	1,614	0	0	1,400	0	1,400	538	1,000	0	0
4210	Remembrance Day	50	33	0	0	50	0	50	50	55	0	0
4215	Fireworks	3,000	590	0	0	3,000	0	3,000	1,263	3,500	0	0
4220	St Georges Day	1,500	1,094	0	0	1,500	0	1,500	1,242	1,500	0	0
4230	Section 19 Grants	1,500	1,500	0	0	1,500	0	1,500	0	500	0	0
4235	S137 Community Benefit	3,636	3,422	0	0	3,000	0	3,000	450	1,000	0	0
4240	Training	500	462	0	0	500	0	500	320	750	0	0
4250	Audit/Accounting/Payroll	2,400	3,240	0	0	2,500	0	2,500	2,394	2,250	0	0
4260	Insurance	4,670	5,953	0	0	6,000	0	6,000	5,602	6,270	0	0
4270	Travel	100	32	0	0	100	0	100	32	100	0	0
4290	Elections	3,000	0	0	0	1,500	3,000	4,500	0	750	5,250	0
4310	Refuse Sacks Expenditure	1,700	-256	0	0	0	0	0	0	0	0	0
4315	Garden sack expenditure	0	1,812	0	0	2,000	0	2,000	1,280	2,000	0	0

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**Horton Kirby & South Darenth PC Current Year
Annual Budget - By Centre (Actual YTD Month 8)**

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Note: Budget & Precept 2026-2027

		<u>April 24 - March 25</u>		<u>April 25 - March 26</u>						<u>April 26 - March 27</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4320	Streetlighting Expenditure	10,500	12,546	0	0	17,000	0	17,000	7,784	17,000	0	0
4480	New Equipment/Contents	0	0	0	0	0	0	0	0	500	0	0
4495	Health & Safety	0	1,435	0	0	0	0	0	1	0	0	0
4500	Licence Fees/PRS/PPL Royalties	0	180	0	0	0	0	0	201	0	0	0
4505	HKSD Charitable Trust Fund	0	1,400	0	0	2,000	0	2,000	767	2,500	0	0
4510	Rates	0	182	0	0	0	0	0	180	0	0	0
4520	Gas	0	137	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	107,208	105,162	0	0	118,244	4,800	123,044	75,864	126,393	5,250	0
	Movement to/(from) Gen Reserve	(110,108)	(130,741)			(120,644)		(125,444)	(76,517)	(128,193)		
210	Halls Income											
1205	Damage Deposit	0	1,567	0	0	0	0	0	650	0	0	0
1210	VH Casual Hire	13,000	17,734	0	0	21,000	0	21,000	11,662	25,000	0	0
1220	VH Regular Hire	29,000	29,387	0	0	26,000	0	26,000	19,193	31,000	0	0
1230	JH Casual Hire	6,000	7,301	0	0	8,000	0	8,000	6,179	10,000	0	0
1240	JH Regular Hire	6,000	4,690	0	0	4,000	0	4,000	2,797	5,000	0	0
1250	PR Casual Hire	0	38	0	0	0	0	0	20	35	0	0
1260	PR Regular Hire	60	0	0	0	0	0	0	0	0	0	0
	Total Income	54,060	60,717	0	0	59,000	0	59,000	40,500	71,035	0	0
	Movement to/(from) Gen Reserve	54,060	60,717			59,000		59,000	40,500	71,035		
250	Halls Expenditure											
4410	HALLS Cleaning	22,000	20,261	0	0	22,800	0	22,800	15,771	23,760	0	0
4420	CleaningMaterials/Consumables	300	13	0	0	200	0	200	184	400	0	0

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		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4425	Deposit Refund	0	961	0	0	0	0	0	181	0	0	0
4430	Halls Projects	3,000	0	0	0	3,800	0	3,800	8,711	5,000	0	0
4445	Hanging Baskets	450	464	0	0	475	0	475	232	480	0	0
4460	Fixtures/Fittings	2,200	1,894	0	0	0	0	0	0	0	0	0
4490	Annual H & S Checks	2,050	1,380	0	0	2,000	0	2,000	1,179	2,000	0	0
4500	Licence Fees/PRS/PPL Royalties	1,300	927	0	0	1,500	0	1,500	0	1,500	0	0
4510	Rates	750	1,080	0	0	1,200	0	1,200	1,440	2,400	0	0
4520	Gas	2,500	5,573	0	0	2,500	0	2,500	1,505	2,750	0	0
4530	Electricity	2,500	3,668	0	0	2,500	0	2,500	1,982	2,900	0	0
4540	Water	1,500	1,226	0	0	1,200	0	1,200	1,114	1,600	0	0
4560	Pest Control Services	250	140	0	0	300	0	300	187	300	0	0
4682	Contract 8 - HALLS Resp/Maint	3,000	6,356	0	0	5,000	0	5,000	3,213	4,500	0	0
4880	Heathside Public Toilets	0	0	0	0	0	0	0	80	0	0	0
	Overhead Expenditure	41,800	43,943	0	0	43,475	0	43,475	35,779	47,590	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	6,910	0	0	0
	Movement to/(from) Gen Reserve	(41,800)	(43,943)			(43,475)		(43,475)	(28,869)	(47,590)		
310	<u>ROS Income</u>											
1073	PC Insurance company	0	5,780	0	0	0	0	0	0	0	0	0
1270	WF Pavilion Income	0	30	0	0	0	0	0	120	0	0	0
1280	Allotment Field Income	440	660	0	0	600	0	600	396	750	0	0
1300	Allotment Income	840	895	0	0	1,050	0	1,050	150	1,260	0	0
1310	Parish Burial Ground Income	1,800	1,330	0	0	2,000	0	2,000	2,310	2,500	0	0
1320	Parish Grave Cleaning INCOME	652	248	0	0	652	0	652	770	990	0	0

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		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1330	DO NOT USE	0	-1,750	0	0	0	0	0	0	0	0	0
1335	WF Pavilion Income	4,720	1,750	0	0	0	0	0	0	0	0	0
1337	Heathside Rental per Month	0	1,150	0	0	0	0	0	0	0	0	0
1350	Heathside Football Rent	528	480	0	0	0	0	0	0	0	0	0
1370	KCC Funding-Grass Cut/Verges	850	392	0	0	380	0	380	0	1,300	0	0
1400	Section 106 Funds	0	8	0	0	0	0	0	0	0	0	0
1500	Miscellaneous Income	0	9,588	0	0	0	0	0	0	0	0	0
Total Income		9,830	20,561	0	0	4,682	0	4,682	3,746	6,800	0	0
Movement to/(from) Gen Reserve		9,830	20,561			4,682		4,682	3,746	6,800		
350	<u>ROS Expenditure</u>											
4920	WF Pitche - Assoc.Costs	0	298	0	0	0	0	0	0	0	0	0
Direct Expenditure		0	298	0	0	0	0	0	0	0	0	0
4416	ROS Cleaning	0	0	0	0	0	0	0	325	0	0	0
4420	CleaningMaterials/Consumables	0	0	0	0	0	0	0	0	350	0	0
4510	Rates	620	0	0	0	0	0	0	0	0	0	0
4610	Tree Maintenance	5,000	3,756	0	0	5,000	1,244	6,244	3,407	6,300	0	0
4620	Allotment Maintenance	500	0	0	0	500	0	500	297	500	0	0
4630	Contract 1 - Burial Ground	8,749	8,829	0	0	11,000	0	11,000	9,116	11,035	0	0
4636	Parish Grave Cleaning Cost	490	0	0	0	560	0	560	242	620	0	0
4640	Contract 2 - WF and HS	4,425	6,770	0	0	8,000	0	8,000	9,135	9,000	0	0
4650	Contract 3 - Hedge Cutting	510	602	0	0	1,000	0	1,000	610	1,000	0	0
4660	Contract 4 - Pitch Lining	930	1,300	0	0	0	0	0	0	0	0	0

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4670	Contract 5 - Paths/Flail/Strim	1,127	775	0	0	2,750	0	2,750	2,530	2,750	0	0
4675	Contract 6 - Small Gree Space,	4,400	5,247	0	0	6,500	0	6,500	4,410	6,500	0	0
4680	Contract 7 - ROS Resp/Maint	8,000	16,708	0	0	15,000	0	15,000	9,707	15,000	0	0
4684	Contract 9 - KCC Owned Verges	2,314	2,314	0	0	2,550	0	2,550	2,312	2,550	0	0
4690	Bins	1,820	2,568	0	0	2,270	0	2,270	2,715	2,500	0	0
4895	Avenue of Cherry Trees	2,000	0	0	0	0	0	0	0	0	0	0
4900	WF Pitches weed & feed	1,000	3,478	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	41,885	52,346	0	0	55,130	1,244	56,374	44,804	58,105	0	0
6000	plus Transfer from EMR	0	298	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(41,885)	(52,346)			(55,130)		(56,374)	(44,804)	(58,105)		
355	<u>Football inc. Pavilion Income</u>											
1335	WF Pavilion Income	0	2,690	0	0	4,500	0	4,500	1,740	5,500	0	0
1337	Heathside Rental per Month	0	230	0	0	2,070	0	2,070	1,610	3,000	0	0
	Total Income	0	2,920	0	0	6,570	0	6,570	3,350	8,500	0	0
	Movement to/(from) Gen Reserve	0	2,920			6,570		6,570	3,350	8,500		
360	<u>Pavilion/Football Expenditure</u>											
4628	Football Refund no game	0	0	0	0	0	0	0	120	0	0	0
4920	WF Pitche - Assoc.Costs	0	0	0	0	0	0	0	488	550	0	0
	Direct Expenditure	0	0	0	0	0	0	0	608	550	0	0
4415	Pavilion Cleaning	1,600	980	0	0	1,700	0	1,700	300	1,700	0	0
4420	CleaningMaterials/Consumables	100	0	0	0	100	0	100	0	100	0	0

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4440	Building Maintenance Pavilion	3,000	497	0	0	4,000	0	4,000	877	1,000	0	0
4510	Rates	624	562	0	0	640	0	640	500	810	0	0
4530	Electricity	350	1,093	0	0	500	0	500	350	525	0	0
4540	Water	800	622	0	0	700	0	700	479	780	0	0
4660	Contract 4 - Pitch Lining	0	945	0	0	2,000	0	2,000	2,700	3,000	0	0
4900	WF Pitches weed & feed	0	0	0	0	0	5,332	5,332	4,069	0	0	0
	Overhead Expenditure	6,474	4,700	0	0	9,640	5,332	14,972	9,275	7,915	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	4,069	0	0	0
	Movement to/(from) Gen Reserve	(6,474)	(4,700)			(9,640)		(14,972)	(5,814)	(8,465)		
370	<u>Playground</u>											
4760	Playground Maintenance	1,000	8,298	0	0	1,500	0	1,500	1,103	1,500	0	0
	Overhead Expenditure	1,000	8,298	0	0	1,500	0	1,500	1,103	1,500	0	0
	Movement to/(from) Gen Reserve	(1,000)	(8,298)			(1,500)		(1,500)	(1,103)	(1,500)		
380	<u>Public Toilets</u>											
4418	Cleaning Public toilets	3,500	1,674	0	0	3,696	0	3,696	774	2,900	0	0
4530	Electricity	0	101	0	0	0	0	0	0	0	0	0
4780	Public Toilet Maintenance	0	9,600	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	3,500	11,374	0	0	3,696	0	3,696	774	2,900	0	0
	Movement to/(from) Gen Reserve	(3,500)	(11,374)			(3,696)		(3,696)	(774)	(2,900)		

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	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Budget Income	203,267	216,744	0	0	234,085	500	234,085	210,796	255,885	0	0
Expenditure	204,767	228,627	0	0	234,085	11,376	245,461	168,860	246,753	5,250	0
Net Income over Expenditure	<u>-1,500</u>	<u>-11,883</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>-10,876</u>	<u>-11,376</u>	<u>41,936</u>	<u>9,132</u>	<u>-5,250</u>	<u>0</u>
plus Transfer from EMR	0	298	0	0	0	0	0	10,979	0	0	0
Movement to/(from) Gen Reserve	<u>(1,500)</u>	<u>(11,585)</u>			<u>0</u>		<u>(11,376)</u>	<u>52,915</u>	<u>9,132</u>		



HORTON KIRBY AND SOUTH DARENTH PARISH COUNCIL

**MINUTES of the GRANTS working group meeting held on
20th January 2026 in the Parish Room, Village Hall, South Darent at 7.00pm**

Present: Cllr I Blackamore – Chair, N Gurr, T Moyle, C Page

In attendance: Lisa Johnson, Parish Clerk

1 APOLOGIES FOR ABSENCE

Cllr Mitchell was absent.

2 GRANT AWARDS

Three applications for grants were received:

- We Are Beams £1,000 towards the Family Advice Service.
- St. Mary the Virgin Church, Horton Kirby society of Bellringers any amount towards the cost of the latest round of repairs estimated to be in the region of £168,000 following the quinquennial inspection November 2023.
- First Horton Kirby Scout Group £1000 to purchase 4 x Sierra 500 5 man poled tents.

Following discussion all Councillors agreed (Cllr Blackamore proposed, Cllr Moyle seconded and all were in favour) the following;

- £500 to St. Mary the Virgin Church Horton Kirby towards ongoing repairs
- We are Beams would not receive a grant as no evidence that families within the parish boundary was presented.
- First Horton Kirby Scout Group would not receive a grant as they financially benefitted from parish council public events throughout the year.

ACTION: Clerk to inform societies/clubs and to add to Parish Council agenda.

5 GRANT POLICY, APPLICATION FORM & TERMS OF REFERENCE

Councillors had been forwarded all updated documents and unanimously agreed to refer to full parish council for adoption.

ACTION: Clerk to send to full council for February meeting

6 DATE OF NEXT MEETING

Tuesday 19th January 2027.

Meeting ended at 7.25pm

Date:

Chair:

Horton Kirby & South Darent Parish Council

Grants Committee

Terms of Reference

Terms of Reference

The terms of reference for the Grants Committee are as follows:

The Grants Committee

Will comprise of the maximum number of five Councillors which must include either the Chair or Vice.

Scope of Committee:

To meet once a year in January to vote on grant applications received in the preceding calendar year

Quorum:

The quorum for the committee is 3 voting members.

Delegated Powers:

Standing Orders

The Parish Council's Standing Orders version two adopted May 2023, updated May 2024 and June 2025 will apply.

Substitutes for Committee Members

Substitutes are not allowed for members who cannot attend specific meetings but other members of clubs can attend as observers and be invited to speak when appropriate.



HORTON KIRBY AND SOUTH DARENTH PARISH COUNCIL

Grant Awarding Policy & Procedure

INTRODUCTION

A grant is any payment made by the Parish Council to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council. The Parish Council is legally able to make grants to registered charities under Section 137 of the Local Government Act 1972 which states that donations can be spent for the benefit of part or all the community but not an individual, and that grants must be commensurate to the benefit, representing value for money and being distributed. The Parish Council makes provision for awarding grants within its annual budget.

Eligibility of Applicants

The Grants Committee will make recommendations to award grants to full Parish Council, at its discretion, to community organisations who demonstrate a clear need for financial support. The organisation must be either non-profit making or charitable. The organisation will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application. An organisation is normally required to have a bank account in its own name with two authorised representatives required to sign each cheque.

Applications from religious groups will be considered only where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs.

Applications will NOT be considered:

1. From individuals or projects which benefit single individuals
2. From a political party.
3. From organisations intending to support or oppose any political party or to discriminate on the grounds of race or religion.
4. From private organisations operating as a business.
5. From "Upward funders" i.e., local groups where fund-raising is sent to a central HQ for redistribution.
6. From organisations with significant unrestricted reserves.
7. From national organisations or local groups with access to funds from national "umbrella" or "parent" organisations; unless funds are not available from their national bodies or the funds available are inadequate for a specified project.
8. For expenditure which has already occurred i.e., retrospective grants.
9. For prize money

Use or Purpose of the Grant

The Council will only award grants where the use or purpose of the grant benefits Horton Kirby and South Darenth and its residents. The benefit could include but is not limited to:

1. Providing a service.
2. Providing activities.
3. Enhancing the quality of life.
4. Improving the environment.

Application Procedure

Organisations requesting financial assistance should submit:

1. A completed application form, which includes:
 - Details of the project or activity, for which the grant is sought.
 - Details of the benefit to the local community within the Parish.
 - Details of the number of beneficiaries and what proportion of members/beneficiaries are residents of Horton Kirby and South Darenth. Details of any restrictions placed on who can use/access their services.
2. Confirmation that it complies with its equality obligations under the various pieces of anti-discrimination legislation.
3. A copy of their trading account and balance sheet for the last financial year or, for new initiatives, a budget forecast. (Note: The organisation must demonstrate a clear need for financial support.)
4. A copy of their written constitution, together with details of their aims and purpose.

IMPORTANT NOTE: All questions on the application form should be fully answered and additional appropriate information, which supports an application, must be provided for the request to be considered by the Parish Council.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will consider the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fund raising activities.

COMPLETED APPLICATION FORMS SHOULD BE RETURNED TO:

PARISH CLERK
PARISH OFFICE
VILLAGE HALL
HORTON ROAD
SOUTH DARENTH
DARTFORD DA4 9AZ

CLOSING DATE 31 DECEMBER 2026

Application Form

Page 1

Title/organisation	
Contact details	
Telephone & Email	

Please state or attach an explanation on:

- the amount of grant requested

--

- why you are applying for a grant

--

- the potential benefits for the residents of the parish.

--

Are there any restrictions placed on who can use/access the services?

YES	NO
-----	----

If yes, supply details of any restrictions.

Please ensure the following are attached to this application:

Trading account and balance sheet for the last financial year or, for new initiatives, a budget forecast.

Written constitution, together with details of your aims and purpose.

Confirmation that you comply with equality obligations under the various pieces of anti-discrimination legislation.

Has funding has been sought or secured from other sources or fund raising activities?

If YES, please give details

CLOSING DATE 31 DECEMBER 2025

Signed.....

Name.....

Date.....

FOR AN ACKNOWLEDGEMENT OF YOUR APPLICATION PLEASE EITHER GIVE EMAIL ADDRESS OR ENCLOSE A STAMPED ADDRESSED ENVELOPE.



HORTON KIRBY & SOUTH DARENTH PARISH COUNCIL INFORMATION TECHNOLOGY POLICY

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Introduction

Each council will have its own IT setup and, as such, a single 'one-size-fits-all' IT policy is unlikely to be appropriate. Some smaller parish councils may operate with minimal equipment, while others may manage multiple devices connected to a central server. These guidelines are intended to help councils identify key considerations when developing or updating their own IT policy.

Councils that use external IT providers should ensure their policies accurately reflect current practices and contractual arrangements.

Purpose of the IT Policy

The purpose of an IT policy is to establish clear parameters for how councillors, staff, and other authorised users use council-provided technology or equipment in the course of their duties. A well-defined policy helps to:

- Set expectations for appropriate use of equipment and systems;
- Raise awareness of risks associated with IT use;
- Safeguard the council's data and digital assets;
- Clarify what constitutes acceptable and unacceptable use;
- Outline the consequences of policy breaches.

Councils will also need to determine and clearly state whether limited personal use of IT equipment is permitted (for example, checking personal email or online shopping during lunch breaks).

Monitoring of IT Use

As an IT provider, the council has the right to monitor the use of its IT equipment and systems, provided there is a legitimate reason for doing so and councillors, employees and other authorised users are informed that such monitoring may take place. Any monitoring must be proportionate and comply with relevant data protection and privacy laws. Other persons may be included if they access or use council systems e.g. if they have a council e-mail address

Scope of this policy

This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

Computer use

1.1 Hardware

1.1.1 Council computer equipment is provided for council purposes, however reasonable personal use is permitted (reasonable interpreted as in the opinion of the clerk. Any personal use of our computers and systems should not interrupt our daily council work in any way. Councillors, staff, and other authorised users are asked to restrict any personal use to official lunch breaks or before or after working hours.

1.1.2 Locking computers when leaving desk, all councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.

1.1.3 All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the council.

1.1.4 Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.

1.1.5 All computer and mobile equipment will carry a number which is logged against the current owner of that equipment. A database of equipment issued will be kept.

1.1.6 Equipment should not be dismantled or reassembled without seeking advice.

1.1.7 Councillors, staff, and other authorised are not to purchase any computer or mobile equipment (including software). Unless previously authorised.

1.1.8 Personal disks, USB stick, CDs, DVDs, data storage devices etc cannot be used on council computers without the prior approval of the clerk.

1.1.9 The council has a number of wireless networks. Using a portable device to make personal Wi-Fi hot spots which bypass existing WiFi is not allowed.

1.1.10 Any faults or necessary repairs must be reported to the clerk.

2.1 Portable equipment

2.1.1 Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.

2.1.2 It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.

2.1.3 All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in

a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles or at any council or non-council premises.

2.1.4 It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code. Where possible, these devices should also be programmed to erase all content after several unsuccessful attempts to break in. Any security set on these devices must not be disabled or removed.

2.1.5 Multi-Factor Authentication (MFA) is a security process that requires users to verify their identity using two or more independent methods—for example, entering a password (something you know) and confirming a code sent to your mobile device (something you have). This significantly reduces the risk of unauthorised access to systems and sensitive data. NALC recommends implementing MFA as a best practice to enhance information security and support compliance with data protection obligations under the UK GDPR and the Data Protection Act 2018.

2.1.6 If an item of portable equipment is lost or damaged this should be reported to the clerk. If the loss or damage is due to an act of negligence, the individual responsible may be liable to meet the first £100 of the loss/damage.

2.1.7 To protect confidential information, unless it is a requirement of the job and this has been authorised, it is forbidden for photographs or videos to be taken on council premises, without the prior written permission of the council. This includes mobile telephones with camera function, camcorder, tape or other recording device for sound or pictures - moving or still.

2.1.8 Under no circumstances should any non-public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).

2.1.9 In addition, the council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from the clerk.

2.2 Use of own devices

2.2.1 The Council recognises that some councillors, staff, and other authorised users may wish to use their own smartphones, tablets, laptops etc to access our servers, private clouds or networks for normal council purposes. Any such use of personal devices will be at the discretion of the council, but consent for standard systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.

2.2.1 However, the same security precautions apply to personal devices as to the council's desktop equipment. For continuity purposes, calls made to external parties such as external stakeholders must be made on council landlines or mobile phone numbers to ensure that only these numbers are used and/or stored by the recipient, rather than personal numbers. Any emails sent from own devices should be sent from a council email account and should not identify the individual's personal email address.

2.2.2 Councillors, staff, and other authorised persons that use council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For Workers or Contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.

2.2.3 In cases of legal proceedings against the council, the council may need to temporarily take possession of a device, whether council-owned or personal to retrieve the relevant data.

2.2.4 Wherever possible the user should maintain a clear separation between the personal data processed on the council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.

2.2.5 Councillors, staff, and other authorised users who intend to use their own devices via the council's infrastructure must ensure that they:

- use a strong password (i.e. one which uses three random words (e.g. PurpleCandleRiver) or finger print (preferably the latter)"] to protect their device(s) from being accessed. For smartphones and tablets this should lock the device after three failed login attempts;
- configure their device(s) to automatically prompt for a password after a period of inactivity of more than five minutes.
- always password protect any documents containing confidential information that are sent as attachments to an email, and notify the password separately (preferably by a means other than email);
- for smartphones and tablets, activate the automatic device wipe function (where available). Note that use of the remote wipe function may also involve the removal of the individual's personal data. Councillors, staff, and other authorised users are therefore advised to keep personal data separate from council data where possible;
- ensure secure WiFi networks are used;
- ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device;
- inform the clerk if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to council data or resources. To prevent phones being used,

they will need to retain the details of their IMEI number and the SIM number of the device as their provider will require this to deactivate it.

2.2.6 Personal information and sensitive data should never be saved on councillors, staff, or other authorised users own devices as this may breach confidentiality agreements, especially if the device is used by other people from time to time. Confidential data must never be accessed or processed on a personal device.

2.2.7 If removable media are used to transfer data (e.g. USB drives or CDs), the user must also securely delete the data on the media once the transfer is complete.

2.2.8 Councillors, staff, and other authorised users who open any attachments should ensure that any cached copies are deleted immediately after use. The clerk will provide assistance or training in doing this if needed. Additional risks include data belonging to the council being accessed by unauthorised persons if the device(s) is lost, stolen, or used without the owner's permission.

2.2.9 If transferring data, either by email or by other means, this should be done through an encrypted channel, such as a virtual private network (VPN) or a secure web protocol (https://). Unsecured wireless networks should not be used.

2.2.10 Prior to the disposal of any device that has work data stored on it, and in the event of a user leaving the council, councillors, staff, and other authorised users are required to allow the clerk or IT contractor access to the device to ensure that all passwords, user access shortcuts and any identifiable data are removed from the device.

2.2.11 Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing council servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. The council will use reasonable endeavours to assist, but councillors, staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.

Health and safety

3.1.1 Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.

3.1.2 The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment. Further details are set out in the council's health and safety policy.

3.1.3 Any VDU user who feels that their workstation requires changes to make it compliant must speak to the clerk.

If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the clerk.

Password and Authentication Policy

4.1.1 All user accounts must be protected by strong, secure passwords. The council follows the National Cyber Security Centre (NCSC) recommendations for creating passwords using three random words (e.g. PurpleCandleRiver). This method helps create passwords that are both strong and easy to remember, while offering effective protection against common cyber threats such as brute-force attacks. This approach is endorsed in NALC guidance.

In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification—for example, a password (something you know) and a code sent to your phone (something you have). This significantly reduces the risk of unauthorised access to systems and personal data.

To further strengthen account security:

- Initial user account passwords must be generated by the IT provider.
- Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.
- Service or System (e.g. Website) account passwords are generated and managed by the IT provider.
- The council recommends these practices as part of its commitment to robust information security and to support compliance with the UK GDPR and the Data Protection Act 2018.

For more guidance, see the NCSC's advice on password security: [NCSC Password Guidance](#)

4.1.2 Access to Passwords

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In exceptional cases (e.g., incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals and logging.
- Administrative credentials must be stored securely and only accessible to authorised personnel with a copy kept in a secure location within the parish office in a sealed envelope, only to be accessed in an emergency.

4.1.3 Password Storage and Management

- Passwords must not be stored in plain text or written down in insecure locations.
- Passwords must be stored using a council-approved, encrypted password manager (e.g., LastPass, Bit warden, or KeePass).

4.1.4 Password Change Requirements

- Immediately change password if compromise is suspected.

4.1.5 Password Access Control and Logging

- All access to administrative or shared credentials must be logged and auditable.
- Attempts to access unauthorized passwords will be treated as a security incident.

4.1.6 Responsibility

- Users are responsible for creating and maintaining secure passwords for their accounts.

The IT security provider is responsible for:

- Managing system/service credentials.
- Enforcing password policies. Auditing and monitoring password-related security practices.

Monitoring

5.1.1 The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

5.1.5 The council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.

5.1.6 Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the council's legitimate interests and is to ensure that this policy is being complied with.

5.1.7 The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

5.1.8 The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

5.1.9 Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's data protection policy.

5.1.10 Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.

5.1.11 The council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.

5.1.12 Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

5.1.13 All computers will be periodically checked and scanned for unauthorised programmes and viruses.

Remote working

6.1.1 Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home or at external stakeholders premises or any other different venue), as follows:

- if logging into the council's systems or services remotely, using computers that either do not belong to the council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the device does not clearly support these actions (for example at an internet café), council services should not be accessed from that device;
- the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc;
- any data printed should be collected and stored securely;
- all electronic files should be password protected and the data saved to the council's system/services when accessible;
- papers, files or computer equipment must not be left unattended at non-council premises unless arrangements have been made with a responsible person at non-council premises for them to be kept in a locked room or cabinet if they are to be left unattended at any time;
- any data should be kept safely and should only be disposed of securely;
- papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed;
- where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft;
- Councillors, staff, and other authorised users who work away from the office with sensitive data should be equipped with a screen privacy filter for mobile devices and should use this at all times when accessing such data away from the office.

6.1.2 Those issued with a 'dongle' to enable internet access from a laptop via 3G or 4G networks whilst away from their normal workplace should note that the cost of internet access can be very high. Dongles should therefore be used for essential council purposes only, especially if abroad.

6.1.3 Similarly, use of paid for Wi-Fi access, for example at airports should be carefully monitored and restricted to essential council use.

Email

7.1.1 Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.

7.1.2 On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

7.1.3 These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors, staff, and other authorised users should ask the clerk rather than assuming they know the right answer.

7.1.4 All councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.

7.1.5 Email messages sent on the council's account should be for council use only. Personal communications are permitted provided they do not encroach upon working time or interrupt council business in any way. Employees and other authorised users are asked to restrict their personal use to official lunch breaks or before or after working hours, and to use their personal email accounts, rather than council addresses.

Use of the Internet

8.1 Copyright

8.1.1 Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.

8.1.2 It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.

8.1.3 Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).

8.1.4 Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.

8.1.5 Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with the clerk if unsure about anything.

8.2 Trademarks, links and data protection

8.2.1 The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with the clerk.

8.2.2 Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's data protection policy, a copy of which is available from the clerk.

8.3 Accuracy of information

8.3.1 One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

Use of social media

9.1.1 Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.

9.1.2 Personal use of social networking/media and chat sites should be restricted to breaks during working hours, or after hours with permission.

9.1.3 The council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual's position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the council, or if remarks about external stakeholders could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or other local organisations may read councillors, staff, and other authorised users' personal weblogs, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the council is not named, care should be taken with any views expressed.

9.1.4 To protect both the council and its interests, everyone is required to comply with the following rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours:

- Contacts from any of the council's databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities, unless this has been authorised.
- Any blog that mentions the council, its current work, councillors, employees, other users associated with the council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors or employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of HK&SD Parish Council. Even if the council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer/ the council".) Writers must not claim or give the impression that they are speaking on behalf of the council.
- Any employee who is developing a site or writing a blog that will mention the council, must inform the clerk that they are writing this and gain agreement before going 'live'.
- The council expects councillors, staff, and other authorised users to be respectful about the council and its current or potential staff, including employees, councillors, clerks, and authorised users and not to engage in any name calling or any behaviour that will reflect negatively on its reputation. Any unauthorised use of copyright materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.
- Photos or videos that include employees or other workers wearing uniforms or clothing displaying the council's name or logo should not be posted on social media if they could reflect negatively on the individual, their role, their colleagues, or the council. Additionally, photos, videos, or audio recordings must not be taken on council premises without explicit permission
- Comments posted by councillors, staff, and other authorised users on any sites should be knowledgeable, accurate and professional and should not compromise the council in any way.
- Inappropriate conversations with external stakeholders should not take place on any social networking sites, including forums.

- Any writing about or displaying photos or videos of internal activities that involves current councillors, staff, and other authorised persons, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their permission should be gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the council should not be posted. This may include manuals; procedures; training documents; non-public financial or operational information; personal information regarding other councillors, staff, and other authorised users anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; any other secret, confidential, or proprietary information or information that is subject to confidentiality agreements. This does not affect statutory requirements to publish information including under the Freedom of Information Act.
- Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by other organisations, and any individual or council that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other councillors, staff, and other authorised users can raise grievances for alleged bullying and/or harassment.
- Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the council or its staff, councillors and external stakeholders or disclose personal data or information about any individual that could breach data protection legislation.
- Contacts by the media relating to the council, should be referred to the clerk.
- Councillors, staff, and other authorised users who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving the council.
- Councillors, staff, and other authorised users who use X, LinkedIn, or other social media/networking sites for council development purposes must ensure they provide the council with login details, including password(s), so that these sites can be accessed and updated in their absence.
- Councillors, staff, and other authorised users who have left the council must not post any inappropriate comments about the council or its councillors, staff, and other authorised users on LinkedIn, Facebook, X or any other social media/networking sites.
- During your employment/ involvement with the council, you may create or obtain access to a variety of professional contacts and confidential information. This includes, but is not limited to, contacts made through professional networking platforms such as LinkedIn, where those contacts have been established or maintained in your capacity as a councillor, member of staff, or another authorised user. All such contacts will be considered council property and may be subject to disclosure upon request.

9.1.5 Note that the council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the council. Councillors, staff, and other authorised users are also advised that social media sites are not an appropriate place to air council concerns or complaints: these should be raised with the council or formally through the grievance procedure.

9.1.6 It is important to note that external stakeholders contact details and information remain the property of the council. In addition, councillors, staff, and other authorised users leaving the council will be required to delete all council-related data including external stakeholders contact details from any personal device/equipment.

Misuse

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

Important notice

This is an example of a policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Adopted/Updated	Meeting	Minute Number
Adopted	02 Feb 26 Parish Council	146

13a Planning Application:

25/03506/FUL

2 The Bungalow, School Lane

Change of use of a residential garage to a mix of domestic and self-contained holiday let/annexe

Parish Council Submission – Support with Conditions

The Parish Council has considered the above application and, given that the structure already exists within the residential curtilage and that any impacts arising from the proposed mixed use can be appropriately controlled, the Council **supports the application subject to strict conditions**. These conditions are required to safeguard residential amenity, prevent commercial intensification, and ensure that the accommodation cannot evolve into an independent dwelling.

To make the development acceptable in planning terms, the Parish Council requests that the following conditions be attached to any permission granted:

1. Ancillary / Restricted Use

The accommodation shall remain ancillary to the main dwellinghouse at all times and shall not be sold, leased, rented, or occupied as an independent dwelling.

Reason: To ensure the accommodation remains subordinate to the main dwelling and does not form a separate residential unit.

2. Restriction on Permanent Residential Occupation

The accommodation shall be used only as:

- (a) ancillary residential accommodation in connection with the main dwellinghouse; or
- (b) short-term holiday accommodation occupied by persons whose principal residence is elsewhere.

It shall not be occupied as a person's sole or main place of residence.

Reason: To prevent permanent residential occupation and ensure the use remains ancillary or short-term in nature.

3. Maximum Length of Stay

No individual or group shall occupy the accommodation for more than 28 consecutive days. A register of occupiers, including names and dates of stay, shall be maintained and made available to the Local Planning Authority upon request.

Reason: To ensure the accommodation is used only for short-term holiday purposes and does not become a permanent dwelling.

4. No Separate Curtilage

No fencing, walls, hedges, or other means of enclosure shall be erected to subdivide the site, nor shall any separate curtilage be created for the accommodation.

Reason: To prevent subdivision of the plot and to maintain the ancillary relationship with the main dwelling, in the interests of visual amenity and local character.

5. Parking Provision

The accommodation shall not be occupied unless all parking associated with its use is provided within the curtilage of the main dwelling. These parking spaces shall be retained and kept available for this purpose thereafter.

Reason: To ensure adequate on-site parking is provided and maintained, in the interests of highway safety and residential amenity.

6. External Alterations and Lighting

No external alterations, additions, or external lighting shall be installed without the prior written approval of the Local Planning Authority. Any approved lighting shall be

designed to minimise light spill and avoid adverse impacts on neighbouring amenity or biodiversity.

Reason: To retain control over external changes and protect the character of the building, neighbouring amenity, and local biodiversity.

7. Signage and Advertising

No signage, advertisements, or commercial displays shall be erected within the site without the prior written approval of the Local Planning Authority.

Reason: To prevent inappropriate commercial appearance and protect visual amenity.