

SHERFIELD PARK PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend a **MEETING OF THE PARISH COUNCIL** at the Parish Office at **7.30pm on Wednesday 13th October 2021** for the purpose of considering and resolving upon the business set out in the following agenda.

To press and members of the public: You are welcome to attend the meeting and address the Parish Council during Public Participation only. Total time allocated for this session is 15 minutes. Questions should be sent in advance to the Clerk by email.

Signed: *Tracy Hamer*

Tracy Hamer – Clerk & RFO

clerk@sherfieldparkparishcouncil.gov.uk

- 102101** To receive and accept apologies of absence.
- 102102** To receive any declarations of interest relevant to items on this agenda.
- 102103** To sign as a correct record, the minutes of the meeting of the Full Council held on 8th September 2021.
- 102104** To sign as a correct record, the minutes of the meeting of the Planning Committee held on 29th September 2021.
- 102105** Matters arising from previous meetings and actions as noted on the action log.
- 102106** To receive any Chairman's announcements.
- 102107** Public Participation Session – 15 minutes.
- 102108** To receive reports from:
 - County Councillor
 - Borough Councillors
 - SPCA
 - PPG
- 102109** To note the current financial situation including half year update.
- 102110** To authorise requests for October payments.
- 102111** To consider closing the HSBC SPPC saving account and moving to Unity Trust Bank.
- 102112** To hear an update from Open Spaces.
- 102113** To consider changes to the Planning Committee – Cllr Circuit to take on role of Chair.
- 102114** To consider and decide on a sum to spend for Halloween at the Parish Office.
- 102115** To consider and decide on a sum to spend for a water-roller at the Parish Office.
- 102116** To consider and decide on Lengthsman tasks for year ending March 2022.

- 102117** To agree cost of remedial electrical works as required by SSE at the Gaiger roundabout.
- 102118** To consider a response to the DRAFT Basingstoke and Deane Code of Conduct for Councillors and a decision whether SPPC would be willing to adopt.
- 102119** To note and approve updates to the risk register and consider any additional risks identified in this meeting and update as required.
- 102120** To consider matters for including in the next issue of the Loddon Valley Link.
- 102121** To confirm the date of the next Parish Council meeting – Wednesday 10th November at 7.30pm.



Sherfield Park Parish Council (SPPC)
Ordinary Meeting held outside at The Parish Office
at 7.30pm on Wednesday 8th September 2021

	<u>IN ATTENDANCE</u>	<u>APOLOGIES</u>	<u>ABSENT</u>
Councillors:			
Cllr. Gordon		✓	
Cllr. Rouse (Chair)	✓		
Cllr. Circuit	✓		
Cllr. Parfrey	✓		
Cllr. Wisniewski	✓		

In attendance: County Councillor Elaine Still, Tracy Hamer (Clerk) taking the minutes, two members of the public. The meeting was chaired by Cllr Rouse.

Agenda Item	Issue	Actions
092101	To receive and accept apologies of absence Borough Councillors Vaux, Miller and Edwards, Cllr Audrey Gordon.	
092102	To receive any declarations of interest relevant to items on this agenda. Nil.	
092103	To sign as a correct record, the minutes of the Ordinary Meeting of Sherfield Park Parish Council held on 14th July 2021. The Council unanimously agreed the content of the minutes. <i>Proposed by Cllr Rouse and seconded by Cllr Circuit.</i>	Clerk
092104	To sign as a correct record, the minutes of the meetings of the Planning Committee held on 30th July 2021 and 11th August 2021. The Council unanimously agreed the content of the minutes. <i>Proposed by Cllr Parfrey and seconded by Cllr Circuit.</i>	Clerk
092105	Matters arising from items from previous meetings and actions as noted on the action log. <ul style="list-style-type: none"> • Pettys Copse Path – See Item 092113. 	
092106	<ul style="list-style-type: none"> • To receive any Chairman’s announcements. <ul style="list-style-type: none"> - Cllr Rouse reported that the Chairs Clinic on the 1st and 3rd Monday of each month is being received well, with a number of visitors each session. - Concern has been raised regarding numbers of visitors to Sherfield Park for Halloween. It was agreed not to dissuade visitors but to encourage safe and responsible behaviour. The Clerk has written to the local PCSO regarding traffic 	

Signed by Chair.....

	volumes at the event. It was agreed to keep the community informed via the Loddon Valley Link, Facebook and the website. Councillors agreed to decorate the office for Halloween; budget to be confirmed at the next meeting.	
092107	Public Participation Session. Nil.	Clerk
092108	<p>To receive reports from the County Councillor, Borough Councillors, the SPCA & the PPG</p> <ul style="list-style-type: none"> • County Councillor Elaine Still – Elaine noted she is always on the end of the phone regarding any issues of concern and is keen to work with the PC on a range of projects, especially concerns around parking and speeding. The Clerk will liaise as necessary. • Borough Councillor Vaux by email - I remain concerned about green space maintenance and am asking for a report to the CEP committee after the main season has concluded to pick up learning to inform planning for next year. - There have been problems with staffing the household and garden waste services. The collection teams are necessarily working in close proximity with each other so where there is Covid, it is easily passed between them. Being generally relatively young, most only had one vaccination for most of the summer and had to continue to isolate for 10 days when considered a close contact to someone with a positive test (the guidance change mid-August requires two vaccinations plus two weeks). This situation should ease, and garden waste collections, temporarily suspended, are now back. Subscribers will have the lost collections added to their contract period. It is also worth being aware that there remains a shortage of refuse collection workers generally, as many have returned to Europe. - Following multiple contacts from residents and discussions with the parish council, I have continued to explore options to improve road safety, talking to a number of borough councillors, county councillors and Maria Miller MP. I've also contacted the Police & Crime Commissioner and will be writing to the local police commander shortly. One of my core questions is to understand what is required to have 20mph zones on residential estates. What I've learnt so far is that road safety is seen as an area parish councils have significant influence, that specific data and resident lobbying is crucial, and that Hampshire County Council and the police are extremely reluctant to introduce 20mph limits. It would be very helpful if Sherfield Park Parish Council wrote to Donna, the PCC, to highlight road safety as an issue on Sherfield Park to ensure she is aware of local public opinion. All of the people I have talked to so far have been supportive of taking action to improve road safety, while acknowledging the significant challenges, and I look forward 	

Signed by Chair.....

	<p>to working with the parish council to explore future actions we can take together.</p> <ul style="list-style-type: none"> - The Local Plan Update is gathering pace with a number of workstreams underway in parallel. I am participating in many meetings to consider specific policy areas supporting the Plan, for example on the local economy, housing mix, water supplies etc. Councillors may have seen the protests outside the Civic Offices on 2nd September prior to the EPH meeting considering potential development sites to be included in the updated Plan. This includes a number of sites in areas adjacent to the Chineham Ward. Cllr Miller addressed the committee, expressing residents' concerns on the lack of an infrastructure masterplan to support all the new housing in this area, and I spoke in the meeting as a committee member about the major urban extension of Basingstoke these developments would bring about, if they were adopted into the Plan. A draft Plan will be published next year for general public engagement and comment. In the meantime, I will continue to lobby hard for a fair distribution of new housing across the borough, and improvements to our infrastructure. <ul style="list-style-type: none"> • SPCA – Nil • PPG – Nil 	
092109	<p>To note the current financial situation. The Council noted the present financial situation is satisfactory. See Appendix 1.</p>	Clerk
092110	<p>To formally note payments made during August and authorise requests for September payments. The Council resolved to approve the payments in Appendix 2. to these minutes. <i>Proposed by Cllr Rouse and seconded by Cllr Parfrey.</i></p>	Clerk
092111	<p>To formally note the completion of the Annual Governance & Accountability Review for the year ended 31st March 2021. The Clerk confirmed that the Notice of Conclusion of Audit has been issued by the External Auditor. No matters were raised, and all relevant items have been published on the website as required.</p>	
092112	<p>To hear an update from Open Spaces, including approval of updated costs of entrance signage.</p> <p>As Chair of Open Spaces, Cllr Parfrey confirmed there had been an open spaces meeting on the 18th August, attended by Cllrs Parfrey, Cllr Gordon and Cllr Wisniewski with the following actions:</p> <p>Pettys Copse - The email communication between Croudace the Clerk were discussed and noted. Cllr Wisniewski reported trees have been marked for woodland management works, so assumed</p>	Clerk

Signed by Chair.....

	<p>Croudace/Scofell had completed a survey of potentially dangerous trees. The issue of notice boards to warn of potential danger from trees debris and rubbish in the woodlands, was agreed as an action for Croudace to take responsibility for.</p> <p>Gaiger Signage – The updated cost for the signage has been circulated. The Council resolved to agree the updated cost of the signage. The Clerk will request that the estimate is split to show the cost of the signs individually. <i>Proposed by Cllr Parfrey and seconded by Cllr Rouse.</i></p> <p>Adoption Schedule - Cllr Parfrey raised the matter of an adoption schedule and will contact BDBC for further input.</p> <p>Dove House – Cllr Rouse and The Clerk will contact Dove House to progress projects if possible.</p> <p>Water provision for the office planters - Cllr Wisniewski proposed the purchase of a Water Rola-long 40 litre container that could be used to transport water to the SPPC office to water the planters as the water butt was empty. The cost will be researched and agreed at the next SPPC meeting.</p>	
092113	<p>To review progress and costs for resurfacing Pettys Copse Path. BDBC are no longer able to contribute to the cost of resurfacing the path as it is not deemed necessary works.</p> <p>SPPC have agreed to fund the cost of the path resurfacing up to the total cost (excluding VAT) of £12,000, following the tender process as required for a project of this scope. <i>Proposed by Cllr Rouse and seconded by Cllr Parfrey.</i></p> <p>County Councillor Elaine Still will fund £1,000 of the costs and the Parish Council thank her for her continued support in the matter.</p> <p>The Clerk will liaise with BDBC and Croudace to confirm relevant permissions, licenses, liabilities and ongoing maintenance e arrangements, before progressing the project.</p>	Clerk
092114	<p>To consider an application from SPCA for a grant of £200 under Section 145 of LGA 1972 to contribute to the cost of coach hire for the Over 55's Community Group. The Council resolved to approve the payment of the grant application. <i>Proposed by Cllr Rouse and seconded by Cllr Parfrey.</i></p>	Clerk
092115	<p>To add Cllr Wisniewski as a member of SPPC Planning Committee. The Council unanimously resolved to update committee membership to ensure the committee is quorate. <i>Proposed by Cllr Rouse and seconded by Cllr Circuit.</i></p>	Clerk
092116	<p>To note and approve updates to the risk register and consider any</p>	

Signed by Chair.....

	additional risks identified in this meeting. Nil.	
092117	To consider matters for including in the next issue of the Loddon Valley Link. <ul style="list-style-type: none"> • Halloween • Pettys Copse Path • Chairs Clinic • SID's 	
092118	To confirm the date of the next Parish Council Meeting as 13th October 2021 at The Parish Office.	

There being no further business, the meeting closed at 8.40 pm

Signed by Chair.....

Appendix 1 – Agenda Item 092109

Date: 01/09/2021
Time: 12:31

Sherfield Park Parish Council
Bank Reconciliation Statement as at 31/08/2021
for Cashbook 1 - Current Bank A/c

Page 1
User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
SPPC Lloyds	31/08/2021		21,370.44
			<u>21,370.44</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			21,370.44
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			21,370.44
		Balance per Cash Book is :-	21,370.44
		Difference is :-	0.00

Date: 01/09/2021
Time: 12:32

Sherfield Park Parish Council
Bank Reconciliation Statement as at 31/08/2021
for Cashbook 2 - HSBC

Page 1
User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
SPPC HSBC	20/08/2021	51	76,401.65
			<u>76,401.65</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			76,401.65
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			76,401.65
		Balance per Cash Book is :-	76,401.65
		Difference is :-	0.00

Signed by Chair.....

Appendix 2 – Agenda Item 092110

August

BT	Monthly office broadband charge	GP00546968	DD	£46.14	DD 02/08/2021
Clerks Expenses	Mobile Phone		EP	£6.50	PAID 11/08/2021
SSE	Electricity	2405418415	SO	£15.00	DD 20/08/2021
HALC	Training	4747 & 4749	EP	£108.00	PAID 11/08/2021
Zurich Insurance	Annual Renewal - Shortfall		DD	£3.36	PAID 11/08/2021
Staff salaries & associated costs	Staff salaries, Tax & NI	June	EP	£1,150.66	PAID 23/08/2021
				PAYMENT TOTALS	£1,329.66

September

BT	Monthly office broadband charge	GP00546968	DD	£46.14	DD 01/09/2021
Clerks Expenses	Mobile Phone		EP	£6.50	
SSE	Electricity	2405418415	SO	£15.00	DD 21/09/2021
Mulberry & Co	Internal Audit	17703	EP	£144.00	
Mallatite	Neoprene SID fixings	1120	EP	£45.00	
PKF Littlejohn	External Audit	SB20210787	EP	£240.00	
Staff salaries & associated costs	Staff salaries, Tax & NI	September	EP	£1,019.38	Staff salaries & associated costs
				PAYMENT TOTALS	£1,516.02

Signed by Chair.....

Signed by Chair.....

**Sherfield Park Parish Council (SPPC) Planning Committee Meeting
held at The Parish Office at 4.30pm on Thursday 29th September 2021**

	IN ATTENDANCE	APOLOGIES	ABSENT
Cllr. Parfrey (Chair)	✓		
Cllr. Rouse	✓		
Cllr. Circuit	✓		
Cllr. Gordon	✓		
Cllr. Wisniewski	✓		

In attendance: Tracy Hamer (Clerk) taking the minutes.

010921 To receive and accept apologies of absence
Nil.

010921 To receive any declarations of pecuniary interest relevant to items on this agenda
Cllr Gordon – 21/02709/HSE

030721 To consider the following Planning Applications:

21/01883/HSE at 29 Eling Crescent, Sherfield-On-Loddon RG27 0FJ

Erection of single storey rear extension, repositioning of garage door to front and conversion of garage to office.

Deadline for comments is 01/10/2021.

After an informal (external) visit to the site and discussion of the plans during the meeting, the Council **does not object to this application**, but wishes to note the permanent loss of 1 parking space in an area which is already greatly impacted by a lack of parking.

21/02709/HSE at 25 Otterbourne Walk, Sherfield-On-Loddon RG27 0SE

Erection of single storey rear extension.

Deadline for comments is 11/10/2021.

After an informal (external) visit to the site and discussion of the plans during the meeting, the Council **does not object to this application**.

21/00808/OUT Land at Redlands, Reading Road, Sherfield-On-Loddon

Outline application for up to 57 new dwellings (all matters reserved except access and layout).

Deadline for comments is 08/10/2021.

It was noted that the updated application is an attempt to overcome the concerns of the urban design officer as well as provide further information as to the amount of multi-functional green space being offered and the drainage strategy.

Following discussion of the plans during the meeting, the Council **strongly objects to this application**, as the updated application has not allayed any of the Parish Councils ongoing concerns regarding this potential development and its overall negative effect on the environment, landscape and local infrastructure.

040721 To consider the BDBC Local Plan and any submissions the Parish Council wish to make in reference to shortlisted sites with potential impact to Sherfield Park.

Following discussion, a Working Group was formed consisting of Cllrs Rouse, Gordon, Circuit, Parfrey, Wisniewski and the Clerk. The Working Group will meet at 7pm on Wednesday 6th October at 7pm at The Parish Office to discuss the sites in detail and formulate a submission from the Parish Council.

040721 To note that the date of the next planning meeting will be in response to any further planning applications received from BDBC.

There being no further business the meeting closed at 5.20pm

DRAFT

**Bank Reconciliation Statement as at 30/09/2021
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
SPPC Lloyds	30/09/2021		39,264.42
			<u>39,264.42</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			39,264.42
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			39,264.42
		Balance per Cash Book is :-	39,264.42
		Difference is :-	0.00

Time: 17:34

Bank Reconciliation up to 30/09/2021 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/09/2021	DD	46.14		46.14		R <input type="checkbox"/>	BT
13/09/2021	BACS	45.00		45.00		R <input type="checkbox"/>	Mallatite
13/09/2021	BACS	144.00		144.00		R <input type="checkbox"/>	Mulberry & Co
13/09/2021	BACS	240.00		240.00		R <input type="checkbox"/>	PKF Littlejohn
13/09/2021	BACS	200.00		200.00		R <input type="checkbox"/>	Sherfield Park Community Assoc
13/09/2021	BACS	6.50		6.50		R <input type="checkbox"/>	Tracy Hamer
20/09/2021	BACS	15.00		15.00		R <input type="checkbox"/>	Southern Electric
23/09/2021	BACS	185.46		185.46		R <input type="checkbox"/>	Richard Oats
23/09/2021	BACS	82.15		82.15		R <input type="checkbox"/>	HMRC
23/09/2021	BACS	751.77		751.77		R <input type="checkbox"/>	Tracy Hamer
27/09/2021			19,610.00	19,610.00		R <input type="checkbox"/>	Receipt(s) Banked
		<u>1,716.02</u>	<u>19,610.00</u>				

**Bank Reconciliation Statement as at 30/09/2021
for Cashbook 2 - HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
SPPC HSBC	20/09/2021	52	76,402.30
			<hr/> 76,402.30
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			76,402.30
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			76,402.30
		Balance per Cash Book is :-	76,402.30
		Difference is :-	0.00

Time: 17:36

Bank Reconciliation up to 30/09/2021 for Cashbook No 2 - HSBC

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
20/09/2021			0.65	0.65		R ■	Receipt(s) Banked
		<u>0.00</u>	<u>0.65</u>				

Detailed Receipts & Payments by Budget Heading 30/09/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1000 Litter Warden Grant	2,317	2,267	(50)			102.2%	
1076 Precept	39,220	39,220	0			100.0%	
1090 Bank Interest	4	75	71			5.1%	
Income :- Receipts	41,540	41,562	22			99.9%	0
Net Receipts	41,540	41,562	22				
200 Expenditure							
4000 Salaries & Allowances	6,380	13,000	6,620		6,620	49.1%	
4025 Clerks Expenses	0	400	400		400	0.0%	
4060 Stationery	156	0	(156)		(156)	0.0%	
4070 Administration	0	1,200	1,200		1,200	0.0%	
4075 Chairman's Allowance	0	100	100		100	0.0%	
4080 Repairs & Maintenance	116	10,000	9,884		9,884	1.2%	
4085 Insurance	514	520	6		6	98.8%	
4090 Grants & Donations	4,160	15,000	10,840		10,840	27.7%	
4100 Training	532	1,500	968		968	35.5%	
4105 Hall Hire	0	150	150		150	0.0%	
4110 Audit Fees	320	500	180		180	64.0%	
4115 Subscriptions	759	1,000	241		241	75.9%	
4120 Publications	342	600	258		258	57.0%	
4125 Traffic control equipment	38	3,500	3,463		3,463	1.1%	
4130 Office Equipment	0	1,000	1,000		1,000	0.0%	
4135 Miscellaneous	0	500	500		500	0.0%	
4145 IT-inc Website	490	400	(90)		(90)	122.5%	
4150 Electricity	90	522	432		432	17.2%	
4155 Broadband	231	600	369		369	38.5%	
4160 Office Mobile Phone	39	78	39		39	50.0%	
Expenditure :- Indirect Payments	14,166	50,570	36,404	0	36,404	28.0%	0
Net Payments	(14,166)	(50,570)	(36,404)				
999 VAT Data							
115 VAT on Receipts	308	0	(308)			0.0%	
VAT Data :- Receipts	308	0	(308)				0
515 VAT on Payments	377	0	(377)		(377)	0.0%	
VAT Data :- Indirect Payments	377	0	(377)	0	(377)		0
Net Receipts over Payments	(68)	0	68				

Detailed Receipts & Payments by Budget Heading 30/09/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	41,849	41,562	(287)			100.7%	
Payments	14,543	50,570	36,027	0	36,027	28.8%	
Net Receipts over Payments	<u>27,306</u>	<u>(9,008)</u>	<u>(36,314)</u>				
Movement to/(from) Gen Reserve	<u>27,306</u>						



102110 - October Payment Request

BT	Monthly office broadband charge	GP00546968	DD	£46.14	DD 01/10/2021
Clerks Expenses	Mobile Phone		EP	£6.50	
Cllr Parfrey Expenses	Expenses		EP	£75.98	Sundries for SID
SSE	Electricity	2405418415	SO	£15.00	DD 21/10/2021
Sleeptight Security	Parish Office CCTV	1837	EP	£100.00	
Rialtas	Annual Support and Maintenance	SM24336	EP	£148.80	
Viking	Stationery	7671738	EP	£59.82	
Evolis	SID		EP	£3,953.16	
Staff salaries & associated costs	Staff salaries, Tax & NI	September	EP	£1,019.38	Staff salaries & associated costs
			PAYMENT TOTALS	£5,424.78	



102111 – Unity Trust Bank

Like previous years, HSBC have frozen the savings account due to inactivity. We are unable to move any funds into or out of the account. The Clerk has spoken to the business team at HSBC who explained that without regular debits and credits to the account this will continue to happen.

A move to Unity Trust Bank is being recommended by the Clerk, who are very efficient and popular in the local authority sector. The below relays communications following a first level enquiry.

More information – www.unity.co.uk

Dear Tracy,

Thank you for your enquiry regarding opening an account with Unity Trust Bank.

We offer single, dual or triple authority with our accounts with no extra cost to our customers. There is a charge of £6.00 per month account fee, which is taken quarterly.

We offer current accounts and savings accounts. If you hold both a current and savings account there is no charge to transfer funds, however if you only hold a savings account there is a charge of £28.00 per payment.

Regarding signatories on the account this needs to be signed in accordance with your constitution of rules.

Cheque books and paying in book are provided with our current account. We do not offer a debit card for our current accounts. You can pay in, or withdraw cash from your local NatWest (England and Wales), RBS (Scotland) or Ulster Bank (Northern Ireland) branch, or we can set up a Post Office Cash Account card for you to pay in cash at a Post Office convenient to you.

We have partnered with Lloyds Bank and MasterCard® to bring you the Unity Corporate MultiPay Card – a charge card designed for Unity Trust Bank customers.

Please be advised that provision for this facility is subject to credit approval. For existing customers, we require evidence of 12 months account activity. For new customers, as part of the application process you will need to provide us with the last 2 years of audited/certified financial accounts. Please include this with your completed application form.

Our FREE account switcher service makes it easy to switch your accounts from another bank or building society.

We'll arrange a transfer of your Direct Debits, Standing Orders and, if you tell us to your remaining balance to your new account – we'll then contact your old bank to close your account with them.

In the meantime, you should keep enough money in your old account to cover any regular fees or payments you may have.

Before completing your application please collect full name, nationality, date of birth and the last 3 years address history for any trustees, signatories or internet users for account.

As you are a Parish Council we would require the following supporting documentation;

A copy of your Standing Orders

A copy of your letter head

A copy of your recent meeting minutes

Part 5 - Code of Conduct for Councillors

1. Introduction

The Basingstoke and Deane Code of Conduct for Councillors is based on the model Councillor Code of Conduct developed by the Local Government Association (LGA) in association with key partners and after extensive consultation within the sector. The LGA will undertake an annual review of this code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation.

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that councillors can be held accountable and adopt the behaviours and responsibilities associated with the role. The conduct of an individual councillor affects the reputation of all councillors and should be one that people aspire to.

Councillors represent local residents, work to develop better services and deliver local change. The public have high expectations of Councillors and entrust them to represent the local area, taking decisions fairly, openly, and transparently. Councillors have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations. Importantly, Councillors should be able to undertake their role as a Councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect Councillors' democratic role, encourage good conduct and safeguard the public's trust in local government.

2. Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

3. Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist Councillors in modelling the behaviour that is expected of them, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against a Councillor.

It is also to protect Councillors, the public, fellow councillors, officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and specific obligations in relation to standards of conduct. The use of support, training and mediation prior to action being taken using the Code is encouraged. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

4. General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- **I act with integrity and honesty**
- **I act lawfully**
- **I treat all persons fairly and with respect; and**
- **I lead by example and act in a way that secures public confidence in the role of councillor.**

In undertaking my role:

- **I impartially exercise my responsibilities in the interests of the local community**
- **I do not improperly seek to confer an advantage, or disadvantage, on any person**
- **I avoid conflicts of interest**
- **I exercise reasonable care and diligence; and**
- **ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.**

5. Application of the Code of Conduct

This Code of Conduct applies to all councillors as soon as they sign their declaration of acceptance of the office of councillor or attend their first meeting as a co-opted member and continues to apply to them until they cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication

- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

Councillors are also expected to uphold high standards of conduct and show leadership at all times.

The Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and councillors are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct.

Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

6. Standards of councillor conduct

This section sets out a councillor's obligations, which are the minimum standards of conduct required of a councillor. Should a councillor's conduct fall short of these standards, a complaint may be made against the councillor, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed. There is also supporting guidance which can be found at: [Guidance on Local Government Association Model Councillor Code of Conduct | Local Government Association](#)

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat council employees, employees and representatives of partner organisations and those volunteering for the council with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in

councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and council employees, where concerns should be raised in line with the council's [Protocol for Councillor/Officer Relations](#).

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest;**
 - and**
 - 2. made in good faith and in compliance with the reasonable requirements of the council;**
 - and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

The council must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the council must

be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

Councillors are trusted to make decisions on behalf of their community and their actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. Councillors should be aware that their actions might have an adverse impact on them, other councillors and/or the council and may lower the public's confidence in their or their council's ability to discharge their/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring the council into disrepute.

Councillors are able to hold the council and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

A councillor's position as a member of the council provides them with certain opportunities, responsibilities, and privileges, and they make choices all the time that will impact others. However, they should not take advantage of these opportunities to further their own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the council or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the council or of the**

office to which I have been elected or appointed.

Councillors may be provided with resources and facilities by the council to assist them in carrying out their duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to councillors to help them carry out their role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the council's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for a councillor to demonstrate high standards, for them to have their actions open to scrutiny and for them not to undermine public trust in the council or its governance. If you do not understand or are concerned about the council's processes in handling a complaint you should raise this with the Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the council.

Councillors need to register their interests so that the public, council employees and fellow councillors know which of their interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects a councillor by allowing them to demonstrate openness and a willingness to be held accountable.

A councillor is personally responsible for deciding whether or not they should disclose an interest in a meeting, but it can be helpful for them to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by a councillor or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Parish Clerk in the first instance or from the Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect their position and the reputation of the council, a councillor should exercise caution in accepting any gifts or hospitality which are (or which a councillor reasonably believe to be) offered to them because they are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case a councillor could accept it but must ensure it is publicly registered.

However, a councillor does not need to register gifts and hospitality which are not related to their role as a councillor, such as Christmas gifts from their friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with their duties as a councillor. If you are unsure, do contact the Monitoring Officer for guidance.

Appendices

Appendix A - The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. *BDBC councillors only:* Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** -
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate;
or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. *BDBC councillors only*: Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being

considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.
Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial</p>

	interest in the securities* of.
Securities	<p>Any beneficial interest in securities* of a body where —</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were</p>

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - i. exercising functions of a public nature
 - ii. directed to charitable purposes or
 - iii. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management